



# Agenda

## Ordinary Meeting

**Monday, 20 January 2020**

**Time: 9.00am**  
**Location: Council Chambers**  
**82 Brisbane Street**  
**BEAUDESERT QLD 4285**

**Scenic Rim Regional Council  
Ordinary Meeting  
Monday, 20 January 2020  
Agenda**

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**1 Opening of Meeting**

**2 Attendance**

**3 Apologies**

**4 Prayers**

Pastor Josh Cocks from Beaudesert Baptist Church will offer prayers.

**5 Declarations of Interest by Members**

**6 Update for Register of Interests**

**7 Announcements**

**8 Reception of Deputations by Appointment**

**9 Confirmation of Minutes**

Ordinary Meeting - 9 December 2019

**10 Business Arising from Previous Minutes**

**11 Consideration of Business of Meeting**

## **People & Strategy**

### **11.1 Amendments to 2019-2020 Operational Plan**

**Executive Officer:** Acting General Manager People & Strategy

**Item Author:** Corporate Strategy & Performance Officer

**Attachments:**

1. Final Proposed Amendments - Operational Plan 2019-2020 [↓](#)
  2. Final Proposed Amendments - Operational Plan 2019-2020 (track change version) [↓](#)
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### **Executive Summary**

This report provides Council with proposed amendments to the Operational Plan 2019-2020 for consideration and endorsement.

### **Recommendation**

The recommendation for the Ordinary Meeting is that Council adopt the revised 2019-2020 Operational Plan.

### **Previous Council Considerations / Resolutions**

Council adopted the 2019-2020 Operational Plan at the Special Budget Meeting held on 12 June 2019.

### **Report / Background**

To ensure Council's performance against its strategic objectives remains agile and responsive to the current environment, it is important to maintain the currency and relevancy of its plans. By maintaining and reviewing key plans such as the Operational Plan, there is a greater level of buy-in and accountability by those responsible for the implementation of the objectives.

During the early implementation of the Operational Plan, minor amendments were identified to the Plan. Some of the minor amendments occur as a result of the process of budget adoption. However, prior to seeking adoption of the identified amendments, Portfolios were asked to review the Operational Plan, and advise if any further amendments were required. The revised Operational Plan incorporates all changes identified through this process.

The revised Operational Plan incorporates proposed amendments that are considered to be minor in nature and do not deviate from the overarching intent of the objectives. Furthermore, the amendments provide a greater level of consistency of terminology and ensures the messages, format and language used in this document do not inadvertently create confusion and misunderstanding, particularly by external persons. The changes also align the 2019-2020 Operational Plan with the adopted budget.

The proposed amendments, provided in a track change version, are provided for consideration and discussion.

**Budget / Financial Implications**

Council has ceased using the corporate reporting system (CAMMS, Sycle) to perform its quarterly Operational Plan progress reporting, with reporting currently being performed manually utilising Excel spreadsheets. This has provided a saving to Council of approximately \$50,000 for the 2019-2020 financial year in system annual licence fees, cloud hosting and report analytics fees. Evaluation of the TechnologyOne incorporated, Corporate Performance Management is currently being undertaken with the intent of automating the reporting directly from system analytics.

**Strategic Implications**

*Operational Plan*

Theme: 3. Open and Responsive Government

Key Area of Focus: 3.1.1 Plan, develop and implement high-quality customer-focused services

*Legal / Statutory Implications*

The Chief Executive Officer is required to provide a quarterly report on the Operational Plan to a local government meeting under section 174(3) of the *Local Government Regulation 2012*.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- SR46 Inadequate or lack of Governance (including procurement) Framework (systems, policies, procedures, delegations and controls) in place to ensure compliance by Council's Councillors and Officers with all relevant State and Federal legislation and regulations.
- SR52 Ineffective and/or unrealistic strategic plans which are not appropriately scoped or resourced, resulting in missed opportunities, re-work, failure to deliver objectives and loss of confidence by community.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Legal Compliance and Liability  Nonfulfillment of statutory obligations or failure to deliver strategic objectives.	Moderate	Possible	Medium	Given focus by Executive Team. Integration of plans and planning process. Regular and effective monitoring of strategic planning documents. Reporting framework. Risk Management Framework.	Medium

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Reputation  Negative perception from community due to failure to meet statutory obligations and/or corporate objectives.	Moderate	Possible	Medium	Community engagement. Integrated operational and budgetary planning processes. Risk Management Framework. Staff training and awareness. Governance Framework.	Low
Financial and Economic  Adverse financial impact on Council due to poor planning or delivery.	Major	Possible	High	Governance to ensure adherence to obligations. Reporting Framework. Policies and procedures in place. Internal Audit Framework.	Low

**Consultation**

Following the identification of some minor amendments to the Operational Plan 2019-2020, Portfolios were asked to review the Plan to ascertain if any additional amendments were required. Councillors and Executive have been previously presented with the draft report. Feedback received has been incorporated into the final document.

**Conclusion**

To ensure Council's performance against its strategic objectives remains agile and responsive to the current environment, it is important to maintain currency and relevancy of its plans, including the Operational Plan 2019-2020.

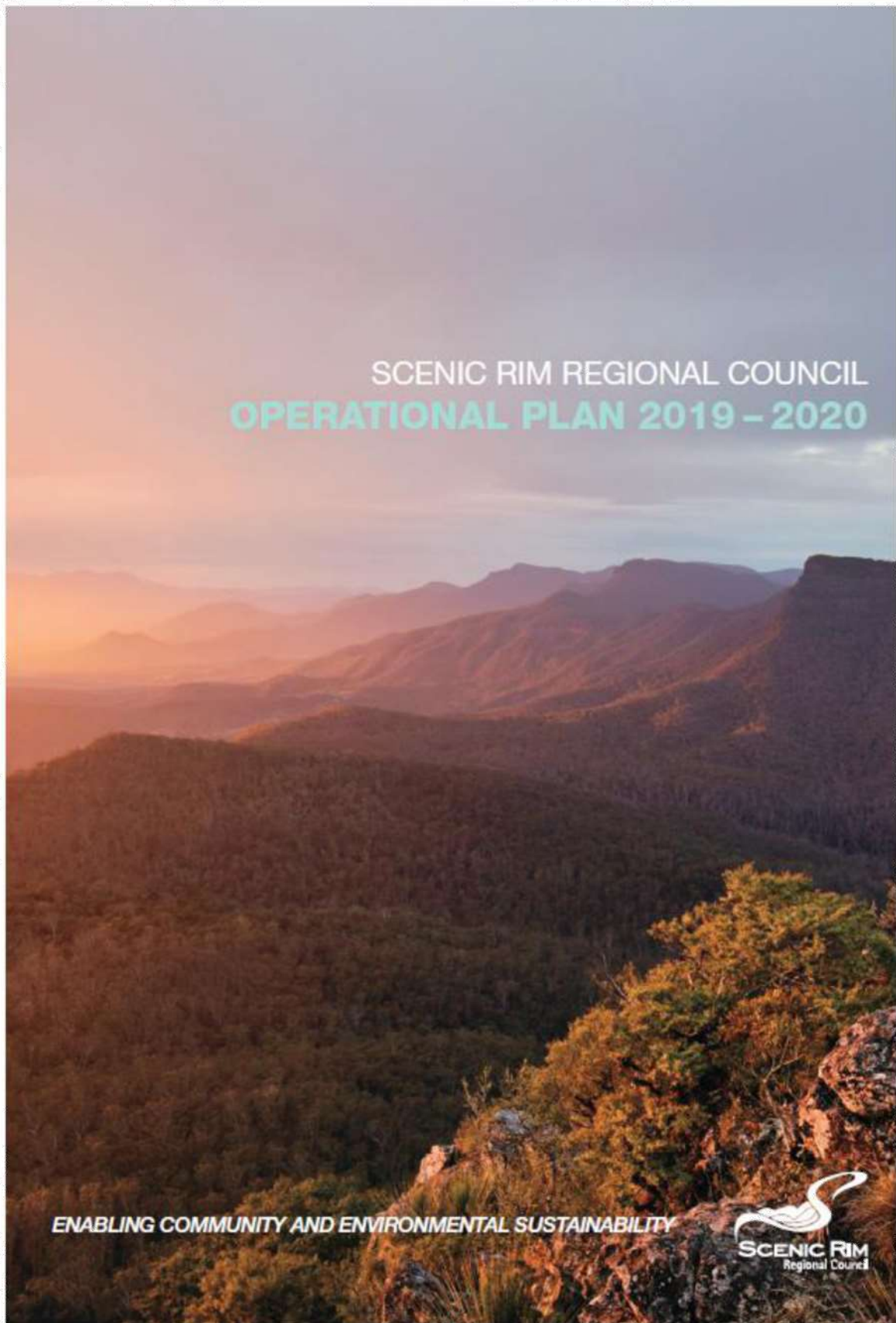


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## CHIEF EXECUTIVE OFFICERS'S MESSAGE

Scenic Rim Regional Council's Annual Operational Plan 2019 - 2020 provides the operational focus that will guide the organisation to deliver the Corporate Plan 2018 - 2023 (Scenic Rim 2023) objectives and works towards realising the shared vision for the region's future as set out in the Scenic Rim Community Plan 2011 - 2026.

The Operational Plan provides the framework to support the organisation to operationalise the goals of the Corporate Plan (Scenic Rim 2023) by setting out the specific activities, timelines, budget and measures, which helps to maintain focus and provide transparency as Council progresses the delivery of the Operational Plan objectives.

Enabling community and environmental sustainability remains the key priority. It drives us in delivering the shared vision and sets out the areas of focus. This Operational Plan details the activities that will be implemented and reported on quarterly, over the 2019 - 2020 financial year.

The operational activities are aligned with the themes as outlined in both the Community Plan and the Corporate Plan. These themes reflect the vision, provide the areas of focus and direct the strategic direction for Council's planning and service delivery. There are seven themes:

- Spectacular Scenery and Healthy Environment
- Sustainable and Prosperous Economy
- Open and Responsive Government
- Relaxed Living and Rural Lifestyle
- Vibrant Towns and Villages
- Accessible and Serviced Region
- Healthy, Engaged and Resourceful Communities

I look forward to working closely with the Mayor, Councillors and Council employees, and in partnership with the community, to deliver the specific outcomes of this Operational Plan 2019 - 2020.

Jon Gibbons  
Chief Executive Officer

## EXECUTIVE SUMMARY

Scenic Rim Regional Council's Operational Plan 2019 - 2020 has been developed in alignment with the themes and areas of focus of the Corporate Plan 2018 - 2023 (Scenic Rim 2023), as required by section 175 of the *Local Government Regulation 2012*. Identified key strategic projects and services are also incorporated into this Operational Plan.

Each of the key objectives are aligned with the respective financial allocation, to provide better transparency and accountability. Furthermore, each of the objectives have defined key performance indicators, to facilitate a process for the measurement of Council's performance against its key objectives.

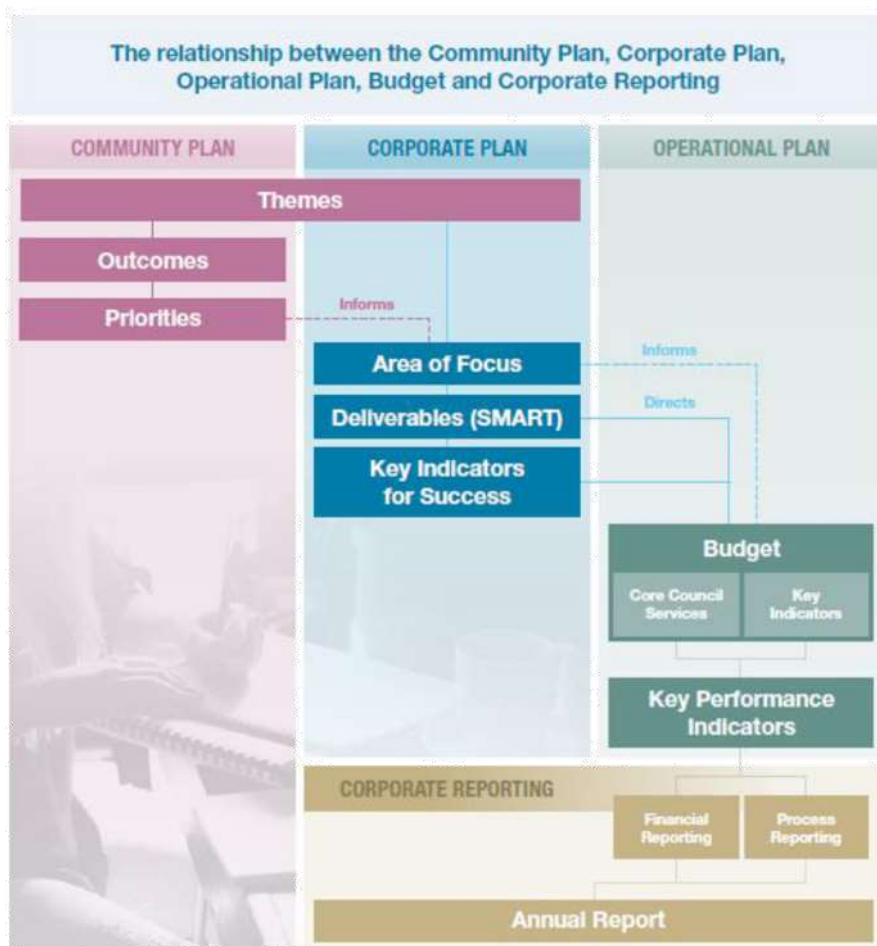
Progress against the delivery of the objectives outlined in this plan are reported regularly throughout the year to Council and the community via quarterly performance reports and the Annual Report.

# PLANNING FRAMEWORK

The Operational Plan is a key component of Council's strategic planning framework and should be considered in conjunction with other planning documents, including the long-term financial forecast, annual budget and corporate reporting.

The purpose of the Scenic Rim 2023 Corporate Plan is to clearly outline the strategic approach that Council will take over the next five years in furthering the goals and objectives of the Scenic Rim Community Plan 2011 - 2026. This Operational Plan and the 2019 - 2020 Annual Budget details the actions Council will take in furthering the delivery of the strategic direction of the Corporate Plan.

Council's strategic planning framework is represented in the following diagram (provided below). For each Corporate Plan theme, Council has nominated a **statement of intent** and identified **deliverables** to be progressed to implement the theme and areas of focus. Each Operational Plan deliverable and activity relates to a specific primary Corporate Plan Deliverable and is grouped in this order. Furthermore, established measures in the form of **measures of success** and **SMART** (specific, measurable, achievable, relevant and time-bound) **key performance indicators** (KPIs) are nominated to track progress in delivering relevant strategic outcomes. While the full achievement of the deliverables outlined in the Corporate Plan may span a number of years, the SMART key performance indicator targets (outlined in this Plan) specifically pertain to the period of this Plan (1 July - 30 June).



## CORPORATE PLAN THEMES



## RISK MANAGEMENT

Council is committed to implementing a systematic risk management methodology that identifies and addresses areas of potential risk within Council in a manner that is consistent with Australian Standards. Effective risk management is governed by an Enterprise Risk Management Framework that establishes the relationship between Council’s various risk management components and processes.

A key element of the Risk Management Framework is Council’s Risk Register. This register details how significant risks to the organisation are described, assessed and managed. It is maintained in accordance with Council’s Risk Management Policy and the Enterprise Risk Management Guidelines. Corporate and Strategic Risks are reviewed on a quarterly basis in alignment with the nominated review dates. Operational Risks are monitored and reviewed at Portfolio level on a regular basis and escalated where appropriate.

## SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT

**Statement of Intent:** The region's unique natural environment and rural landscapes are preserved and enhanced in partnership with our community.

<p><b>Area of Focus:</b> <i>Recognise, preserve and enhance the region's unique biodiversity.</i></p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Million Trees for Scenic Rim Project</b>	\$50,500	Health Building & Environment	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Deliver rural trees initiative	01-Jul-2019	31-Dec-2019	
	2. Deliver community trees initiative	01-Jan-2020	30-Jun-2020	
	3. Deliver habitat trees initiative	01-Jan-2020	30-Jun-2020	
	4. Deliver river trees initiative	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By 2025, one million trees will be planted in the Scenic Rim	110,000 trees planted annually		110,000
	<p><b>Area of Focus:</b> <i>Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region.</i></p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
<b>Options Paper for Environmental Offset Policy</b>		\$0 <i>(within existing resources)</i>	Health Building & Environment	
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Undertake internal consultation and prepare draft options paper		01-Jul-2019	31-Mar-2020	
2. Present draft options paper for workshop		01-Apr-2020	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Target</b>
By June 2020, Council has progressed towards having a committed position on providing environmental offsets		Environmental offsets options presented to Council		April 2020
<p><b>Area of Focus:</b> <i>Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region.</i></p>		<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
		<b>Resilient Rivers Project</b>	\$350,000	Health Building & Environment
		<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Deliver Logan and Albert Rivers Catchment Action Plan	01-Jul-2019	30-Jun-2020	
	2. Deliver Bremer River Catchment Action Plan	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By July 2020, continue to collaboratively improve the health and resilience of South East Queensland's catchments and rivers	Scheduled actions delivered in accordance with the Logan and Albert River Catchment Action Plan		100%
		Scheduled actions delivered in accordance with the Bremer River Catchment Action Plan		100%
COMSEQ resilient rivers funding, acquitted as per agreement		100%		

**SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT (CONTINUED)**

**Statement of Intent:** The region's unique natural environment and rural landscapes are preserved and enhanced in partnership with our community. *(continued)*

<p><b>Area of Focus:</b> Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region. <i>(continued)</i></p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Biodiversity Partnerships Project</b>	\$50,000	Health Building & Environment	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Project plans for proposed biodiversity projects developed for the year	01-Jul-2019	30-Sep-2019	
	2. Establish biodiversity and waterway projects	01-Oct-2019	30-Jun-2020	
	3. Report on biodiversity and waterway projects	01-Oct-2019	30-Jun-2020	
	4. Biodiversity and waterway projects (implemented)	01-Oct-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	Council will foster partnerships with appropriate organisations to leverage Council's ability to increase biodiversity outcomes for the region	Number of project agreements developed for nominated biodiversity partnerships		#8
		Number of biodiversity partnerships secured		#2
		Funds secured through biodiversity partnership		\$200,000
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Pest Plant Species Project</b>	\$75,000	Health Building & Environment	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review of project plan for proposed biosecurity projects	01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By 2023, Council will be in a position to meet its biosecurity obligations for its local road network	Reduction in biosecurity matter on treated road network		10%	
	Kilometres of local road network treated for biosecurity matter		20%	

## SUSTAINABLE AND PROSPEROUS ECONOMY

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries.

<b>Area of Focus:</b> <i>Guide and optimise the future economic prosperity of the region.</i>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Take actions to enable the regional infrastructure to facilitate in emerging economic opportunities		\$0 <i>(within existing resources)</i>	Asset & Environmental Sustainability
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Develop a list of regionally significant infrastructure projects, that are key to facilitating emerging economic opportunities		01-Jul-2019	30-Sep-2019
	2. Develop an advocacy 'plan on a page' document (for identified regionally significant infrastructure)		01-Oct-2019	31-Dec-2019
	3. Distribute (regionally significant infrastructure) Advocacy Plan to key stakeholders		01-Jan-2020	30-Jun-2020
	<b>Measure of Success</b>		<b>SMART KPI</b>	
	By June 2020, progress made towards significant infrastructure improvements		Advocacy Plan developed and approved by Executive Leadership Team	
			Significant regional infrastructure projects identified and endorsed by Executive Leadership Team	
			Target	
			100%	
			100%	
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Economic Development Program		\$239,400	Regional Prosperity & Communications
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
1. Assess the delivery of the 2019 Business Excellence Awards to determine any amendments to the structure and event for 2020 (adapt accordingly)		01-Jul-2019	30-Aug-2019	
2. Deliver two workshops (minimum), that build capability in the business community		01-Jul-2019	31-Oct-2019	
3. Annual actions of Regional Prosperity Strategy delivered		01-Jul-2019	30-Jun-2020	
4. Foster partnerships with State Development, and work together to develop a strategy to attract tenants to Bromelton		01-Jul-2019	30-Jun-2020	
5. Appoint Regional Skills Investment Strategy Project Coordinator		01-Jul-2019	30-Jun-2020	
6. Deliver Regional Skills Strategy		01-Aug-2019	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		
From July 2019, economic development opportunities will be identified and maximised to position and benefit the region		Growth in value of gross regional product		
		Target		
		\$2,000,000		

**SUSTAINABLE AND PROSPEROUS ECONOMY (CONTINUED)**

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries. *(continued)*

<b>Area of Focus:</b> <i>Develop and maximise the value derived from vibrant and sustainable tourism and genuine visitor experiences.</i>	Deliverable	Budget	Lead
	Tourism Program	\$150,000	Regional Prosperity & Communications
	Activities	START DATE	END DATE
	1. Partnership developed with Brisbane Marketing and Destination Gold Coast for specific campaigns that target and drive the market	01-Jul-2019	31-Dec-2019
	2. Research project delivered, that assists in quantifying visitor data	01-Jul-2019	31-Dec-2019
	3. Evaluate research data and use to fine tune key projects from the Tourism Strategy, for delivery in 2020 - 2021 and beyond	01-Jul-2019	31-Dec-2019
	4. Determine \$ value of tourism and assess trajectory against target	01-Jul-2019	30-Mar-2020
	5. Deliver adventure / eco-tourism strategy consistent with securing Federal Government funding	01-Jul-2019	30-Jun-2020
	6. Annual actions of Tourism Strategy 2018 - 2021 implemented	01-Jul-2019	30-Jun-2020
	7. Tourism investment activity for accommodation, adventure and events prepared and implemented (as part of Regional Prosperity Strategy)	01-Jan-2020	30-Jun-2020
Measure of Success	SMART KPI	Target	
From July 2019, partnerships, tourism and event based opportunities explored and employed (where validated)	Number of visitors to the region	#40,000	

**SUSTAINABLE AND PROSPEROUS ECONOMY (CONTINUED)**

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries. *(continued)*

<p><b>Area of Focus:</b> <i>Develop and maximise the value derived from vibrant and sustainable tourism and genuine visitor experiences. (continued)</i></p>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Eat Local Week		\$250,000	Regional Prosperity & Communications
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Deliver Eat Local Week events		01-Jul-2019	31-Jul-2019
	2. Enter Eat Local Week in 2019 Queensland Tourism Awards		01-Jul-2019	30-Sep-2019
	3. Develop an Eat Local Scenic Rim Accreditation Program 12-month Strategy and Implementation Plan		01-Jul-2019	30-Sep-2019
	4. Evaluate impact/reach of all major initiatives (from previous year's marketing campaign) and use to develop ongoing strategy		01-Jul-2019	31-Dec-2019
5. Expand mainstream marketing efforts in Brisbane/Gold Coast markets		01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Target</b>
From July 2019, Eat Local Week continues to grow and provide financial and growth opportunities to the region		Dollar value of spend at Eat Local Week increased		\$2,200,000
<p><b>Area of Focus:</b> <i>Clearly articulate and build positive awareness of the Scenic Rim brand as a region.</i></p>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Marketing Program		\$220,000	Regional Prosperity & Communications
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Deliver Brand Refresh Project		01-Jul-2019	30-Sep-2019
	2. Grow Facebook followers to 12,000 and Instagram followers to 15,000		01-Jul-2019	31-Dec-2019
	3. Refresh digital platforms as per recommendations outlined in Communications Strategy		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>		<b>SMART KPI</b>	
From July 2019, the message about the regions unique qualities and attributes continue to be shared		Grow digital media statistics - followers, reach and engagement		100%

## OPEN AND RESPONSIVE GOVERNMENT

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation.

<b>Area of Focus:</b> <i>Plan, develop and implement high-quality customer-focused services.</i>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Customer Centric Framework	\$0 <i>(within existing resources)</i>	Community & Culture	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review alignment of systems and processes (including customer relationship management)	01-Jul-2019	30-Jun-2020	
	2. Develop a Consultation and Engagement Framework	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has identified a roadmap to achieve a more integrated and effective approach to managing customer requirements	Customer Centric Framework adopted by Council by end 2019		100%
		Customer Engagement Strategy adopted by Council by end 2019		100%
		Detailed systems and processes project plan adopted by Executive Leadership Team by June 2020		100%
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Customer Satisfaction Survey	\$10,000	Community & Culture	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Survey undertaken	01-Jul-2019	31-Dec-2019	
	2. Yearly survey distributed and analysed	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
From June 2019, Council's Community Survey captures responses from all regions	Community Survey has minimum of 10% response rate from each of the regions		100%	
<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>		
Refresh and Refocus Program	\$110,665	People & Strategy		
<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>		
1. Progress the implementation of deliverables, as agreed by the Project Control Group	01-Jul-2019	30-Jun-2020		
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By June 2020, Council's transformational change has commenced	Refresh and Refocus Program activities delivered within agreed timeframes		100%	

## OPEN AND RESPONSIVE GOVERNMENT (CONTINUED)

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation. *(continued)*

<b>Area of Focus:</b> Provide streamlined and practical regulatory services that deliver improved access for the community.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Electronic Service Delivery	\$15,000	Information Services
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Investigate and scope the implementation of an online service portal	01-Jul-2019	30-Sep-2019
	2. Investigate identified option for funding allocation	01-Oct-2019	31-Dec-2019
	<b>Measure of Success</b>	<b>SMART KPI</b>	
By June 2020, progress made towards the provision of online services to the community	Online portal live and integrated with existing systems		June 2020
<b>Area of Focus:</b> Embed community engagement and partnerships that improve shared understanding.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Communications Strategy and Framework for (internal and external) Stakeholders	\$70,000	Communications
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Stakeholder engagement and consultation	01-Jul-2019	01-Aug-2019
	2. Communications Strategy and Framework finalised	31-Oct-2019	31-Dec-2019
	<b>Measure of Success</b>	<b>SMART KPI</b>	
By June 2020, Council has in place a high level Communication Framework for Stakeholders	Communications Framework for Stakeholders endorsed by Council		100%
	Communications Framework implementation plan, actions delivered by agreed timeframes		100%
<b>Area of Focus:</b> Deploy innovative information and communication technology solutions that meet contemporary standards and ensures business continuity.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Information and Communications Technology (ICT) Strategic Plan implementation	\$10,000	Information Services
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Facilitate a review of Information and Communications Technology (ICT) function and deliver an ICT roadmap aligned to the ICT Strategic Plan	01-Jul-2019	31-Dec-2019
	2. Implementation of the Information and Communications Technology Strategic Plan (2019 - 2024) scheduled projects	01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	
By June 2020, Council's information and communication technology will facilitate and enable the achievement of the strategic vision	Successful implementation of Human Resources and Payroll Module		December 2019
	ICT Strategic Implementation Plan adopted by Executive Leadership team		December 2019

**OPEN AND RESPONSIVE GOVERNMENT (CONTINUED)**

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation. *(continued)*

<b>Area of Focus:</b>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
<i>Deploy innovative information and communication technology solutions that meet contemporary standards and ensures business continuity. (continued)</i>	<b>Cyber Security Program</b>	\$10,000	Information Services	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Undertake random third party audit of Council hosted service providers	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		
	From July 2019, Council's Cyber Security Program continues to protect against ever changing cyber threats	Agreements in place with service providers to ensure continued assurance		100%
		Nil breaches detected (of audit or actual cyber security attacks)		100%

## RELAXED LIVING AND RURAL LIFESTYLE

**Statement of Intent:** Future growth opportunities, development and innovation enhance our lifestyle and preserve our natural assets and prime agricultural land.

<p><b>Area of Focus:</b> Maintain a clear and comprehensive planning vision for the region.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Commencement of a New Consolidated Scenic Rim Planning Scheme</b>	\$40,000	Planning	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Council resolve to seek the Minister's approval to adopt the draft Scenic Rim Planning Scheme	01-Jul-2019	31-Dec-2019	
	2. Council resolves to adopt and commence the Scenic Rim Planning Scheme, following Ministerial approval	01-Jul-2019	31-Dec-2019	
	3. Implementation of the commencement of the Planning Scheme	01-Jan-2020	31-Mar-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By March 2020, the New Consolidated Scenic Rim Planning Scheme is adopted	New Consolidated Scenic Rim Planning Scheme adopted by the Minister by December 2019		100%
		New Consolidated Scenic Rim Planning Scheme adopted by Council by March 2020		100%
	<p><b>Area of Focus:</b> Assist the Scenic Rim community transition to a smart and innovative region.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
<b>Smart Technology and Internet of Things (IoT) Strategy</b>		\$10,000	Information Services	
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Review and implement region-wide connectivity at Council controlled sites		01-Jul-2019	30-Jun-2020	
2. Advocate and apply for additional black spot funding for identified mobile black spots throughout the region		01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Target</b>
By June 2020, minimise mobile black spots		Remote Site Connectivity Solutions Strategy adopted by Council		December 2019
		Waste transfers and refuse sites online		June 2020
<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>	
<b>Develop a Scenic Rim Smart Region Strategy</b>		\$150,000	Regional Prosperity & Communications	
<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>		
1. Draft Smart Region Strategy developed (as a subset of Regional Prosperity Strategy)	01-Jul-2019	31-Dec-2019		
2. Delivery of Smart Region Strategy commenced	01-Jan-2020	30-Jun-2020		
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
Ensure Scenic Rim captures smart region and technology opportunities	Smart Region Strategy adopted by Council		100%	
	Smart Region Implementation Plan adopted by Executive Leadership Team		100%	

## VIBRANT TOWNS AND VILLAGES

**Statement of Intent:** Our vibrant towns and villages embrace their uniqueness, heritage values and sense of place.

<p><b>Area of Focus:</b> Provide vibrant and dynamic parks, open spaces and community infrastructure.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Strategy for the management and enhancement of significant park and streetscape trees by 2020</b>	\$0 (within existing resources)	Maintenance & Operations	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Data collection of significant parks and streetscape trees	01-Jul-2019	31-Oct-2019	
	2. Analyse collected data to determine future direction for the remaining parks and potential for streetscape trees	01-Nov-2019	31-Dec-2019	
	3. Establish tree inspection targets and prioritise data collection for future years (e.g. lower profile parks and streetscape) and establish remedial work targets for high value trees	01-Jan-2020	31-Mar-2020	
	4. Significant Park and Streetscape Trees Strategy prepared	01-Apr-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has a robust and strategic strategy to proactively manage and enhance the regions significant park and streetscape trees	Significant Park and Streetscape Trees Strategy adopted by Council		100%
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Strategic review of existing and future sporting needs to align with projected population growth and development</b>	\$100,000	Maintenance & Operations	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Undertake a strategic review of existing and future sporting needs	01-Jul-2019	31-Mar-2020	
	2. Sporting Needs Strategy developed	01-Apr-2020	30-Jun-2020	
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By June 2020, Council has a comprehensive knowledge of its future sporting needs to meet population growth and development demands	Sporting Needs Strategy adopted by Council		100%	
<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>		
<b>Council's managed camping facilities</b>	\$110,000	Maintenance & Operations		
<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>		
1. Council's Managed Camping Facilities Strategy developed	01-Jul-2019	31-Dec-2019		
2. Council's Managed Camping Facilities Strategy implementation plan developed	01-Jan-2020	30-Jun-2020		
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By June 2020, Council's managed camping facilities provide valued recreational facilities that draw visitors	Camping Facilities (for key locations) Priority Works Strategy adopted by Council		100%	

**VIBRANT TOWNS AND VILLAGES (CONTINUED)**

**Statement of Intent:** Our vibrant towns and villages embrace their uniqueness, heritage values and sense of place. *(continued)*

<p><b>Area of Focus:</b> <i>Re-invigorate town centres through significant vibrancy projects.</i></p>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	<b>Plan, design and deliver vibrancy projects</b>		\$2,412,238	Maintenance & Operations
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Develop public domain and open space electrical infrastructure guidelines for use in key identified towns within the region		01-Jul-2019	31-Mar-2020
	2. Ten (10) year capital vibrancy (VATV) and strategic projects delivered and reviewed		01-Jul-2019	30-Jun-2020
	3. Actively seek alternate funding streams through application to external grant sources		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>		<b>SMART KPI</b>	
	By June 2020, vibrancy projects contribute to the regions attractiveness and encourage tourists and visitors to the region		VATV and Strategic Program 2019 - 2020 adopted by Council	
			Funding opportunities awarded	
			VATV and strategic projects delivered within scheduled timeframes	
			<b>Target</b>	
			100%	#1
			100%	
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	<b>Public Art and Heritage</b>		\$244,000	Community & Culture
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Promotional material developed for art and heritage trails		01-Jul-2019	30-Jun-2020	
2. Deliver vibrancy public art in Boonah		01-Jul-2019	30-Jun-2020	
3. Develop community incubator spaces		01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		
By December 2019, Council's public art trail encourages an increased numbers of visitors to the region		Visitors to the online Public Art trail increased		
By December 2019, customer satisfaction with parks, open spaces and community infrastructure increases		Customers surveyed are satisfied with public art trail		
		<b>Target</b>		
		1%	95%	

## ACCESSIBLE AND SERVICED REGION

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community.

<b>Area of Focus:</b> Align Council's buildings and facilities with current and predicted service level requirements.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Review community needs for buildings and facilities	\$0 (within existing resources)	Maintenance & Operations	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review selected assets and allocate a service level category and maintenance level	01-Jul-2019	30-Sep-2019	
	2. Identify facilities that are redundant, considered unsustainable, cannot be properly maintained or are surplus to current service level requirements	01-Oct-2019	31-Dec-2019	
	3. Service Plans and Community Needs Matrix developed	01-Jul-2019	30-Jun-2020	
	4. Develop Community Buildings and Facilities Strategy	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has a comprehensive knowledge of community building and facility needs to ensure the region remains a desirable place to reside	Community Building and Facilities Strategy adopted by Council		100%
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Develop a light industrial estate in Enterprise Drive	\$10,722,000	Maintenance & Operations	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Ascertain requirements and scoping for a consultant, development of preliminary plans, detailed design, DA submission and contractor engagement	01-Jul-2019	30-Sep-2019	
	2. Commencement of the construction of Enterprise Drive	01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By June 2020, Council has implemented a Local Government Infrastructure Plan that contributes to the regions infrastructure assets and improves the liveability of the region	Projects delivered within projected timeframes and budget		100%	

**ACCESSIBLE AND SERVICED REGION (CONTINUED)**

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community. (continued)

<p><b>Area of Focus:</b> Align Council's buildings and facilities with current and predicted service level requirements. (continued)</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Implement the Council Depot Strategy Project	\$0 (within existing resources)	Asset & Environmental Sustainability	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Depot Strategy reviewed	01-Jul-2019	31-Dec-2019	
	2. Depot Strategy implementation timeline developed	01-Mar-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council will have a Depot Strategy that sets the vision and details high level plans to achieve more relevant and fit for purpose Depots	Council Depot Strategy adopted by Council	100%	
	Council Depot Strategy Implementation Plan adopted by Executive Leadership Team	100%		
<p><b>Area of Focus:</b> Develop a sustainable program of local, higher order infrastructure necessary to support population and economic growth.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Implement a Local Government Infrastructure Plan	\$0 (within existing resources)	Planning	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review and amend the Local Government Infrastructure Plan	01-Jul-2019	31-Dec-2019	
	2. Utilise the Local Government Infrastructure Plan to inform the 10-year Capital Works Program	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	From July 2019, infrastructure projects continue to be delivered that supports population and economic growth	Infrastructure Projects are delivered in alignment with the Local Government Infrastructure Plan	100%	
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Waste Strategy - Vision on Waste	\$100,000	Maintenance & Operations	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review and update the Waste Strategy	01-Jul-2019	31-Dec-2019	
	2. Develop a Waste Strategy Implementation Plan	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, tangible results achieved in making Council's waste vision a reality	Innovative Waste Strategy adopted by Council	100%	
	Waste Education Program delivered by 30 June 2019	100%		

**ACCESSIBLE AND SERVICED REGION (CONTINUED)**

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community.  
(continued)

<b>Area of Focus:</b> <i>Ensure accessibility of Council-controlled infrastructure networks, while enhancing resilience.</i>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Develop and review a 10-Year Capital Works Program		\$0 (within existing resources)	Asset & Environmental Sustainability
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Ten (10) year capital works programs reviewed for each infrastructure asset class		01-Jul-2019	31-Dec-2019
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has a comprehensive and strategic 10-Year Capital Works Program to ensure appropriate funding and prioritisation for each infrastructure asset class	10-year capital works adopted by Council		100%
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Define level of services required by Council's infrastructure network		\$73,000	Asset & Environmental Sustainability
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Existing Level of Service Program for Council's infrastructure network reviewed		01-Jul-2019	30-Sep-2019
	2. Define level of services for prioritised infrastructure in accordance with service review program		01-Jul-2019	31-Dec-2019
	3. Implement revised level of service statements		01-Jan-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has defined the level of services required by the infrastructure network which ensures appropriate prioritisation of infrastructure investment	Service level standards for public conveniences adopted by Council		100%
Service level standards for roads adopted by Council		100%		
Service level standards for bridges adopted by Council		100%		

**ACCESSIBLE AND SERVICED REGION (CONTINUED)**

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community. (continued)

<p><b>Area of Focus:</b> Ensure accessibility of Council-controlled infrastructure networks, while enhancing resilience. (continued)</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Asset Management Strategy Project	\$0 (within existing resources)	Asset & Environmental Sustainability
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Review and update the Asset Management Strategy	01-Jul-2019	30-Jun-2020
	2. Continue to improve the Asset Management System	01-Jul-2019	30-Jun-2020
	3. Continue to improve Asset Management plans	01-Jul-2019	30-Jun-2020
	4. Deliver the Asset Management Strategy	01-Jul-2019	30-Jun-2020
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
From July 2019, assets continue to be managed in accordance with the Asset Management Strategy	Asset Management Strategy projects delivered within projected timeframes		100%
<p><b>Area of Focus:</b> Recover, reuse and recycle resources from the Scenic Rim Region's waste streams.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Enable and support sustainable waste management technologies	\$276,000	Maintenance & Operations
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Implementation of the Waste Education Program	01-Jul-2019	30-Jun-2020
	2. Investigate industry needs to further advance delivery of Council's waste services	01-Jul-2019	30-Jun-2020
	3. Enable and align delivery of Council's Waste Strategy with waste management technologies	01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	
By June 2020, Council significantly contributes to the economic and sustainable prosperity of the region through its sustainable waste vision	Waste Education Program Projects delivered within projected timeframes		100%

## HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES

**Statement of Intent:** The social fabric of our growing region is friendly, active, healthy and inclusive.

<p><b>Area of Focus:</b> Build capacity to improve health and well-being in the community.</p>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Be Healthy and Active (BHA) Program		\$140,000	Community & Culture
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Health and Wellbeing Plan priorities implemented		01-Jul-2019	30-Jun-2020
	2. Be Healthy and Active Program delivered		01-Jul-2019	30-Jun-2020
	3. Review Be Healthy and Active and other community development programs to measure Council's social return on investment		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	Health and wellbeing of the community continues to improve, including more BHA programs delivered in smaller communities across the region (to address social isolation)	Be Healthy and Active participation rates increased		5%
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Community and Culture Strategy Development		\$80,000	Community & Culture
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Community and Culture Strategy developed		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By December 2021, a Community and Culture Strategy that sets objectives and targets for a healthier, more engaged and resourceful community is developed	Community and Culture Strategy adopted by Council		100%

**HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES (CONTINUED)**

**Statement of Intent:** The social fabric of our growing region is friendly, active, healthy and inclusive. (continued)

<p><b>Area of Focus:</b> Build capacity to improve health and well-being in the community. (continued)</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Arts and Culture Program	\$187,000	Community & Culture
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Arts and Culture Plan objectives implemented	01-Jul-2019	30-Jun-2020
	2. Operation of Cultural Centres	01-Jul-2019	30-Jun-2020
	3. Heritage and Public Art Program delivered	01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	<b>Target</b>
	From July 2019, continue to deliver programs that support the social and cultural fabric of the region	Arts and Culture Plan objectives delivered	95%
<p><b>Area of Focus:</b> Provide contemporary library services across the region that reflect the needs of the community.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Library Services Review	\$35,000	Community & Culture
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Future library services model determined	01-Jul-2019	31-Dec-2019
	2. Implementation of Library Service Review recommendations commenced	01-Jan-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	<b>Target</b>
	External review of library services and service levels by June 2020	Review completed and report presented	100%
	Review and increase library service at Canungra	Extended operating hours operational by September 2019	100%
Increase office space for Beaudesert Library	Extended workspace operational by 30 January 2020	100%	

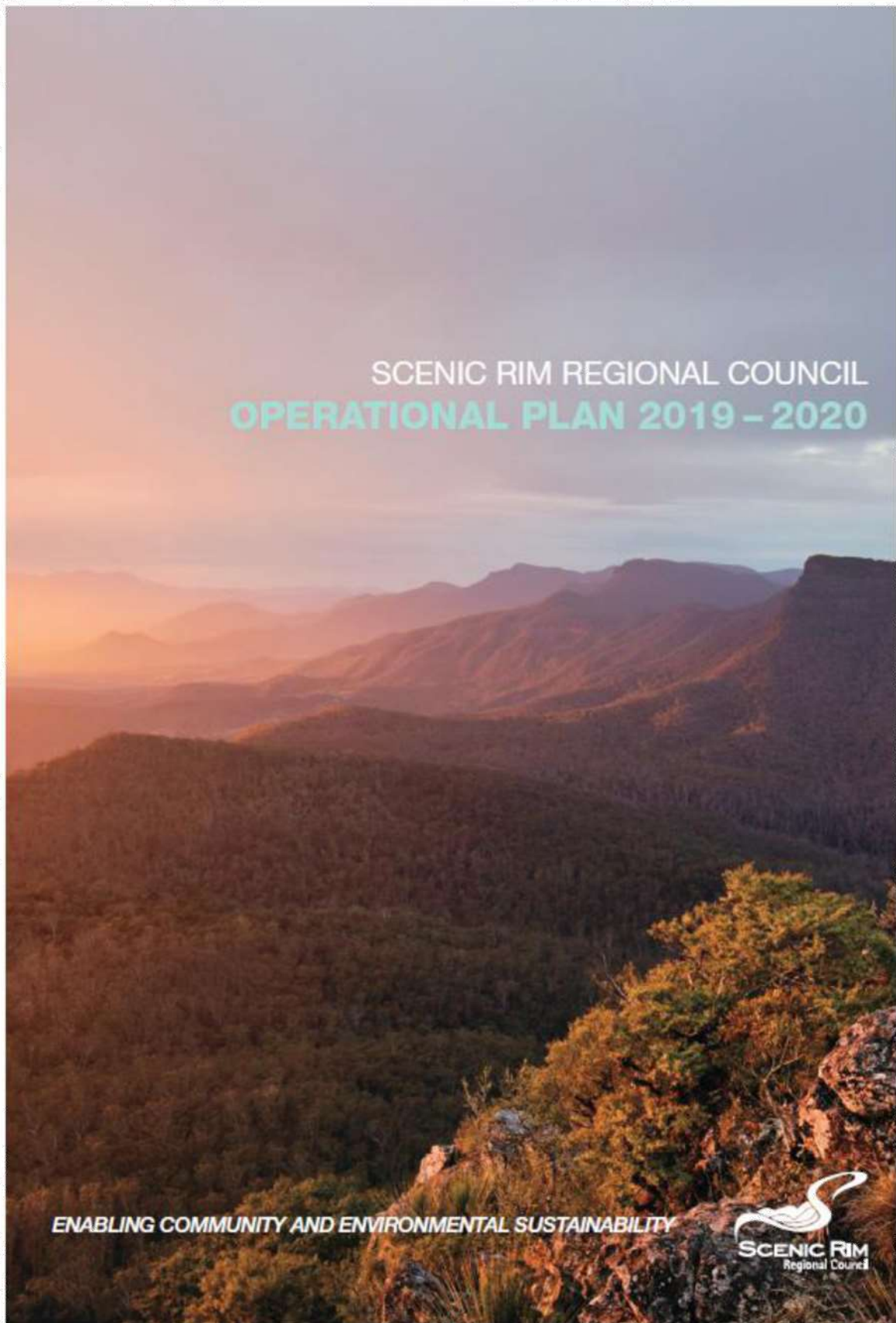


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## CHIEF EXECUTIVE OFFICER'S MESSAGE

Scenic Rim Regional Council's Annual Operational Plan 2019 - 2020 provides the operational focus that will guide the organisation to deliver the Corporate Plan 2018 - 2023 (Scenic Rim 2023) objectives and works towards realising the shared vision for the region's future as set out in the Scenic Rim Community Plan 2011 - 2026.

The Operational Plan provides the framework to support the organisation to operationalise the goals of the Corporate Plan (Scenic Rim 2023) by setting out the specific activities, timelines, budget and measures, which helps to maintain focus and provide transparency as Council progresses the delivery of the Operational Plan objectives.

Enabling community and environmental sustainability remains the key priority. It drives us in delivering the shared vision and sets out the areas of focus. This Operational Plan details the activities that will be implemented and reported on quarterly, over the 2019 - 2020 financial year.

The operational activities are aligned with the themes as outlined in both the Community Plan and the Corporate Plan. These themes reflect the vision, provide the areas of focus and direct the strategic direction for Council's planning and service delivery. There are seven themes:

- Spectacular Scenery and Healthy Environment
- Sustainable and Prosperous Economy
- Open and Responsive Government
- Relaxed Living and Rural Lifestyle
- Vibrant Towns and Villages
- Accessible and Serviced Region
- Healthy, Engaged and Resourceful Communities

I look forward to working closely with the Mayor, Councillors and Council employees, and in partnership with the community, to deliver the specific outcomes of this Operational Plan 2019 - 2020.

Jon Gibbons  
Chief Executive Officer

## EXECUTIVE SUMMARY

Scenic Rim Regional Council's Operational Plan 2019 - 2020 has been developed in alignment with the themes and areas of focus of the Corporate Plan 2018 - 2023 (Scenic Rim 2023), as required by section 175 of the *Local Government Regulation 2012*. Identified key strategic projects and services are also incorporated into this Operational Plan.

Each of the key objectives are aligned with the respective financial allocation, to provide better transparency and accountability. Furthermore, each of the objectives have defined key performance indicators, to facilitate a process for the measurement of Council's performance against its key objectives.

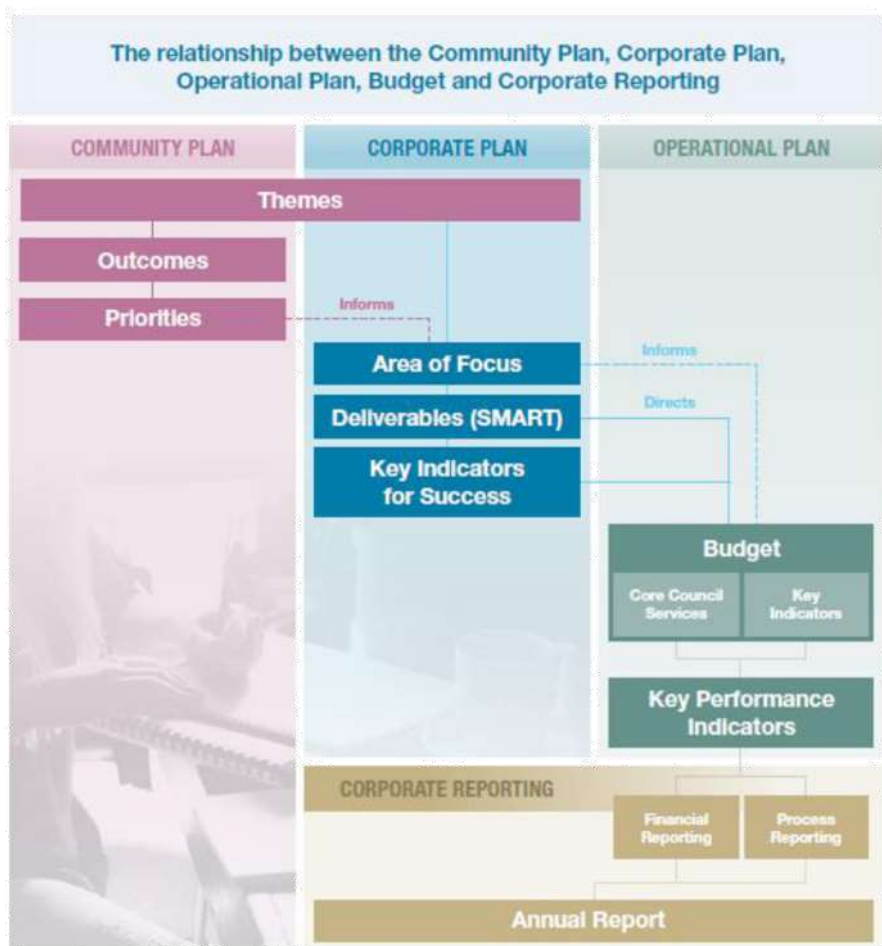
Progress against the delivery of the objectives outlined in this plan are reported regularly throughout the year to Council and the community via quarterly performance reports and the Annual Report.

# PLANNING FRAMEWORK

The Operational Plan is a key component of Council's strategic planning framework and should be considered in conjunction with other planning documents, including the long-term financial forecast, annual budget and corporate reporting.

The purpose of the Scenic Rim 2023 Corporate Plan is to clearly outline the strategic approach that Council will take over the next five years in furthering the goals and objectives of the Scenic Rim Community Plan 2011 - 2026. This Operational Plan and the 2019 - 2020 Annual Budget details the actions Council will take in furthering the delivery of the strategic direction of the Corporate Plan.

Council's strategic planning framework is represented in the following diagram (provided below). For each Corporate Plan theme, Council has nominated a **statement of intent** and identified **deliverables** to be progressed to implement the theme and areas of focus. Each Operational Plan deliverable and activity relates to a specific primary Corporate Plan Deliverable and is grouped in this order. Furthermore, established measures in the form of **measures of success** and **SMART** (specific, measurable, achievable, relevant and time-bound) **key performance indicators** (KPIs) are nominated to track progress in delivering relevant strategic outcomes. While the full achievement of the deliverables outlined in the Corporate Plan may span a number of years, the SMART key performance indicator targets (outlined in this Plan) specifically pertain to the period of this Plan (1 July - 30 June).



# CORPORATE PLAN THEMES



# RISK MANAGEMENT

Council is committed to implementing a systematic risk management methodology that identifies and addresses areas of potential risk within Council in a manner that is consistent with Australian Standards. Effective risk management is governed by an Enterprise Risk Management Framework that establishes the relationship between Council's various risk management components and processes.

A key element of the Risk Management Framework is Council's Risk Register. This register details how significant risks to the organisation are described, assessed and managed. It is maintained in accordance with Council's Risk Management Policy and the Enterprise Risk Management Guidelines. Corporate and Strategic Risks are reviewed on a quarterly basis in alignment with the nominated review dates. Operational Risks are monitored and reviewed at Portfolio level on a regular basis and escalated where appropriate.

## SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT

**Statement of Intent:** The region's unique natural environment and rural landscapes are preserved and enhanced in partnership with our community.

<p><b>Area of Focus:</b> <i>Recognise, preserve and enhance the region's unique biodiversity.</i></p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Million Trees for Scenic Rim Project</b>	\$50,500	Health Building & Environment	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Deliver rural trees initiative	01-Jul-2019	31-Dec-2019	
	2. Deliver community trees initiative	01-Jan-2020	30-Jun-2020	
	3. Deliver habitat trees initiative	01-Jan-2020	30-Jun-2020	
	4. Deliver river trees initiative	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By 2025, one million trees will be planted in the Scenic Rim	110,000 trees planted annually		110,000
	<p><b>Area of Focus:</b> <i>Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region.</i></p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
<b>Options Paper for Environmental Offset Policy</b>		\$0 <i>(within existing resources)</i>	Health Building & Environment	
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Undertake internal consultation and prepare draft options paper		01-Jul-2019	31-Mar-2020	
2. Present draft options paper for workshop		01-Apr-2020	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Target</b>
By June 2020, Council has progressed towards having a committed position on providing environmental offsets		Environmental offsets options presented to Council		April 2020
<p><b>Area of Focus:</b> <i>Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region.</i></p>		<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
		<b>Resilient Rivers Project</b>	\$350,000	Health Building & Environment
		<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Deliver Logan and Albert Rivers Catchment Action Plan	01-Jul-2019	30-Jun-2020	
	2. Deliver Bremer River Catchment Action Plan	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By July <del>2019</del> 2020, continue to collaboratively improve the health and resilience of South East Queensland's catchments and rivers	Scheduled actions delivered in accordance with the Logan and Albert River Catchment Action Plan		100%
		Scheduled actions delivered in accordance with the Bremer River Catchment Action Plan		100%
<u>COMSEQ resilient rivers funding, acquitted as per agreement</u>		<u>100%</u>		

**SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT (CONTINUED)**

**Statement of Intent:** The region's unique natural environment and rural landscapes are preserved and enhanced in partnership with our community. *(continued)*

<p><b>Area of Focus:</b> Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region. <i>(continued)</i></p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Biodiversity Partnerships Project</b>	\$50,000	Health Building & Environment	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Project plans for proposed biodiversity projects developed for the year	01-Jul-2019	30-Sep-2019	
	2. Establish biodiversity and waterway projects	01-Oct-2019	30-Jun-2020	
	3. Report on biodiversity and waterway projects	01-Oct-2019	30-Jun-2020	
	4. Biodiversity and waterway projects (implemented)	01-Oct-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	Council will foster partnerships with appropriate organisations to leverage Council's ability to increase biodiversity outcomes for the region	Number of project agreements developed for nominated biodiversity partnerships		#8
		Number of biodiversity partnerships secured		#2
		Funds secured through biodiversity partnership		\$200,000
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Pest Plant Species Project</b>	\$75,000	Health Building & Environment	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review of project plan for proposed biosecurity projects	01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By 2023, Council will be in a position to meet its biosecurity obligations for its local road network	Reduction in biosecurity matter on treated road network		10%	
	Kilometres of local road network treated for biosecurity matter		20%	

## SUSTAINABLE AND PROSPEROUS ECONOMY

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries.

<b>Area of Focus:</b> <i>Guide and optimise the future economic prosperity of the region.</i>	Deliverable		Budget	Lead
	Take actions to enable the regional infrastructure to facilitate in emerging economic opportunities		\$0 (within existing resources) \$TBC	Asset & Environmental Sustainability
	Activities		START DATE	END DATE
	1. Develop a list of regionally significant infrastructure projects, that are key to facilitating emerging economic opportunities		01-Jul-2019	30-Sep-2019
	2. Develop an advocacy 'plan on a page' document (for identified regionally significant infrastructure)		01-Oct-2019	31-Dec-2019
	3. Distribute (regionally significant infrastructure) Advocacy Plan to key stakeholders		01-Jan-2020	30-Jun-2020
	Measure of Success	SMART KPI		Target
	By June 2020, progress made towards significant infrastructure improvements	Advocacy Plan developed and approved by Executive Leadership Team		100%
		Significant regional infrastructure projects identified and endorsed by Executive Leadership Team		100%
	Deliverable		Budget	Lead
	Economic Development Program		\$239,400	Regional Prosperity Marketing & Economic Development Communications
	Activities		START DATE	END DATE
	1. Assess the delivery of the 2019 Business Excellence Awards to determine any amendments to the structure and event for 2020 (adapt accordingly)		01-Jul-2019	30-Aug-2019
	2. Deliver two workshops (minimum), that build capability in the business community		01-Jul-2019	31-Oct-2019
	3. Annual actions of Economic Development Regional Prosperity Strategy delivered		01-Jul-2019	30-Aug-Jun-2020
2. Assess the delivery of the 2019 Business Excellence Awards to determine any amendments to the structure and event for 2020 (adapt accordingly)		01-Jul-2019	30-Aug-2019	
3. Deliver two workshops (minimum), that build capability in the business community		01-Jul-2019	31-Oct-2019	
4. Foster partnerships with State Development, and work together to develop a strategy to attract tenants to Bromelton		01-Jul-2019	30-Jun-2020	
5. Appoint Regional Skills Investment Strategy Project Manager Coordinator		01-Jul-2019	30-Jun-2020	
6. Deliver Regional Skills Strategy		01-Aug-2019	30-Jun-2020	
Measure of Success	SMART KPI		Target	
From July 2019, economic development opportunities will	Growth in value of gross regional product		\$2,000,000	

	be identified and maximised to position and benefit the region		
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### SUSTAINABLE AND PROSPEROUS ECONOMY (CONTINUED)

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries. *(continued)*

<b>Area of Focus:</b> <i>Develop and maximise the value derived from vibrant and sustainable tourism and genuine visitor experiences.</i>	Deliverable	Budget	Lead
	Tourism Program	\$150,000	Regional Marketing Prosperity & Economic Development Communications
	Activities	START DATE	END DATE
	1. Partnership developed with Brisbane Marketing and <u>Destination Gold Coast Tourism Destination</u> for specific campaigns that target and drive the market	01-Jul-2019	31-Dec-2019
	2. Research project delivered, that assists in quantifying visitor data	01-Jul-2019	31-Dec-2019
	3. Evaluate research data and use to fine tune key projects from the Tourism Strategy, for delivery in 2020 - 2021 and beyond	01-Jul-2019	31-Dec-2019
	4. Determine \$ value of tourism and assess trajectory against target	01-Jul-2019	30-Mar-2020
	5. Deliver adventure / eco-tourism strategy consistent with securing Federal Government funding	01-Jul-2019	30-Jun-2020
	6. <u>Annual actions of</u> Tourism Strategy 2018 - 2021 implemented	01-Jul-2019	30-Jun-2020
	7. Tourism investment activity for accommodation, adventure and events prepared and implemented (as part of Regional Prosperity Strategy)	01-Jan-2020	30-Jun-2020
Measure of Success	SMART KPI		Target
From July 2019, partnerships, tourism and event based opportunities explored and employed (where validated)	Number of visitors to the region		#40,000

**SUSTAINABLE AND PROSPEROUS ECONOMY (CONTINUED)**

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries. (continued)

<p><b>Area of Focus:</b> Develop and maximise the value derived from vibrant and sustainable tourism and genuine visitor experiences. (continued)</p>	<p><b>Deliverable</b></p> <p>Eat Local Week <b>Marketing</b></p>	<p><b>Budget</b></p> <p>\$250,000</p>	<p><b>Lead</b></p> <p>Regional Marketing Prosperity &amp; Economic Development Communications</p>
	<p><b>Activities</b></p> <p>1. Deliver Eat Local Week events</p> <p>2. Enter Eat Local Week in 2019 Queensland Tourism Awards</p> <p>3. Develop an Eat Local Scenic Rim Accreditation Program 12-month Strategy and Implementation Plan</p> <p>4. Evaluate impact/reach of all major initiatives (from previous year's marketing campaign) and use to develop ongoing strategy</p> <p>5. Expand mainstream marketing efforts in Brisbane/Gold Coast markets</p>	<p><b>START DATE</b></p> <p>01-Jul-2019</p> <p>01-Jul-2019</p> <p>01-Jul-2019</p> <p>01-Jul-2019</p> <p>01-Jul-2019</p>	<p><b>END DATE</b></p> <p>31-Jul-2019</p> <p>30-Sep-2019</p> <p>30-Sep-2019</p> <p>31-Dec-2019</p> <p>30-Jun-2020</p>
	<p><b>Measure of Success</b></p> <p>From July 2019, Eat Local Week continues to grow and provide financial and growth opportunities to the region</p>	<p><b>SMART KPI</b></p> <p>Dollar value of spend at Eat Local Week increased</p>	<p><b>Target</b></p> <p>\$2,200,000</p>
	<p><b>Deliverable</b></p> <p>Marketing Program</p>	<p><b>Budget</b></p> <p>\$220,000</p>	<p><b>Lead</b></p> <p>Regional Marketing Prosperity &amp; Economic Development Communications</p>
	<p><b>Activities</b></p> <p>1. Deliver Brand Refresh Project</p> <p>2. Grow Facebook followers to 12,000 and Instagram followers to 15,000</p> <p>3. Refresh digital platforms as per recommendations outlined in Communications Strategy</p>	<p><b>START DATE</b></p> <p>01-Jul-2019</p> <p>01-Jul-2019</p> <p>01-Jul-2019</p>	<p><b>END DATE</b></p> <p>30-Sep-2019</p> <p>31-Dec-2019</p> <p>30-Jun-2020</p>
	<p><b>Measure of Success</b></p> <p>From July 2019, the message about the regions unique qualities and attributes continue to be shared</p>	<p><b>SMART KPI</b></p> <p>Grow digital media statistics - followers, reach and engagement</p>	<p><b>Target</b></p> <p>100%</p>
	<p><b>Area of Focus:</b> Clearly articulate and build positive awareness of the Scenic Rim brand as a region.</p>		

## OPEN AND RESPONSIVE GOVERNMENT

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation.

<b>Area of Focus:</b> <i>Plan, develop and implement high-quality customer-focused services.</i>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Customer Centric Framework	\$0 (within existing resources)	Community & Culture	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Review alignment of systems and processes (including customer relationship management)	01-Jul-2019	30-Jun-2020	
	2. Develop a Consultation and Engagement Framework	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has identified a roadmap to achieve a more integrated and effective approach to managing customer requirements	Customer Centric Framework adopted by Council by end 2019		100%
		Customer Engagement Strategy adopted by Council by end 2019		100%
		Detailed systems and processes project plan adopted by Executive Leadership Team by June 2020		100%
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Customer Satisfaction Survey	\$10,000	Community & Culture	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Survey undertaken	01-Jul-2019	31-Dec-2019	
	2. Yearly survey distributed and analysed	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
From June 2019, Council's Community Survey captures responses from all regions	Community Survey has minimum of 10% response rate from each of the regions		100%	
<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>		
Refresh and Refocus Program	\$110,665	People & Strategy		
<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>		
1. Progress the implementation of deliverables, as agreed by the Project Control Group	01-Jul-2019	30-Jun-2020		
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By June 2020, Council's transformational change has commenced	Refresh and Refocus Program activities delivered within agreed timeframes		100%	

**OPEN AND RESPONSIVE GOVERNMENT (CONTINUED)**

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation. *(continued)*

<b>Area of Focus:</b> Provide streamlined and practical regulatory services that deliver improved access for the community.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Electronic Service Delivery	\$15,000	Information Services
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Investigate and scope the implementation of an online service portal	01-Jul-2019	30-Sep-2019
	2. Investigate identified option for funding allocation	01-Oct-2019	31-Dec-2019
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
By June 2020, progress made towards the provision of online services to the community	Online portal live and integrated with existing systems		June 2020
<b>Area of Focus:</b> Embed community engagement and partnerships that improve shared understanding.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Communications Strategy and Framework for (internal and external) Stakeholders	\$70,000	Communications
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Stakeholder engagement and consultation	01-Jul-2019	01-Aug-2019
	2. Communications Strategy and Framework finalised	31-Oct-2019	31-Dec-2019
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
By June 2020, Council has in place a high level Communication Framework for Stakeholders	Communications Framework for Stakeholders endorsed by Council		100%
	Communications Framework implementation plan, actions delivered by agreed timeframes		100%
<b>Area of Focus:</b> Deploy innovative information and communication technology solutions that meet contemporary standards and ensures business continuity.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Information and Communications Technology (ICT) Strategic Plan implementation	\$10,000	Information Services
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Facilitate a review of Information and Communications Technology (ICT) function and deliver an ICT roadmap aligned to the ICT Strategic Plan	01-Jul-2019	31-Dec-2019
	2. Implementation of the Information and Communications Technology Strategic Plan (2019 - 2024) scheduled projects	01-Jul-2019	30-Jun-2020
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
By June 2020, Council's information and communication technology will facilitate and enable the achievement of the strategic vision	Successful implementation of Human Resources and Payroll Module		December 2019
	ICT Strategic Implementation Plan adopted by Executive Leadership team		December 2019

**OPEN AND RESPONSIVE GOVERNMENT (CONTINUED)**

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation. *(continued)*

Area of Focus:	Deliverable	Budget	Lead	
Deploy innovative information and communication technology solutions that meet contemporary standards and ensures business continuity. <i>(continued)</i>	<b>Cyber Security Program</b>	\$10,000	Information Services	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Undertake random third party audit of Council hosted service providers	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	From July 2019, Council's Cyber Security Program continues to protect against ever changing cyber threats	Agreements in place with service providers to ensure continued assurance		100%
		Nil breaches detected (of audit or actual cyber security attacks)		100%

## RELAXED LIVING AND RURAL LIFESTYLE

**Statement of Intent:** Future growth opportunities, development and innovation enhance our lifestyle and preserve our natural assets and prime agricultural land.

<p><b>Area of Focus:</b> Maintain a clear and comprehensive planning vision for the region.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	<b>Commencement of a New Consolidated Scenic Rim Planning Scheme</b>	\$40,000	Planning	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Council resolve to seek the Minister's approval to adopt the draft Scenic Rim Planning Scheme	01-Jul-2019	31-Dec-2019	
	2. Council resolves to adopt and commence the Scenic Rim Planning Scheme, following Ministerial approval	01-Jul-2019	31-Dec-2019	
	3. Implementation of the commencement of the Planning Scheme	01-Jan-2020	31-Mar-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By March 2020, the New Consolidated Scenic Rim Planning Scheme is adopted	New Consolidated Scenic Rim Planning Scheme adopted by the Minister by December 2019		100%
		New Consolidated Scenic Rim Planning Scheme adopted by Council by March 2020		100%
	<p><b>Area of Focus:</b> Assist the Scenic Rim community transition to a smart and innovative region.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
<b>Smart Technology and Internet of Things (IoT) Strategy</b>		\$10,000	Information Services	
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Review and implement region-wide connectivity at Council controlled sites		01-Jul-2019	30-Jun-2020	
2. Advocate and apply for additional black spot funding for identified mobile black spots throughout the region		01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Target</b>
By June 2020, minimise mobile black spots		Remote Site Connectivity Solutions Strategy adopted by Council		December 2019
		Waste transfers and refuse sites online		June 2020
<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>	
<b>Develop a Scenic Rim Smart Region Strategy</b>		\$150,000	Regional Marketing Prosperity & Economic Development Communications	
<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>		
1. Draft Smart Region Strategy developed (as a subset of <del>Economic Development</del> Regional Prosperity Strategy)	01-Jul-2019	31-Dec-2019		
2. Delivery of Smart Region Strategy <u>commenced</u>	01-Jan-2020	30-Jun-2020		
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
Ensure Scenic Rim captures smart region and technology opportunities	Smart Region Strategy adopted by Council		100%	
	Smart Region Implementation Plan adopted by Executive Leadership Team		100%	

## VIBRANT TOWNS AND VILLAGES

**Statement of Intent:** Our vibrant towns and villages embrace their uniqueness, heritage values and sense of place.

<b>Area of Focus:</b> Provide vibrant and dynamic parks, open spaces and community infrastructure.	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Strategy for the management and enhancement of significant park and streetscape trees by 2020		\$0 (within existing resources)	Property & Operations Maintenance & Operations
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Data collection <del>continued</del> of significant parks and streetscape trees		01-Jul-2019	31-Oct-2019
	2. Analyse collected data to determine future direction for the remaining parks and potential for streetscape trees		01-Nov-2019	31-Dec-2019
	3. Establish tree inspection targets and prioritise data collection for future years (e.g. lower profile parks and streetscape) and establish remedial work targets for high value trees		01-Jan-2020	31-Mar-2020
	4. Significant Park and Streetscape Trees Strategy prepared		01-Apr-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has a robust and strategic strategy to proactively manage and enhance the regions significant park and streetscape trees	Significant Park and Streetscape Trees Strategy adopted by Council		100%
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Strategic review of existing and future sporting needs to align with projected population growth and development		\$100,000	Property & Operations Maintenance & Operations
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. <del>U</del> Consultant engaged to undertake a strategic review of existing and future sporting needs		01-Jul-2019	31-Mar-2020
	2. Sporting Needs Strategy developed		01-Apr-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
By June 2020, Council has a comprehensive knowledge of its future sporting needs to meet population growth and development demands	Sporting Needs Strategy adopted by Council		100%	
<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>	
Council's managed camping facilities		\$110,000	Property & Operations Maintenance & Operations	
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Council's Managed Camping Facilities Strategy developed		01-Jul-2019	31-Dec-2019	
2. Council's Managed Camping Facilities Strategy implementation plan developed		01-Jan-2020	30-Jun-2020	
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	

	By June 2020, Council's managed camping facilities provide valued recreational facilities that draw visitors	Camping Facilities (for key locations) Priority Works Strategy adopted by Council	100%
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**VIBRANT TOWNS AND VILLAGES (CONTINUED)**

**Statement of Intent:** Our vibrant towns and villages embrace their uniqueness, heritage values and sense of place. *(continued)*

<b>Area of Focus:</b> <i>Re-invigorate town centres through significant vibrancy projects.</i>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	<b>Plan, design and deliver vibrancy projects</b>		\$2,412,238	<del>Property &amp; Operations</del> <u>Maintenance &amp; Operations</u>
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Develop public domain and open space electrical infrastructure guidelines for use in key identified towns within the region		01-Jul-2019	<del>31-Mar</del> <u>Sep-20</u> <del>2019</del>
	2. Ten (10) year capital vibrancy (VATV) and strategic projects delivered and reviewed		01-Jul-2019	30-Jun-2020
	3. Actively seek alternate funding streams through application to external grant sources		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>		<b>SMART KPI</b>	
	By June 2020, vibrancy projects contribute to the regions attractiveness and encourage tourists and visitors to the region		VATV and Strategic Program 2019 - 2020 adopted by Council	
			Funding opportunities awarded	
			VATV and strategic projects delivered within scheduled timeframes	
			100%	
			#1	
			100%	
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	<b>Public Art and Heritage</b>		\$244,000	Community & Culture
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>	
1. Promotional material developed for art and heritage trails		01-Jul-2019	30-Jun-2020	
2. Deliver vibrancy public art in Boonah		01-Jul-2019	30-Jun-2020	
3. Develop community incubator spaces		01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>		<b>SMART KPI</b>		
By December 2019, Council's public art trail encourages an increased numbers of visitors to the region		Visitors to the online Public Art trail increased		
By December 2019, customer satisfaction with parks, open spaces and community infrastructure increases		Customers surveyed are satisfied with public art trail		
		1%		
		95%		

## ACCESSIBLE AND SERVICED REGION

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community.

<p><b>Area of Focus:</b> <i>Align Council's buildings and facilities with current and predicted service level requirements.</i></p>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Review community needs for buildings and facilities		\$0 (within existing resources)	Property & Operations Maintenance & Operations
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Review selected assets and allocate a service level category and maintenance level		01-Jul-2019	30-Sep-2019
	2. Identify facilities that are redundant, considered unsustainable, cannot be properly maintained or are surplus to current service level requirements		01-Oct-2019	31-Dec-2019
	<del>3. Develop report for consideration</del>		<del>01-Jan-2020</del>	<del>31-Mar-2020</del>
	4.3. Service Plans and Community Needs Matrix developed		01-Jul-2019	30-Jun-2020
	5.4. Develop Community Buildings and Facilities Strategy		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has a comprehensive knowledge of community building and facility needs to ensure the region remains a desirable place to reside	Community Building and Facilities Strategy adopted by Council		100%
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Develop a light industrial estate in Enterprise Drive		\$10,722,000	Property & Operations Maintenance & Operations
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Ascertain requirements and scoping for a consultant, development of preliminary plans, detailed design, DA submission and contractor engagement		01-Jul-2019	30-Sep-2019
	<del>2. Commencement of the construction of light industrial estate</del>		<del>01-Jul-2019</del>	<del>30-Jun-2020</del>
3.2. Commencement of the construction of Enterprise Drive		01-Jul-2019	30-Jun-2020	
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>	
By June 2020, Council has implemented a Local Government Infrastructure Plan that contributes to the regions infrastructure assets and improves the liveability of the region	Projects delivered within projected timeframes and budget		100%	

**ACCESSIBLE AND SERVICED REGION (CONTINUED)**

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community. (continued)

<p><b>Area of Focus:</b> Align Council's buildings and facilities with current and predicted service level requirements. (continued)</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Implement the Council Depot Strategy Project	\$0 (within existing resources)	Asset & Environmental Sustainability
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Depot Strategy reviewed	01-Jul-2019	31-Dec-2019
	2. Depot Strategy implementation timeline developed	01-Mar-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	<b>Target</b>
	By June 2020, Council will have a Depot Strategy that sets the vision and details high level plans to achieve more relevant and fit for purpose Depots	Council Depot Strategy adopted by Council	100%
	Council Depot Strategy Implementation Plan adopted by Executive Leadership Team	100%	
<p><b>Area of Focus:</b> Develop a sustainable program of local, higher order infrastructure necessary to support population and economic growth.</p>	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Implement a Local Government Infrastructure Plan	\$0 (within existing resources)	Planning
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Review and amend the Local Government Infrastructure Plan	01-Jul-2019	31-Dec-2019
	2. Utilise the Local Government Infrastructure Plan to inform the 10-year Capital Works Program	01-Jan-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	<b>Target</b>
	From July 2019, infrastructure projects continue to be delivered that supports population and economic growth	Infrastructure Projects are delivered in alignment with the Local Government Infrastructure Plan	100%
	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Waste Strategy - Vision on Waste	\$100,000	Property & Operations Maintenance & Operations
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Review and update the Waste Strategy	01-Jul-2019	<del>30</del> 1-Dec <del>Sep</del> -2019
	2. Develop a Waste Strategy Implementation Plan	<del>01-Oct</del> 01-Jan-2019 <del>20</del>	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	<b>Target</b>
By June 2020, tangible results achieved in making Council's waste vision a reality	Innovative Waste Strategy adopted by Council	100%	
	Waste Education Program delivered by 30 June 2019	100%	

**ACCESSIBLE AND SERVICED REGION (CONTINUED)**

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community.  
(continued)

<b>Area of Focus:</b> <i>Ensure accessibility of Council-controlled infrastructure networks, while enhancing resilience.</i>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Develop and review a 10-Year Capital Works Program		\$0 (within existing resources)	Asset & Environmental Sustainability
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Ten (10) year capital works programs reviewed for each infrastructure asset class		01-Jul-2019	31-Dec-2019
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has a comprehensive and strategic 10-Year Capital Works Program to ensure appropriate funding and prioritisation for each infrastructure asset class	10-year capital works adopted by Council		100%
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Define level of services required by Council's infrastructure network		\$73,000	Asset & Environmental Sustainability
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Existing Level of Service Program <u>for Council's infrastructure network</u> reviewed		01-Jul-2019	<del>31-Sep-2019</del> 31-Dec-2019
	2. Define level of services for prioritised infrastructure in accordance with service review program		01-Jul-2019	31-Dec-2019
	3. <del>Update applicable documents with</del> <u>implement</u> revised level of service statements		01-Jan-2020	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By June 2020, Council has defined the level of services required by the infrastructure network which ensures appropriate prioritisation of infrastructure investment	Service level standards for public conveniences adopted by Council		100%
Service level standards for roads adopted by Council		100%		
Service level standards for bridges adopted by Council		100%		

**ACCESSIBLE AND SERVICED REGION (CONTINUED)**

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community. (continued)

<b>Area of Focus:</b> Ensure accessibility of Council-controlled infrastructure networks, while enhancing resilience. (continued)	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Asset Management Strategy Project	\$0 (within existing resources)	Asset & Environmental Sustainability
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Review and update the Asset Management Strategy	01-Jul-2019	30-Jun-2020
	2. Continue to improve the Asset Management System	01-Jul-2019	30-Jun-2020
	3. Continue to improve Asset Management plans	01-Jul-2019	30-Jun-2020
	4. Deliver the Asset Management Strategy	01-Jul-2019	30-Jun-2020
<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
From July 2019, assets continue to be managed in accordance with the Asset Management Strategy	Asset Management Strategy projects delivered within projected timeframes		100%
<b>Area of Focus:</b> Recover, reuse and recycle resources from the Scenic Rim Region's waste streams.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>
	Enable and support sustainable waste management technologies	\$276,000	Property & Operations Maintenance & Operations
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>
	1. Implementation of the Waste Education Program	01-Jul-2019	30-Jun-2020
	2. <del>Seek industry involvement to Council's delivery of Waste Strategy preferred options</del> Investigate industry needs to further advance delivery of Council's waste services	01-Jul-2019	30-Jun-2020
	3. <del>Review progress and development against Council's engagement options and preferred technologies for the region</del> Enable and align delivery of Council's Waste Strategy with waste management technologies	01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>	
By June 2020, Council significantly contributes to the economic and sustainable prosperity of the region through its sustainable waste vision	Waste Education Program Projects delivered within projected timeframes		100%

## HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES

**Statement of Intent:** The social fabric of our growing region is friendly, active, healthy and inclusive.

<p><b>Area of Focus:</b> Build capacity to improve health and well-being in the community.</p>	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Be Healthy and Active (BHA) Program		\$140,000	Community & Culture
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Health and Wellbeing Plan priorities implemented		01-Jul-2019	30-Jun-2020
	2. Be Healthy and Active Program delivered		01-Jul-2019	30-Jun-2020
	3. Review Be Healthy and Active and other community development programs to measure Council's social return on investment		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	Health and wellbeing of the community continues to improve, including more BHA programs delivered in smaller communities across the region (to address social isolation)	Be Healthy and Active participation rates increased		5%
	<b>Deliverable</b>		<b>Budget</b>	<b>Lead</b>
	Community and Culture Strategy Development		\$80,000	Community & Culture
	<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
	1. Community and Culture Strategy developed		01-Jul-2019	30-Jun-2020
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	By December 2021, a Community and Culture Strategy that sets objectives and targets for a healthier, more engaged and resourceful community is developed	Community and Culture Strategy adopted by Council		100%

## HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES (CONTINUED)

**Statement of Intent:** The social fabric of our growing region is friendly, active, healthy and inclusive. (continued)

<b>Area of Focus:</b> Build capacity to improve health and well-being in the community. (continued)	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Arts and Culture Program	\$187,000	Community & Culture	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Arts and Culture Plan objectives implemented	01-Jul-2019	30-Jun-2020	
	2. Operation of Cultural Centres	01-Jul-2019	30-Jun-2020	
	3. Heritage and Public Art Program delivered	01-Jul-2019	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
	From July 2019, continue to deliver programs that support the social and cultural fabric of the region	Arts and Culture Plan objectives delivered		95%
<b>Area of Focus:</b> Provide contemporary library services across the region that reflect the needs of the community.	<b>Deliverable</b>	<b>Budget</b>	<b>Lead</b>	
	Library Services Review	\$35,000	Community & Culture	
	<b>Activities</b>	<b>START DATE</b>	<b>END DATE</b>	
	1. Future library services model determined	01-Jul-2019	31-Dec-2019	
	2. Implementation of Library Service Review recommendations commenced	01-Jan-2020	30-Jun-2020	
	<b>Measure of Success</b>	<b>SMART KPI</b>		<b>Target</b>
External review of library services and service levels by June 2020	Review completed and report presented		100%	
Review and increase library service at Canungra	Extended operating hours operational by <del>August</del> <u>September</u> 2019		100%	
Increase office space for Beaudesert Library	Extended workspace operational by <del>October</del> <u>2019/30 January 2020</u>		100%	

**11.2 Operational Plan 2019-2020 Quarter One Progress Report****Executive Officer:** Acting General Manager People & Strategy**Item Author:** Corporate Strategy & Performance Officer**Attachments:**

1. Operational Plan 2019-20 Quarter One Progress Report [↓](#)
- 

**Executive Summary**

This report provides Council the Quarter One Progress Report against the revised 2019-2020 Operational Plan, reporting against period 1 July to 30 September 2019.

**Recommendation**

The recommendation for the Ordinary Meeting is that Council endorse the Quarter One Progress Report against the revised 2019-2020 Operational Plan.

**Previous Council Considerations / Resolutions**

Not applicable.

**Report / Background**

The Quarter One Progress Report against the revised 2019-2020 Operational Plan, reporting against period 1 July to 30 September, is the first report prepared under the new reporting arrangements.

The new format report template attempts to streamline content and aims to capture an exception based level of information, to ensure important details are not lost amongst lengthy general updates. In addition, the new arrangements incorporates budget and actual expenditure data for the first time, together with the opportunity to record details of any variances to the plan. The former traffic light indicators, which were considered, in many instances, to be inaccurate, have been replaced with an opportunity for deliverable lead to select (from a short list of options) the overall status of the deliverable. Furthermore, deliverable leads have been encouraged to use this expectation based reporting format to highlight where there is slippage, to enable the focus of attention on areas of concern, rather than only reporting positive information.

Work will continue to be done over the coming weeks and months, to further improve the statistical information (provided in Appendix A), to ensure the data is relevant and useful to the audience. This includes, where possible, demonstrating the statistical data with comparisons to past years, or against industry benchmarks, to truly demonstrate performance, trends and, where applicable, to complement decision making.

A vast amount of activity has been undertaken during quarter one against the revised 2019-2020 Operational Plan, as evident from the attached report. Additionally, overall, the level and quality of information captured in this report, particularly compared to past quarterly reports is encouraging.

**Budget / Financial Implications**

Not applicable.

**Strategic Implications**

*Operational Plan*

Theme: 3. Open and Responsive Government

Key Area of Focus: 3.1.1 Plan, develop and implement high-quality customer-focused services

*Legal / Statutory Implications*

The Chief Executive Officer is required to provide a quarterly report on the Operational Plan to a local government meeting under section 174(3) of the *Local Government Regulation 2012*.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- SR46 Inadequate or lack of Governance (including procurement) Framework (systems, policies, procedures, delegations and controls) in place to ensure compliance by Council's Councillors and Officers with all relevant State and Federal legislation and regulations.
- SR52 Ineffective and/or unrealistic strategic plans which are not appropriately scoped or resourced, resulting in missed opportunities, re-work, failure to deliver objectives and loss of confidence by community.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Legal Compliance and Liability  Nonfulfillment of statutory obligations or failure to deliver strategic objectives.	Moderate	Possible	Medium	Given focus by Executive Team. Integration of plans and planning process. Regular and effective monitoring of strategic planning documents. Reporting framework. Risk Management Framework.	Medium
Reputation  Negative perception from community due to failure to meet statutory obligations and/or corporate objectives.	Moderate	Possible	Medium	Community engagement. Integrated operational and budgetary planning processes. Risk Management Framework. Staff training and awareness. Governance Framework.	Low

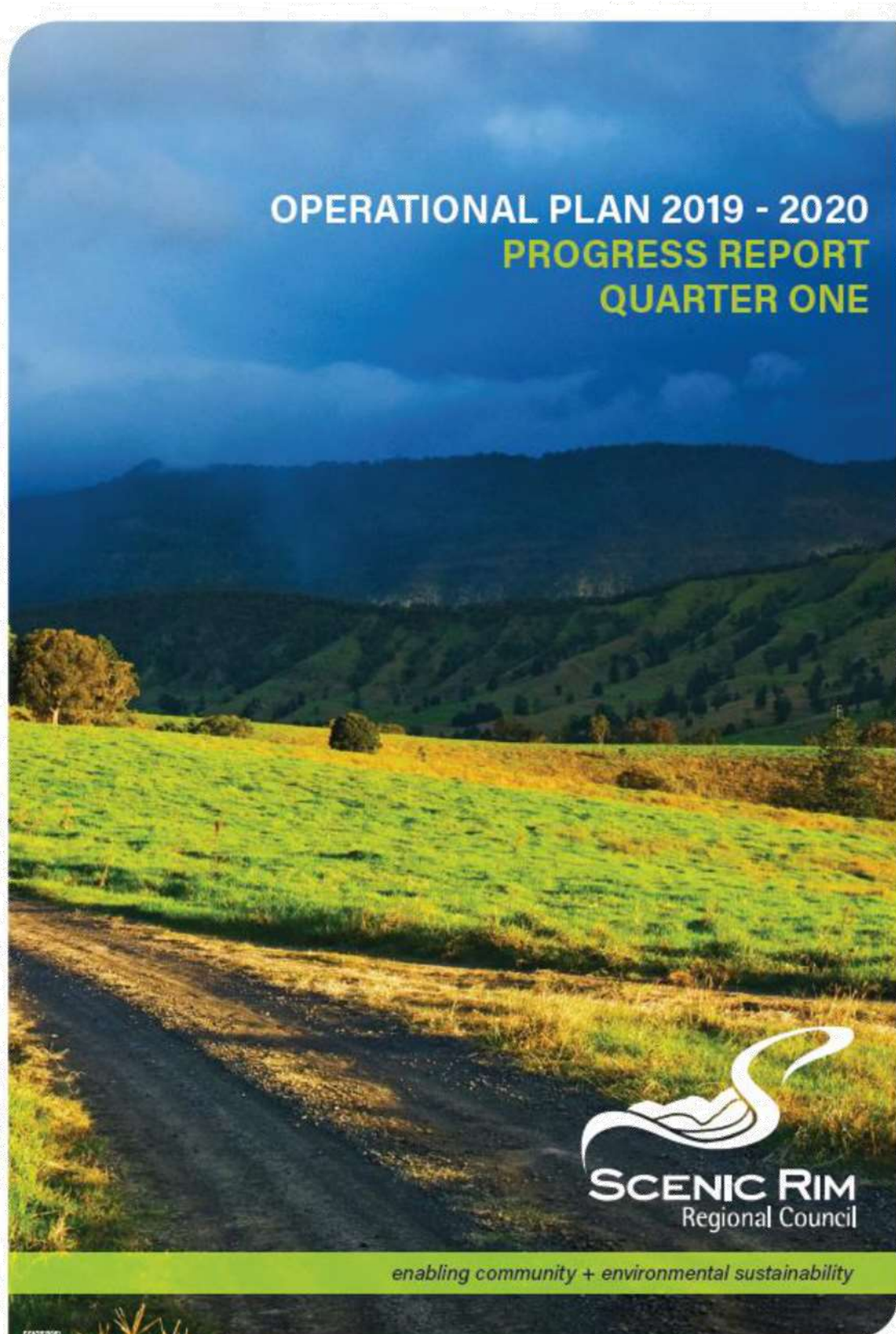
Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Financial and Economic  Adverse financial impact on Council due to poor planning or delivery.	Major	Possible	High	Governance Framework. Reporting Framework. Policies and procedures in place. Internal Audit Framework.	Low

**Consultation**

Various discussions have occurred with the Executive and Councillors where the new quarterly reporting process was considered and finalised. During the development of the Quarter One Progress Report assistance was provided to reporting officers, where required. Councillors and Executive have been previously presented with the draft report. Feedback received has been incorporated into the final document.

**Conclusion**

Council has performed satisfactorily against Quarter One, in progressing the implementation of the revised 2019-2020 Operational Plan.



## Executive Summary

This report has been prepared to demonstrate the progress made towards the achievement of the key deliverables identified in the Annual Operational Plan 2019-2020 that together deliver on the five year Corporate Plan (Scenic Rim 2023) objectives; as required by Section 175 of the *Local Government Regulations 2012*.

*Significant progress has been made against the Annual Operational Plan 2019-2020 deliverables during the period 1 July - 30 September 2019 (quarter one). Key highlights of the progress and achievements made for the quarter, include:*

### Spectacular Scenery and Healthy Environment

- Biodiversity Partnerships Project received \$455,000 in grant funding received, through extensive commitments from COMSEQ in the Resilient Rivers Initiative working in partnership with Logan City Council and Ipswich City Council.

### Sustainable and Prosperous Economy

- Consultation meetings were held with a range of businesses to seek input to the development of the Regional Prosperity Strategy, while another meeting was held with a Reference Group of businesses to help inform the development of an Adventure Tourism Strategy.
- Regional Skills Investment Strategy (RSIS) Coordinator appointed and commenced in August 2019.
- Independent analysis of the economic impact of Eat Local Week calculated it to be \$1.97 million, \$230,000 less than the projection, with \$712,623 of this amount being day visitors and over \$1.26 million overnight visitors.
- Progress was made on partnership with Brisbane Marketing, including refreshing of Memorandum of Understanding and development of campaign collateral following the bushfires of September 2019.
- Council completed a detailed application and entered Eat Local Week in the Queensland Tourism Awards for 2019, with awards announced in early November 2019.
- Council's brand refresh project has been proceeding well and is in the final stages of creative development in quarter two. It was particularly helpful to have this creative ready to go to market post the bushfires of September 2019, utilising some funding provided to the region by Tourism and Events Queensland to aid recovery.
- Council grew its 'Visit Scenic Rim' Facebook followers by over 1000 to more than 12,000, and grew its 'Visit Scenic Rim' Instagram followers by over 1000 to more than 16,000.

### Open and Responsive Government

- The Customer Centric Project Plan is completed, with some initial investigation sessions undertaken. These sessions commenced data collection of current customer perspective within the organisation.
- A request for quotation (RFQ) has been issued to conduct a cyber security test for core servers located at Digital Sense.

### Relaxed Living and Rural Lifestyle

- Following initial public consultation on the draft Scenic Rim Planning Scheme, Council considered over 550 submissions and amended the draft as appropriate. The revised draft was put out for a second round of public consultation closing on the 30 September. Any submissions received will be considered, after which the Scheme will progress to the Minister for approval.

### Vibrant Towns and Villages

- Beaudesert Town Centre Transport and Stormwater Improvement projects are currently in design stage.
- Public Art in Boonah is being delivered in conjunction with the Vibrant and Active Towns and Villages.

**Accessible and Serviced Region**

- Review of lot layout design for the industrial estate is nearing finalisation, with negotiations underway with the traditional owners regarding Native Title and Cultural Heritage impacts.
- An audit to determine the level of Asset Management maturity within the organisation has been completed, which will be used to inform the development of an updated Asset Management Strategy.

**Healthy, Engaged and Resourceful Communities**

- Age Friendly Kiosks delivered across the region in July and August to improve health and wellbeing and social connections.
- Community and Culture Strategy Development Draft Project Plan and Project Charter developed.
- Consultation with library users has taken place and will be considered as part of the service.

SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT

**Statement of Intent:** The region's unique natural environment and rural landscapes are preserved and enhanced in partnership with our community.

<b>Area of Focus:</b>								
<i>Recognise, preserve and enhance the region's unique biodiversity.</i>								
Deliverable			Overall Status	Lead				
Million Trees for Scenic Rim Project			On Track	Health Building & Environment				
Activities			START DATE	END DATE				
1. Deliver rural trees initiative			01-Jul-2019	31-Dec-2019				
2. Deliver community trees initiative			01-Jan-2020	30-Jun-2020				
3. Deliver habitat trees initiative			01-Jan-2020	30-Jun-2020				
4. Deliver river trees initiative			01-Jan-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$50,500	\$10,500	\$4,801	Program is currently undersubscribed and delayed due to low rainfall resulting in lower than expected expenditure.					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
By 2025, one million trees will be planted in the Scenic Rim		110,000 trees planted annually	Target	27,500	27,500	27,500	27,500	110,000
			Actual	3,247				
<b>KPI Status Comments (by exception only)</b>								
Program is currently undersubscribed and delayed due to low rainfall. Support still being provided to applicants capable of planting.								
Deliverable			Overall Status	Lead				
Options Paper for Environmental Offset Policy			On track	Health Building & Environment				
Activities			START DATE	END DATE				
1. Undertake internal consultation and prepare draft options paper			01-Jul-2019	31-Mar-2020				
2. Present draft options paper for workshop			01-Apr-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
Options paper and internal discussions are still on target however the potential for delay may occur due to changes being implemented by the Department of Environment and Science regarding Koala offsetting and amendments to the Environmental Offsets Act 2014.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$0 (within existing resources)	\$0	\$0	N/A					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
By June 2020, Council has progressed towards having a committed position on providing environmental offsets		Environmental offsets options presented to Council	Target	-	-	-	April 2020	April 2020
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT

<b>Area of Focus:</b>								
<i>Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region.</i>								
Deliverable			Overall Status	Lead				
Resilient Rivers Project			On Track	Health Building & Environment				
Activities			START DATE	END DATE				
1. Deliver Logan and Albert Rivers Catchment Action Plan			01-Jul-2019	30-Jun-2020				
2. Deliver Bremer River Catchment Action Plan			01-Jul-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$38,000*	\$162,930	\$27,649	* Budget for the Resilient Rivers Project reflects Council's contribution (\$38,000) to the Project, and does not reflect the expenditure or the funds received by COMSEQ. - Planting projects are currently postponed due to low rainfall, resulting in an underspend, however, this time is expected to be made and with the project expected to be delivered on time.					
Measure of Success	SMART KPI			Q1	Q2	Q3	Q4	Annual
By July 2020, continue to collaboratively improve the health and resilience of South East Queensland's catchments and rivers	Scheduled actions delivered in accordance with the Logan and Albert River Catchment Action Plan	Target		100%	100%	100%	100%	100%
		Actual		80%				
	Scheduled actions delivered in accordance with the Bremer River Catchment Action Plan	Target		100%	100%	100%	100%	100%
		Actual		100%				
	COMSEQ resilient rivers funding, acquitted as per agreement	Target		100%	-	-	-	100%
		Actual		100%				
<b>KPI Status Comments (by exception only)</b>								
Projects are delayed due to low rainfall resulting in lower than expected budget expenditure.								

SPECTACULAR SCENERY AND HEALTHY ENVIRONMENT

Deliverable				Overall Status	Lead			
<b>Biodiversity Partnerships Project</b>				On Track	Health Building & Environment			
<b>Activities</b>				<b>START DATE</b>	<b>END DATE</b>			
1. Project plans for proposed biodiversity projects developed for the year				01-Jul-2019	30-Sep-2019			
2. Establish biodiversity and waterway projects				01-Oct-2019	30-Jun-2020			
3. Report on biodiversity and waterway projects				01-Oct-2019	30-Jun-2020			
4. Biodiversity and waterway projects (implemented)				01-Oct-2019	30-Jun-2020			
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$50,000	\$10,000	\$2,100	Underspend is due to delays in the establishment of the projects.					
<b>Measure of Success</b>	<b>SMART KPI</b>			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
Council will foster partnerships with appropriate organisations to leverage Council's ability to increase biodiversity outcomes for the region	Number of project agreements developed for nominated biodiversity partnerships		<b>Target</b>	-	-	-	#8	#8
			<b>Actual</b>	3				
	Number of biodiversity partnerships secured		<b>Target</b>	-	-	-	#2	#2
			<b>Actual</b>	4				
	Funds secured through biodiversity partnership		<b>Target</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
			<b>Actual</b>	\$455,000				
<b>KPI Status Comments (by exception only)</b>								
Funding indicated above has been received through the following; \$190,000 - Bremer River CAP \$260,000 - Logan Albert CAP \$5,000- Wildlife Queensland The quarter one actual figure exceeds the annual target key performance indicator due to extensive commitments from COMSEQ in the Resilient Rivers Initiative working in partnership with Logan City Council and Ipswich City Council.								
<b>Deliverable</b>				<b>Overall Status</b>	<b>Lead</b>			
<b>Pest Plant Species Project</b>				On Track	Health Building & Environment			
<b>Activities</b>				<b>START DATE</b>	<b>END DATE</b>			
1. Review of project plan for proposed biosecurity projects				01-Jul-2019	30-Jun-2020			
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$75,000	\$9,500	\$30,326	Invasive Species Team have observed a larger than expected season of 'Mother of Millions' due to low rainfall. Current expenditure reflects this weed management activity.					
<b>Measure of Success</b>	<b>SMART KPI</b>			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
By 2023, Council will be in a position to meet its biosecurity obligations for its local road network	Reduction in biosecurity matter on treated road network		<b>Target</b>	2%	3%	3%	2%	10%
			<b>Actual</b>	2%				
	Kilometres of local road network treated for biosecurity matter		<b>Target</b>	4%	6%	6%	4%	20%
			<b>Actual</b>	4%				
<b>KPI Status Comments (by exception only)</b>								
N/A								

SUSTAINABLE AND PROSPEROUS ECONOMY

**Statement of Intent:** An enhanced regional brand underpins sustainable economic growth for businesses, strong local employment opportunities and high-performing primary production and tourism industries.

<b>Area of Focus:</b>								
<i>Guide and optimise the future economic prosperity of the region.</i>								
<b>Deliverable</b>			<b>Overall Status</b>	<b>Lead</b>				
Take actions to enable the regional infrastructure to facilitate in emerging economic opportunities			On track	Asset & Environmental Sustainability				
<b>Activities</b>			<b>START DATE</b>	<b>END DATE</b>				
1. Develop a list of regionally significant infrastructure projects, that are key to facilitating emerging economic opportunities			01-Jul-2019	30-Sep-2019				
2. Develop an advocacy 'plan on a page' document (for identified regionally significant infrastructure)			01-Oct-2019	31-Dec-2019				
3. Distribute (regionally significant infrastructure) Advocacy Plan to key stakeholders			01-Jan-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$0 (within existing resources)	\$0	\$0	N/A					
<b>Measure of Success</b>	<b>SMART KPI</b>			<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
By June 2020, progress made towards significant infrastructure improvements	Advocacy Plan developed and approved by Executive Leadership Team		<b>Target</b>	-	-	-	100%	100%
			<b>Actual</b>	Not yet due				
	Significant regional infrastructure projects identified and endorsed by Executive Leadership Team		<b>Target</b>	-	-	-	100%	100%
			<b>Actual</b>	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

SUSTAINABLE AND PROSPEROUS ECONOMY

Deliverable			Overall Status	Lead				
Economic Development Program			On Track	Regional Prosperity & Communications				
<b>Activities</b>			<b>START DATE</b>	<b>END DATE</b>				
1. Assess the delivery of the 2019 Business Excellence Awards to determine any amendments to the structure and event for 2020 (adapt accordingly)			01-Jul-2019	30-Aug-2019				
2. Deliver two workshops (minimum), that build capability in the business community			01-Jul-2019	31-Oct-2019				
3. Annual actions of Regional Prosperity Strategy delivered			01-Jul-2019	30-Jun-2020				
4. Foster partnerships with State Development, and work together to develop a strategy to attract tenants to Bromelton			01-Jul-2019	30-Jun-2020				
5. Appoint Regional Skills Investment Strategy Project Coordinator (RSIS)			01-Jul-2019	30-Jun-2020				
6. Deliver Regional Skills Strategy			01-Aug-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
<p>1. An assessment of the 2019 Scenic Rim Business Excellence Awards was conducted following the event and was presented, along with recommendations for the 2020 event, to Council in October 2019. Overall the Awards were a great success with over 70 nominations (over 50 businesses), very positive feedback from both entrants and attendees.</p> <p>2. No workshops were conducted in quarter one, due to Small Business Week held in quarter four of 2018-19, Council had conducted 11 business focused workshops and events that attracted more than 320 people and covered off on a range of topics.</p> <p>3. Consultation meetings were held with a range of businesses to seek input to the development of the Regional Prosperity Strategy, while another meeting was held with a Reference Group of businesses to help inform the development of an Adventure Tourism Strategy.</p> <p>4. Monthly meetings with have been established with the Coordinators General Officer and the Department of State Development, and Transport and Main Roads to address development impediments for Bromelton.</p> <p>5. Regional Skills Investment Strategy (RSIS) Coordinator appointed and commenced in August 2019.</p> <p>6. Work has commenced on the Regional Skills Strategy.</p>								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$239,400	\$49,850	\$1,362	Final invoice for consultancy fees associated with preparation of the Regional Prosperity Strategy not yet received - due at conclusion of project in November.					
<b>Measure of Success</b>		<b>SMART KPI</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>	
From July 2019, economic development opportunities will be identified and maximised to position and benefit the region		Growth in value of gross regional product	<b>Target</b>	-	-	-	\$2,000,000	\$2,000,000
			<b>Actual</b>	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

SUSTAINABLE AND PROSPEROUS ECONOMY

<b>Area of Focus:</b>								
<i>Develop and maximise the value derived from vibrant and sustainable tourism and genuine visitor experiences</i>								
<b>Deliverable</b>			<b>Overall Status</b>		<b>Lead</b>			
Tourism Program			On Track		Regional Prosperity & Communications			
<b>Activities</b>			<b>START DATE</b>		<b>END DATE</b>			
1. Partnership developed with Brisbane Marketing and Destination Gold Coast for specific campaigns that target and drive the market			01-Jul-2019		31-Dec-2019			
2. Research project delivered, that assists in quantifying visitor data			01-Jul-2019		31-Dec-2019			
3. Evaluate research data and use to fine tune key projects from the Tourism Strategy, for delivery in 2020 - 2021 and beyond			01-Jul-2019		31-Dec-2019			
4. Determine \$ value of tourism and assess trajectory against target			01-Jul-2019		30-Mar-2020			
5. Deliver adventure / eco-tourism strategy consistent with securing Federal Government funding			01-Jul-2019		30-Jun-2020			
6. Annual actions of Tourism Strategy 2018 - 2021 implemented			01-Jul-2019		30-Jun-2020			
7. Tourism investment activity for accommodation, adventure and events prepared and implemented (as part of Regional Prosperity Strategy)			01-Jan-2020		30-Jun-2020			
<b>Deliverable Status Summary</b> <i>(by exception only)</i>								
Progress was made on partnership with Brisbane Marketing, including refreshing of Memorandum of Understanding and development of campaign collateral following the bushfires of September 2019. Council has also commenced greater engagement with Destination Gold Coast to pursue collaborative marketing opportunities. Development the Adventure/eco-tourism Strategy has progressed, with consultants appointed, desktop review and consultation undertaken and a draft Strategy being finalised quarter two.								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments</b> <i>(by exception only)</i>					
\$150,000	\$37,500	\$32,791	Small underspend only					
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
From July 2019, partnerships, tourism and event based opportunities explored and employed (where validated)		Number of visitors to the region	<b>Target</b>	-	-	-	#40,000	#40,000
			<b>Actual</b>	-				
<b>KPI Status Comments</b> <i>(by exception only)</i>								
N/A								

SUSTAINABLE AND PROSPEROUS ECONOMY

Deliverable		Overall Status	Lead
Eat Local Week		On Track	Regional Prosperity & Communications
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>
1. Deliver Eat Local Week events		01-Jul-2019	31-Jul-2019
2. Enter Eat Local Week in 2019 Queensland Tourism Awards		01-Jul-2019	30-Sep-2019
3. Develop an Eat Local Scenic Rim Accreditation Program 12-month Strategy and Implementation Plan		01-Jul-2019	30-Sep-2019
4. Evaluate impact/reach of all major initiatives (from previous year's marketing campaign) and use to develop ongoing strategy		01-Jul-2019	31-Dec-2019
5. Expand mainstream marketing efforts in Brisbane/Gold Coast markets		01-Jul-2019	30-Jun-2020
<b>Deliverable Status Summary (by exception only)</b>			
Council completed a detailed application and entered Eat Local Week in the Queensland Tourism Awards for 2019. The awards are announced in early November 2019. The Eat Local Scenic Rim accreditation program is operational with more than 70 accredited 'locavores', and Council intends to develop a detailed implementation plan to further leverage the potential in this initiative. This will now be completed in quarter two-three. A thorough evaluation of 2019 Eat Local Week has been undertaken and a report has been prepared for presentation to Council, as well as to funding partners and sponsors.			
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>
\$250,000	\$62,500	\$116,676	Some of the costs were incurred earlier than anticipated but the project budget is on track for the full year and no overspends are expected.
<b>Measure of Success</b>		<b>SMART KPI</b>	<b>Q1</b> <b>Q2</b> <b>Q3</b> <b>Q4</b> <b>Annual</b>
From July 2019, Eat Local Week continues to grow and provide financial and growth opportunities to the region		Dollar value of spend at Eat Local Week increased	<b>Target</b> \$2,200,000   -   -   -   \$2,200,000
			<b>Actual</b> \$1,970,000
<b>KPI Status Comments (by exception only)</b>			
Independent analysis of the economic impact of Eat Local Week calculated it to be \$1.97 million, \$230,000 less than the projection. \$712,623 of this was by day visitors and over \$1.26 million by overnight visitors. Total attendance figures, however, were 38,525, up from 37,280 the previous year, with a record 14,200 people attending the signature event, the Winter Harvest Festival at Aratula. The research also revealed that intrastate visitor numbers increased substantially from 14,973 in 2018 to 17,063 in 2019 (up 14%, and a significant increase of over 50% since 2015.) The net investment by Council into the event is \$82,470 (out of a gross cost of delivery of \$212,483). With the total economic impact of over \$1.97 million, this translates to a return of \$24 for every dollar invested.			

SUSTAINABLE AND PROSPEROUS ECONOMY

<b>Area of Focus:</b>								
<i>Clearly articulate and build positive awareness of the Scenic Rim brand as a region.</i>								
Deliverable			Overall Status			Lead		
Marketing Program			On Track			Regional Prosperity & Communications		
Activities			START DATE			END DATE		
1. Deliver Brand Refresh Project			01-Jul-2019			30-Sep-2019		
2. Grow Facebook followers to 12,000 and Instagram followers to 15,000			01-Jul-2019			31-Dec-2019		
3. Refresh digital platforms as per recommendations outlined in Communications Strategy			01-Jul-2019			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
Council's brand refresh project has been proceeding well and is in the final stages of creative development in quarter two. It was particularly helpful to have this creative ready to go to market post the bushfires of September 2019, utilising some funding provided to the region by Tourism and Events Queensland to aid recovery. The Visit Scenic Rim Facebook page has reached its goal of 12,000 followers in quarter one, ahead of its projection of the end of the year. The Visit Scenic Rim Instagram page has over 16,200 followers and has already eclipsed its target.								
Budget	Quarter Planned	Actual	<b>Budget/Actual Comments (by exception only)</b>					
\$220,000	\$50,926	\$34,392	Small underspend for the quarter. Invoices associated with brand refresh and refresh of website due or payable in November.					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
From July 2019, the message about the regions unique qualities and attributes continue to be shared		Grow digital media statistics - followers, reach and engagement	Target	100%	100%	100%	100%	100%
			Actual	100%				
<b>KPI Status Comments (by exception only)</b>								
Grew Visit Scenic Rim Facebook followers by over 1000 to over 12,000. Grew Visit Scenic Rim Instagram followers by over 1000 to over 16,000.								

OPEN AND RESPONSIVE GOVERNMENT

**Statement of Intent:** Ethical and transparent leadership supports the diverse needs of our community via a high-performing and financially sustainable organisation.

Area of Focus:									
Plan, develop and implement high-quality customer-focused services.									
Deliverable				Overall Status		Lead			
Customer Centric Framework				On track		Community & Culture			
Activities				START DATE		END DATE			
1. Review alignment of systems and processes (including customer relationship management)				01-Jul-2019		30-Jun-2020			
2. Develop a Consultation and Engagement Framework				01-Jul-2019		30-Jun-2020			
Deliverable Status Summary (by exception only)									
Building a Customer Centric Organisation project is on track to be delivered by 30 June 2020.									
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)						
\$0 (within existing resources)	\$0	\$0	N/A						
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual	
By June 2020, Council has identified a roadmap to achieve a more integrated and effective approach to managing customer requirements		Customer Centric Framework adopted by Council by end 2019		Target	20%	20%	60%	-	100%
				Actual	10%				
		Customer Engagement Strategy adopted by Council by end 2019		Target	-	20%	60%	20%	100%
				Actual	Not yet due				
		Detailed systems and processes project plan adopted by Executive Leadership Team by June 2020		Target	50%	50%	-	-	100%
				Actual	100%				
KPI Status Comments (by exception only)									
Project plan is completed and some initial investigation sessions have been completed. These sessions commenced data collection of current customer perspective within the organisation. Next phase of project commenced. The Project Charter was endorsed by the Executive Team (ET) on 17 April 2019 with the Project Plan endorsed by ET 8 May 2019.									
Deliverable				Overall Status		Lead			
Customer Satisfaction Survey				On Track		Community & Culture			
Activities				START DATE		END DATE			
1. Survey undertaken				01-Jul-2019		31-Dec-2019			
2. Yearly survey distributed and analysed				01-Jan-2020		30-Jun-2020			
Deliverable Status Summary (by exception only)									
External Advocacy Survey is planned as part of the customer centric project.									
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)						
\$10,000	\$2,500	\$8,336	Initial survey planning has been undertaken.						
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual	
From June 2019, Council's Community Survey captures responses from all regions		Community Survey has minimum of 10% response rate from each of the regions		Target	-	75%	-	25%	100%
				Actual	Not yet due				
KPI Status Comments (by exception only)									
N/A									

OPEN AND RESPONSIVE GOVERNMENT

Deliverable				Overall Status		Lead			
<b>Refresh and Refocus Program</b>				Requires attention		People & Strategy			
<b>Activities</b>				<b>START DATE</b>		<b>END DATE</b>			
1. Progress the implementation of deliverables, as agreed by the Project Control Group				01-Jul-2019		30-Jun-2020			
<b>Deliverable Status Summary (by exception only)</b>									
Project is slightly behind schedule with Transition Plans and subsequent staff consultation for stages 2 and 3 for People and Strategy, Asset and Environmental Sustainability as well as Council Sustainability.									
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>						
\$110,665	\$25,343	\$25,445	N/A						
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual	
By June 2020, Council's transformational change has commenced		Refresh and Refocus Program activities delivered within agreed timeframes		<b>Target</b>	100%	100%	100%	100%	100%
				<b>Actual</b>	85%				
<b>KPI Status Comments (by exception only)</b>									
As per deliverable status comment above.									
<b>Area of Focus:</b>									
<i>Provide streamlined and practical regulatory services that deliver improved access for the community.</i>									
Deliverable				Overall Status		Lead			
<b>Electronic Service Delivery</b>				On Track		Information Services			
<b>Activities</b>				<b>START DATE</b>		<b>END DATE</b>			
1. Investigate and scope the implementation of an online service portal				01-Jul-2019		30-Sep-2019			
2. Investigate identified option for funding allocation				01-Oct-2019		31-Dec-2019			
<b>Deliverable Status Summary (by exception only)</b>									
Executive Team (ET) to consider a report proposing a systems roadmap including online services in quarter two, with actions to commence during quarter two.									
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>						
\$15,000	\$0	\$0	Initial investigation to be completed by in-house resources.						
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual	
By June 2020, progress made towards the provision of online services to the community		Online portal live and integrated with existing systems		<b>Target</b>	-	-	-	June 2020	June 2020
				<b>Actual</b>	Not yet due	-	-	-	-
<b>KPI Status Comments (by exception only)</b>									
N/A									

OPEN AND RESPONSIVE GOVERNMENT

<b>Area of Focus:</b>								
<i>Embed community engagement and partnerships that improve shared understanding.</i>								
Deliverable			Overall Status	Lead				
Communications Strategy and Framework for (internal and external) Stakeholders			Requires Attention	Communications				
Activities			START DATE	END DATE				
1. Stakeholder engagement and consultation			01-Jul-2019	01-Aug-2019				
2. Communications Strategy and Framework finalised			31-Oct-2019	31-Dec-2019				
<b>Deliverable Status Summary (by exception only)</b>								
The communications stakeholder engagement and consultation project has been postponed and will commence following the commencement of the new Principal Specialist Communications and Marketing; this will now be conducted in quarter two-three.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$70,000	\$17,500	\$0	This project is due for commencement following appointment of a new Principal Specialist.					
Measure of Success	SMART KPI		Target	Q1	Q2	Q3	Q4	Annual
June 2020, Council has in place a high level Communication Framework for Stakeholders	Communications Framework for Stakeholders endorsed by Council		Target	-	-	100%	-	100%
			Actual	-				
	Communications Framework implementation plan, actions delivered by agreed timeframes		Target	-	-	100%	-	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

OPEN AND RESPONSIVE GOVERNMENT

Area of Focus:								
<i>Deploy innovative information and communication technology solutions that meet contemporary standards and ensures business continuity.</i>								
Deliverable			Overall Status	Lead				
Information and Communications Technology (ICT) Strategic Plan implementation			On Track	Information Services				
Activities			START DATE	END DATE				
1. Facilitate a review of Information and Communications Technology (ICT) function and deliver an ICT roadmap aligned to the ICT Strategic Plan			01-Jul-2019	31-Dec-2019				
2. Implementation of the Information and Communications Technology Strategic Plan (2019 - 2024) scheduled projects			01-Jul-2019	30-Jun-2020				
Deliverable Status Summary (by exception only)								
Executive Team (ET) to consider a report proposing a systems roadmap including scheduled projects in quarter two, with actions to commence in quarter two.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$10,000	\$0	\$0	Review being completed by in-house resources					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
By June 2020, Council's information and communication technology will facilitate and enable the achievement of the strategic vision		Successful implementation of Human Resources and Payroll Module	Target	-	December 2019	-	-	December 2019
			Actual	Not yet due	-	-	-	-
		ICT Strategic Implementation Plan adopted by Executive Leadership team	Target	-	December 2019	-	-	December 2019
			Actual	Not yet due	-	-	-	-
KPI Status Comments (by exception only)								
Human Resources and Payroll (HRP) module date moved out to account for data issues discovered in initial investigation.								
Deliverable			Overall Status	Lead				
Cyber Security Program			Requires Attention	Information Services				
Activities			START DATE	END DATE				
1. Undertake random third party audit of Council hosted service providers			01-Jul-2019	30-Jun-2020				
Deliverable Status Summary (by exception only)								
A request for quotation (RFQ) has been issued to conduct a cyber security test for core servers located at Digital Sense.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$10,000	\$0	\$0	The cyber testing will commence in quarter two, with actuals expected to be incurred during quarter two or three.					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
From July 2019, Council's Cyber Security Program continues to protect against ever changing cyber threats		Agreements in place with service providers to ensure continued assurance	Target	100%	-	-	-	100%
			Actual	Not yet due	-	-	-	-
		Nil breaches detected (of audit or actual cyber security attacks)	Target	100%	100%	100%	100%	100%
			Actual	Not yet due	-	-	-	-
KPI Status Comments (by exception only)								
N/A								

## RELAXED LIVING AND RURAL LIFESTYLE

**Statement of Intent:** Future growth opportunities, development and innovation enhance our lifestyle and preserve our natural assets and prime agricultural land.

<b>Area of Focus:</b>								
<i>Maintain a clear and comprehensive planning vision for the region.</i>								
Deliverable			Overall Status			Lead		
<b>Commencement of a New Consolidated Scenic Rim Planning Scheme</b>			On Track			Planning		
Activities			START DATE			END DATE		
1. Council resolve to seek the Minister's approval to adopt the draft Scenic Rim Planning Scheme			01-Jul-2019			31-Dec-2019		
2. Council resolves to adopt and commence the Scenic Rim Planning Scheme, following Ministerial approval			01-Jul-2019			31-Dec-2019		
3. Implementation of the commencement of the Planning Scheme			01-Jan-2020			31-Mar-2020		
<b>Deliverable Status Summary (by exception only)</b>								
Following initial public consultation on the draft Scenic Rim Planning Scheme, Council considered over 550 submissions and amended the draft as appropriate. The revised draft was put out for a second round of public consultation closing on the 30 September. Any submissions received will be considered, after which the Scheme will progress to the Minister for approval.								
Budget	Quarter Planned	Actual	<b>Budget/Actual Comments (by exception only)</b>					
\$40,000	\$16,250	\$999	Funding is mostly required in the third and fourth quarter for external support to review future matters to be considered for possible Scheme amendments, which will arise out of the public consultation.					
Measure of Success	SMART KPI			Q1	Q2	Q3	Q4	Annual
By March 2020, the New Consolidated Scenic Rim Planning Scheme is adopted	New Consolidated Scenic Rim Planning Scheme adopted by the Minister by December 2019		Target	-	100%	-	-	100%
			Actual	-				
	New Consolidated Scenic Rim Planning Scheme adopted by Council by March 2020		Target	-	-	100%	-	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
The progress of the draft Planning Scheme is continuing on track to achieve target dates.								

**RELAXED LIVING AND RURAL LIFESTYLE**

<b>Area of Focus:</b>								
<i>Assist the Scenic Rim community transition to a smart and innovative region.</i>								
Deliverable			Overall Status			Lead		
<b>Smart Technology and Internet of Things (IoT) Strategy</b>			On Track			Information Services		
Activities			START DATE			END DATE		
1. Review and implement region-wide connectivity at Council controlled sites			01-Jul-2019			30-Jun-2020		
2. Advocate and apply for additional black spot funding for identified mobile black spots throughout the region			01-Jul-2019			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
A map has been commissioned and a list of sites with address information and link speeds created. These will be put to market for a quote (with a clear note it is for quoting only, not immediate implementation) to determine if Council's connectivity is up to current market standards. This will form the basis of a strategy for implementation in coming years. Work reporting black spots to telecommunications providers (Telstra) continues.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$10,000	\$0	\$0	N/A					
Measure of Success	SMART KPI		Q1	Q2	Q3	Q4	Annual	
By June 2020, minimise mobile black spots	Remote Site Connectivity Solutions Strategy adopted by Council	Target	-	December 2019	-	-	December 2019	
		Actual	Now expected June	-	-	-	-	
	Waste transfers and refuse sites online	Target	-	-	-	June 2020	June 2020	
		Actual	Not yet due	-	-	-	-	
<b>KPI Status Comments (by exception only)</b>								
Target for Strategy adoption rescheduled to June 2020, on the basis that the Strategy will be tied up in the adoption of the Council's budget and adjusted long term financial plan.								
Deliverable			Overall Status			Lead		
<b>Develop a Scenic Rim Smart Region Strategy</b>			Requires Attention			Regional Prosperity & Communications		
Activities			START DATE			END DATE		
1. Draft Smart Region Strategy developed (as a subset of Regional Prosperity Strategy)			01-Jul-2019			31-Dec-2019		
2. Delivery of Smart Region Strategy commenced			01-Jan-2020			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
Smart Region strategy development put on hold pending the completion of the Regional Prosperity Strategy which is the 'parent' document for this project. Now to be commenced in quarter 2-3 and end date now revised to 30 June 2020. Delivery revised to 30 June 2021.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$150,000	\$37,500	\$0	Project postponed pending completion and adoption of the Regional Prosperity Strategy, which has implications for the content of this strategy.					
Measure of Success	SMART KPI		Q1	Q2	Q3	Q4	Annual	
Ensure Scenic Rim captures smart region and technology opportunities	Smart Region Strategy adopted by Council	Target	-	-	-	100%	100%	
		Actual	-					
	Smart Region Implementation Plan adopted by Executive Leadership Team	Target	-	-	-	100%	100%	
		Actual	-					
<b>KPI Status Comments (by exception only)</b>								
N/A								

## VIBRANT TOWNS AND VILLAGES

**Statement of Intent:** Our vibrant towns and villages embrace their uniqueness, heritage values and sense of place.

<b>Area of Focus:</b> <i>Provide vibrant and dynamic parks, open spaces and community infrastructure.</i>								
Deliverable			Overall Status	Lead				
<b>Strategy for the management and enhancement of significant park and streetscape trees by 2020</b>			On track	Maintenance & Operations				
Activities			START DATE	END DATE				
1. Data collection of significant parks and streetscape trees			01-Jul-2019	31-Oct-2019				
2. Analyse collected data to determine future direction for the remaining parks and potential for streetscape trees			01-Nov-2019	31-Dec-2019				
3. Establish tree inspection targets and prioritise data collection for future years (e.g. lower profile parks and streetscape) and establish remedial work targets for high value trees			01-Jan-2020	31-Mar-2020				
4. Significant Park and Streetscape Trees Strategy prepared			01-Apr-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$0 (within existing resources)	\$0	\$0	N/A					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
By June 2020, Council has a robust and strategic strategy to proactively manage and enhance the regions significant park and streetscape trees		Significant Park and Streetscape Trees Strategy adopted by Council	Target	-	-	-	100%	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								
Deliverable			Overall Status	Lead				
<b>Strategic review of existing and future sporting needs to align with projected population growth and development</b>			On track	Maintenance & Operations				
Activities			START DATE	END DATE				
1. Undertake a strategic review of existing and future sporting needs			01-Jul-2019	31-Mar-2020				
2. Sporting Needs Strategy developed			01-Apr-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$100,000	\$0	\$0	N/A					
Measure of Success		SMART KPI		Q1	Q2	Q3	Q4	Annual
By June 2020, Council has a comprehensive knowledge of its future sporting needs to meet population growth and development demands		Sporting Needs Strategy adopted by Council	Target	-	-	-	100%	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

VIBRANT TOWNS AND VILLAGES

Deliverable				Overall Status				Lead			
<b>Council's managed camping facilities</b>				On track				Maintenance & Operations			
<b>Activities</b>				<b>START DATE</b>				<b>END DATE</b>			
1. Council's Managed Camping Facilities Strategy developed				01-Jul-2019				31-Dec-2019			
2. Council's Managed Camping Facilities Strategy implementation plan developed				01-Jan-2020				30-Jun-2020			
<b>Deliverable Status Summary (by exception only)</b>											
N/A											
Budget		Quarter Planned		Actual		<b>Budget/Actual Comments (by exception only)</b>					
\$110,000		\$25,000		\$2,491		Project is slightly behind schedule, however on track for completion by due date.					
Measure of Success			SMART KPI			Target	Q1	Q2	Q3	Q4	Annual
By June 2020, Council's managed camping facilities provide valued recreational facilities that draw visitors			Camping Facilities (for key locations) Priority Works Strategy adopted by Council			<b>Target</b>	-	-	-	100%	100%
						<b>Actual</b>	-				
<b>KPI Status Comments (by exception only)</b>											
N/A											
<b>Area of Focus:</b> <i>Re-invigorate town centres through significant vibrancy projects.</i>											
Deliverable				Overall Status				Lead			
<b>Plan, design and deliver vibrancy projects</b>				On track				Maintenance & Operations			
<b>Activities</b>				<b>START DATE</b>				<b>END DATE</b>			
1. Develop public domain and open space electrical infrastructure guidelines for use in key identified towns within the region				01-Jul-2019				31-Mar-2020			
2. Ten (10) year capital vibrancy (VATV) and strategic projects delivered and reviewed				01-Jul-2019				30-Jun-2020			
3. Actively seek alternate funding streams through application to external grant sources				01-Jul-2019				30-Jun-2020			
<b>Deliverable Status Summary (by exception only)</b>											
Boonah Town Centre Revitalisation Stage 1 (Laneway/Walter Street Carpark and Courtyard) is on track for completion early December in readiness for the Boonah Christmas Street Parade. Beaudesert Town Centre Transport and Stormwater Improvement projects are currently in design stage.											
Budget		Quarter Planned		Actual		<b>Budget/Actual Comments (by exception only)</b>					
\$2,412,238		\$1,813,403		\$373,810		As above.					
Measure of Success			SMART KPI			Q1	Q2	Q3	Q4	Annual	
By June 2020, vibrancy projects contribute to the regions attractiveness and encourage tourists and visitors to the region			VATV and Strategic Program 2019 - 2020 adopted by Council			<b>Target</b>	-	-	-	100%	100%
						<b>Actual</b>	-				
			Funding opportunities awarded			<b>Target</b>	-	-	-	#1	#1
						<b>Actual</b>	-				
			VATV and strategic projects delivered within scheduled timeframes			<b>Target</b>	100%	100%	100%	100%	100%
						<b>Actual</b>	100%				
<b>KPI Status Comments (by exception only)</b>											
N/A											

VIBRANT TOWNS AND VILLAGES

Deliverable			Overall Status	Lead				
<b>Public Art and Heritage</b>			Requires Attention	Community & Culture				
<b>Activities</b>			<b>START DATE</b>	<b>END DATE</b>				
1. Promotional material developed for art and heritage trails			01-Jul-2019	30-Jun-2020				
2. Deliver vibrancy public art in Boonah			01-Jul-2019	30-Jun-2020				
3. Develop community incubator spaces			01-Jul-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>								
Public Art in Boonah being delivered in conjunction with the Vibrant and Active Towns and Villages.								
Budget	Quarter Planned	Actual	<b>Budget/Actual Comments (by exception only)</b>					
\$244,000	\$129,414	\$5,845	Funds have been committed to projects and to be finalised on completion.					
Measure of Success		SMART KPI	Q1	Q2	Q3	Q4	Annual	
By December 2019, Council's public art trail encourages an increased numbers of visitors to the region		Visitors to the online Public Art trail increased	Target	-	1%	-	-	1%
			Actual	-				
By December 2019, customer satisfaction with parks, open spaces and community infrastructure increases		Customers surveyed are satisfied with public art trail	Target	-	95%	-	-	95%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

ACCESSIBLE AND SERVICED REGION

**Statement of Intent:** Infrastructure and services support the prioritised needs of our growing community.

<b>Area of Focus:</b>									
<i>Align Council's buildings and facilities with current and predicted service level requirements.</i>									
<b>Deliverable</b>			<b>Overall Status</b>			<b>Lead</b>			
Review community needs for buildings and facilities			Requires attention			Maintenance & Operations			
<b>Activities</b>			<b>START DATE</b>			<b>END DATE</b>			
1. Review selected assets and allocate a service level category and maintenance level			01-Jul-2019			30-Sep-2019			
2. Identify facilities that are redundant, considered unsustainable, cannot be properly maintained or are surplus to current service level requirements			01-Oct-2019			31-Dec-2019			
3. Service Plans and Community Needs Matrix developed			01-Jul-2019			30-Jun-2020			
4. Develop Community Buildings and Facilities Strategy			01-Jul-2019			30-Jun-2020			
<b>Deliverable Status Summary</b> (by exception only)									
Due to other competing priorities, the review of selected assets has been delayed.									
<b>Budget</b>		<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments</b> (by exception only)					
\$0 (within existing resources)		\$0	\$0	N/A					
<b>Measure of Success</b>			<b>SMART KPI</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>	
By June 2020, Council has a comprehensive knowledge of community building and facility needs to ensure the region remains a desirable place to reside			Community Building and Facilities Strategy adopted by Council	<b>Target</b>	-	-	-	100%	100%
				<b>Actual</b>	-				
<b>KPI Status Comments</b> (by exception only)									
N/A									

ACCESSIBLE AND SERVICED REGION

Deliverable		Overall Status	Lead				
Develop a light industrial estate in Enterprise Drive		Requires attention	Maintenance & Operations				
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>				
1. Ascertain requirements and scoping for a consultant, development of preliminary plans, detailed design, DA submission and contractor engagement		01-Jul-2019	30-Sep-2019				
2. Commencement of the construction of Enterprise Drive		01-Jul-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>							
Review of lot layout design for the industrial estate is nearing finalisation, with negotiations underway with the traditional owners regarding Native Title and Cultural Heritage impacts.							
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)				
\$10,722,000	\$390,000	\$39,511	Pre-construction activities not yet finalised.				
Measure of Success	SMART KPI	Q1	Q2	Q3	Q4	Annual	
By June 2020, Council has implemented a Local Government Infrastructure Plan that contributes to the regions infrastructure assets and improves the liveability of the region	Projects delivered within projected timeframes and budget	Target	100%	100%	100%	100%	100%
		Actual	70%				
<b>KPI Status Comments (by exception only)</b>							
Pre-construction activities not yet finalised.							
Deliverable		Overall Status	Lead				
Implement the Council Depot Strategy Project		Requires attention	Asset & Environmental Sustainability				
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>				
1. Depot Strategy reviewed		01-Jul-2019	31-Dec-2019				
2. Depot Strategy implementation timeline developed		01-Mar-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>							
The project has been delayed as a result of resources redirected to other competing priorities. As part of the ongoing implementation of the Depot Strategy, the new Canungra will be operational by 31 December 2019.							
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)				
\$0 (within existing resources)	\$0	\$0	N/A				
Measure of Success	SMART KPI	Q1	Q2	Q3	Q4	Annual	
By June 2020, Council will have a Depot Strategy that sets the vision and details high level plans to achieve more relevant and fit for purpose Depots	Council Depot Strategy adopted by Council	Target	-	-	100%	-	100%
		Actual	Not yet due				
	Council Depot Strategy Implementation Plan adopted by Executive Leadership Team	Target	100%	-	-	-	100%
		Actual	0%				
<b>KPI Status Comments (by exception only)</b>							
As per deliverable status.							

ACCESSIBLE AND SERVICED REGION

<b>Area of Focus:</b>								
<i>Develop a sustainable program of local, higher order infrastructure necessary to support population and economic growth.</i>								
Deliverable			Overall Status			Lead		
Implement a Local Government Infrastructure Plan			Not Applicable			Planning		
Activities			START DATE			END DATE		
1. Review and amend the Local Government Infrastructure Plan			01-Jul-2019			31-Dec-2019		
2. Utilise the Local Government Infrastructure Plan to inform the 10-year Capital Works Program			01-Jan-2020			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
A preliminary review of the LGIP indicates that a formal review and amendment unlikely to be required in the current year. The existing LGIP remains current and achieves support to growth and infrastructure within the Region.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$0 (within existing resources)	\$0	\$0	N/A					
Measure of Success		SMART KPI	Target	Q1	Q2	Q3	Q4	Annual
From July 2019, infrastructure projects continue to be delivered that supports population and economic growth		Infrastructure Projects are delivered in alignment with the Local Government Infrastructure Plan	Target	100%	-	-	-	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
Refer to commentary in deliverable status above.								
Deliverable			Overall Status			Lead		
Waste Strategy - Vision on Waste			On track			Maintenance & Operations		
Activities			START DATE			END DATE		
1. Review and update the Waste Strategy			01-Jul-2019			31-Dec-2019		
2. Develop a Waste Strategy Implementation Plan			01-Jan-2020			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$100,000	\$37,000	\$59,292	Project costs for the initial stage of this project were higher than estimated. Budget remains adequate to achieve this deliverable.					
Measure of Success		SMART KPI	Target	Q1	Q2	Q3	Q4	Annual
By June 2020, tangible results achieved in making Council's waste vision a reality		Innovative Waste Strategy adopted by Council	Target	-	-	-	100%	100%
			Actual	-				
		Waste Education Program delivered by 30 June 2019	Target	-	-	-	100%	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

ACCESSIBLE AND SERVICED REGION

<b>Area of Focus:</b>								
<i>Ensure accessibility of Council-controlled infrastructure networks, while enhancing resilience.</i>								
<b>Deliverable</b>			<b>Overall Status</b>	<b>Lead</b>				
Develop and review a 10-Year Capital Works Program			On track	Asset & Environmental Sustainability				
<b>Activities</b>			<b>START DATE</b>	<b>END DATE</b>				
1. Ten (10) year capital works programs reviewed for each infrastructure asset class			01-Jul-2019	31-Dec-2019				
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$0 (within existing resources)	\$0	\$0	N/A					
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
By June 2020, Council has a comprehensive and strategic 10-Year Capital Works Program to ensure appropriate funding and prioritisation for each infrastructure asset class		10-year capital works adopted by Council	<b>Target</b>	-	-	100%	-	100%
			<b>Actual</b>	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

ACCESSIBLE AND SERVICED REGION

Deliverable		Overall Status	Lead				
Define level of services required by Council's infrastructure network		On track	Asset & Environmental Sustainability				
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>				
1. Existing Level of Service Program for Council's infrastructure network reviewed		01-Jul-2019	30-Sep-2019				
2. Define level of services for prioritised infrastructure in accordance with service review program		01-Jul-2019	31-Dec-2019				
3. Implement revised level of service statements		01-Jan-2020	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>							
N/A							
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)				
\$73,000	\$18,250	\$0	Resources engaged, expenditure not yet realised.				
Measure of Success	SMART KPI		Q1	Q2	Q3	Q4	Annual
By June 2020, Council has defined the level of services required by the infrastructure network which ensures appropriate prioritisation of infrastructure investment	Service level standards for public conveniences adopted by Council	Target	-	-	-	100%	100%
		Actual	-				
	Service level standards for roads adopted by Council	Target	-	-	-	100%	100%
		Actual	-				
	Service level standards for bridges adopted by Council	Target	-	-	100%	-	100%
		Actual	-				
<b>KPI Status Comments (by exception only)</b>							
The service level standards for bridges will be reviewed in quarter two, with adoption by Council scheduled for quarter three.							
Deliverable		Overall Status	Lead				
Asset Management Strategy Project		On track	Asset & Environmental Sustainability				
<b>Activities</b>		<b>START DATE</b>	<b>END DATE</b>				
1. Review and update the Asset Management Strategy		01-Jul-2019	30-Jun-2020				
2. Continue to improve the Asset Management System		01-Jul-2019	30-Jun-2020				
3. Continue to improve Asset Management plans		01-Jul-2019	30-Jun-2020				
4. Deliver the Asset Management Strategy		01-Jul-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>							
An audit to determine the level of Asset Management maturity within the organisation has been completed, which will be used to inform the development of an updated Asset Management Strategy. Asset Management Plans have been reviewed, condition-based asset renewal forecasts have been updated and draft Plans are currently being reviewed.							
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)				
\$0 (within existing resources)	\$0	\$0	N/A				
Measure of Success	SMART KPI		Q1	Q2	Q3	Q4	Annual
From July 2019, assets continue to be managed in accordance with the Asset Management Strategy	Asset Management Strategy projects delivered within projected timeframes	Target	100%	100%	100%	100%	100%
		Actual	100%				
<b>KPI Status Comments (by exception only)</b>							
N/A							

ACCESSIBLE AND SERVICED REGION

<b>Area of Focus:</b>								
<i>Recover, reuse and recycle resources from the Scenic Rim Region's waste streams.</i>								
<b>Deliverable</b>			<b>Overall Status</b>			<b>Lead</b>		
Enable and support sustainable waste management technologies			On track			Maintenance & Operations		
<b>Activities</b>			<b>START DATE</b>			<b>END DATE</b>		
1. Implementation of the Waste Education Program			01-Jul-2019			30-Jun-2020		
2. Investigate industry needs to further advance delivery of Council's waste services			01-Jul-2019			30-Jun-2020		
3. Enable and align delivery of Council's Waste Strategy with waste management technologies			01-Jul-2019			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
N/A								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$276,000	\$0	\$0						
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
By June 2020, Council significantly contributes to the economic and sustainable prosperity of the region through its sustainable waste vision		Waste Education Program Projects delivered within projected timeframes	<b>Target</b>	100%	100%	100%	100%	100%
			<b>Actual</b>	100%				
<b>KPI Status Comments (by exception only)</b>								
N/A								

HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES

**Statement of Intent:** The social fabric of our growing region is friendly, active, healthy and inclusive.

Area of Focus:								
Build capacity to improve health and well-being in the community.								
Deliverable			Overall Status			Lead		
Be Healthy and Active (BHA) Program			On Track			Community & Culture		
<b>Activities</b>			<b>START DATE</b>			<b>END DATE</b>		
1. Health and Wellbeing Plan priorities implemented			01-Jul-2019			30-Jun-2020		
2. Be Healthy and Active Program delivered			01-Jul-2019			30-Jun-2020		
3. Review Be Healthy and Active and other community development programs to measure Council's social return on investment			01-Jul-2019			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
Age Friendly Kiosks delivered across the region in July and August to improve health and wellbeing and social connections. The annual Sports Forum was held in August to thank and acknowledge Scenic Rim Sport and Recreation Clubs. Living in the Scenic Rim Activity Books distributed at local community events and Be Healthy and Active programs delivered to improve overall health and wellbeing of the community. Other Be Healthy and Active and Community Development programs reviewed to ensure that programming continues to meet industry standards.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$140,000	\$6,000	\$6,053	N/A					
Measure of Success		SMART KPI	Target	Q1	Q2	Q3	Q4	Annual
Health and wellbeing of the community continues to improve, including more BHA programs delivered in smaller communities across the region (to address social isolation)		Be Healthy and Active participation rates increased	Target	-	5%	-	-	5%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								
Deliverable			Overall Status			Lead		
Community and Culture Strategy Development			On Track			Community & Culture		
<b>Activities</b>			<b>START DATE</b>			<b>END DATE</b>		
1. Community and Culture Strategy developed			01-Jul-2019			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
Draft Project Plan and Project Charter developed.								
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)					
\$80,000	\$0	\$0	N/A					
Measure of Success		SMART KPI	Q1	Q2	Q3	Q4	Annual	
By December 2021, a Community and Culture Strategy that sets objectives and targets for a healthier, more engaged and resourceful community is developed		Community and Culture Strategy adopted by Council	Target	-	-	-	100%	100%
			Actual	-				
<b>KPI Status Comments (by exception only)</b>								
N/A								

HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES

Deliverable				Overall Status	Lead				
Community and Culture Strategy Development				On Track	Community & Culture				
<b>Activities</b>				<b>START DATE</b>	<b>END DATE</b>				
1. Community and Culture Strategy developed				01-Jul-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>									
Draft Project Plan and Project Charter developed.									
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)						
\$80,000	\$0	\$0	N/A						
Measure of Success	SMART KPI			Q1	Q2	Q3	Q4	Annual	
By December 2021, a Community and Culture Strategy that sets objectives and targets for a healthier, more engaged and resourceful community is developed	Community and Culture Strategy adopted by Council	Target	-	-	-	100%	100%		
		Actual	-						
<b>KPI Status Comments (by exception only)</b>									
N/A									
Deliverable				Overall Status	Lead				
Arts and Culture Program				On Track	Community & Culture				
<b>Activities</b>				<b>START DATE</b>	<b>END DATE</b>				
1. Arts and Culture Plan objectives implemented				01-Jul-2019	30-Jun-2020				
2. Operation of Cultural Centres				01-Jul-2019	30-Jun-2020				
3. Heritage and Public Art Program delivered				01-Jul-2019	30-Jun-2020				
<b>Deliverable Status Summary (by exception only)</b>									
The Arts Ablaze delivered as part of the Arts and Cultural Plan. Continuing to work with the Heritage Network and the Arts Reference Group to deliver programs.									
Budget	Quarter Planned	Actual	Budget/Actual Comments (by exception only)						
\$187,000	\$82,552	\$21,411	Initial planned annual budget revised down, now \$104,000, with the completion of Arts Ablaze funding to reflect budget.						
Measure of Success	SMART KPI			Q1	Q2	Q3	Q4	Annual	
From July 2019, continue to deliver programs that support the social and cultural fabric of the region	Arts and Culture Plan objectives delivered	Target	25%	25%	25%	25%	100%		
		Actual	25%						
From July 2019, the regions Cultural Centres continue to thrive	Increased attendance in accordance to local population growth	Target	-	-	-	2.8%	2.8%		
		Actual	-						
	Venue revenue increased	Target	-	-	-	2.8%	2.8%		
		Actual	-						
<b>KPI Status Comments (by exception only)</b>									
N/A									

HEALTHY, ENGAGED AND RESOURCEFUL COMMUNITIES

<b>Area of Focus:</b>								
<i>Provide contemporary library services across the region that reflect the needs of the community.</i>								
<b>Deliverable</b>			<b>Overall Status</b>			<b>Lead</b>		
Library Services Review			Requires attention			Community & Culture		
<b>Activities</b>			<b>START DATE</b>			<b>END DATE</b>		
1. Future library services model determined			01-Jul-2019			31-Dec-2019		
2. Implementation of Library Service Review recommendations commenced			01-Jan-2020			30-Jun-2020		
<b>Deliverable Status Summary (by exception only)</b>								
Consultation with library users has taken place and will be considered as part of the service.								
<b>Budget</b>	<b>Quarter Planned</b>	<b>Actual</b>	<b>Budget/Actual Comments (by exception only)</b>					
\$35,000	\$0	\$0	N/A					
<b>Measure of Success</b>		<b>SMART KPI</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Annual</b>
External review of library services and service levels by June 2020		Review completed and report presented	<b>Target</b>	15%	-	-	85%	100%
			<b>Actual</b>	10%				
Review and increase library service at Canungra		Extended operating hours operational by September 2019	<b>Target</b>	100%	-	-	-	100%
			<b>Actual</b>	100%				
Increase office space for Beaudesert Library		Extended workspace operational by January 2020	<b>Target</b>	10%	-	90%	-	100%
			<b>Actual</b>	10%				
<b>KPI Status Comments (by exception only)</b>								
N/A								

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

**Asset and Environmental Sustainability**

Highlights/Achievements	Statistics	Upcoming Activities
<ul style="list-style-type: none"> <li>Current prolonged dry period has impacted on Council's park mowing, gravel road network and sealed road network; with subgrade deformation and pavement cracking experience across the network.</li> <li>Preparation for the delivery of Council's bitumen resurfacing program is underway across the region.</li> <li>Floodway widening works on two existing floods situated on Munbilla Road, between Ellis and Jack Road and Greenwood Road was completed in September. Works involved extending the existing floodways to pavement width of nine (9) metres, providing improved safety on both approaches. This project is funded by Council's Capital Works Program.</li> <li>Bridge replacement works on Sharp Bridge, Botan Bridge and Back Creek Bridge were completed in July. The project included road upgrade works on a section of Beechmont Road, as well as the construction of three dual-lane bridges. This project was co-funded by Council and the Australian Government as part of the national Bridges Renewal Programme.</li> </ul>	<ul style="list-style-type: none"> <li>The total tonnes to landfill from July to September 2019 was 7,711 tonnes</li> <li>The total resource recovery from July to September 2019 was approximately 2,250 tonnes</li> </ul>	<ul style="list-style-type: none"> <li>Nil to report</li> </ul>

**People and Strategy**

Highlights/Achievements	Statistics	Upcoming Activities
<ul style="list-style-type: none"> <li>Joint Consultative Committee formed with first meeting held on 7 March 2019 and scheduled for meet every six weeks.</li> <li>Local Government Workcare Audit conducted and completed on Workplace Health and Safety (WHS) systems during August 2019.</li> <li>Infocouncil, meeting management software successfully deployed to Whole of Council (WoC).</li> </ul>	<ul style="list-style-type: none"> <li>Infocouncil progress:                         <ul style="list-style-type: none"> <li>110 users</li> <li>75% trained</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ongoing meetings with stakeholders with up and coming Enterprise Bargaining negotiations.</li> <li>WHS Audit Action plans developed, which will be forwarded to Management Group for communication and actioning.</li> <li>Red 25 Blood Challenge - 16 October 2019.</li> <li>Safe Work Breakfasts booked in for Monday 11<sup>th</sup> November - Beaudesert and Tuesday 12<sup>th</sup> November - Boonah. Quotes currently be sourced. To be communicated to Management and staff by COB Friday 18 October 2019.</li> <li>Health checks for Council's ERP system (TechOne) to determine next steps for the Corporate Reporting Framework implementation and HRP in Ci Anywhere.</li> </ul>

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

**Council Sustainability**

Highlights/Achievements	Statistics	Upcoming Activities
<b>Finance</b>		
<ul style="list-style-type: none"> <li>Financial Statements completed with unadjusted audit report.</li> <li>Monthly Financial Reports to Council.</li> <li>Carry Forwards Report to Council.</li> <li>BAS Statements completed.</li> </ul>	Nil	<ul style="list-style-type: none"> <li>September Budget Review.</li> <li>Planning for 2020/21 Budget Process.</li> <li>Borrowings application.</li> <li>Consolidated Data Return.</li> </ul>
<b>Information Communication Technology</b>		
<ul style="list-style-type: none"> <li>Windows 10 rollout.</li> <li>Technology One preparation for 2019B implementation.</li> <li>InfoCouncil implementation.</li> <li>Processing of a number of staff employed or subject to higher duties or acting in other positions.</li> <li>Organisation wide PC hardware audit.</li> <li>Piloting of new mobile devices to become all in one devices, e.g desktop replacements as well as mobile devices.</li> <li>Planning Scheme implementation and consultation activities.</li> <li>Testing of new version of Intramaps.</li> <li>Decommissioning activities for end of life servers.</li> </ul>	<ul style="list-style-type: none"> <li>Processing of 19 staff employed or acting in other roles and 17 staff finished up</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10 VM clients to be rolled out this quarter.</li> <li>Completion of end of life server decommissioning.</li> </ul>
<b>IT Helpdesk</b>		
Nil	Number of Help Desk jobs opened and resolved: <ul style="list-style-type: none"> <li>1,739 jobs logged, 1,890 jobs closed (same quarter last year 1,794 logged, 2,086 closed_</li> <li>78 new Windows 10 clients rolled out</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade of Help Master this quarter.</li> </ul>
<b>Purchasing and Stores</b>		
<ul style="list-style-type: none"> <li>Completed end of year stocktake June 2019 with minimal errors resulting in an overall positive variance of \$1,120.79 for Beaudesert Store and \$110.08 for Boonah Store.</li> <li>Continue to manage VendorPanel platform with 44 current buyers registered and 23 quotes called in the first quarter of 2019/20 financial year.</li> </ul>	<ul style="list-style-type: none"> <li>Purchases totalling \$4,455,225 with local suppliers for the first quarter of the 2019/20 financial year. This represents 19% of our total purchasing spend for the period.</li> </ul>	<ul style="list-style-type: none"> <li>Plant Hire SOA suppliers to be loaded in to VendorPanel to allow for opportunity to review rates for the last 12 months of the arrangement.</li> </ul>
<b>Rates</b>		
<ul style="list-style-type: none"> <li>Rates have levied for the half year in July a total of 19,569 notices were issued totalling \$29,339,298 with a due date of 15 August 2019.</li> </ul>	<ul style="list-style-type: none"> <li>15 Hardship applications have issued, with only one returned without the supporting documentation (deeming invalid). Most of the 15 issued have</li> </ul>	

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

<ul style="list-style-type: none"> <li>• Sale of land for overdue rates action is nearly complete, out of 14 properties only two remain. Currently working with these ratepayers to resolve the arrears resulting in nil properties to auction.</li> </ul>	<p>now past the time required for returning with supporting documentation.</p> <ul style="list-style-type: none"> <li>• 25 Rate Relief application forms have been approved with the due date extended until 15 November 2019.</li> <li>• Rates outstanding as at 30 September is 8.91%.</li> </ul>	
<b>Records</b>		
<ul style="list-style-type: none"> <li>• Records Helpdesks.</li> <li>• Recordkeeping Compliance.</li> <li>• Completed inward document registration.</li> <li>• Completed outward document registration.</li> </ul>	<ul style="list-style-type: none"> <li>• 90% of Helpdesk jobs completed each week.</li> <li>• Support the organisation in upholding compliance and legislation.</li> <li>• Process documents (electronic / hard copy) on the same day as received.</li> </ul>	

**Customer and Regional Prosperity - Business As Usual Activities** *(activities not captured by Operational Plan):*

Highlights/Achievements	Statistics	Upcoming Activities
<b>Customer Contact</b>		
<ul style="list-style-type: none"> <li>• Armed hold up and duress activation procedures 005 and 004 updated to align with current Workplace Health and Safety protocol with training provided.</li> <li>• Visitor Management Software deployed, and key user training has been scheduled. This software will fast track visitor sign in and provide real time accuracy on a Cloud based platform. This will contribute to Workplace Health and Safety assurances allowing faster evacuation processes and ensuring that visitor information is available to be verified at check-in points without a requirement for the physical sign on device.</li> <li>• Analysis and implementation are finalised for the hard copy building application process. This will continue to reduce application completion times following the success of plumbing applications.</li> </ul>	<ul style="list-style-type: none"> <li>• 12,564 calls received</li> <li>• 83.0% of calls answered within 30 seconds</li> <li>• 800 applications submitted</li> <li>• 1,480 Council receipts</li> <li>• 2,506 Queensland Government Agency Program (QGAP) Transactions (11.08% increase from quarter one 2018)</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

Highlights/Achievements	Statistics	Upcoming Activities
<p><b>Libraries</b></p> <ul style="list-style-type: none"> <li>• Canungra Library’s new hours of operation have been finalised, coming into effect the first week of November:                             <ul style="list-style-type: none"> <li>• Monday - Wednesday and Friday 10am - 4:30pm</li> <li>• Thursday 10am - 5:30pm</li> <li>• Saturday 9am - 12 noon</li> </ul> </li> <li>• The Outreach Library Service has continued providing library services to Scenic Rim communities with completed questionnaires currently being compiled. The Scenic Rim Library Outreach Community Consultation were successful with residents feeling encouraged and engaged in the general discussion.</li> <li>• Successful submission to State Library of Queensland First5Forever (F5F) grant to purchase play-based resources and outreach items to be used during the delivery of First5Forever programs.</li> <li>• Canungra Library hosted Community Recovery sessions for those affected from recent local bushfires in its meeting room enabling Council to support community organisations and residents.</li> <li>• Public Notification of the Draft Planning Scheme (Second Consultation) 2019 was delivered to the library and placed in prominent places for public access and consultation, with multiple community meetings held at Tamborine Mountain Library.</li> <li>• Youth programming across the service continues to deliver focused programs that are collection and literacies based. July school holiday activities were nature focused, encouraging young people and their families to be active through a diverse range of activities inside and outside of library buildings. September school holiday activities focus was being creative in different dimensions. Tamborine Mountain’s maker space saw 82 children create a cardboard city and Beaudesert had a successful story writing workshop.</li> <li>• National Science Week saw the second year with It’s Rocket Science facilitating children and families on</li> </ul>	<p>General activities for the quarter one (July - September 2019), with figures for same period in the previous year shown in (brackets)</p> <ul style="list-style-type: none"> <li>• 50,677 (51,891) visits to library branches</li> <li>• 663 (492) items delivered to housebound customers</li> <li>• 48,358 (52,630) loans registered</li> <li>• 539 (473) new members registered</li> </ul> <p>Programming:</p> <ul style="list-style-type: none"> <li>• 145 (146) children’s activities were held with 2,593 (2,455) participants</li> <li>• 173 (135) adult activities held with 2,173 (2,906) participants</li> <li>• 6,438 (5,440) PC bookings taken and 3396 (3,414) computer training sessions provided</li> <li>• 53,930 (36,433) WiFi sessions used over 19,814 (24,506) hours - or a total traffic of 1,128425 (1,291,256.9) Mb</li> </ul>	<ul style="list-style-type: none"> <li>• Resubmission grant application to the Community Benefit Fund for purchase of Hublets for Tamborine Mountain and Boonah Libraries. The initial submission was deemed Highly Meritorious and Council was encouraged to re-submit.</li> <li>• Progress on the dedicated van for First5Forever program delivery and to further meet the needs of Scenic Rim families.</li> </ul>

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

Highlights/Achievements	Statistics	Upcoming Activities
<b>Libraries</b>		
<p>how to build a rocket and explode them into the sky (water propelled). This popular annual event provides an opportunity for younger families and homeschool children to participate in a group activity.</p> <ul style="list-style-type: none"> <li>• Scenic Rim Library Service participated in the Beaudesert State School and Harrisville Under 8's Week events. Both events involve preparatory and grade one students, community education providers, parents and children visiting different activity stations around the school's ovals. These events provide a prime opportunity for the Library Service to engage with educators, children and parents, with one-on-one contact made with approximately 200 people. During Children's Book Week celebrations Tamborine Mountain State School and Kindy visited Tamborine Mountain Library, with 140 students participating in library tours and a special story time session.</li> <li>• Age-Friendly Kiosks and Digital Days sessions are continuing to be very well attended, as were the new workshops held across all library locations. The workshops allow Digital Days participants to contribute in a group setting and further develop their online skills and confidence.</li> <li>• F5F Storytime, Baby Rhyme Time and Story Time in the Park, Story Time in the Park continue to be very popular. The Boonah Library August Story Time in the Park session having 82 attendees (including parents, grandparents and children).</li> <li>• Monthly Science, Technology, Engineering and Mathematics (STEM) activity with Queensland Department of Education and home-schooled children was very successful, with eight (8) children and four (4) adults going beyond the basics with the Ozbots.</li> <li>• All library locations continue to experience high demand for the available meeting spaces. The JPs in the Community program continues to be highly subscribed, with Tamborine Mountain having over 200 people using the service this quarter.</li> </ul>		

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

Highlights/Achievements	Statistics	Upcoming Activities
<b>Libraries</b>		
<ul style="list-style-type: none"> <li>• During August, Beaudesert Library recorded 20 bookings (124 attendees) for the room and three bookings for the deck (12 attendees). These bookings were in addition to regular library events and activities. In addition to regular activities at the library, the following organisations use the library: National Disability Insurance Scheme (NDIS); Cathy Smith; Skilling Queensland; Distance Education; University of the Third Age (U3A) meeting; independent students (tertiary, homeschooled, high school students); supervised exams, Active and Healthy; Mission Australia; Parents Next; Max Employment. The Institute for Urban Indigenous Health (UIH) and Vision Australia held information/workshop sessions on the library deck.</li> <li>• Boonah Library hosted their Eat Local Week - Mini Market Day in the library, with 400 visitors to the library adding to the feeling of accomplishment. Wold Embroidery Day was observed with a gathering of 12 craft ladies.</li> <li>• Boonah Library's Saturday portrait workshop for teens resulted in eight portraits were entered into the 2019 Ritchies Boonah Arts Festival competition.</li> </ul>		

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

<b>Health, Building and Environment - Statistics:</b>	
<b>School Immunisation Program - vaccines administered</b>	<b>Q1 Actual</b>
Human Papillomavirus (HPV) Gardasil 4 - 3 dose course	0
Human Papillomavirus (HPV) Gardasil 9 - 2 dose course commenced 2018	0
Diphtheria, Tetanus and Pertussis (dTpa)	0
Meningococcal ACWY	0
<b>Environmental and Public Health Licenses received</b>	
Food	29
Personal Appearance Services	0
All Local Law Licences (advertisements, animal keeping, events, accommodation)	23
<b>Customer Requests Received (CRMS)</b>	
Health Services	478
Compliance Services	117
Environmental Policy and Services	16
<b>Notices Issued</b>	
Show cause	63
Enforcement	8
<b>Dogs</b>	
Registered at end of period	5074
New dog registration applications	318
Impounded	49
Impounded & returned to owner	24
Impounded and rehomed	21
Impounded and euthanised	4
<b>Cats</b>	
Impounded	63
Impounded and Returned to owner	3
Impounded and re-homed	27
Impounded and euthanised	33
<b>Animals Reported Lost/Found by the Public</b>	
Animals reported lost	43
Animals reported found	10
<b>1080 Baiting Program</b>	
Landholders	49
Dog baits supplied	1246
Pig baits supplied	23

**Appendix A - Operational Plan 2019-2020 Quarter One - Business Unit Achievement and Statistics**

<b>Planning - Development Assessment and Operational Works Statistics:</b>		
<b>Key performance Descriptor</b>	<b>Q1 Actual</b>	<b>Details</b>
New development applications allocated to an officer within 2 business days	46%	50 applications
Applicants contacted within 2 business days of new application being allocated to a Development Assessment Officer	78%	50 applications
Development Applications Assessed within Statutory Timeframes	95%	42 applications
Operational works development applications assessed within statutory timeframes	25%	8 applications
Plan Endorsement Applications processed within 10 business days of all information being received	50%	Total plan endorsements Issued 16
Pre-lodgement meeting minutes processed and issued within 15 business days of the meeting date.	50%	There have been 6 meetings held with minutes issued.
Planning certificates issued within statutory timeframes	50%	Total Certificates: 6 LIMITED: 2 STANDARD: 3 FULL: 1
Flood Certificates issued within statutory timeframes	83%	Total Certificates: 24
Development Approvals digitally available for community and organisational information transparency	100%	
<b>Total development requests received</b>	<b>78</b>	
<b>Total development requests decided</b>	<b>74</b>	

## Customer & Regional Prosperity

### 11.3 Scenic Rim Investment Attraction Approach

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Economic Development Officer

**Attachments:**

1. Scenic Rim Investment Attraction Incentives Policy [↓](#)
2. Infrastructure Charge Deferral Guideline [↓](#)

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### Executive Summary

The Scenic Rim Investment Attraction Incentives Program Policy (Policy), refer Attachment 1, and the Scenic Rim Investment Attraction Incentives Program - Infrastructure Charge Deferral Guideline (Guideline), refer Attachment 2, are initiatives of the Scenic Rim Regional Prosperity Strategy that aim to facilitate an environment that encourages investment attraction and business development, leading to strong and sustainable economic growth for the region.

The Policy and Guideline are presented to Council for consideration and adoption.

### Recommendation

That Council:

- 1 Provide both financial and non-financial incentives that become embedded as part of an overall investment attraction and facilitation approach as outlined in the Scenic Rim Regional Prosperity Strategy;
- 2 Adopt a case-by-case approach to incentives to ensure a customised level of support or incentive is offered and provides the appropriate level of value, thereby generating the desired result of creating valuable jobs for locals and driving regional prosperity;
- 3 Adopt the Scenic Rim Investment Attraction Incentives Program Policy and the supporting Scenic Rim Investment Attraction Incentives Program - Infrastructure Charges Deferral Guideline.

### Previous Council Considerations / Resolutions

Councillors and the Executive Leadership Team have previously been presented with the draft Policy and Guideline. Feedback received has been incorporated into the final documents.

### Report / Background

Council endorsed the development of the Scenic Rim Regional Prosperity Strategy, which is being presented to Council for adoption in early 2020.

The intent of the Investment Attraction Incentives Program Policy is to identify and implement an approach to economic incentives and a range of support that will reduce impediments to investment, make the region competitive with neighbouring and alternative locations, promote economic growth for the region and thereby create strong local employment opportunities and future prosperity. The Scenic Rim Investment Attraction Incentives Program - Infrastructure Charges Deferral Guideline supports the implementation of the Incentives Program.

The Policy and Guideline are initiatives of, and complementary to, the Scenic Rim Regional Prosperity Strategy (economic development strategy), which is being concurrently provided to Council.

The Policy and Guideline documents have been developed in order to clearly outline:

- Objective of the program;
- Eligibility criteria;
- Evaluation process;
- Monitoring and management of the program, and
- Application form.

The development of an incentives approach is predicated on the following considerations which take into account learnings from the previous Jobs Jump Start program:

- The development of an 'incentives toolbox'. This concept allows Council to leverage a range of incentives for any given project (or combination thereof) so that an incentive can align to proposed projects and provide the maximum value.
- Developing a standard contract for any and all financial incentives, which would include 'claw back' provisions that would allow Council to recoup its money should the company or business not be able to deliver the identified benefits (i.e. local jobs).
- Establishing a very clear acquittal and management protocol that would include financial incentive recipients to demonstrate and prove that they have provided the identified employment outcomes over the first three years of operations (on an annual basis).
- Conducting an annual review of the Investment Attraction Incentives Policy and demonstrate the programs return on investment (ROI), particularly for any financial incentives provided.

### **Budget / Financial Implications**

The development of the Incentive Policy and Guideline are funded through the adopted 2019-2020 Economic Development operational budget.

Further modelling will be undertaken to determine the potential impacts of the proposed Policy and the Guideline on Council's forecasted revenue.

Likewise, modelling is also required to attempt to predict the economic benefits to the region that will be gained by the introduction of the Investment Attraction Program, this will be progressed as the Policy and Guideline are implemented.

### **Strategic Implications**

#### *Operational Plan*

Theme: 2. Sustainable and Prosperous Economy

Key Area of Focus: 2.1.1 Guide and optimise the future economic prosperity of the region

*Legal / Statutory Implications*

Planning and Fiscal Reporting

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR52 Ineffective and/or unrealistic strategic plans which are not appropriately scoped or resourced, resulting in missed opportunities, re-work, failure to deliver objectives and loss of confidence by community.

SR53 Inadequate sustainable economic growth plans in place to appropriately maximise opportunities, resulting in increased pressures on Council and State infrastructure and social environmental cohesiveness.

Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Financial and Economic  Not setting or reaching achievable growth targets for our economy and regional prosperity	Moderate	Possible	Medium	Ensuring all initiatives highlighted in the strategy are delivered and optimised.	Low

**Consultation**

Consultation with Councillors and Executive and collaboration between Council's Regional Prosperity and Planning and Development teams supported by Lucid Economics has resulted in the development of the Investment Attraction Incentives Program Policy and the Scenic Rim Investment Attraction Incentives Program - Infrastructure Charges Deferral Guideline.

**Conclusion**

The intent of the Scenic Rim Investment Attraction Incentive Policy and the Scenic Rim Investment Attraction Incentives Program - Infrastructure Charges Deferral Guideline is to identify and implement an approach to economic incentives and a range of support that will reduce impediments to investment, ensure the region is competitive with neighbouring and alternative locations, promote economic growth for the region and thereby creating valuable local employment opportunities for locals, all of which culminates in driving regional prosperity.

The Investment Attraction Incentive Program Policy and the Scenic Rim Investment Attraction Incentives Program - Infrastructure Charges Deferral Guideline will be released in February 2020, once they, and the Scenic Rim Regional Prosperity Strategy, are adopted by Council.



## COUNCIL POLICY - (CC03.02CP)

### SCENIC RIM INVESTMENT ATTRACTION INCENTIVES PROGRAM

#### OBJECTIVES

The Scenic Rim Regional Council supports strong sustainable economic growth within the Scenic Rim. The Investment Attraction Incentives Program is an enabler for growth, with a range of levers to suit the needs of businesses, developers and investors both. The *Scenic Rim Regional Prosperity Strategy* has set the goal of 'creating valuable jobs for locals' with the Investment Attraction Incentives Program contributing to achieving this goal.

The objectives of this Policy are:

1. To provide a framework that will offer incentives for businesses, developers and investors to implement plans for development to existing business or new business/development operations.
2. Attract new or grow investment into the Scenic Rim region that lead to quantifiable job creation.

#### POLICY STATEMENT

The objectives of the Investment Attraction Incentives Program will be achieved through a two phase approach while applying a robust and transparent eligibility criteria to access the available Infrastructure Charge Incentives . A clearly defined process is to be followed that applies a client centric approach.

Council's Planning and Development and Regional Prosperity teams will work together to deliver a professional service with a transparent process.

The components of the Scenic Rim Investment Attraction Incentives Program are two-fold, a Client Liaison Service and an Infrastructure Charge Incentive Framework.

**Client Liaison** - Providing ongoing case management from initial contact to development application, an Economic Development Officer will work with the client to ensure a positive and transparent process with Council. The process will include:

- First Point of Contact Program - All enquiries in regard to development are directed to Economic Development to ascertain client needs. Providing variety of local information and market intel, including assistance to identify a suitable site or premises selection
- Facilitated assistance with development applications
- Facilitated assistance with referral agencies
- Access to concept meetings to explore opportunities without prejudice (prior to progressing to pre-lodgement meeting/development application lodgement)

Policy Reference Number: CC03.02CP  
 Portfolio: Customer and Regional Prosperity  
 Business Unit: Regional Prosperity

Adoption/Approval Date: 20/01/2020  
 Review Date: 20/01/2021  
 File References: 08/03/001

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**Infrastructure Charges Incentives Framework** - A suite of infrastructure charges incentives will be available to clients who meet the eligibility criteria and may include:

- Deferment of infrastructure charges
- Rebate of infrastructure charges
- Rebate of rates over a three-year period
- Provision of common user infrastructure (or contribution to it), and
- Other tailored assistance deemed appropriate by Council

The Infrastructure Charge Incentives Framework has clear criteria to ensure the objectives of sustainable economic growth and employment opportunities are achieved. The Infrastructure Charges Incentives will be made available to clients once they have met all guideline criteria and proved eligibility through the robust and transparent qualifying process.

Each project will be evaluated and assessed on a case-by-case basis on its merits and ability to help the Scenic Rim region achieve its economic development goal. All project proponents must fulfil the program eligibility criteria and lodge a formal application for assistance, providing sufficient information for Council to assess the application.

The tools for assessment criteria to be applied by Council will provide clear and definable benchmarks and triggers:

- Risk Matrix - Assessment of the clients ability to commence and complete the project, without reliance on the Incentive in proceeding with the project.
- Priority Matrix - to ensure alignment with the objectives of the Regional Prosperity Strategy the Priority Matrix will apply weighting to the core pillars and employment outcomes.

The Infrastructure Charges Incentive Framework applicable to a particular project would be confirmed as available to the client once eligibility is established and a development application has been received.

This Policy and the supporting Guidelines and Procedures will be reviewed annually to ensure relevance and adherence and alignment to Council objectives.

It is not the purpose of the Investment Attraction Incentives Program to enhance the viability of marginal and/or speculative development. As a Policy, Council reserves the right to approve or refuse applications made under the Scenic Rim Investment Attraction Incentives Program Policy at its sole discretion.

Development that is ineligible under this Policy will continue to be subject to Scenic Rim Regional Council Adopted Infrastructure Charges Resolution. Council may revoke the Investment Attraction Incentives Program Policy and is not obligated to consider any unapproved applications and an Infrastructure Agreement entered into.

**DEFINITIONS**

Council	Scenic Rim Regional Council
Region /Scenic Rim Region	Scenic Rim Regional Area identified by the Local Government Areas of Queensland

**RELATED DOCUMENTS**

1. Scenic Rim Regional Prosperity Strategy
2. Scenic Rim Infrastructure Charge Deferral Guideline

This policy supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Theme - Sustainable and Prosperous Economy.

**Approved By:**

**SCENIC RIM REGIONAL COUNCIL**  
**Adopted 20/01/2020**

**Version Information**

Version No.	Date	Key Changes
1	16/12/2019	Original Document

DRAFT

**Policy Reference Number:** CC03.02CP  
**Portfolio:** Customer and Regional Prosperity  
**Business Unit:** Regional Prosperity

**Adoption/Approval Date:** 20/01/2020  
**Review Date:** 20/01/2021  
**File References:** 08/03/001



**SCENIC RIM INVESTMENT ATTRACTION INCENTIVES PROGRAM -  
INFRASTRUCTURE CHARGES DEFERRAL GUIDELINE  
(CC03.02GL.01)**

**OBJECTIVES**

The objectives of this Guideline are to:

1. Attract investment in qualifying developments in the Region.
2. Attract developments that will stimulate sustainable growth, diversify and value-add to our regional economy by:
  - a. Creating new valuable jobs and investment;
  - b. Value-add through enhanced service delivery or supply chains;
  - c. Generate growth in industry and commerce; and
  - d. Diversify and make the local economy more sustainable.
3. Encourage and support growth of existing business within the Region.
4. Assist new business cash flow through the staged deferral of infrastructure charges over an agreed period.
5. Ensure new developments continue to contribute to additional infrastructure required to support Regional growth.

**SCOPE**

This Guideline applies to infrastructure charges for approved eligible uses within the Region.

This Guideline does **not** apply to:

1. infrastructure charges associated with reconfiguring a lot, either at a Material Change of Use or Reconfiguring a Lot stage, or
2. contributions required as a condition of development approval.

**GUIDELINE RESPONSIBILITIES**

**Policy Statement**

The Scenic Rim Investment Attraction Incentives Program Policy (CC03.02CP) seeks to attract and support projects that will deliver the greatest economic benefits to the Region.

**Application for Approval**

To be considered under the Investment Attraction Incentives Program Policy, applications must be made on the prescribed form, Application Request Form together with the required supporting information.

**Guideline Reference Number:** CC03.02GL.01  
**Portfolio:** Customer and Regional Prosperity  
**Business Unit:** Planning and Development

**Adoption/Approval Date:** 20/01/2020  
**Review Date:** 20/01/2021  
**File References:** 07/02/002

### **Commencement of Scenic Rim Investment Attraction Incentives Program Policy**

This Guideline will be applied to development applications approved by Council, where infrastructure charges are payable.

Council may at any time, revoke the Investment Attraction Incentives Program Policy and is not obligated to consider any applications not yet approved and an Infrastructure Agreement entered into.

### **Commencement of Use**

To qualify for Infrastructure Charges Deferral, commencement of use must occur within **three years** of the properly made development application being approved by Council. For the avoidance of doubt, any approved incentive will be revoked and charges will revert to Council's Infrastructure Charges Notice or the Negotiated Infrastructure Charges Notice if the use is not commenced or building certificate of classification is not issued within three years of the properly made development application being approved by Council.

Commencement will be considered on a staged basis where the development has been approved with a staging program. Only those stages which have commenced within three years of the properly made development application being approved by Council will be eligible.

### **Government Development not Included**

Development which is by or on the behalf of Queensland or Australian Government Departments, Agencies or Government Owned Corporations are not eligible under the Scenic Rim Investment Attraction Incentives Program Policy.

### **Prior Agreements**

The Investment Attraction Incentives Program Policy is not available to developments which have previously entered into an infrastructure agreement for the development or have previously been granted a Council development incentive for the development.

### **Infrastructure Charges Deferral**

This Guideline provides a deferred payment mechanism for infrastructure charges as an incentive for developments that will deliver sustainable economic development and growth outcomes in alignment with Council's planning objectives.

The infrastructure charges deferral provides for staged payments of infrastructure charges over an agreed period not exceeding three years from the commencement of use.

The deferral will be administered via an infrastructure agreement which reflects the Investment Attraction Incentives Program Policy and provides for:

1. The developer must notify Council immediately of the use commencing
2. Up to three equal yearly payments
3. Payments shall fall due at the end of each anniversary of the commencement date (for administrative purposes, dates will be rounded to the end of the next quarter)
4. Indexation will apply at the time of payment
5. Council may issue reminders (with indexation included) 8 weeks prior to payments falling due
6. The land owner will be a signatory to the infrastructure agreement
7. Outstanding charges will continue to be recovered as rate on the land (Planning Act s144)

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**Guideline Reference Number:** CC03.02GL.01  
**Portfolio:** Customer and Regional Prosperity  
**Business Unit:** Planning and Development

**Adoption/Approval Date:** 20/01/2020  
**Review Date:** 20/01/2021  
**File References:** 07/02/002

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**Eligible Uses**

A deferral on payment of infrastructure charges in accordance with the Adopted Infrastructure Charges Resolution (AICR) may apply to the all land uses **except** those identified in the following table.

**Table of Non-Eligible Uses**

Use Category (refer AICR)	Non-Eligible Use	Limitations
<b>Residential</b>	Dwelling house Caretaker’s accommodation* Multiple dwelling Dual occupancy	*Caretaker’s accommodation approved in association another Eligible use is eligible
<b>Other uses</b>	Any other use not listed in column 2 of Table 2 - Adopted charges schedule, including a use that is unknown, where the use is a; <ul style="list-style-type: none"> <li>• Dwelling house</li> <li>• Caretaker’s accommodation*</li> <li>• Multiple dwelling</li> <li>• Dual occupancy</li> </ul>	The use must demonstrate that the objectives of this Policy can be achieved by the inclusion of the use. This is to be demonstrated on a case by case basis.  *Caretaker’s accommodation approved in association another Eligible use is eligible

**Ineligible Developments**

The Infrastructure Charge Deferral shall **not** apply to the following developments;

1. Development previously or currently being the subject of enforcement action;
2. Development being conducted in a manner contrary to the conditions of approval.

**Treatment of Credits and Offsets**

The concession applies to the applicable net infrastructure charge payable, calculated pursuant to the relevant Scenic Rim Regional Council Adopted Infrastructure Charges Resolution being the infrastructure charges less any applicable credits or offsets.

**Ongoing Eligibility**

The following will be applied to Infrastructure Charge Deferrals:

- **Non-Commencement of Use**  
In the event that the use is not commenced within three years of the development approval being issued by Council, the infrastructure charges deferral granted will be no longer apply and payment of the full value of infrastructure charges pursuant to the issued Adopted Infrastructure Charges Notice or Negotiated Adopted Infrastructure Charges Notice will be applicable should the use commence at a future time.
- **Non-Payment of Infrastructure Charges**  
In the event that the infrastructure charges for a development are not received in accordance with the Infrastructure Agreement, the Infrastructure Charge Deferral granted will no longer apply and payment of outstanding charges shall be immediately due in accordance with the issued Adopted Infrastructure Charges Notice or Negotiated Adopted Infrastructure Charges Notice.

Guideline Reference Number: CC03.02GL.01  
Portfolio: Customer and Regional Prosperity  
Business Unit: Planning and Development

Adoption/Approval Date: 20/01/2020  
Review Date: 20/01/2021  
File References: 07/02/002

• **Cessation of Use**

Where the use ceases to operate during the deferral period, the following applies;

1. Payment is required for all part payments due while the use was operating, and
2. All remaining payments are due, unless the land owner cancels the development approval, and would then not be liable for any remaining payments.

**DEFINITIONS**

Commencement of use	The date the levied charge becomes payable as specified in <i>Section 122 Payment Triggers Generally</i> of the Planning Act 2016
Council	Scenic Rim Regional Council
Region / Scenic Rim Region	Scenic Rim Regional Area identified by the Local Government Areas of Queensland

**RELATED DOCUMENTS**

- Planning Act 2016;*
- Planning Regulation 2017*
- Investment Attraction Incentives Program Policy - January 2020*
- Beaudesert Shire Planning Scheme 2007*
- Boonah Shire Planning Scheme 2006*
- Ipswich Planning Scheme 2006*
- Draft Scenic Rim Planning Scheme (and Policies) 2019*
- Scenic Rim Regional Council Adopted Infrastructure Charges Resolution (V10) July 2019*
- Scenic Rim Regional Council Adopted Infrastructure Charges Resolution (V09) July 2018*
- Scenic Rim Regional Council Adopted Infrastructure Charges Resolution (V08) June 2018*
- Scenic Rim Regional Council Adopted Infrastructure Charges Resolution (V07) Oct 2017*
- Scenic Rim Regional Council Adopted Infrastructure Charges Resolution (V06) Aug 2017*
- Scenic Rim Regional Council Fair Value Charges Resolution (V05) July 2016*
- Scenic Rim Regional Council Fair Value Charges Resolution (V04) May 2016*
- Scenic Rim Regional Council Fair Value Charges Resolution (V03) Oct 2015*
- Scenic Rim Regional Council Fair Value Charges Resolution (V02) July 2015*
- Scenic Rim Regional Council Fair Value Charges Resolution (V01) May 2015*
- State Planning Regulatory Provision (Adopted Charges) July 2012*

This Guideline supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Themes:

- Sustainable and Prosperous Economy, and
- Open and Responsive Government

**Approved By:**

**SCENIC RIM REGIONAL COUNCIL**

Adopted 20/01/2020

**Version Information**

Version No.	Date	Key Changes
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2		

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**11.4 Seqwater Collaborative Project - Wastewater Risk Mitigation for Priority Areas****Executive Officer:** General Manager Customer and Regional Prosperity**Item Author:** Coordinator Building and Plumbing**Attachments:** Nil

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**Executive Summary**

On 23 October 2019, Seqwater approached Council in order to develop a collaborative project to mitigate the impacts of domestic wastewater from on-site sewerage facilities on local waterways. The Wastewater Risk Mitigation project, a collaboration between Council and Seqwater, is proposed to be delivered in two stages for each of the three investigation priority areas of Rathdowney, Kooralbyn and Beaudesert.

Stage One consists of an investigation and information gathering exercise targeting identified high risk areas within the Logan Catchment, identified into priority areas. Following identification of high risk areas, Officers will undertake the delivery of information and awareness of targeted households regarding the operation and maintenance of the on-site sewerage facilities (OSSF) on premises. As part of this process failing onsite systems will be identified and prioritised.

Stage Two consists of an assistance and grants package (subject to the provision of further negotiated funding support from Seqwater) with the intention of providing support to residents wishing to replace existing poor or failing systems identified as 'of concern'. Support will be provided through the application process to ensure systems are upgraded and certified with clear information provided regarding the on-going maintenance of OSSF.

The initial project to be delivered over the two stage process will be in the Rathdowney Catchment Area. Should this project be successful negotiations can take place for Seqwater to fund the delivery over the other two priority catchments of Kooralbyn and Beaudesert.

**Recommendation**

That Council:

1. Acknowledge the Wastewater Risk Mitigation Project is a collaboration between Scenic Rim Regional Council and Seqwater to be delivered in two stages in each of the three investigation priority areas of Rathdowney, Kooralbyn and Beaudesert,
2. Endorse the proposal for Scenic Rim Regional Council and Seqwater to enter into an agreement for the Wastewater Risk Mitigation Project, with Stage One commencing in Rathdowney in March 2020,
3. Note, Stage Two is proposed to consist of an assistance and grants package which will only proceed in the Rathdowney priority area with the provision of further negotiated funding support from Seqwater,
4. Note, that subsequent projects in the priority areas of Kooralbyn and Beaudesert will only proceed with the provision of further negotiated funding support from Seqwater, and
5. Approve the General Manager Customer and Regional Prosperity to sign the Wastewater Risk Mitigation Project Contribution Agreement with Seqwater on behalf of Council.

**Previous Council Considerations / Resolutions**

Nil.

**Report / Background**

The Logan River and its tributaries provide raw water for numerous Seqwater drinking water Treatment Plants (WTP); in turn these WTP provide drinking water supply to the towns and communities in the Scenic Rim region. Both the Seqwater Beaudesert and Rathdowney WTP risk registers identify microbial pathogens as an extreme raw water risk in this system. Routine catchment water quality monitoring indicates consistently elevated levels of Escherichia Coli (E. coli) Logan River and its tributaries.

Studies undertaken in Australia as well as research undertaken specifically in South-East Queensland suggests the majority of domestic on-site wastewater systems are not properly functioning or well maintained. Deficient management and maintenance of on-site sewerage facilities (OSSF) are considered to pose a risk to microbial quality of recreational waters and source waters, and subsequently public health and safety to drinking water.

Seqwater have approached Council with a view to entering into an agreement and provide financial support to research/investigate and to undertake a household awareness program for property owners within the Logan River catchment area. The priority areas identified include Rathdowney, Kooralbyn and Beaudesert however the investigation will be sectioned into three catchment investigation areas over a period of time.

The first identified catchment area under investigation will be Rathdowney, being the upper area of the Logan River. At conclusion of the program for Rathdowney it is proposed to initiate the investigation into the Kooralbyn catchment area followed by the Beaudesert investigation area. Prior to commencement of each investigation area an agreement between Seqwater and Council must occur.

Council has a number of OSSF installed in areas within the Logan River catchment which include primary treatment systems (septic and greywater) and secondary treatment plants.

Council has a responsibility to keep a register of installed OSSF in its local government area. Currently there are over four thousand facilities on the register which require servicing on a regular basis, on average four times per annum.

Primary waste systems are not required to be kept on the register and are generally quite old and subsequently prone to fail over time. Primary waste system can be installed providing the property constraints allow the installation on premises.

Council has a regulatory responsibility to ensure public health and amenity is maintained by taking action where non-compliant functioning systems are identified or reported to the local authority.

This program seeks to address systems that are currently failing or in poor condition and located in a high-risk zone and priority areas. A proactive approach will support residents with achieving compliance by the facilitation of education and awareness program and assistance through a grant's application process with Seqwater where property owners choose to upgrade the on-site sewerage facility in the identified area 'of concern'.

*Proposed Collaborative Project for 2019-2020 Financial Year:*

Seqwater proposes a collaborative project with Council for an On-site Wastewater Risk Mitigation Program for Logan River catchment. Subject to agreement, Seqwater will engage Council via a Contribution Agreement and provide funding.

The project investigation priority areas of, (1) Rathdowney, (2) Kooralbyn and (3) Beaudesert are proposed to be delivered over two stages for each investigation area.

Stage One consists of a desktop assessment, information sessions, household awareness program and voluntary inspection program. A breakdown of Stage One actions is provided below:

#### *Stage One*

- A collaborative development of a comprehensive householder awareness program which may include pamphlets, information packs;
- Implementation of the householder awareness program targeting households in key areas of the Logan River catchment;
- Deliver information session to communities in the operation and maintenance of OSSF in key areas;
- Council undertake desk top assessment of the investigation priority area to identify properties that pose a high risk to source water quality;
- Council lead voluntary inspection/audit program of OSSF targeting properties assessed as high risk. The program will include assessment of the facility and operation including owner maintenance programs, condition report, suitability. This process will provide key information to be delivered to the householder with a view to encourage improvement. The audit program will also deliver information on results from the voluntary inspection program.

Stage Two will consist of grants program (subject to the provision of further negotiated funding support from Seqwater) to support residents to upgrade high-risk systems. A breakdown of Stage Two actions is provided below:

#### *Stage Two*

- Commencement subject to report delivery and identified properties of concern;
- Communication with identified property owners with a view to engage and consult to assist with grant funding from Seqwater;
- Assist property owner with plumbing application for change of system types;
- Inspect the installation of new OSSF;
- Provide educational material for ongoing operation and maintenance;
- Deliver a report to Seqwater and Council; and
- Potential consideration for further investigation areas to enhance drinking water storage.

### **Budget / Financial Implications**

#### *Proposed Budget Contribution*

Seqwater propose to fund Council for the delivery of Stage One with a funding contribution limited to \$40,000 (excluding GST) to cover resources \$33,000 and an education component \$7,000.

The funding of \$40,000 would deliver Stage One of priority area one. Priority area one has been identified as the Rathdowney catchment. Stage One would run for a period of six months commencing in March 2020.

Based on the outcomes of Stage One of the project over priority area one, negotiation with Seqwater would be required for additional contribution for the implementation of Stage Two of the program over priority area one.

Once the project over priority area one (Rathdowney Catchment) is completed, Council would continue negotiation with Seqwater to fund the implementation of the project over priority areas two (Kooralbyn Catchment) and three (Beaudesert Catchment) in sequence.

**Strategic Implications**

*Operational Plan*

Theme: 1. Spectacular Scenery and Healthy Environment

Key Area of Focus: 1.1.2 Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region

*Legal / Statutory Implications*

Section 70 of the *Plumbing and Drainage Act 2018* - Owner's obligation for operating and maintaining plumbing and drainage. Potential compliance action where an on-site facility is in poor or failed condition and the property owner fails to address the matter.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR41 Inadequate or lack of appropriately defined service Levels in place resulting in failure to deliver or meet appropriate expectations of stakeholders.

Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Environmental  O-site sewerage facilities identified as "of concern" located in the Logan River catchment that have been identified as in poor condition or failed	Minor	Likely	Medium	Engage property owners in education and awareness programs and assist with grants, plumbing applications to reduce environmental impacts	Low
Legal Compliance and Liability  On-site facilities identified as 'of concern' located in the Logan River catchment that have been identified as in poor condition or failed	Minor	Possible	Medium	Engage property owners in education and awareness programs to assist with complying to plumbing laws mitigating enforcement action by Council.	Low

**Consultation**

Discussion has been held with Seqwater regarding the proposal. Attendees to the meeting included the Senior Plumbing Inspector, Team Leader Environmental Policy and Services, Natural Resource Officer, Team Leader Health Services. Discussion with external organisations including Sunshine Coast Regional Council has occurred regarding delivery of a similar program in their region.

This proposal has also been discussed with the Councillors and the Executive Leadership Team.

**Conclusion**

The proposed collaborative project with Seqwater is subject to appropriate resources in Council's Plumbing Services team. The project is funded by Seqwater to deliver Stage One of project one over a period of six months, with a view of further negotiated funding from Seqwater should Stage Two be implemented.

The investigation and review of premises in the priority areas that are identified as 'of concern' will be engaged in educational awareness material to assist with compliance and will be subject to a voluntary inspection program by a plumbing inspector to assist with understanding the statutory obligations.

Council's Health Services team are on hand to assist with any premises that are identified as a health concern. Should Stage Two progress, residents will be assisted should they choose to repair/upgrade their current on-site facilities with grant applications to Seqwater.

The consultation with Sunshine Coast Council indicated this project is a positive step to reduce the risk to drinking water storage and that the majority of affected property owners have taken the option to upgrade their treatment system with grant funding from Seqwater.

The collaborative project can be delivered in the priority investigation areas in stages over a period of time, subject to the appropriate funding contribution as negotiated between, and agreed to by, Council and Seqwater.

**11.5 Petitions to Declare a Climate Emergency**

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Team Leader Environmental Policy and Services

**Attachments:** Nil

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**Executive Summary**

Following recent extreme weather events, changing perceptions regarding climate action and demonstrations occurring across the world, the concept of a climate emergency has gathered community interest. Council received three petitions in relation to the declaration of a climate emergency and referred the petitions to the Chief Executive Officer for consideration and further report.

Subsequent to the petitions, Council also considered Mayoral Minutes and a Notice of Motion in regards to climate change. Following these discussions and consideration of the climate emergency concept it was determined that the development of a Statement of Intent in regards to climate change is the preferred way forward.

**Recommendation**

That Council note the three petitions requesting the declaration of a climate emergency and acknowledge as a way forward Council will continue in the development of an interim Climate Change Statement of Intent.

**Previous Council Considerations / Resolutions**

On 25 November 2019, three separate petitions from residents were tabled. A motion was carried that the petitions be received by Council, referred to the Chief Executive Officer for consideration and a report be brought back to Council in due course.

On 9 December 2019, Cr Christensen tabled a Mayoral Minute - Climate Change a Way Forward. Following on from the Mayoral Minute an Interim Climate Change Statement of Intent was proposed with the intent to be received, to be updated and tabled at the Ordinary Meeting to be held on 20 January 2020 for further consideration.

On 9 December 2019, the Chief Executive Officer received a Notice of Motion from Cr O'Carroll, advising of her intention to propose a motion in relation to climate change. The motion was carried that Council acknowledge that climate change is a risk that requires prompt and ongoing focus by Council to manage as we seek to fulfil the goals and aspirations of the Community Plan 2011-2026 (revised 2018).

**Report / Background**

Climate emergency as a concept has grown exponentially in recent times with several government agencies and private business declaring to take action against climate change. The concept of a climate emergency involves the resolution of a Government requesting immediate and accelerated action to limit global warming. A climate emergency declaration can vary depending on a multitude of factors including regional circumstances, organisational capacity and community focus but ultimately recognise both the threat of climate change and need for response to the threat.

Currently 69 government bodies have declared a climate emergency across Australia. Within Queensland, a single local government has declared a climate emergency with other local governments either considering or declining the proposal in lieu of other provisions (e.g. climate change strategy or sustainability strategy).

During 2019, Scenic Rim Regional Council has undertaken considerable discussion regarding the impacts of climate change and the implications for the region. Following recent workshop discussion and subsequent resolutions at Ordinary Meeting. Council has resolved to develop an Interim Statement of Intent in responding to climate change into the future. Following the development of this statement, Council will proceed to review existing Corporate and Operational Plans to identify additional strategies content or actions.

**Budget / Financial Implications**

There are no budget implications in relation to the receipt of the three petitions.

**Strategic Implications**

*Operational Plan*

Theme: 1. Spectacular Scenery and Healthy Environment

Key Area of Focus: 1.1.2 Partner and collaborate with agencies, community groups and private landholders to provide a coordinated approach to protecting biodiversity within the region

*Legal / Statutory Implications*

Not applicable.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR50 Failure to manage Environmental Sustainability (including climate change) through inappropriate and/or inadequate planning and operational considerations of impacts to the natural environment.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Environmental Failure to identify environmental issues	Moderate	Possible	Medium	SOI to undergo discussion with elected representatives.	Low

Financial and Economic  Failure to fund programs outlined in Interim SOI	Minor	Unlikely	Low	All subsequent actions to be identified and accounted for in budget as required.	Low
Legal Compliance and Liability  Failure to address legislative requirements	Minor	Possible	Medium	Review relevant documentation as necessary to address legislative changes	Low
Staff  Failure to deliver strategic actions.	Moderate	Possible	Medium	Review staff resourcing as necessary to deliver programs.	Low

**Consultation**

Lisa Groom and Innes Larkin from Business 4 Climate Action presented a deputation to Council on 12 November 2019.

Dr Sally Williams presented a deputation to Council on behalf of Scenic Rim Greens and Extinction Rebellion Tamborine Mountain and Surrounds on 25 November 2019.

**Conclusion**

Following recent discussions and resolutions at the Ordinary Meeting on 9 December 2019, Council resolved to develop an Interim Climate Change Statement of Intent as an appropriate course of action at this point in time.

**11.6 Adoption of the Scenic Rim Planning Scheme 2020 and Planning Scheme Policies**

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Senior Land Use Planner / Acting Coordinator Land Use Planning

**Attachments:**

1. Minister's approval to adopt the Scenic Rim Planning Scheme including conditions and advice [↓](#)
2. Changes to the proposed Scenic Rim Planning Scheme in response to Ministerial Conditions [↓](#)
3. Scenic Rim Planning Scheme 2020, Title Page and Citation (under separate cover) [⇒](#)
4. Scenic Rim Planning Scheme 2020, Contents (under separate cover) [⇒](#)
5. Scenic Rim Planning Scheme 2020, Part 1 About the Planning Scheme (under separate cover) [⇒](#)
6. Scenic Rim Planning Scheme 2020, Part 2 State Planning Provisions (under separate cover) [⇒](#)
7. Scenic Rim Planning Scheme 2020, Part 3 Strategic Framework (under separate cover) [⇒](#)
8. Scenic Rim Planning Scheme 2020, Part 4 Local Government Infrastructure Plan (under separate cover) [⇒](#)
9. Scenic Rim Planning Scheme 2020, Part 5 Tables of Assessment (under separate cover) [⇒](#)
10. Scenic Rim Planning Scheme 2020, Part 6 Zones (under separate cover) [⇒](#)
11. Scenic Rim Planning Scheme 2020, Part 7 Local Plans (under separate cover) [⇒](#)
12. Scenic Rim Planning Scheme 2020, Part 8 Overlays (under separate cover) [⇒](#)
13. Scenic Rim Planning Scheme 2020, Part 9 Development Codes (under separate cover) [⇒](#)
14. Scenic Rim Planning Scheme 2020, Part 10 Other Plans (under separate cover) [⇒](#)
15. Scenic Rim Planning Scheme 2020, Schedule 1 Definitions (under separate cover) [⇒](#)
16. Scenic Rim Planning Scheme 2020, Schedule 2 Mapping (under separate cover) [⇒](#)
17. Scenic Rim Planning Scheme 2020, Schedule 2 Strategic Framework Maps (under separate cover) [⇒](#)
18. Scenic Rim Planning Scheme 2020, Schedule 2 Zone Maps (under separate cover) [⇒](#)
19. Scenic Rim Planning Scheme 2020, Schedule 2 Overlay Maps OM01-02 (under separate cover) [⇒](#)
20. Scenic Rim Planning Scheme 2020, Schedule 2 Overlay Map OM03 (under separate cover) [⇒](#)
21. Scenic Rim Planning Scheme 2020, Schedule 2 Overlay Map OM04 (under separate cover) [⇒](#)
22. Scenic Rim Planning Scheme 2020, Schedule 2 Overlay Maps OM05-07 (under separate cover) [⇒](#)
23. Scenic Rim Planning Scheme 2020, Schedule 2 Overlay Maps OM08-10 (under separate cover) [⇒](#)
24. Scenic Rim Planning Scheme 2020, Schedule 2 Overlay Maps OM11-15 (under separate cover) [⇒](#)
25. Scenic Rim Planning Scheme 2020, Schedule 2 Other Plans Maps (under separate cover) [⇒](#)
26. Scenic Rim Planning Scheme 2020, Schedule 3 Local Government Infrastructure Plan Mapping and Supporting Material (under separate cover) [⇒](#)
27. Scenic Rim Planning Scheme 2020, Schedule 4 Notation Required Under the Planning Act 2016 (under separate cover) [⇒](#)

28. Scenic Rim Planning Scheme 2020, Schedule 5 Designation of Premises for Development (under separate cover) [⇒](#)
29. Scenic Rim Planning Scheme 2020, Schedule 6 Planning Scheme Policy Index and Planning Scheme Policy 1 (under separate cover) [⇒](#)
30. Scenic Rim Planning Scheme 2020, Schedule 6 Planning Scheme Policy 1 - Standard Drawings (under separate cover) [⇒](#)
31. Scenic Rim Planning Scheme 2020, Schedule 6 Planning Scheme Policies 2 - 5 (under separate cover) [⇒](#)
32. Scenic Rim Planning Scheme 2020, Appendix 1 Index and Glossary of Abbreviations and Acronyms (under separate cover) [⇒](#)
33. Scenic Rim Planning Scheme 2020, Appendix 2 Table of Amendments (under separate cover) [⇒](#)

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## Executive Summary

This report requests Council's adoption of the Scenic Rim Planning Scheme 2020 and Planning Scheme Policies and endorsement of the proposed commencement date of 20 March 2020.

## Recommendation

That Council:

1. Adopt the attached Scenic Rim Planning Scheme 2020 in accordance with Step 34 of the Chief Executive Notice for making the Planning Scheme made under section 18 of the *Planning Act 2016* and endorse the commencement date of 20 March 2020.
2. Adopt the attached Planning Scheme Policies for the Scenic Rim Planning Scheme 2020 made under section 22 of the *Planning Act 2016* and endorse the commencement date of 20 March 2020.
3. Acknowledge and thank all members of the community, relevant government agencies, and Council's Land Use Planning team for their contributions which has resulted in the Scenic Rim's first unified Planning Scheme.

## Previous Council Considerations / Resolutions

At the Ordinary Meeting held on 12 November 2019, Item 11.4, Council resolved to:

1. Endorse the attached Public Consultation Report for the Draft Scenic Rim Planning Scheme and Planning Scheme Policies; and
2. Endorse the attached Draft Planning Scheme and Planning Scheme Policies (amended in response to public consultation) and to seek approval from the Minister for State Development, Manufacturing, Infrastructure and Planning, in accordance with the Notice made under section 18(3) of the *Planning Act 2016*, for adoption by Council.

## Report / Background

The proposed Scenic Rim Planning Scheme 2020 (Planning Scheme) has been developed in accordance with the *Planning Act 2016* with the aim to provide certainty to residents, landowners and investors. The Planning Scheme identifies the land use intent for particular areas, integrates Council's plans for infrastructure to support growth and balances the social and economic

development of the region. Informed by the Community Plan, it also aims to protect and enhance the region's lifestyle and natural assets valued by the community.

The proposed Planning Scheme progressed through two rounds of formal public consultation, which facilitated a genuine consultation process that enabled Council to make significant changes to key policy areas in response to community input.

The proposed Planning Scheme will replace the existing planning schemes of the former Beaudesert Shire, Boonah Shire and Ipswich City Council local government areas and will underpin development aligned with the community's shared vision for the region for the next 20 years.

On 3 January 2020, the Minister for State Development, Manufacturing, Infrastructure and Planning issued advice that, in accordance with the Chief Executive Notice given under section 18(3) of the *Planning Act 2016*, dated 9 September 2017, the Minister was satisfied that the proposed Planning Scheme appropriately integrates the relevant state interests, except for the South East Queensland Regional Plan 2017 (Shaping SEQ) and that Council may now proceed to adopt the planning scheme, subject to the conditions provided.

The Minister's approval is provided, refer **Attachment 1**, which includes the formal notice, Ministerial Conditions and Ministerial Advice for Council's consideration.

The Ministerial Conditions result in a number of minor changes to the proposed Planning Scheme that was submitted to the Minister for approval on 12 November 2019. All conditions and their effect on the Planning Scheme are discussed in the table below and the details of the changes to the Planning Scheme are described in **Attachment 2**.

**Attachments 3 - 33** provide the final version of the proposed Scenic Rim Planning Scheme 2020 for Council's adoption.

Ministerial Conditions and Effect of Conditions

Ref.	Condition	Timing	Effect of Condition
<b>ShapingSEQ integration</b>			
1	The council should prepare a subsequent amendment package to the proposed planning scheme to advance the outcomes of <i>ShapingSEQ</i> and ensure the outputs of the council's proposed growth management strategy are reflected.	within 2 years	The Planning Scheme was prepared when the previous Regional Plan (South East Queensland Regional Plan 2009-2031) was in effect. It is recognised that a number of changes to the Planning Scheme (e.g. recognition of Regional Biodiversity Corridors) would be required to wholly integrate the current Regional Plan ( <i>South East Queensland Regional Plan 2017</i> ). Changes required to the Planning Scheme to integrate these changes can be addressed through a forthcoming amendment to the planning scheme to have effect within 2 years.
<b>Changes to further limit dual occupancies</b>			
2	(a) For all proposed changes relating to dual occupancies (except for Mountain Community), revert to the policy contained in the version of the proposed planning	prior adoption to	(a) The changes made to the Planning Scheme to limit Dual Occupancy development on Tamborine Mountain in the Second

Ref.	Condition	Timing	Effect of Condition
	<p>scheme as approved by the chief executive on 6 August 2018 for public consultation.</p> <p>(b) Ensure any consequential amendments are made to ensure appropriate lot sizes for dual occupancies on unsewered lots to avoid adverse impacts on surface waters and groundwaters in accordance with the water quality state interest.</p>		<p>Consultation Draft Planning Scheme are retained.</p> <p>However, the changes to the lot size triggers in the Tables of Assessment and design provisions in the Low Density Residential and Low-Medium Density Residential Zones and Dual Occupancy Code require amendments to reinstate the provisions that were approved by the state government for the First Consultation Draft Planning Scheme (2018). Attachment 2 provides details of the changes.</p> <p>In August 2019, Council proposed to amend the draft policy for Dual Occupancy in response to submissions that raised concerns about the concentration of this housing type in new neighbourhoods and the potential for increased dwelling density given the minimum or minimum average lot size in residential zones is 700m<sup>2</sup>.</p> <p>(b) This condition ensures that the proposed maximum density of 1 dwelling per 4000m<sup>2</sup> as proposed in the second consultation draft would be upheld as it applies to the Rural, Rural Residential and Township Zone.</p>
<b>Changes to clarify the administrative definition for exempt clearing</b>			
3	<p>For the administrative definition for exempt clearing:</p> <p>(a) Amend to ensure that it is not inconsistent with the Planning Regulation 2017 (Planning Regulation) as amended on 6 December 2019.</p> <p>(b) Include a note clearly stating that the Planning Regulation should also be considered when determining if an activity is considered to be exempt clearing work under state legislation.</p> <p>(c) Remove item 2.</p>	prior to adoption	<p>(a) The condition seeks alignment with the updated Planning Regulation 2017 as amended on 6 December 2019. The new amendments insert a new section 20A into Schedule 6 Part 3, and a new section 13 in Schedule 7 of the Planning Regulation.</p> <p>The amendments make it clear that operational work for native vegetation clearing is accepted development and does not require a development permit where the clearing:</p>

Ref.	Condition	Timing	Effect of Condition
	<p>(d) Retain (3) as approved by the chief executive on 6 August 2018 for public consultation.</p>		<ul style="list-style-type: none"> <li>• is on the types of land specified (e.g. freehold land or indigenous land); and</li> <li>• it is necessary for:</li> <li>• establishing or maintaining a necessary firebreak to protect infrastructure (other than a fence, road or vehicular track) where the maximum width of the firebreak is equal to 1.5 times the height of the tallest vegetation next to the infrastructure, or 20 metres, whichever is the wider; or</li> <li>• establishing a necessary fire management line where the maximum width of the clearing for the fire management line is ten metres.</li> </ul> <p>The wording of these exceptions is consistent with parts (a) and (b) of the definition of 'essential management' in the current Planning Regulation. The amendments also make clear that operational work that fits into the above categories cannot be made assessable development by a local planning scheme.</p> <p>In light of this condition, part (11) of the <i>exempt clearing</i> definition in Schedule 1 has been amended to state: <u>Clearing of <i>native vegetation</i> for the establishment or fire breaks or fire management lines where in accordance with the <i>Planning Regulation 2017</i>.</u></p> <p>(b) The condition seeks to ensure further clarity in the Planning Scheme about exempt clearing under state legislation. A note giving effect to the condition has been included in Schedule 1 to support the definition for exempt clearing.</p>

Ref.	Condition	Timing	Effect of Condition
			<p>(c) This refers to the removal of item 2, which provides:</p> <p><i>Clearing of native vegetation in Matters of Local Environmental Significance, or in a Vegetation Management Area, whether dead or alive, where having a trunk circumference less than 31.5cm measured at 1 metre from the natural ground. Note: The clearing of native vegetation under clause (2) above does not apply to Matters of Local Environmental Significance is the native vegetation is also mapped as Matters of State Environmental Significance).</i></p> <p>The effect of this change is that <u>all</u> native vegetation (including smaller native trees with a circumference of less than 31.5cm) would trigger assessment against the Environmental Significance Overlay (unless otherwise included as exempt clearing) and would potentially result in the retention of more MLES and opportunities for regrowth vegetation to reach maturity.</p> <p>(d) This refers to the reinstatement of Item 3 from the 2018 Consultation Draft, which exempted clearing within to an approved building envelope rather than on lots 2000m<sup>2</sup> or less as proposed in the 2019 Second Consultation Draft. The condition seeks to ensure that siting of a building around native vegetation is considered to conserve MLES - even on smaller lots.</p>
<b>Change of zone at Geiger Road, Canungra from Rural to Rural Residential – Rural Residential A Precinct</b>			
4	<p>For proposed zone changes at Lots 1, 2, 3 and 4 on SP280498 Geiger Road, Canungra:</p> <p>(a) revert to the Rural zone as contained in the version of the proposed planning scheme</p>	<p>(a) prior to adoption</p> <p>(b) as part of the proposed</p>	<p>(a) Further correspondence from the State government dated 6 January 2020 confirms that Lot 5 on SP280498 (which was</p>

Ref.	Condition	Timing	Effect of Condition
	<p>as approved by the chief executive on 6 August 2018 for public consultation.</p> <p>(b) consider the planning need for the proposed zoning of these lots in the council's proposed growth management strategy, and as part of a future amendment.</p>	<p>growth management strategy</p>	<p>proposed to be split-zoned) is intended to be included in this condition.</p> <p>This condition requires a change to include Lots 1, 2, 3, 4 and 5 in the Rural Zone as per the 2018 Draft Planning Scheme (rather than the proposed Rural Residential Zone - Rural Residential A Precinct) and this consequently requires the removal of Overlay Map 13 applying a 1ha minimum lot size over the land.</p> <p>(b) Council is committed to preparing a Growth Management Strategy to inform the preferred growth pattern for the region, based on an extensive analysis of growth assumptions, constraints and opportunities. It is recognised that the outcomes of the GMS would provide the evidence required for the planning need for any proposed rezoning of land for urban purposes (including rural residential) in the region.</p>
<p><b>Change of zone at Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar</b></p>			
<p>5</p>	<p>For proposed zone changes at Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar:</p> <p>(a) revert to the Rural zone as contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation.</p> <p>(b) consider the planning need for the proposed zoning of these lots in the council's proposed growth management strategy, and as part of a future amendment.</p>	<p>(a) prior to adoption</p> <p>(b) as part of the proposed growth management strategy</p>	<p>(a) This condition requires the Planning Scheme to include Lot 58 on RP21120 at Edward Street and Lot 2 on RP21105 at Stibbe Road, Kalbar in the Rural Zone as per the 2018 Consultation Draft Planning Scheme, rather than the Low Density Residential Zone. Further correspondence from the State government dated 6 January 2020 confirms that the land at Stibbe Road is to retain the split zoning (part Low Density Residential and Part Rural Zone) as per the 2018 Consultation Draft Planning Scheme.</p> <p>(b) Council is committed to preparing a Growth Management Strategy (GMS) to inform the preferred growth pattern for</p>

Ref.	Condition	Timing	Effect of Condition
			<p>the region, based on an extensive analysis of growth assumptions, constraints and opportunities. It is recognised that the outcomes of the GMS would provide the evidence required for the planning need for any proposed rezoning for urban purposes in the region.</p>
<b>Matters of Local Environmental Significance (MLES)</b>			
6	<p>Amend the proposed planning scheme to ensure that natural values and / or areas identified by the council as MLES are not the same, or substantially the same, as Matters of National Environmental Significance or Matters of State Environmental Significance.</p>	<p>Prior to adoption</p>	<p>The effect of this condition is that the MLES layer for Koala Habitat has been removed from Overlay Map OM-04-C Environmental Significance Overlay - Priority Species and the following provisions in the Environmental Significance Overlay Code have been deleted:</p> <ul style="list-style-type: none"> <li>• Reference to koala habitat in Table 8.2.4.1 Mapping Summary in the Environmental Significance Overlay Code;</li> <li>• References to koala habitat in the Table of Assessment for the Environmental Significance Overlay (Part 5, Table 5.10);</li> <li>• References to koala habitat in the Purpose and Overall Outcomes and PO8/AO8.1, AO8.2 and AO8.3 and PO9/AO9 in the Environmental Significance Overlay Code;</li> <li>• References to koala habitat protection as a Matter of Local Environmental Significance from the Strategic Framework in Part 3.</li> </ul> <p>It is noted that the impending planning reforms that will give effect to the state government's South East Queensland Koala Conservation Strategy would largely ensure the continued protection of koala habitat in the region and Council is also undertaking further work to refine MLES in the planning scheme as part of a future amendment.</p>
<b>Administrative and minor amendments</b>			

Ref.	Condition	Timing	Effect of Condition
7	Amend AO10(2)(c) as the terms 'residential premises' and 'sensitive land uses' are duplicative.	Prior adoption to	This refers to the Extractive Industry Code in Part 9. The administrative error is required to be corrected.
8	Amend Table 5.5.4.1 – Emerging Community zone, Dual Occupancy, categories of development, heading 'Accepted subject to requirements' to read 'Code assessment'.	Prior adoption to	The administrative error is required to be corrected as the heading was intended to read: 'Code Assessment'.
9	Amend Schedule 1, Administrative Definitions, Significant Tree to read ' <i>minimum</i> of 31.5cm for trunk circumference'.	Prior adoption to	The administrative error is required to be corrected as the definition was intended to provide for a <i>minimum</i> trunk circumference.
10	Amend Table 5.5.8.1 – Low Density Residential zone (where no precinct applies), categories of development, Animal Keeping, Accepted subject to requirements, to read: If: (1) a cattery (a) not exceeding 10 cats and (b) not involving the boarding of cats or (2) an aviary.	Prior adoption to	The administrative error refers to a numbering anomaly and is required to be corrected.

### Ministerial Advice

The Minister's correspondence of 3 January 2020 also provides the following Ministerial Advice for Council to consider in future investigations and amendments for the Planning Scheme so that it continues to integrate state interests:

1. Provisions that are potentially duplicative in the Environmental Significance Overlay Code resulting from the inclusion of the Vegetation Management Area applying to Tamborine and Tamborine Mountain.
2. The preparation of a Growth Management Strategy as a priority to determine any impacts from the proposed changes to limit further subdivision on Tamborine Mountain on the achievement of the dwelling supply benchmarks with the results informing a future amendment to the proposed planning scheme if required.
3. The Land Supply and Development Monitoring (LSDM) Report 2109 prepared by the Growth Management Division of the state government shows Council has less than 15 years of land zoned and able to be serviced. The proposed Growth Management Strategy should seek to address this issue including the impact of infrastructure planning and commitments on land supply.
4. The Draft South East Queensland Koala Conservation Strategy 2019-24 (koala strategy) foreshadows an amended planning framework to regulate the clearing of koala habitat in SEQ. Council is advised to ensure that the final koala strategy and any future regulatory provisions are considered and, if required, inform a future amendment to the proposed planning scheme.
5. To further integrate the state interest for water quality, Council should consider:
  - a) the inclusion of animal keeping activities at PO2 of Table 8.2.10.3.2, and if outcomes requiring that development maintain the existing groundwater hydrological regime should be included in the planning scheme; and
  - b) The inclusion of a Wastewater Treatment Plant at Aratula and a Pump Station in Beaudesert on Overlay Map OM-09-A; and

- c) reflecting the SPP Water Resource Catchment Areas and Water Supply Buffer Area mapping in accordance with SPP Category A mapping requirements.

Specific details of the Ministerial Advice are provided in **Attachment 1** and will be considered as part of a future amendment to the Planning Scheme.

#### Proposed Commencement Date

The proposed commencement date of 20 March 2020 allows for approximately eight weeks following Council's adoption of the Planning Scheme to complete the administrative tasks associated with implementing the planning scheme. Tasks include the integration of the Planning Scheme in Council's data management systems, preparation of a new version of the Adopted Infrastructure Charges Resolution and updates to Council's 2019-2020 Register of Fees and Charges to align with the new Planning Scheme. Council's endorsement of the changes to these policies will be sought separately.

#### Status of Local Government Infrastructure Plan

The Local Government Infrastructure Plan for the region was prepared under section 21 of the Planning Act 2016, which involved a separate plan making and community consultation process. The current LGIP had effect from 20 June 2018 and will form part of the Planning Scheme as Part 4 and associated schedules upon commencement. It has therefore not been included as part of the attached planning scheme for Council's adoption.

#### Planning Scheme Policies

This report also seeks Council's adoption of the Planning Scheme Policies which were prepared concurrently with the proposed Planning Scheme in accordance with section 22 of the Planning Act.

The preparation of the Planning Scheme Policies have met the statutory requirements for public consultation and consideration of submissions and are proposed to have effect at the same time as the Planning Scheme. The preparation of Planning Scheme Policies is a Council-led process and Ministerial Approval to adopt the Policies is not required.

#### Requests for development to be assessed under superseded planning schemes

The three current planning schemes that have effect in the region, being the *Beaudesert Shire Planning Scheme 2007*, *Boonah Shire Planning Scheme 2006* and *Ipswich Planning Scheme 2006*, will become superseded planning schemes on the commencement date of the Scenic Rim Planning Scheme 2020.

Under section 29 of the *Planning Act 2016*, a person can request to have a development application assessed under a superseded planning scheme within one year of the planning scheme being superseded. Council must decide whether or not to agree to the request within 30 business days of receiving it (can be extended by agreement) and Council has full discretion when deciding a superseded planning scheme request. Council may refuse a request if it is not considered that the applicant has been injuriously affected by the new planning instrument, or the changes are considered marginal and do not have a significant effect on the development potential of the subject land.

If an application is refused, the applicant has the right to claim compensation under sections 31 and 32 of the Planning Act; however, the applicant must first lodge the development application under the new Planning Scheme and have it refused or approved subject to adverse conditions.

It is noted that the new Planning Scheme is Council's most up-to-date policy and is intended to set the direction for development. It is proposed to uphold this policy unless it is considered that the

applicant would be subject to an adverse planning change and therefore increase the risk of a successful claim against Council.

### **Budget / Financial Implications**

Sufficient budget has been allocated in the 2019-2020 budget for the administrative costs associated with the implementation of the Scenic Rim Planning Scheme 2020.

### **Strategic Implications**

#### *Operational Plan*

Theme: 4. Relaxed Living and Rural Lifestyle

Key Area of Focus: 4.1.1 Maintain a clear and comprehensive planning vision for the region

#### *Legal / Statutory Implications*

The *Planning Act 2016* references a statutory instrument called the Minister's Guidelines and Rules (MGR) that sets out the processes for making and amending local planning instruments. In accordance with the MGR, the Chief Executive of the Department of State Development, Manufacturing, Infrastructure and Planning issued a Notice under section 18(3) of the *Planning Act 2016* that outlines the proposed steps and timing to prepare the Planning Scheme.

Step 32 of the Notice requires that any Ministerial conditions must be complied with and Step 33 requires Council to make any necessary changes to the proposed Planning Scheme resulting from Ministerial conditions. Once the changes have been made, Council must decide to adopt or not proceed with the proposed Planning Scheme and set a suitable commencement date.

The process for preparing Planning Scheme Policies in accordance with section 22 of the Planning Act is also set out in the MGR and is separate to the Notice under section 18(3) of the Act. The preparation of planning scheme policies essentially involves public consultation and responding to submissions similar to a planning scheme but does not require a State Interest Review or Ministerial approval to adopt as it is wholly a Council-led plan making process. The draft Planning Scheme Policies were consulted and submissions were reviewed and responded to along with the Draft Planning Scheme. Council can adopt the Planning Scheme Policies once approval to adopt the Draft Planning Scheme has been given so that both planning instruments have effect at the same time.

### **Risks**

#### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR51 Ineffective, inaccurate and/or inappropriate communication and relationship/stakeholder management impacting Council's ability to fulfil its strategic objectives.

SR50 Failure to manage Environmental Sustainability (including climate change) through inappropriate and/or inadequate planning and operational considerations of impacts to the natural environment.

SR52 Ineffective and/or unrealistic strategic plans which are not appropriately scoped or resourced, resulting in missed opportunities, re-work, failure to deliver objectives and loss of confidence by community.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Legal Compliance and Liability  Failure to comply with statutory obligations and responsibilities.	Moderate	Possible	High	Ongoing participation in regional forums relating to planning legislation and State and Regional Planning Instruments and regular review / implementation of continuous improvement principles.	Medium
Financial and Economic  Ineffective, inaccurate or inappropriate external communications.	Moderate	Possible	Medium	Ongoing communication as the planning scheme progresses through the statutory process. Prepare a robust implementation strategy for the Planning Scheme.	Low
Legal Compliance and Liability  Failure to discharge regulatory responsibilities under legislation or local law.	Moderate	Possible	Medium	Ensure State planning legislation (Planning Act 2016) and the Regulation is appropriately reflected in planning scheme (e.g. through correct levels of assessment for prescribed development).	Low

**Consultation**

Community consultation undertaken for the development of the Planning Scheme

The proposed Planning Scheme has been subject to significant public consultation which facilitated genuine opportunities for the community to contribute to the development of the Planning Scheme as part of an open and transparent process.

A wide range of community engagement strategies were employed, including advertising in print and social media, Talk to a Planner and Community Information Sessions and displays at Council administration centres and libraries. Undertaking two rounds of public consultation facilitated a genuine consultation process that enabled Council to make significant changes to the policy of the proposed Planning Scheme in response to community input. In total, 638 submissions were reviewed and responded to that have resulted in a number of changes to reflect the aspirations for development from the community.

Proposed consultation for the implementation of the Planning Scheme

The commencement of the new Planning Scheme for the region will result in significant changes to the local planning framework for the region and minor changes to existing development assessment processes. Therefore, it is proposed to undertake both internal and external consultation activities

to raise awareness of the effect of the Planning Scheme and highlight the major changes to planning policy that affect common development queries. It is proposed that these activities involving information sessions at key locations will take place from late February 2020 in preparation of the proposed commencement date of 20 March 2020.

### **Conclusion**

On 3 January 2020, the Minister for State Development, Manufacturing, Infrastructure and Planning issued advice that Council may proceed to adopt the proposed Scenic Rim Planning Scheme as submitted on 12 November 2019 subject to conditions.

The Planning Scheme has been amended to reflect all conditions and Council's endorsement to adopt the Scenic Rim Planning Scheme 2020 and Planning Scheme Policies with a commencement date of 20 March 2020 is therefore sought.



The Hon. Cameron Dick MP  
Minister for State Development, Manufacturing,  
Infrastructure and Planning

Our ref: MC19/5920

Your ref: 19/03/002

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- 3 JAN 2020

Councillor Greg Christensen  
Mayor  
Scenic Rim Regional Council  
PO Box 25  
BEAUDESERT QLD 4285

Email: [greg.c@scenicrim.qld.gov.au](mailto:greg.c@scenicrim.qld.gov.au)

Dear Councillor Christensen *Greg,*

Thank you for the letter of 12 November 2019, from the Scenic Rim Regional Council (the council) requesting approval to adopt the proposed Scenic Rim Planning Scheme (the proposed planning scheme).

The council is to be commended for its efforts in consulting with their local community and for undertaking extensive analysis and response to submissions.

The proposed planning scheme has been assessed in accordance with the Chief Executive Notice given under section 18(3) of the *Planning Act 2016*, dated 9 September 2017.

I am pleased to advise that, in accordance with the Chief Executive Notice, I am satisfied that the proposed planning scheme appropriately integrates the relevant state interests, except for the South East Queensland Regional Plan 2017 (*ShapingSEQ*). The council may now proceed to adopt the proposed planning scheme, subject to the enclosed conditions.

Also enclosed is Ministerial advice for the council's consideration.

If you have any questions about my advice to you, please contact my office on (07) 3719 7200 or email [statedevelopment@ministerial.qld.gov.au](mailto:statedevelopment@ministerial.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Cameron Dick", written over a horizontal line.

CAMERON DICK MP  
Minister for State Development, Manufacturing,  
Infrastructure and Planning

Enc (2)

## Ministerial conditions

Pursuant to Section 18 of the *Planning Act 2016*

Pursuant to the notice issued by the chief executive under section 18(3) of the *Planning Act 2016* given on 9 September 2017, I hereby advise the Scenic Rim Regional Council that it may proceed to adoption of the proposed Scenic Rim Planning Scheme as submitted on 12 November 2019, subject to the following conditions:

Ref.	Condition	Timing
<b>ShapingSEQ integration</b>		
1	The council should prepare a subsequent amendment package to the proposed planning scheme to advance the outcomes of <i>ShapingSEQ</i> and ensure the outputs of the council's proposed growth management strategy are reflected.	within 2 years
<b>Changes to further limit dual occupancies</b>		
2	(a) For all proposed changes relating to dual occupancies (except for Mountain Community), revert to the policy contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation. (b) Ensure any consequential amendments are made to ensure appropriate lot sizes for dual occupancies on unsewered lots to avoid adverse impacts on surface waters and groundwaters in accordance with the water quality state interest.	prior to adoption
<b>Changes to clarify the administrative definition for exempt clearing</b>		
3	For the administrative definition for exempt clearing: (a) Amend to ensure that it is not inconsistent with the Planning Regulation 2017 (Planning Regulation) as amended on 6 December 2019. (b) Include a note clearly stating that the Planning Regulation should also be considered when determining if an activity is considered to be exempt clearing work under state legislation. (c) Remove item 2. (d) Retain (3) as approved by the chief executive on 6 August 2018 for public consultation.	prior to adoption
<b>Change of zone at Geiger Road, Canungra from Rural to Rural Residential – Rural Residential A Precinct</b>		
4	For proposed zone changes at Lots 1, 2, 3 and 4 on SP280498 Geiger Road, Canungra: (a) revert to the Rural zone as contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation (b) consider the planning need for the proposed zoning of these lots in the council's proposed growth management strategy, and as part of a future amendment.	(a) prior to adoption (b) as part of the proposed growth management strategy
<b>Change of zone at Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar</b>		
5	For proposed zone changes at Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar: (a) revert to the Rural zone as contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation:	a) prior to adoption (b) as part of the proposed growth management strategy

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	(b) consider the planning need for the proposed zoning of these lots in the council's proposed growth management strategy, and as part of a future amendment.	
<b>Matters of Local Environmental Significance (MLES)</b>		
6	Amend the proposed planning scheme to ensure that natural values and / or areas identified by the council as MLES are not the same, or substantially the same, as Matters of National Environmental Significance or Matters of State Environmental Significance.	Prior to adoption
<b>Administrative and minor amendments</b>		
7	Amend AO10(2)(c) as the terms 'residential premises' and 'sensitive land uses' are duplicative.	Prior to adoption
8	Amend Table 5.5.4.1 – Emerging Community zone, Dual Occupancy, categories of development, heading 'Accepted subject to requirements' to read 'Code assessment'.	Prior to adoption
9	Amend Schedule 1, Administrative Definitions, Significant Tree to read ' <i>minimum</i> of 31.5cm for trunk circumference'.	Prior to adoption
10	Amend Table 5.5.8.1 – Low Density Residential zone (where no precinct applies), categories of development, Animal Keeping, Accepted subject to requirements, to read: If: (1) a cattery (a) not exceeding 10 cats and (b) not involving the boarding of cats or (2) an aviary.	Prior to adoption

Dated 3 January 2020



**CAMERON DICK MP**  
**Minister for State Development, Manufacturing,**  
**Infrastructure and Planning**

## Ministerial advice

I provide the following ministerial advice to the Scenic Rim Regional Council (the council) for its consideration:

Ref.	Advice	Timing
<b>Inclusion of the Tamborine and Tamborine Mountain – Vegetation Management Area from the current Beaudesert Shire Planning Scheme 2007</b>		
1	Consider the following as part of the council's proposed MLES review project: (a) PO22 of the Environmental Significance Overlay Code (removal of vegetation on steep slopes and potential erosion and slippage) may duplicate provisions contained in the Landslide Hazard and Steep Slope Overlay Code PO1/AO1 (b) PO23(5) and PO24 of the Environmental Significance Overlay Code (tree hollows or nesting trees and biodiversity) may duplicate other provisions contained in the same code.	as part of the proposed MLES review and subsequent future amendment
<b>Changes to further limit subdivision on Tamborine Mountain</b>		
2	Undertake the proposed growth management strategy as a priority to determine any impacts from the proposed change to limit further subdivision on Tamborine Mountain on the achievement of the dwelling supply benchmarks with the results informing a future amendment to the proposed planning scheme if required.	as part of the proposed growth management strategy
<b>Growth Management Strategy</b>		
3	On 13 December 2019, DSDMIP released the 2019 Land Supply and Development Monitoring (LSDM) Report that shows the council has less than 15 years of land zoned and able to be serviced. The proposed council growth management strategy should seek to address this issue including the impact of infrastructure planning and commitments on land supply. DSDMIP can assist the council with this strategy through the existing governance framework of the SEQ Growth Monitoring Program.	as part of the proposed growth management strategy
<b>Draft South East Queensland Koala Conservation Strategy 2019-24</b>		
4	On 8 December 2019, the state government released the Draft South East Queensland Koala Conservation Strategy 2019-24 (the koala strategy). The koala strategy foreshadows an amended planning framework to regulate the clearing of koala habitat in SEQ. The council is advised to ensure that the final koala strategy and any future regulatory provisions are considered and, if required, inform a future amendment to the proposed planning scheme.	as part of a future amendment
<b>Water quality</b>		
5	Consider: (a) The inclusion of animal keeping activities at PO2 of Table 8.2.10.3.1, and if outcomes requiring that development maintain the existing groundwater hydrological regime should be included in the planning scheme. (b) The inclusion of a WTP at Aratula and a Pump Station in Beaudesert on Overlay Map OM-09-A. (c) Reflecting the SPP Water Resource Catchment Areas and Water Supply Buffer Area mapping in accordance with SPP Category A mapping requirements.	as part of a future amendment

## Attachment 2 - Changes to the proposed Scenic Rim Planning Scheme in response to Ministerial Conditions

This document describes the changes to the proposed Scenic Rim Planning Scheme 2020 (as endorsed by Council on 12 November 2019) in response to the Minister's Conditions for the approval to adopt the proposed planning scheme.

### Condition 1 - Shaping SEQ integration

*The council should prepare a subsequent amendment package to the proposed planning scheme to advance the outcomes of ShapingSEQ and ensure the outputs of the council's proposed growth management strategy are reflected.*

#### Changes to Planning Scheme:

1. Amend Part 2, Section 2.2 Regional Plan to read as follows:

The Minister has identified that the planning scheme does not integrate the outcomes of the South East Queensland Regional Plan 2017 (Shaping SEQ), specifically the strategic framework, appropriately advances the <insert name of regional plan> as it applies in the planning scheme area.

### Condition 2 - Changes to further limit dual occupancies

- (a) *For all proposed changes relating to dual occupancies (except for Mountain Community), revert to the policy contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation.*

#### Changes to Planning Scheme:

1. In 5.5.8 Low Density Residential Zone, Table 5.5.8.1 - Low Density Residential Zone (Where no precinct applies), amend the Categories of development and assessment as shown below:

Dual occupancy	Accepted subject to requirements	
	If: (1) on a lot <del>800</del> 1000m <sup>2</sup> or greater; <u>or</u> <del>and</del> (2) <u>on a corner lot 800m<sup>2</sup> or greater with legal dual road access, located on a corner lot where each dwelling has access to separate constructed roads.</u>	Low Density Residential Zone Code Dual Occupancy Code
	Code assessment	
	If on a lot <del>700</del> 1200m <sup>2</sup> or greater	Low Density Residential Zone Code Dual Occupancy Code
	Impact assessment	
	If not Accepted subject to requirements or Code assessment	The Planning Scheme

2. In 5.5.9 Low-Medium Density Residential Zone, Table 5.5.9.1 - Low-Medium Density Residential Zone, amend the Categories of development and assessment as shown below:

<b>Dual occupancy</b>	Accepted subject to requirements	
	If on a lot <del>900</del> 800m <sup>2</sup> or greater, <del>and where located on a corner lot where each dwelling has access to separate constructed roads.</del>	Low-Medium Density Residential Zone Code Dual Occupancy Code
	Code assessment	
	If on a lot <del>700</del> 800m <sup>2</sup> or greater	Low-Medium Density Residential Zone Code Dual Occupancy Code

3. In 6.2.8 Low Density Residential Zone Code, amend Table 6.2.8.2.1 - Consistent Uses and Potentially Consistent Uses in the Low Density Residential Zone (Where no precinct applies) as shown below for Dual occupancy:

Column 1 Consistent Uses	Column 2 Potentially Consistent Uses
<b>Residential Activities</b>	
<i>Dual occupancy</i> (where on a <del>corner</del> lot <del>800</del> 700m <sup>2</sup> or greater, <del>or any other lot 1200m<sup>2</sup> or greater</del> )	<i>Dual occupancy</i> (where on a lot 600m <sup>2</sup> or greater)

4. In 6.2.8 Low Density Residential Zone Code, amend Table 6.2.8.3.2 - Assessable Development - Low Density Residential Zone (Where no precinct applies), AO6.2 as shown below:

<b>PO6</b> Development involving a <i>Multiple dwelling</i> or a <i>Dual occupancy</i> : (1) maintains the low density residential character of the zone; and (2) caters for a mix of household sizes to meet the diverse housing needs of the community.	<b>AO6.1</b> Development involving a <i>Multiple dwelling</i> has the following minimum land area requirements: (1) 300m <sup>2</sup> for each 3 or more bedroom unit; (2) 270m <sup>2</sup> for each 2 bedroom unit; and (3) 250m <sup>2</sup> for each 1 bedroom unit.
	<b>AO6.2</b> A <i>Dual occupancy</i> is located on a lot <del>700m<sup>2</sup> or greater</del> <u>800m<sup>2</sup> or greater where on a corner lot and where obtaining access from separate constructed roads;</u> or <del>1200m<sup>2</sup> or greater where not on a corner lot.</del>

5. In 6.2.9 Low-Medium Density Residential Zone Code, amend Table 6.2.9.2.1 - Consistent Uses and Potentially Consistent Uses in the Low-Medium Density Residential Zone as shown below for Dual occupancy:

Column 1 Consistent Uses	Column 2 Potentially Consistent Uses
<b>Residential Activities</b>	
<i>Dual occupancy</i> (where on a <del>corner</del> lot <del>800m<sup>2</sup> or greater</del> <u>600m<sup>2</sup> or greater</u> <del>or any other lot 900m<sup>2</sup> or greater</del> )	<i>Dual occupancy</i> <sup>2</sup>

6. In 6.2.9 Low-Medium Density Residential Zone Code, amend Table 6.2.9.3.2 - Assessable Development, AO7.2 as shown below:

<p><b>PO7</b> Development involving a <i>Multiple dwelling</i> or <i>Dual occupancy</i>: (1) is consistent with the low-medium density residential character of the zone; and (2) caters for a mix of household sizes to meet the diverse housing needs of the community.</p>	<p><b>AO7.1</b> Development involving a <i>Multiple dwelling</i> has the following minimum land area requirements: (1) 300m<sup>2</sup> for each 3 or more bedroom unit; (2) 270m<sup>2</sup> for each 2 bedroom unit; and (3) 250m<sup>2</sup> for each 1 bedroom unit.</p>
	<p><b>AO7.2</b> <del>A <i>Dual occupancy</i> is located <u>on a lot 600m<sup>2</sup> or greater</u>:-</del> <del>(1) <u>on a corner lot 800m<sup>2</sup> or greater and where access is obtained from separate constructed roads;</u></del> <del>(2) <u>on a lot 900m<sup>2</sup> or greater.</u></del></p>

7. In Part 9, 9.3.4 Dual Occupancy Code, amend 9.3.4.2 Purpose, to delete (2)(a)(vii) and the associated note as shown below:

~~(vii) is dispersed within a residential neighbourhood to ensure no *Dual occupancy* is located within 50 metres of another *Dual occupancy* located on the same side of the street.~~

~~**Note:**—The separation distance of Overall Outcome 2(a)(vii) excludes *Dual occupancies* located on a corner lot and is to be measured from the closest boundaries of the lot containing a *Dual occupancy*.~~

8. In 9.3.4 Dual Occupancy Code, amend Table 9.3.4.3.1 - Criteria for Accepted and Assessable Development, AO2.1 and AO2.2 as shown below:

<p><b>PO2</b> A <i>Dual occupancy</i> enhances the amenity and character of the zone by: (1) visually integrating with the streetscape and adjacent premises by having the appearance and bulk of a single house when viewed from the street; and (2) addressing the street frontage.</p>	<p><b>AO2.1</b> The main living area of one <i>dwelling of the Dual occupancy</i> is located within 20m of a main living area of the other <i>dwelling of the Dual Occupancy</i>.</p>
	<p><b>AO2.21</b> Each <i>dwelling of the Dual occupancy</i> is oriented to address the street frontage. Where in the Low Density Residential Zone or Low-medium Density Residential Zone, the dwelling units of the <i>Dual occupancy</i> share a common wall.</p>
	<p><b>AO2.32</b> Where located on a site having two street frontages, each <i>dwelling of the Dual occupancy</i> is oriented to address a separate street frontage.</p>

9. In 9.3.4 Dual Occupancy Code, amend Table 9.3.4.3.1 - Criteria for Accepted and Assessable Development, reinstate AO5 as previously proposed in the 2018 Consultation Draft Planning scheme as shown below and renumber remaining outcomes accordingly:

<b>Casual Surveillance</b>	
<p><b>PO5</b>  <u>Each dwelling of a Dual occupancy is sited and designed to provide opportunities for casual surveillance of the street and any adjoining public spaces.</u></p>	<p><b>AO5</b>  <u>The window of at least one habitable room of each dwelling of the Dual occupancy overlooks the street or adjoining public spaces.</u></p>

10. In 9.3.4 Dual Occupancy Code, amend Table 9.3.4.3.2 - Criteria for Assessable Development, amend PO2 and delete PO3 and AO3 as shown below:

<p><b>PO2</b>  <u>A Dual occupancy that adjoins or is directly opposite an existing Dual occupancy</u><del>A Dual occupancy</del> is designed to:                      (1) add visual interest to the streetscape;                      (2) provide differentiation between developments through contrasting building articulation, construction materials, colour and architectural design; and                      (3) address the street frontage.</p>	<p><b>AO2</b>                      The design of the Dual occupancy differs from existing Dual occupancies in the immediate area.</p>
<p><del><b>PO3</b>                      Dual occupancies are dispersed within a residential neighbourhood to ensure no Dual occupancy is located within 50 metres of another Dual occupancy located on the same side of the street.</del></p> <p><del><b>Note:</b> The separation distance between Dual occupancies in Performance Outcome 3 excludes Dual occupancies located on a corner lot and is to be measured from the closest boundaries of the lot containing a Dual occupancy.</del></p>	<p><del><b>AO3</b>                      No acceptable outcome is prescribed.</del></p>

(b) Ensure any consequential amendments are made to ensure appropriate lot sizes for dual occupancies on unsewered lots to avoid adverse impacts on surface waters and groundwaters in accordance with the water quality state interest.

**Changes to Planning Scheme:**

1. In 5.5.18 Township Zone - Township Residential Precinct, Table 5.5.18.2 - Township Zone - Township Residential Precinct, amend the Categories of development and assessment as shown below:

<b>Dual occupancy</b>	Accepted subject to requirements	
	If; (1) on a lot 2000m <sup>2</sup> or greater where connected to the reticulated sewerage network; or (2) on a lot 86000m <sup>2</sup> or greater where not connected to the reticulated sewerage network.	Township Zone Code Dual Occupancy Code

**Condition 3 - Changes to clarify the administrative definition for exempt clearing**

For the administrative definition for exempt clearing:

- (a) Amend to ensure that it is not inconsistent with the Planning Regulation 2017 (Planning Regulation) as amended on 6 December 2019.
- (b) Include a note clearly stating that the Planning Regulation should also be considered when determining if an activity is considered to be exempt clearing work under state legislation.
- (c) Remove item 2.
- (d) Retain (3) as approved by the chief executive on 6 August 2018 for public consultation.

**Changes to Planning Scheme:**

1. In Schedule 1, Table SC1.2 Administrative Definitions, amend the *exempt clearing* definition as shown below:

<i>Exempt clearing</i>	<p>Means:</p> <p>(1) Clearing of non-native vegetation; or</p> <p><del>(2) Clearing of native vegetation in Matters of Local Environmental Significance, or in a Vegetation Management Area, whether dead or alive, where having a trunk circumference less than 31.5cm measured at 1 metre from the natural ground; or</del></p> <p><i>Note - The clearing of native vegetation under clause (2) above does not apply to Matters of Local Environmental Significance if the native vegetation is also mapped as Matters of State Environmental Significance.</i></p> <p><del>(3) Clearing limited to within an approved building envelope of native vegetation on lots 2,000m<sup>2</sup> or less; or</del></p> <p>(34) Clearing of native vegetation limited to within:</p> <ul style="list-style-type: none"> <li>a) 20 metres of an existing or approved class 1 building; or</li> <li>b) 10 metres of an existing or approved class 10 building or structure; or</li> </ul> <p>(45) Clearing of native vegetation for the construction or maintenance of an access way limited to 5 metres in total width, which provides one vehicular access from a road to an existing dwelling; or</p> <p>(56) Clearing of native vegetation on land included in a Rural Zone (Where no precinct applies) to source construction material to repair infrastructure needed to carry out a rural activity on the same land, provided:</p> <ul style="list-style-type: none"> <li>a) the clearing does not cause land degradation;</li> <li>b) restoration of a similar type to, and to the extent of, the removed trees is ensured; and</li> <li>c) the cleared vegetation does not leave the farm site.</li> </ul> <p><del>(67) Clearing of native vegetation for the construction and maintenance of fencing required to carry out a rural activity on land in the Rural Zone (Where no precinct applies), and clearing is limited to a width of 5 metres either side of the fence; or</del></p> <p><i>Note: Where the fence has not yet been built, the proposed fence is required to be constructed within 2 months of the vegetation clearing.</i></p> <p>(78) Clearing of native vegetation limited to within 10 metres of existing infrastructure in a Rural Zone (Where no precinct applies) including any</p>
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	<p>buildings, helipads, stockyards, watering facilities and constructed drains other than contour banks; or</p> <p><del>(89)</del> Clearing of <i>native vegetation</i> for the construction or maintenance of a service corridor to provide an aboveground or underground utility service and the clearing is limited to a total width of 5 metres in width from the centre point of the corridor; or</p> <p><del>(94)</del> Clearing of <i>native vegetation</i> where:</p> <p>a) it is limited to within 10 metres of existing infrastructure or buildings and necessary to remove or reduce imminent risk of serious personal injury or damage to infrastructure posed by the vegetation; and</p> <p>b) replacement of the removal vegetation with suitable native vegetation in a suitable location on the site is ensured; or</p> <p><del>(104)</del> Clearing of <i>native vegetation</i> for the <u>establishment of fire breaks or fire management lines where in accordance with the <i>Planning Regulation 2017</i> maintenance of an existing fire maintenance trail or establishment of a new fire maintenance trail required by a condition of a development approval and the clearing is limited to the width of the trail.</u></p> <p><u><i>Note - The Planning Regulation should also be considered when determining if an activity is considered to be exempt clearing work under state legislation.</i></u></p>
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**Condition 4 - Change of zone at Geiger Road, Canungra from Rural to Rural Residential – Rural Residential A Precinct**

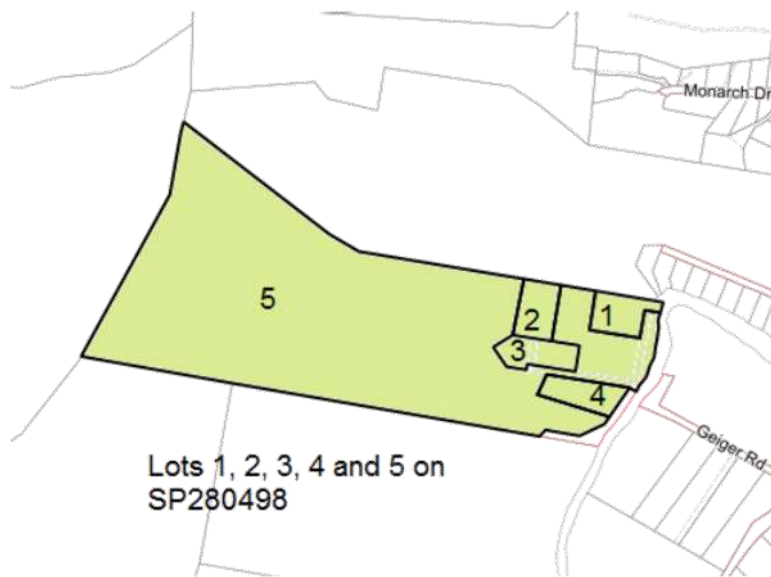
*For proposed zone changes at Lots 1, 2, 3 and 4 on SP280498 Geiger Road, Canungra:*

- (a) revert to the Rural zone as contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation;*
- (b) consider the planning need for the proposed zoning of these lots in the council’s proposed growth management strategy, and as part of a future amendment.*

**Note:** Further correspondence from the state government dated 6 January 2020 confirms that Lot 5 on SP280498 (which was proposed to be split-zoned Rural Residential and Rural) is intended to be included in this condition.

**Changes to Planning Scheme:**

1. Amend Zone Map ZM-35 to remove Lots 1, 2, 3, 4 and part lot 5 on SP280498 at 53 Geiger Road, Canungra from the Rural Residential Zone - Rural Residential A Precinct and include in the Rural Zone.
2. Remove Lots 1, 2, 3, 4 and part lot 5 on SP280498 from the 1ha minimum area shown on Overlay Map OM-13 Minimum Lot Size Overlay.



Note: Map for illustrative purposes only.

**Condition 5 - Change of zone at Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar**

*For proposed zone changes at Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar:*

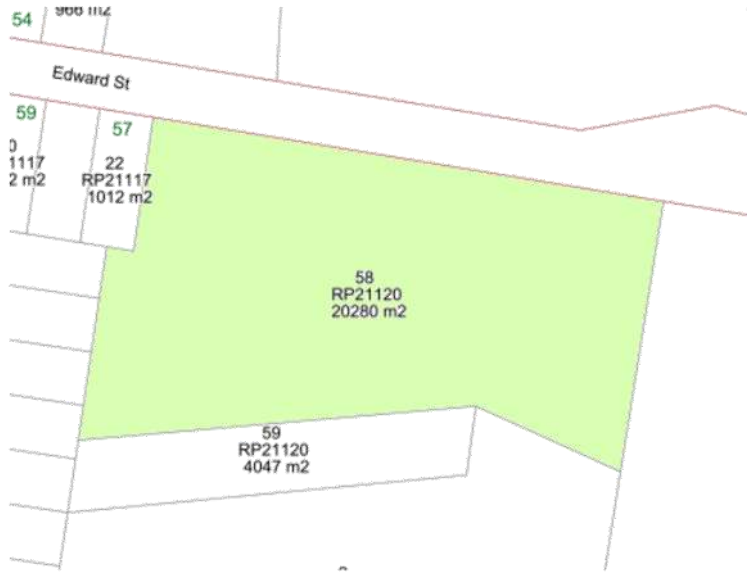
- (a) revert to the Rural zone as contained in the version of the proposed planning scheme as approved by the chief executive on 6 August 2018 for public consultation;*
- (b) consider the planning need for the proposed zoning of these lots in the council's proposed growth management strategy, and as part of a future amendment.*

**Note:** Further correspondence from the state government dated 6 January 2020 confirms that the land at Stibbe Road is to retain the split zoning (part Low Density Residential and Part Rural Zone) as per the 2018 Consultation Draft Planning Scheme.

**Changes to Planning Scheme:**

1. Amend Zone Map ZM-18 to remove Lot 58 on RP21120 Edward Street and Lot 2 on RP21105 Stibbe Road, Kalbar from the Low Density Residential Zone and include in the Rural Zone.

Lot 58 on RP21120 at Edward Street, Kalbar to be included in the Rural Zone:



Note: Map for illustrative purposes only.

Part Lot 2 on RP21105 at Stibbe Road, Kalbar to be included in the Rural Zone (the balance to remain in the Low Density Residential Zone):



Note: Map for illustrative purposes only.

**Condition 6 - Matters of Local Environmental Significance (MLES)**

*Amend the proposed planning scheme to ensure that natural values and / or areas identified by the council as MLES are not the same, or substantially the same, as Matters of National Environmental Significance or Matters of State Environmental Significance.*

**Changes to Planning Scheme:**

1. In Part 3, Strategic Framework, 3.6 Environment and Natural Hazards, 3.6.2 Strategic Outcomes, amend *Natural Environment and Regional Landscape Values* by deleting references to Koala Habitat in (3) and removing (6) as shown below:

- (3) Development protects and enhances the ecological values of *Matters of Local Environmental Significance* including:
- (a) Core Corridor;
  - (b) Node Corridor;
  - (c) Stepping Stone;
  - (d) Critical linkage; and
  - ~~(e) Koala Habitat; and~~
  - ~~(f)(e)~~ Stream Orders 2 - 7 and Watercourse Buffer Areas.

~~(6) Development protects viable koala populations by conserving and enhancing koala habitat extent and condition.~~

2. In Part 5, Tables of Assessment, 5.10 Categories of Development and Assessment - Overlays, amend the table to remove reference to Koala Habitat as shown below:

<b>Environmental Significance Overlay</b>		
Environmental Significance Overlay Map - Priority Species OM-04-C		
(1) <b>Material Change of Use</b> where involving <i>exempt clearing</i> .	Accepted	Not Applicable
<b>Material Change of Use</b> where not Accepted Development and located in: <del>(1) Koala Habitat; or</del> State Significant Species.	Code assessment	Environmental Significance Overlay Code
<b>Reconfiguring a Lot</b> involving land in: <del>(1) Koala Habitat; or</del> State Significant Species.	Code assessment	Environmental Significance Overlay Code
<b>Operational Work</b> where: (1) involving <i>exempt clearing</i> ; or (2) carried out in compliance with a material change of use development permit or a variation approval (or equivalent approval under superseded legislation) which; (a) has not lapsed; and (b) states that a development approval for operational works is not required: or (3) involving filling or excavation less than 10m <sup>3</sup> .	Accepted	Not Applicable

<p><b>Operational Work</b> where not accepted development above and located in: <del>(1) Koala Habitat</del>; or State Significance Species.</p>	<p>Code assessment</p>	<p>Environmental Significance Overlay Code</p>
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3. In Part 8, Overlays, 8.2.4 Environmental Significance Overlay Code, amend Table 8.2.4.1 Mapping Summary by removing reference to Koala Habitat as a Matter of Local Environmental Significance as shown below:

<p><b>3. Environmental Significance Overlay Map – Priority Species OM-04-C</b></p>	<p><b>Matters of State Environmental Significance</b></p> <ul style="list-style-type: none"> <li>• State Significance Species</li> <li><b>Matters of Local Environmental Significance</b></li> <li>• <del>Koala Habitat</del></li> </ul>
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4. In Part 8, Overlays, 8.2.4 Environmental Significance Overlay Code, 8.2.4.2 Purpose and Overall Outcomes, remove reference to Koala Habitat in (2)(b)(i) as shown below:

- (i) State Significant Species, ~~Koala Habitat~~ and locally significant species and their habitat; and

5. In Part 8, Overlays, 8.2.4 Environmental Significance Overlay Code, Table 8.2.4.3.1 - Environmental Significance Overlay Code - for Assessable Development, remove outcomes seeking to protect Koala Habitat as shown below and renumber the code accordingly:

<p><b>Additional Matters – Environmental Significance – Priority Species Overlay Map OM-04-C – Koalas</b></p>	
<p><b>PO8</b> Development in a Koala Habitat area is designed and located to:</p> <ul style="list-style-type: none"> <li>(1) protect and enhance koala <i>habitat</i>;</li> <li>(2) protect ecologically significant features and associated buffers;</li> <li>(3) provide for <i>habitat</i> links;</li> <li>(4) facilitate safe koala movement;</li> <li>(5) contain sufficient natural areas and linkages to ensure long term viability;</li> <li>(6) allow for the rehabilitation of disturbed, cleared or modified areas.</li> </ul> <p><i>Note – Compliance with this performance outcome is to be demonstrated by an Ecological Assessment Report.</i></p> <p><b>Editor’s note</b> – Koalas are listed as Vulnerable under the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act). Referral under the EPBC is required for certain actions.</p>	<p><b>AO8.1</b> Development is located, designed and operated to avoid impacts on koala <i>habitat</i>.</p> <hr/> <p><b>AO8.2</b> Development rehabilitates degraded koala habitat in accordance with the <i>Department of Environment and Heritage Protection’s: Koala Sensitive Design Guideline</i>.</p> <hr/> <p><b>AO8.3</b> Where the clearing of a <i>non-juvenile koala habitat tree</i> is required and development is unable to be located, designed or operated to mitigate impacts, the <i>non-juvenile koala habitat tree</i> is offset.</p> <p><i>Note – Compliance with this performance outcome is to be demonstrated by a detailed Ecological Assessment Report prepared in accordance with Planning Scheme Policy 5 - Ecological Assessments and demonstration that clearing of a non-juvenile koala habitat tree cannot be avoided.</i></p>
<p><b>PO9</b> Development in a Koala Habitat area ensures that during the clearing and construction phases, measures are incorporated to protect koalas from death or injury.</p>	<p><b>AO9</b> For development in a Koala Habitat area, threats to koalas as a result of clearing and construction activities are mitigated by:</p> <ul style="list-style-type: none"> <li>(1) ensuring no tree in which a koala is present or a tree with a crown overlapping a tree containing a koala is cleared;</li> <li>(2) undertaking clearing of <i>vegetation</i> in stages, and ensuring:                         <ul style="list-style-type: none"> <li>(a) no more than 1 hectare is cleared per day;</li> <li>(b) that between each stage there is at least 12 hours where no clearing occurs; and</li> </ul> </li> </ul>

	<p>(c) koala <i>habitat</i> is always linked to allow koalas to move out of the site;</p> <p>(3) using qualified koala spotters;</p> <p>(4) prohibiting domestic dogs and security dogs on site;</p> <p>(5) using koala safety fencing; and</p> <p>(6) friendly fauna movement solutions, offset vegetation and koala friendly landscaping is installed as soon as practical.</p> <p><b>Note</b>—The applicant may be required to outline the mitigation activities in a management plan.</p>
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6. In Schedule 1, Table SC1.2 Administrative Definitions, remove the definition for *Koala habitat tree* and *Non-juvenile koala habitat tree* as shown below (and also remove from the index of definitions in Table SC1.2.1—Index of Administrative Definitions):

<i>Koala habitat tree</i>	<p><b>Means:</b></p> <p>(1) a tree of the <i>Corymbia</i>, <i>Melaleuca</i>, <i>Lophostemon</i> or <i>Eucalyptus</i> genera that is edible by koalas; or</p> <p>(2) a tree of a type typically used by koalas for shelter (a tree of the <i>Angophora</i> genus, for example).</p> <p><b>Note</b>—definition from the Planning Regulation 2017.</p>
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<i>Non-juvenile koala habitat tree</i>	<p><b>Means</b> a koala habitat tree that—</p> <p>(1) is more than 4m tall; or</p> <p>(1) has a trunk with a circumference of more than 31.5cm, measured at 1.3m above the ground.</p> <p><b>Note</b>—definition from the Planning Regulation 2017.</p>
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**Condition 7 - Administrative and Minor Amendments**

Amend AO10(2)(c) as the terms ‘residential premises’ and ‘sensitive land uses’ are duplicative.

**Change to Planning Scheme:**

1. In Part 9 Development Codes, 9.3.6 Extractive Industry Code, amend Table 9.3.6.3.2 - Criteria for Assessable Development - Extractive Industry, AO10(2)(c) as shown below:

Performance Outcomes	Acceptable Outcomes
<b>Siting and Location</b>	
<p><b>PO10</b></p> <p>An <i>Extractive industry</i> is located on a site which has sufficient area to mitigate noise, light, dust and vibration impacts from blasting, by providing for adequate setback of operations from:</p> <p>(1) road frontages;</p> <p>(2) site boundaries;</p> <p>(3) bulk water supply infrastructure;</p> <p>(4) surrounding <i>residential uses</i>; and</p> <p>(5) other <i>sensitive land uses</i>.</p>	<p><b>AO10</b></p> <p>A development being:</p> <p>(1) a hard rock extraction and processing activity involving blasting is not carried out within:</p> <p style="margin-left: 20px;">(a) 40m of any boundary of the site; or</p> <p style="margin-left: 20px;">(b) 200m of Bulk Water Supply Infrastructure as identified on <b>Overlay Map OM-09-A Regional Infrastructure Overlay - Water and Wastewater Infrastructure</b>; or</p> <p style="margin-left: 20px;">(c) 1km of any residential premises not associated with the use, land included within a <i>residential zone</i> or other <i>sensitive land uses</i>; or</p>

Performance Outcomes	Acceptable Outcomes
	<p>(2) an extractive and/or processing activity not involving blasting is not carried out within:</p> <ul style="list-style-type: none"> <li>(a) 30m of any boundary of the site; or</li> <li>(b) 200m of Bulk Water Supply Infrastructure as identified on <b>Overlay Map OM-09-A Regional Infrastructure Overlay - Water and Wastewater Infrastructure</b>; or</li> <li>(c) 500m of any <i>sensitive land use residential premises</i> not associated with the use, <i>or</i> land included within a <i>residential zone</i> <i>or</i> <i>other sensitive land uses</i>; or</li> </ul> <p>(3) an extraction and/or processing activity is contained within the Resource and Processing area of the Key Resource Area (KRA), as shown in the State Planning Policy Guideline: Mining and Extractive Resources.</p> <p><i>Note - a topographic feature providing a natural buffer between extractive and processing activities and a sensitive use may justify provision of a lesser setback distance.</i></p>

**Condition 8 - Administrative and Minor Amendments**

Amend Table 5.5.4.1 – Emerging Community zone, Dual Occupancy, categories of development, heading ‘Accepted subject to requirements’ to read ‘Code assessment’.

**Change to Planning Scheme:**

1. In Part 5, Tables of Assessment, Table 5.5.4.1 - Emerging Community Zone, amend the assessment category for Dual Occupancy as shown below:

<b>Dual Occupancy</b>	Accepted	
	If obtaining access from a <i>constructed road</i>	Dual Occupancy Code Emerging Community Zone Code
	<del>Code assessment Accepted subject to requirements</del>	
	If not Accepted subject to requirements	Dual Occupancy Code Emerging Community Zone Code

**Condition 9 - Administrative and Minor Amendments**

Amend Schedule 1, Administrative Definitions, Significant Tree to read ‘minimum of 31.5cm for trunk circumference’.

**Change to Planning Scheme:**

1. In Schedule 1, Table SC1.2 Administrative Definitions, amend the *Significant Tree* definition to read as follows:

<i>Significant tree</i>	means a tree which is indigenous to Australia and has a trunk with a <u>minimum</u> circumference of 31.5 centimetres when measured at 1 metre from the ground.
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**Condition 10 - Administrative and Minor Amendments**

Amend Table 5.5.8.1 – Low Density Residential zone (where no precinct applies), categories of development, Animal Keeping, Accepted subject to requirements, to read: If:

- (1) a cattery
  - (a) not exceeding 10 cats and
  - (b) not involving the boarding of cats or
- (2) an aviary.

**Change to Planning Scheme:**

1. In 5.5.8 Low Density Residential Zone, Table 5.5.8.1 - Low Density Residential Zone (Where no precinct applies), amend the Categories of development and assessment for Animal Keeping to read as follows:

<b>Animal keeping</b>	Accepted subject to requirements	
	If; (1) a cattery; (a) <del>(2)</del> not exceeding 10 cats; and (b) <del>(3)</del> not involving the boarding of cats; or (4) (2) an aviary.	Animal Keeping Code
	Code assessment	
	If a cattery; (1) not exceeding 20 cats; and (2) does not involve the boarding of cats.	Animal Keeping Code General Development Provisions Code

**11.7 Updating the Adopted Infrastructure Charges Resolution to Reflect the Scenic Rim Planning Scheme**

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Senior Land Use Planner / Acting Coordinator Land Use Planning

**Attachments:**

1. Proposed Adopted Infrastructure Charges Resolution (version no. 11) - tracked changes (under separate cover) [⇒](#)
2. Proposed Adopted Infrastructure Charges Resolution (version no.11) - clean copy (under separate cover) [⇒](#)

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**Executive Summary**

This report seeks Council's endorsement to adopt the proposed new Adopted Infrastructure Charges Resolution (AICR) which is a procedural matter, required to have effect upon the commencement of the new Scenic Rim Planning Scheme.

**Recommendation**

That Council endorse the attached Adopted Infrastructure Charges Resolution (version No.11) to take effect on the same date as the commencement of the Scenic Rim Planning Scheme.

**Previous Council Considerations / Resolutions**

Not applicable.

**Report / Background**

This report provides information to Councillors about the proposal to prepare a new version (version No. 11) of the Adopted Infrastructure Charges Resolution (AICR). The AICR will reflect the name and status of the new Scenic Rim Planning Scheme and is proposed to be endorsed by Council for commencement at the same time that the new Scenic Rim Planning Scheme takes effect.

A separate resolution of Council will be sought which proposes a commencement date for the new Scenic Rim Planning Scheme of 20 March 2020.

*Charges and Indexation*

The infrastructure charges set out in the July 2019 AICR (version No. 10), will remain unchanged in the proposed version No. 11.

A later AICR version (version No. 12) will be recommended for Council's adoption prior to 30 July 2020 to reflect the March 2019-2020 indexation and any update to maximum adopted charge in the *Planning Regulation 2017*. It is proposed that version 12 will include an updated adopted charges schedule in Section 5 of the AICR. The AICR version 12 is proposed to commence in July 2020, at the start of the next financial year and will thereafter be adjusted once a year by no more than the three-yearly producer price index (PPI), to commence in July each year.

### *Use Categories*

In the proposed AICR (version No. 11), the current Beaudesert, Boonah and Ipswich Planning Scheme land uses and those land uses that are included in the draft *Scenic Rim Planning Scheme 2020* have been included in *Table 1 Planning scheme uses*.

Once the window for applications under the superseded schemes is reached, and the 'live' development applications from the previous planning schemes are finalised, reference to the Beaudesert, Boonah and Ipswich Planning Schemes will no longer be required and will be removed permanently from any future versions of the AICR.

The attached amended draft AICR (version No.11) shows the changes that are proposed to reflect the new Scenic Rim Planning Scheme (subject to Council's adoption), refer to **Attachment 1 (tracked changes)**.

### **Budget / Financial Implications**

The endorsement of the Adopted Infrastructure Charges Resolution (version no. 11) results in no change to the infrastructure charges contained in version No. 10 to be applied to new development in the Region.

### **Strategic Implications**

#### *Operational Plan*

Theme: 6. Accessible and Serviced Regions

Key Area of Focus: 4.1.1 Maintain a clear and comprehensive planning vision for the region

#### *Legal / Statutory Implications*

The Adopted Infrastructure Charges Resolution (version no. 11) is proposed to be made in accordance with sections 112 and 113 of the *Planning Act 2016*, with no changes to charges contained in the current AICR version 10.

### **Risks**

#### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR47 Inadequate or lack of an appropriate Financial Management Framework (including systems, policies, procedures and controls) in place to adequately minimise risk of fraudulent action and to maximise financial sustainability.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Financial and Economic  Impact to the Infrastructure Charges Framework by not updating, levying and collecting charges appropriately.	Moderate	Possible	Medium	Annual update of infrastructure charges resolution and levy charges appropriately.	Low
Legal Compliance and Liability  Failure to collect sufficient infrastructure charges to fund upgrades to Council's trunk infrastructure network triggered in part by the demand generated by development.	Moderate	Possible	Medium	Applying the maximum infrastructure charges permitted under the Planning Regulation will seek to minimise any funding gap of delivering the trunk infrastructure network.	Low

**Consultation**

Internal consultation was undertaken with Council's Development Assessment team, which is primarily responsible for the levying of infrastructure charges.

Urban Utilities has been advised that version No. 11 will be the newly adopted AICR to reflect the new Scenic Rim Planning Scheme and Council Officers will discuss and resolve any implementation matters with Urban Utilities.

**Conclusion**

A new version of the Adopted Infrastructure Charges Resolution is required to be prepared to reflect the name and status of the new Scenic Rim Planning Scheme.

Council's adoption of the proposed AICR to commence in concurrence with the new Scenic Rim Planning Scheme is therefore sought.

**11.8 RAL19/030 Development Permit for Reconfiguring a Lot to Subdivide One (1) into Two (2) Lots Baird and Hayes Cannon Creek Road Milford Lot 1 RP892350**

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Coordinator Development Assessment

**Attachments:**

1. Proposal Plan [↓](#)
2. Aerial Image [↓](#)

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### Executive Summary

The development application seeks approval to reconfigure the subject land by subdividing it into two (2) lots. The subject land is 62.1845ha in area and is divided by Cannon Creek Road into two parts, an eastern part (14.0682ha) and a western part (48.1163ha). The application proposes to subdivide the existing lot utilising the road as the new boundary and so provide separate titles to the eastern and western parts.

Shaping SEQ includes the subject land in the Regional Landscape and Rural Production Area, the effect of which is that subdivision is regulated by both Schedule 10 of the *Planning Regulation 2017* and the relevant planning scheme, which in this case is the *Boonah Shire Planning Scheme 2006*.

The *Boonah Shire Planning Scheme 2006* includes the land in Precinct 4 of the Rural Zone which provides that the minimum lot size is 40 hectares. It is noted that Proposed Lot 2, being only 14.0682ha in area, is inconsistent with this requirement.

An assessment of the subject application against the relevant assessment benchmarks as prescribed under the *Planning Regulation 2017* has been undertaken and the application is considered to conflict with multiple provisions of the Planning Scheme as follows:

- **Strategic Framework** - Broad Strategies (ii) and (ix);
- **Desired Environmental Outcomes** 1, 10 and 15;
- **Rural Zone Code** - Overall Outcomes (a), (b) and (c);
- **Reconfiguring of a Lot Code** - Overall Outcomes (a), (d) and (e) and Specific Outcome SO11.

The abovementioned conflicts were unable to be resolved and could not be reasonably conditioned to comply. As such, it is recommended the application for the proposed development is refused.

### Recommendation

1. That Council resolves to refuse the development application in respect to the following property:

<b>Real Property Description:</b>	Lot 1 RP 892350
<b>Address of property:</b>	Cannon Creek Road MILFORD
<b>Site area:</b>	62.1845 hectares
<b>Proposal:</b>	Reconfiguring a Lot (by subdividing 1 lot into 2 lots)

## 2. Reasons for Refusal

No.	Reason
1.	<b>The proposed development conflicts with the Strategic Framework</b> Broad Strategies (ii) and (ix).
2.	<b>The proposed development conflicts with</b> Desired Environmental Outcomes 1, 10 and 15.
3.	<b>The proposed development conflicts with</b> Overall Outcomes (a), (b) and (c) of the Rural Zone Code.
4.	<b>The proposed development conflicts with</b> Overall Outcomes (a), (d) and (e) and Specific Outcome SO11 of the Reconfiguring of a Lot Code.

## 3. Administrative Action

A Decision Notice is issued in accordance with Section 63 of the *Planning Act 2016* to the applicant.

### Previous Council Considerations / Resolutions

Not applicable.

### Report / Background

#### Development History

A Prelodgement Meeting was held on 1 May 2019 with the landowners and their consultants, Baird and Hayes.

Pre-lodgement meeting minutes are outlined below:

- Pursuant to the Planning Scheme, the subject lot is located within the Rural Zone, Precinct 4 - Horticultural / Dairying Land. The minimum lot size under Precinct 4 is 40 hectares (40ha).
- The proposed Lot 1 with an area of 14ha does not comply with the Planning Scheme.
- While Council Officers accept that the proposal would be 'exempt subdivision' under the South East Queensland Regional Plan 2017 (SEQR or ShapingSEQ), this does not override the need to demonstrate compliance with the Planning Scheme and the relevant provisions within it. Specifically, the applicant would need to satisfy the provisions of the Reconfiguring a Lot Code and justify the creation of a small rural lot less than 40ha.
- Council Officers do not accept that the proposal should be interpreted as 'exempt subdivision' when assessing under the Planning Scheme.
- It was noted that Council officers to date have not supported freehold subdivision within the Rural Zone less than the minimum lot size prescribed under the Planning Scheme.
- In any future application, the applicant will need to demonstrate an alternative solution to meet the Specific Outcomes and Overall Outcomes of the Planning Scheme. Such as how the separation of the lots will improve farming/good quality agricultural land.

- The applicant advised that they had not spoken with State in relation to this matter. Council Officers advised that it may be beneficial to consult with State Government prior to lodging an application.

**Proposal**

Council has received a development application for reconfiguring a lot to subdivide a 62.1845ha lot (Lot 1 RP892350) into two lots of 48.1163 and 14.068ha utilising Cannon Creek Road as the boundary between the two new lots created by the subdivision. Refer to Figure 1 below.

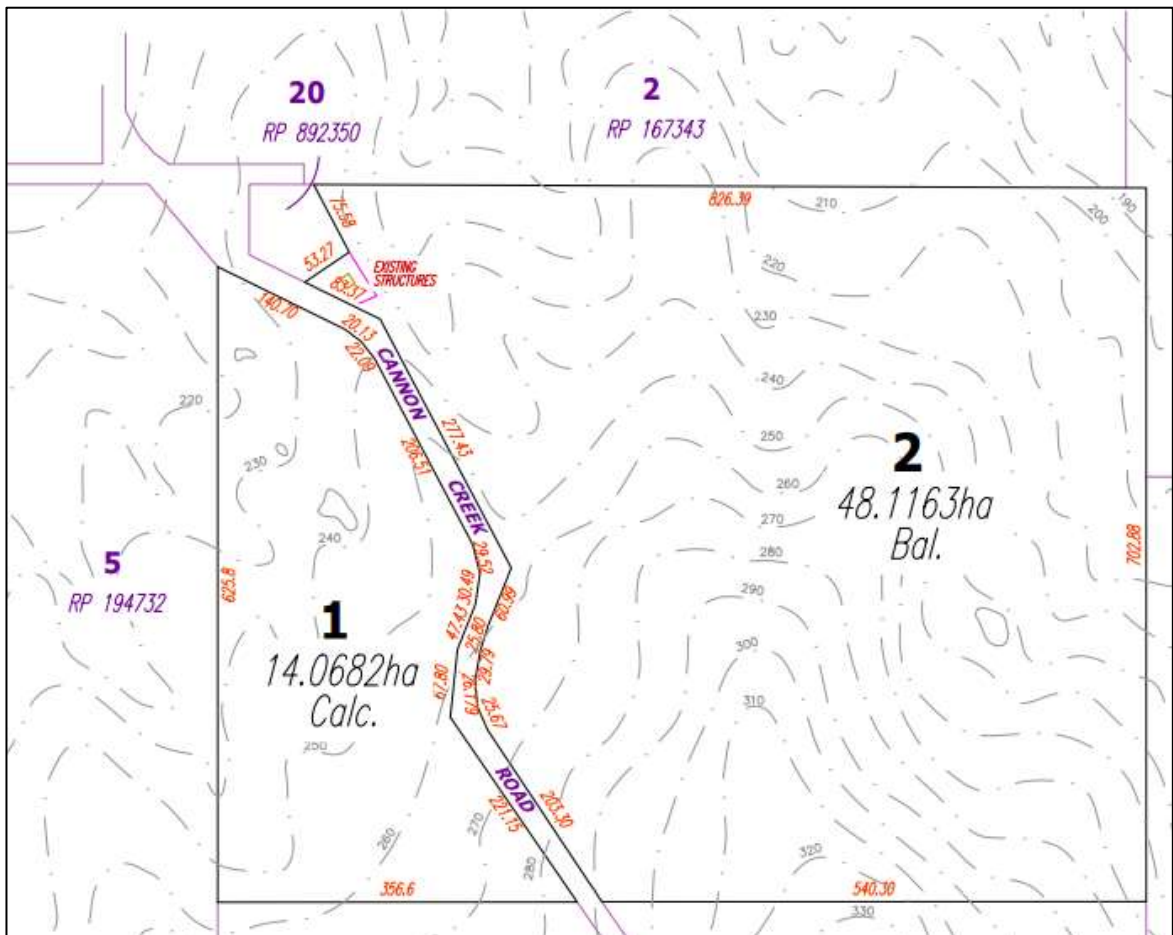


Figure 1: Proposed plan

**Subject Land**

The subject land is utilised for grazing and is vacant apart from a small shed and yards in the north western corner adjacent to Cannon Creek Road. As a result of its long-term historic use for grazing purposes, the land contains very little native vegetation with what remains generally limited to watercourses. The land is elevated and commands extensive rural views to the north over the Teviot Valley.

A site inspection was undertaken on 19 November 2019 during which time it was noted that the land is used for cattle grazing with the majority of the cattle on the eastern part of the land. It is noted that no vehicles were observed on this part of Cannon Creek Road during the 30 minute period of the site inspection. Refer Figure 2 below which show the views from the property.



Figure 2: Site Inspection Photo

The Planning Report submitted in support of the application indicates that:

*The owner of Lot 1 on RP892350 currently grazes cattle on this land. However, this allotment is severed by an existing road, Cannon Creek Road, which is increasingly being utilised in its capacity as a higher order collector road through the region. Whilst the owner appreciates that such is the function of Cannon Creek Road, it is making the cattle grazing business over the severed portions of the land virtually impossible to practice sustainably and safely.*

*This is largely because it is unsustainable to continue operating with the burden of Cannon Creek Road to the detriment of the smaller 'western lot' (Lot 1) due to the significant costs associated with building and maintaining duplicates of infrastructure for both portions of land either side of the road.*

*In light of the manner in which the rural business for this land is being dictated by the road severance, the owner is seeking to reflect that severance and create two distinct allotments, by this reconfiguration application.*

*Two separate titles, reflecting the already severed operation of the land, will allow the owner to:*

- *Improve the management of each allotment, without having to navigate across Cannon Creek Road with livestock, produce and feed; and*
- *Pursue financial support from the bank with respect to each separately titled allotment – with a view to improving the agricultural/rural pursuits over each lot, in accordance with the strategic intent for this precinct; and*
- *In the right circumstances, making it easier to enable the expansion of adjoining rural lands, via the availability of the land, legally recognised as two separately functioning lots, consequential only of the gazetted road.*

**Framework for Assessment**

Categorising Instruments for Statutory Assessment

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

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

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

**Assessment Benchmarks - *Planning Regulation 2017***

Schedule 10, Part 16, Division 1, Section 23 of the *Planning Regulation 2017* generally prohibits the creation of lots less than 100 hectares in the Regional Landscape and Rural Production Area; however the prohibition does not apply where the subdivision is an exempt subdivision. Schedule 24 provides that an exempt subdivision includes where one lot that is severed by a road that was gazetted before 2 March 2006 is divided into 2 lots and the road forms the whole of the boundary between the lots.

The proposal satisfies this requirement and so the application is not seeking the approval of prohibited development, the effect of which is that the application can be lodged with Council for assessment against all relevant Assessment Benchmarks.

The application is required by Part 4, Subdivision 2, Section 30 of the *Planning Regulation 2017* to be assessed against for following:

Categorising Instrument	Assessment Benchmarks
ShapingSEQ South East Queensland Regional Plan 2017	Regional Landscape and Rural Production Area
State Planning Policy	(Part E - Economic Growth, Environment and Heritage, and Safety and Resilience to Hazards)

ShapingSEQ South East Queensland Regional Plan 2017

The subject land is located within the Regional Landscape and Rural Production Area (RLRPA) of ShapingSEQ South East Queensland Regional Plan. (ShapingSEQ).

The Intent of the RLRPA as stated in Chapter 2 of ShapingSEQ is as follows:

*The Regional Landscape and Rural Production Area (RLRPA) is a large and important part of SEQ, surrounding the Urban Footprint and Rural Living Area. It provides important values that help sustain the region socially, culturally, economically and environmentally.*

*The intent of the RLRPA is to:*

- *protect the values of this land from encroachment by urban and rural residential development;*
- *protect natural assets and regional landscapes, and ensure their sustainable use and management; and*
- *support development and economic growth of rural communities and industries.*

*The RLRPA is to be protected from inappropriate development, particularly urban and rural residential development.*

While it is not acknowledged in the Planning Report submitted in support of the application, it is considered that the most probable outcome of the subdivision of the land is the sale of one or both of the new lots for use for rural lifestyle purposes rather than sustainable rural uses.

The relevant Sub-regional Outcome in Chapter 3 of ShapingSEQ is as follows:

*The sub-region's principal rural production lands (for horticulture, forestry and grazing) in the Lockyer Valley, Scenic Rim, Somerset and Ipswich areas support one of the nation's most important food bowls; they are extremely important for long-term food security and export opportunities. This land resource and the supporting processing infrastructure will be protected, including preventing further land fragmentation and protecting rural industries and activities from encroachment by incompatible uses.*

*Alternative rural futures will be explored to diversify and increase the productivity of rural activities, and strengthen the area's resilience to market cycles and climate change. Maintaining the productive capacity of this land resource will become increasingly important to the region in the face of climate change.*

The outcome of the proposed development would be further land fragmentation in the RLRPA which is inconsistent with the above Sub-Regional Outcome.

#### State Planning Policy

The State Interests are identified for the subject land in relation to the protection of agricultural land, biodiversity and management of bushfire hazards.

Approximately 90% of the subject land is included in the Important Agricultural Areas classification by State Planning Policy mapping. The State Planning Policy provides that:

*Agriculture and agricultural development opportunities are promoted and enhanced in important agricultural areas (IAAs).*

The fragmentation of the land into two smaller separately titled parcels, one of which is significantly below the minimum lot size in the Rural Zone, is inconsistent with the above requirement of the State Planning Policy which requires that agricultural development opportunities are promoted and enhanced in important agricultural areas.

State Planning Policy mapping indicates that the subject land includes several areas where regulated vegetation intersects with watercourses. The State Planning Policy provides that:

*Natural assets in the RLRPA, including natural economic resources, need protecting and managing to ensure they are used sustainably to improve their capacity to provide ecosystem services, to increase the region's resilience, and to support the region's population.*

The above requirement would not be expected to be compromised by the proposed subdivision.

State Planning Policy mapping also indicates that a small area in the southern part of the subject land is classified as a Potential Impact Buffer for bushfire hazard. The proposed subdivision of one lot into two lots is not inconsistent with the requirements of the State Planning Policy in respect of protection from bushfire hazard. Any dwellings constructed on the land would require a separate approval allowing assessment of bushfire hazard.

### Assessment Benchmarks - Boonah Shire Planning Scheme

The applicable planning scheme for the application is *Boonah Shire Planning Scheme 2006*. The following sections relate to the provisions of the Planning Scheme.

Planning Scheme:	<i>Boonah Shire Planning Scheme 2006</i>
Zone:	Rural Zone - Precinct 4
Consistent/Inconsistent Use:	Not Applicable
Assessment Benchmarks:	Rural Zone Code Reconfiguring a Lot Code Bushfire Hazard Overlay Code

### Strategic Framework

The relevant elements of the Strategic Framework are as follows:

- (ii) *Fundamental to this rural character is the recognition and maintenance of the agricultural industries and rural base of the Shire and the protection of the ongoing operation of these industries.*
- (ix) *Rural and scenic landscapes, water and extractive resources are identified, maintained and preserved to ensure that their environmental and economic potential is managed in a sustainable manner.*

The fragmentation of the land into two smaller separately titled parcels, one of which is significantly below the minimum lot size in the Rural Zone, is inconsistent with the above benchmarks. It is considered that the proposal will not contribute toward the maintenance of the land for agricultural purposes and protect the ongoing use of the land for this purpose.

### Desired Environmental Outcomes

The relevant Desired Environmental Outcomes are as follows:

- 1) *The rural character of the Shire is maintained and the agricultural industries of the Shire are supported in their ongoing operation as an important part of this character.*
- 10) *The ongoing operation of the Shire's agricultural industries is protected and promoted.*
- 15) *The Shire's natural economic resources are utilised in a manner that ensures their ecological and economic values are managed to meet the needs of the present community and future generations.*

The fragmentation of the land will not contribute to the maintenance of rural character by supporting the ongoing use of the land for grazing purposes into the future. The proposal is inconsistent with the above three Desired Environmental Outcomes.

Rural Zone Code*Overall Outcomes*

The relevant Overall Outcomes are as follows:

- (a) Good quality, viable and productive agricultural and grazing land is protected from further fragmentation and the intrusion of incompatible uses, for the purpose of primary industry and rural pursuits in accordance with land type and land use suitability.*
- (b) Existing rural activities are protected from encroachment by incompatible uses.*
- (c) Development maintains or enhances the rural amenity, character, environmental and scenic landscape values of rural areas. The scenic beauty and attraction of the Shire relies on the preservation of the rural character.*

The proposed subdivision is inconsistent with Overall Outcomes (a), (b) and (c) in that it will further fragment grazing land and is likely to result in the intrusion of potentially incompatible uses in the form of rural lifestyle development, which can impact on other rural uses and diminish the significant scenic landscape value of the land.

Reconfiguring of a Lot Code*Overall Outcomes*

The relevant Overall Outcomes are as follows:

- (a) Allotment design and size is suited to its intended use.*
- (d) Subdivision of land in the rural zone encourages consolidation and realignment of boundaries to better reflect environmental land values, land quality, and accessibility, particularly on good quality agricultural land.*
- (e) Maintenance of the productive capacity of valuable agricultural and other rural land.*

The proposed development is contrary to the outcome sought by (a) in that it will create lots that are smaller than those required for the intended use, which the application material indicates will be grazing. The proposed new 14.0682ha lot and to a lesser extent, the 48.1163ha lot are both smaller than those required for grazing enterprise.

In seeking to subdivide the land, the proposal is inconsistent with Overall Outcome (d) as it does not constitute consolidation or realignment of boundaries. With respect to Overall Outcome (e) the fragmentation of the lot into two smaller lots is not consistent with an outcome of maintaining the productive capacity of the land.

*Specific Outcomes*

Specific Outcome SO11, which applies specifically to the Rural Zone, is relevant to the assessment of the application and is as follows:

*Lots must be of an appropriate size and configuration to:*

- (i) sustain the utility and productive capacity of the land for rural purposes;*
- (ii) reduce potential for impacts on the natural environment by facilitating opportunities for the implementation of improved land management practices;*

The subdivision of the land into two lots, one of which at 14.0682ha is significantly below the minimum lot size in the Rural Zone which is 40 hectares. This is inconsistent with the above in that it does not ensure lots are of an appropriate size to sustain the utility and productive capacity of the land for rural purposes and will reduce the potential for improved land management practices.

### STATEMENT OF REASONS

An assessment of the application has been undertaken against the relevant assessment benchmarks as prescribed under the *Planning Regulation 2017*. Through the assessment process, the application is considered to conflict with multiple provisions of the Planning Scheme as follows:

**Strategic Framework** - Broad Strategies (ii) and (ix);

**Desired Environmental Outcomes** 1, 10 and 15;

**Rural Zone Code** - Overall Outcomes (a), (b) and (c); and

**Reconfiguring a Lot Code** - Overall Outcomes (a), (d) and (e) and Specific Outcome SO11.

In addition the proposed development is considered to be inconsistent with the Intent for the Regional Landscape and Rural Production Area as provided in ShapingSEQ South East Queensland Regional Plan and the requirement of the State Planning Policy that agriculture and agricultural development opportunities are promoted and enhanced in important agricultural areas.

The abovementioned conflicts were unable to be resolved and could not be reasonably conditioned to comply. As such, the proposed development was refused.

### Public Notification

The applicant has submitted written advice stating public notification of the proposal has been completed in accordance with requirements of the *Planning Act 2016*.

Notification period: 3/10/2019 - 25/10/2019

Notification sign placed on premises: 2/10/2019

Notification to adjoining owners: 2/10/2019

Notification in locally circulating print media: 2/10/2019

The application was publicly notified for 15 days in accordance with the requirements of the *Planning Act 2016*. No submissions were received.

### Budget / Financial Implications

Not Applicable.

### Strategic Implications

#### *Operational Plan*

Theme: 4. Relaxed Living and Rural Lifestyle

Key Area of Focus: 4.1.1 Maintain a clear and comprehensive planning vision for the region

*Legal / Statutory Implications*

Legal and statutory implications will be managed in line with Council's Risk Management framework and a separate report submitted if required.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- SR43 - Inadequate or ineffective infrastructure planning and maintenance resulting in failure of infrastructure and associated risks to public and staff safety and subsequent potential financial implications
- SR50 - Failure to manage Environmental Sustainability (including climate change) through inappropriate and/or inadequate planning and operational considerations of impacts to the Natural Environment.
- SR59 - Non-compliance with legislation and/or procurement policies and procedures resulting in successful claim against Council beyond limit insured for.

Risk Assessment

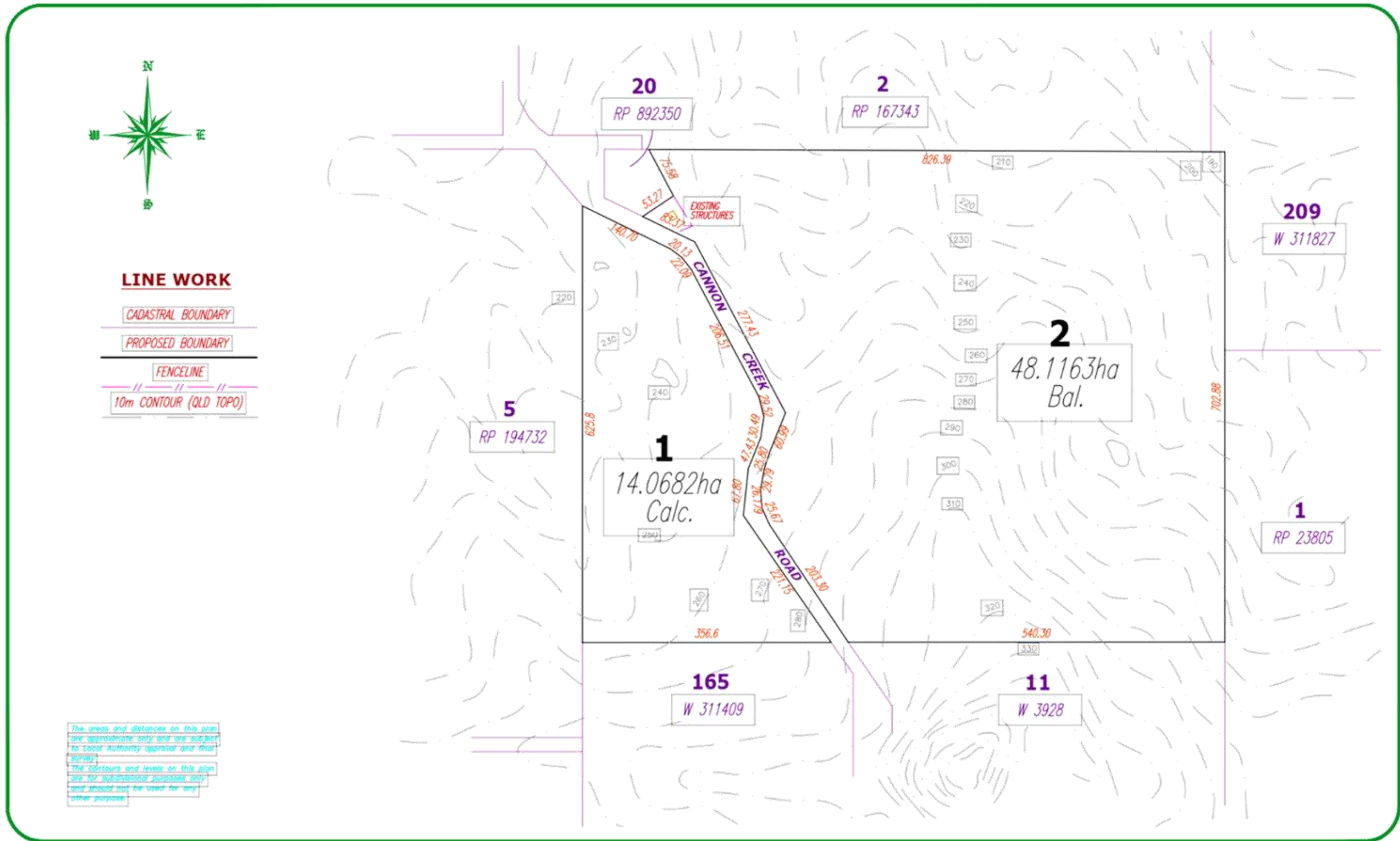
<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Environmental  Impacts on environment as a result of development activity	Moderate	Unlikely	Medium	Environmental impacts considered and documented during assessment	Low
Legal Compliance and Liability  Failure to ensure application is assessed in accordance with IDAS process	Minor	Possible	Medium	Documented assessment process	Low
Legal Compliance and Liability  Opportunity for applicant or third party appeal against Council decision	Minor	Possible	Medium	Ensure reasonable and relevant test applicable to assessment processes Model Litigant processes followed in court cases Minimise opportunities for appeals	Low
Reputation  Negative perception from community or development proponents	Minor	Unlikely	Low	Transparent reporting of assessment Communications	Low

**Consultation**

Not applicable.

**Conclusion**

The proposed development does not comply with the requirements of the Planning Scheme and significant issues cannot be addressed by reasonable and relevant conditions. The application is therefore recommended for refusal.



Level Datum:	A.H.D. vide QLD Topo
Bench Mark Location:	
Adopted Level:	
Contour Interval:	10.0m AHD
© A3 SHEET AT SCALE	

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DWG. TITLE  
**Proposed Reconfiguration by Road Severance**  
Over  
Lot 1 on RP892350 being,  
Lot 1 Cannon Creek Road,  
Milford

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PROJECT  
Grandview Droughtmaster Superannuation Fund

REF NO. **13929** DWG. NO. **P04-01a** Rev.

Document Set ID: 10717299  
Version: 1 Version Date: 19/08/2019



**11.9 Update - Groundwater Supply on Tamborine Mountain**

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Manager Planning and Development

**Attachments:**

1. Media Statement regarding Section 166 of the Planning Act [↓](#)

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**Executive Summary**

Concerns have been raised by residents of Tamborine Mountain, as to the availability of supplementary groundwater supplies in the current climatic conditions.

Apart from advocating to the Queensland Government on behalf of residents, it's important to note that Scenic Rim Regional Council is not the water supply authority in the region. Seqwater and Urban Utilities provide the water arrangements for the small number of reticulated areas in our region. However across more than 97% of Scenic Rim, residents and businesses (including education facilities) are responsible for their own water supply arrangements, including resupply in periods of sustained dry weather.

Commercial water carriers who service Tamborine Mountain have access to potable water from a number of water supply authorities (including Urban Utilities, Gold Coast Water and Logan Water). The recent commencement of groundwater extraction sites seeking to use s166 of the Planning Act, did not meet the test of being an emergency, and were required to cease operation.

Council's ongoing conversations confirm there is potable water available, however we continue to work with surrounding water providers such as Urban Utilities, Logan Water and Gold Coast Water to ensure they have capacity to back up the resupply options for our communities.

Council cannot lawfully restrict water extraction beyond that which has been conditioned in the original development approval. While Council does not have jurisdiction over the harvesting of water as a natural resource, this being a matter for the Queensland Government, Council has initiated:

1. and co-funded, a three-year university study into groundwater to provide scientific data to help guide future decision making, and
2. requests to the Department of Natural Resources, Mines and Energy to consider regulation of groundwater on Tamborine Mountain.

Both matters will continued to be monitored and be reviewed should the situation change.

**Recommendation**

That Council note the updated information concerning the supply of drinking water on Tamborine Mountain.

**Previous Council Considerations / Resolutions**

Not Applicable.

## Report / Background

Tamborine Mountain is not within a water reticulation area, and like most parts of the Region, relies on the delivery of tankered water to supplement household supplies. The current dry weather has put pressure on local suppliers.

The Tamborine Mountain community is currently expressing concern relating to the availability and supply of water for household use. Concerns can be broadly grouped as follows:

1. The availability of groundwater sources to provide sufficient water during the current dry period.
2. Groundwater being removed from the mountain for use as bottled water.

## Availability of Groundwater Sources

Currently Tamborine Mountain has a number of bores providing water to carriers for delivery to households and businesses. Water is also able to be sourced and delivered from off the Mountain. Council recently received notice from two locations on Tamborine Mountain advising they were providing water under emergency provisions of the Planning Act.

Section 166 of the *Planning Act 2016* (the Act) provides an exemption from the development offences provisions of the Act for works, development or a use that is carried out because an emergency endangers, among other things a person's life or health. It provides a legal mechanism for a person to avoid committing a development offence, by carrying out works, development or use without development approval or in contravention of the conditions of a development approval, because an emergency makes it necessary to carry out the works, development or use. The price of water is not a relevant in the matter of determining an emergency.

Subsection 166(4) requires, that in order to benefit from the exemption under Section 166, the person carrying out the works, development or use must give notice to the enforcement authority as soon as reasonably practicable after starting the activity. In the event the enforcement authority does not agree that there is an emergency, it may give an Enforcement Notice under subsection 166(5) that requires the activity to stop.

On 8 December 2019 Council received a notice under Subsection 166(4) for the supply of groundwater to water carriers from a property at Tamborine Mountain. After consideration of whether there was emergency that endangers a person's life or health, an Enforcement Notice was issued on 18 December 2019. A second notice was received on 18 December 2019 for another property at Tamborine Mountain and an Enforcement Notice was issued on 19 December 2019.

In determining whether an emergency existed, regard was had to the requirements of Section 166 of the Act, in particular whether there was an imminent and definite threat requiring immediate action to ensure a person's life or health is not endangered. Given that commercial water carriers who service Tamborine Mountain have access to potable water from other water supply authorities (including Urban Utilities, Gold Coast Water and Logan Water), the activity did not meet the test of being an emergency.

Council will continue to monitor the water supply situation and liaise with the water utilities and the broader water carrier industry to verify status of resupply availability from the full range of legitimate sources.

On 20 December 2019, Council issued a Media Statement, **refer Attachment 1**, regarding Section 166 of the Planning Act that provided clarification and context to the recent community queries on the two declarations made under Section 166.

## Community Responses

In response to concerns about commercial groundwater extraction at Mount Tamborine and the decision to issue the Enforcement Notices on 18 and 19 December 2019, a number of residents submitted online requests to Council to express their concern. A total of 23 online requests were received between 19 and 23 December 2019, of which 20 related to the Enforcement Notices and three related to commercial groundwater extraction generally. Responses to these requests were provided on 23 December 2019 outlining the reasons for issuing the Enforcement Notices.

## **Groundwater Being Removed from Tamborine Mountain**

### Lawful Operation of Groundwater Extraction Sites

Three of the groundwater extraction sites on Tamborine Mountain were approved in 2004. This was prior to the specific provisions which were later incorporated into the 2008 Beaudesert Shire Planning Scheme. Each development was approved subject to a range of conditions considered appropriate at the time.

Concerns have been raised as to the amount of water being removed off the mountain from existing approved sites for uses such as bottled water. Approved sites are permitted to extract water to a maximum limit set in their conditions of development approval. These limits are in place for amenity reasons, ensuring vehicle noise and movements do not have an unreasonable impact on the community. As with any development approval, Council cannot lawfully amend the conditions of approval once they are set.

Concerns have been raised publicly that one approved site was acting outside of the relevant development approval, and water was being diverted for bottling instead of local supply. It is not appropriate to comment in detail on this matter, however, the concern has been reviewed at length. A view has been formed, supported by recent Court decisions, that the development is not in breach of its development approval conditions issued in 2004. Neither has any change to the original conditions been sought by or approved for this development.

### Allegations that Incorrect Information Has Caused Detriment

Council is aware that there has been information circulating in the Tamborine Mountain community that information provided by Council in respect of a property with development approval for groundwater extraction has disadvantaged the community. The specific allegation relates to information provided by Council in a Planning and Development Certificate requested in connection with the purchase of a property. The matter has been thoroughly investigated and it has been confirmed that the information provided in the Planning and Development Certificate was both accurate and in accordance with the requirements of the relevant Queensland legislation.

## **Regulation of Groundwater Harvesting**

Council does not have jurisdiction over the harvesting of water as a natural resource, nor extraction volumes, this being a matter for the Queensland Government. At this stage, the aquifers are not well understood or managed. Council has expressed concern to Queensland Government regarding the sustainability of ongoing high volume commercial groundwater extraction without the necessary regulation.

Council will continue to liaise with the Department of Natural Resources Mines and Energy about the future management of the Tamborine Mountain aquifers with a focus on long-term sustainability.

Whether or not there is a causal link between commercial ground water extraction and the stress on aquifers, natural features, and reduced performance of other domestic bores remains unresolved. However, a three-year university study into groundwater initiated and co-funded by Council, will provide scientific data to help guide future decision making.

**Budget / Financial Implications**

Not Applicable.

**Strategic Implications**

*Operational Plan*

Theme: 5. Vibrant Towns and Villages

Key Area of Focus: 4.1.1 Maintain a clear and comprehensive planning vision for the region

*Legal / Statutory Implications*

Council is responsible to ensure development complies with the various statutory planning instruments and development approval conditions.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR51 Ineffective, inaccurate and/or inappropriate communication and relationship/stakeholder management impacting Council's ability to fulfil its strategic objectives.

SR53 Inadequate sustainable economic growth plans in place to appropriately maximise opportunities, resulting in increased pressures on Council and State infrastructure and social environmental cohesiveness.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Legal Compliance and Liability  Council is obligated to ensure development operates within applicable laws	Moderate	Possible	Low	Ensure compliance with conditions of approval	Low

**Consultation**

While groundwater supplies may be under stress, there is not an emergency situation on Tamborine Mountain as access to water continues to be available. Council continues to monitor this situation and the operation of groundwater extraction sites to ensure they operate within the terms of their development approval.

**Conclusion**

The supply of potable water on Tamborine Mountain for domestic purposes requires close monitoring while the current dry period continues, and a longer term sustainable solution based on quantifiable data.

As our region continues to experience the hot and dry conditions associated with drought, Council recognises that water supply is an ongoing and serious issue for our residents and businesses in our communities.

Council is very sympathetic to the current situation in Tamborine Mountain and for some time have expressed concerns to the Queensland Government to consider the sustainability of ongoing high volume commercial water extraction from Tamborine Mountain.



## STATEMENT REGARDING SECTION 166 OF THE PLANNING ACT

**Scenic Rim Regional Council shares the Tamborine Mountain community's concern to ensure we do all that is possible to protect the Tamborine Mountain aquifer from unnecessary impacts.**

During previous community consultation for the Scenic Rim Regional Council Draft Planning Scheme the community were very strong in their opposition to any additional water extraction because the health of the aquifer was of utmost importance to them.

Establishing new bulk water supply tanks and pumping facilities for local supply, without any development approval, is a breach of the *Planning Act*. Council understands in one recent instance a new bore has been sunk supposedly for this purpose.

Scenic Rim Regional Council is aware of two businesses on Tamborine Mountain, which had sought to rely on Section 166 of the *Planning Act* to provide groundwater to water carriers without the necessary development approval. Both businesses said they were using these powers to undertake an activity they considered to be *necessary* because of an emergency.

The activity of extracting water without the appropriate authority is only deemed *necessary* under Section 166 of the *Planning Act* if there is an imminent and definite threat requiring immediate action to ensure a person's life or health is not endangered.

Commercial water carriers who service Tamborine Mountain still have ready access to potable water from neighbouring water supply authorities (including Urban Utilities, Gold Coast Water and Logan Water). Therefore under Section 166 of the *Planning Act* extracting water without the appropriate authority is not deemed *necessary* given there are other water supply options available to ensure a person's life or health is not endangered. Council will continue to proactively monitor the situation to assess if the thresholds for the Section 166 application are triggered.

With more than 97% of Scenic Rim Regional Council's geographic region relying on bore and tank water, Council recognises water supply is a serious issue for residents and businesses in our communities as a result of the drought. Council strongly urges communities to prepare and plan ahead by booking bulk water delivery with enough lead time to meet their needs.

Council will continue to liaise with the water utilities and the broader water carrier industry to verify status of resupply availability from the full range of legitimate sources. Council will continue to liaise with the Department of Natural Resources Mines and Energy about the future management of the Tamborine Mountain aquifers with a focus on long-term sustainability.

**Published:** 20 December 2019

## Asset & Environmental Sustainability

### 11.10 Proposed Donation of Land Identified as Lot 176 on RP177156, 40-44 Etruscan Road, Kooralbyn

**Executive Officer:** General Manager Asset and Environmental Sustainability

**Item Author:** Manager Maintenance and Operations

**Attachments:**

1. Locality Plan [↓](#)
2. Site Photographs [↓](#)

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### Executive Summary

Kooralbyn Developments Pty Ltd has offered to donate to Council a parcel of land identified as 40-44 Etruscan Road, more particularly Lot 176 on RP177156. Further to an internal review by Council stakeholders, the property has been deemed to have no current or future environmental, recreational or operational benefit to Council.

### Recommendation

That Council not accept ownership of Lot 176 on RP177156 and that Kooralbyn Developments Pty Ltd be advised accordingly.

### Previous Council Considerations / Resolutions

Not applicable.

### Report / Background

Council received correspondence from Kooralbyn Developments Pty Ltd (Kooralbyn Developments), on 11 September 2019. Kooralbyn Developments has offered to donate to Council 40-44 Etruscan Road, Kooralbyn, more particularly described as Lot 176 on RP177156 (refer Attachment 1).

The property is a linear, narrow strip of land with limited access options. The property appears to have been originally designed to act as a buffer between Cannon Creek and the adjoining light industrial properties. Of note, one of the adjoining land parcels is the Kooralbyn waste water treatment plant.

The ownership of the property by Kooralbyn Developments is most likely a legacy issue, dating back to the original development of Kooralbyn by the Kooralbyn Resort (the Resort). Typically, parks and reserves remained in the ownership of the Resort. In the intervening years, the various owners of the Resort have sold off the surrounding land parcels including those zoned as open space.

The contour of the property is a moderate to steep slope moving upwards from Cannon Creek. There is potential for erosion to occur during heavy rainfall events (refer Attachment 2).

The tree canopy comprises native species. The understory is heavily overgrown with environmental weeds identified. The Routley Drive flying fox roost also extends into the property.

Both the Parks, Gardens and Cemeteries and the Environmental Policy and Services Business Units were consulted on the viability of Council accepting the property.

Both Business Units expressed reticence to a transfer of the property into their operational area. Their concerns included:

- With limited access available to the property, the management and maintenance of the property would be difficult;
- There would be an initial capital cost and then ongoing operational costs relating to weed management and the general maintenance of the property; and
- A risk (and cost), exists to Council if an erosion issue were to require rectification.

It was also noted that the property does not lend itself to recreational activities (for example a walking track). Similarly, the property is not considered to be of environmental significance.

### **Budget / Financial Implications**

Initial capital cost to treat environmental weeds and clean up the property. Ongoing operational costs to maintain the property.

### **Strategic Implications**

#### *Operational Plan*

Theme: 1. Spectacular Scenery and Healthy Environment

Key Area of Focus: 5.1.1 Provide vibrant and dynamic parks, open spaces and community infrastructure

#### *Legal / Statutory Implications*

Not applicable.

### **Risks**

#### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- SR43 Inadequate or ineffective planning, delivery and maintenance of infrastructure resulting in risk to public and staff safety and potential financial implications.
- SR50 Failure to manage Environmental Sustainability (including climate change) through inappropriate and/or inadequate planning and operational considerations of impacts to the natural environment.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
<p>Infrastructure &amp; Assets</p> <p>Adverse risk to the community due to inadequate or ineffective infrastructure planning and maintenance resulting in the failure of infrastructure and associated risks to public and staff safety and subsequent financial implications</p>	Major	Possible	High	Early identification of land for future recreation (formal and informal) purposes and also land of regional environmental significance	High
<p>Environmental</p> <p>Adverse risk to the community due to a failure to manage Environmental Sustainability through inappropriate and/or inadequate planning and operational considerations of impacts to the Natural Environment</p>	Major	Likely	High	Biodiversity strategy; environmental management plans; natural asset planning	Medium

**Consultation**

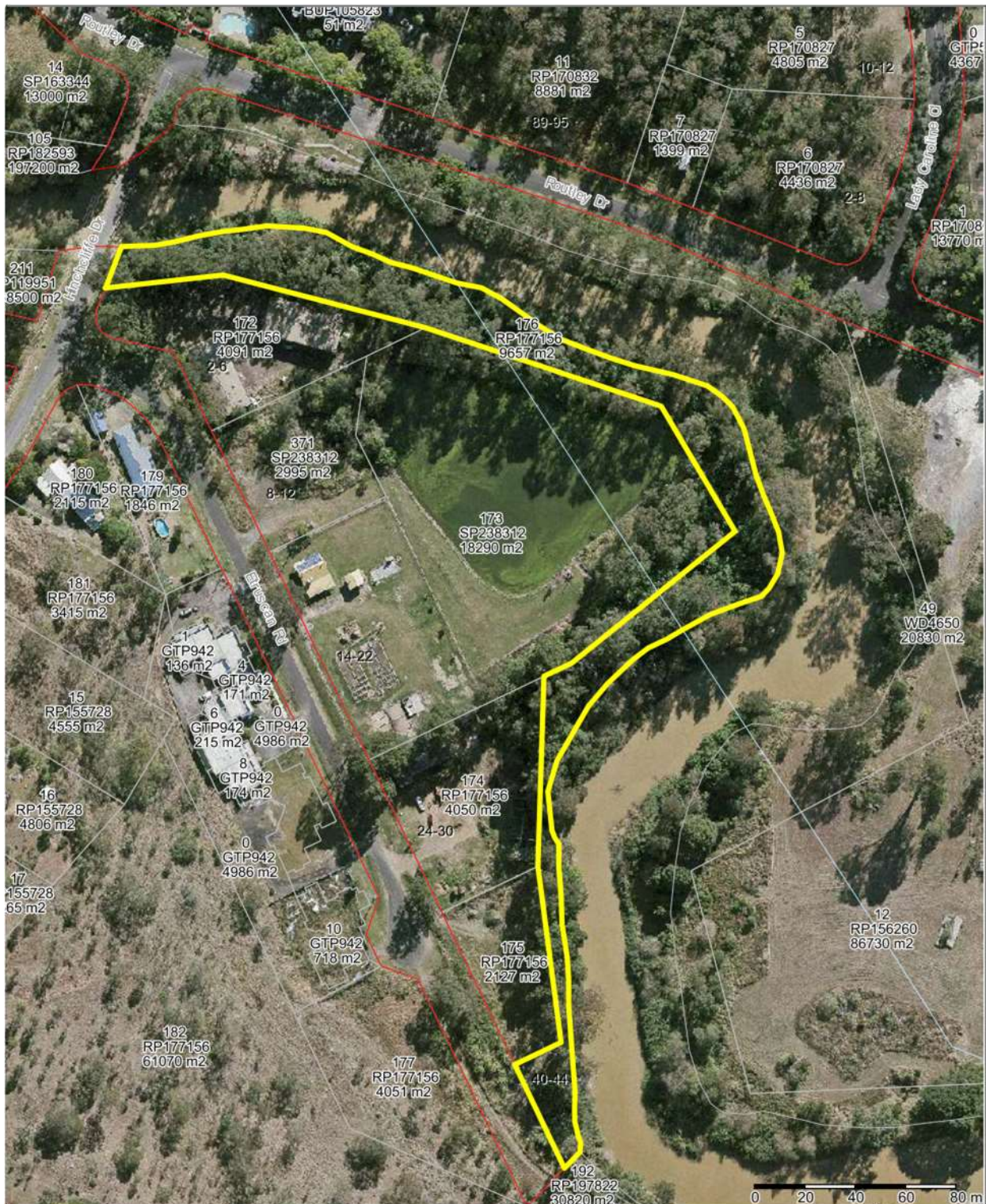
Planning; Parks, Gardens and Cemeteries; and Environmental Policy and Services were consulted in relation to the potential benefits or otherwise of Council accepting the donation of this parcel of land.



**Conclusion**

An internal review by relevant Council stakeholders has determined Lot 176 on RP177156 holds no recreational or environmental benefits to Council.

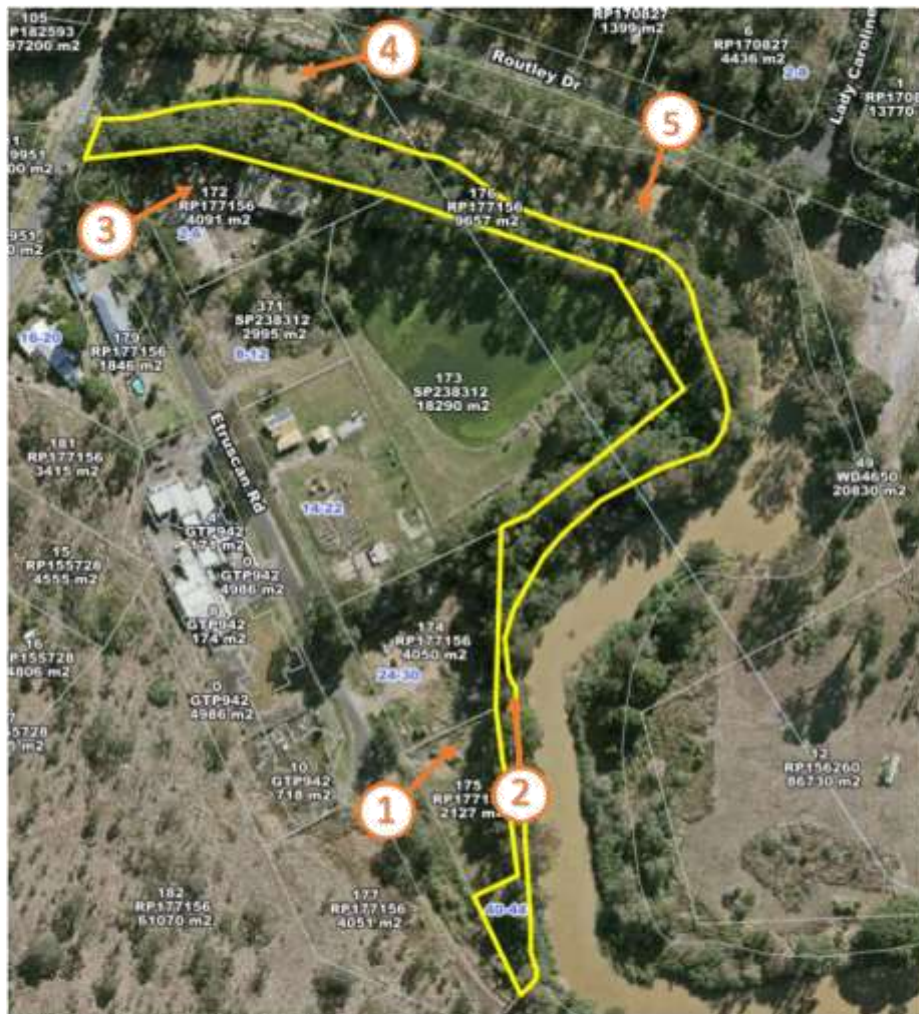
If transferred to Council, the property would require an initial clearing and weed treatment with ongoing operational costs associated with maintenance and upkeep. A risk also exists around erosion control. Council would become responsible for any rectification works.

In consideration of the above concerns and identified risks to Council, it is recommended that Council does not agree to the transfer of the property into Council ownership.



	<p>Based on Data provided with the permission of the Department of Natural Resources and Mines: Cadastral Data (2016).                  While every care is taken to ensure the accuracy of this data, Scenic Rim Regional Council, the Department of Natural Resources and Mines and Electoral Commission Queensland makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which might be incurred as a result of the data being inaccurate or incomplete in any way. ©2016 Scenic Rim Regional Council</p>	<p>40-44 Etruscan Road                  KOORALBYN                  Lot 176 on RP177156</p>	
<p>25/09/2019                  1:2000</p>			

Photos of 40-44 Etruscan Road, Kooralbyn (Lot 176 on RP177156)



Aerial map showing photo locations



**Photo 1: View from Etruscan Road towards Lot 176 on RP177156**



**Photo 2: View north along Lot 176 on RP177156**



**Photo 3: View across 2-6 Etruscan Road towards Lot 176 on RP177156**



**Photo 4: View south west along Cannon Creek to Lot 176 on RP177156**



**Photo 5: View south across Cannon Creek to Lot 176 on RP177156**

**11.11 Request to Transfer Queensland Fire and Emergency Services Rathdowney Asset to Council**

**Executive Officer:** General Manager Asset and Environmental Sustainability

**Item Author:** Manager Maintenance and Operations

**Attachments:**

1. QFES Rathdowney - Site Map [↓](#)
2. QFES Rathdowney - Locality Map [↓](#)
3. QFES Rathdowney - Building [↓](#)

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**Executive Summary**

Queensland Fire and Emergency Services has issued correspondence to Council advising it will be vacating the existing building located within Lot 2 SP238041, known as the Rathdowney Memorial Grounds and requesting whether Council would like to take control of this asset.

**Recommendation**

That Council accept the Queensland Fire and Emergency Services building, located within Lot 2 on SP238041, into Council's asset register.

**Previous Council Considerations / Resolutions**

Not applicable.

**Report / Background**

Council is in receipt of correspondence from Queensland Fire and Emergency Services (QFES) and the Public Safety and Business Agency (PSBA), advising that QFES will be vacating the existing premise located on Lot 2 SP238041 (refer Attachments 1 and 2), due to the opening of the new QFES facility within Rathdowney. The new QFES facility is nearing completion.

An onsite meeting was held on 15 November 2019, attended by Council's Acting Facilities Coordinator and QFES representative Inspector, Manager Operations Business Management, to inspect the facility.

The Acting Facilities Coordinator reported that the building is in good condition and would be worthwhile acquiring from QFES once it is vacated. The building is approximately 12 metres deep, six metres wide and four metres high. The building has a fully concreted floor with concrete driveway, toilet, shower, kitchenette, small air conditioner unit, automatic roller door opener, personal access door with combination lock, lighting and power throughout, phone connected, fire hydrant at the front of the building. The wall sheeting, roof cladding, gutters, down pipes and plumbing are in good condition.

There are several items that may require attention including the timber property pole will likely need to be replaced in the near future. The fibro material used for toilet and shower cubicles may contain asbestos and will require testing and adding to asbestos register if necessary. The power point and mounting post at the effluent tank require replacing, and some general tidying up of electrical work is required. Further, the switchboard could be replaced. An early cost estimate to complete these tasks is in the vicinity of \$5,000.

A building of this quality (refer Attachment 2) would cost in excess of \$50,000 to construct plus an additional \$20,000 for sewer, plumbing and power infrastructure and connections.

QFES has agreed to remove all contents and furnishings and leave the premises vacant if this is agreeable to Council. Council may have to request the removal of the siren and aerial mast from the roof as well, to ensure Council does not have to manage these in the future.

The building could possibly be rented out, for the use of community group given its location within the Rathdowney memorial grounds.

**Budget / Financial Implications**

An increase in the operational and maintenance budget will be required to manage this building. Additional recurring budget of \$5,000 will be required within the 2020-2021 budget. Initial estimate of depreciation implication given the style and type of structure is anticipated to be of the range of \$1,000 to \$2,000.

**Strategic Implications**

*Operational Plan*

Theme: 6. Accessible and Serviced Regions

Key Area of Focus: 6.1.1 Align Council's buildings and facilities with current and predicted service level requirements

*Legal / Statutory Implications*

Not applicable.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR43 Inadequate or ineffective planning, delivery and maintenance of infrastructure resulting in risk to public and staff safety and potential financial implications.

Risk Assessment

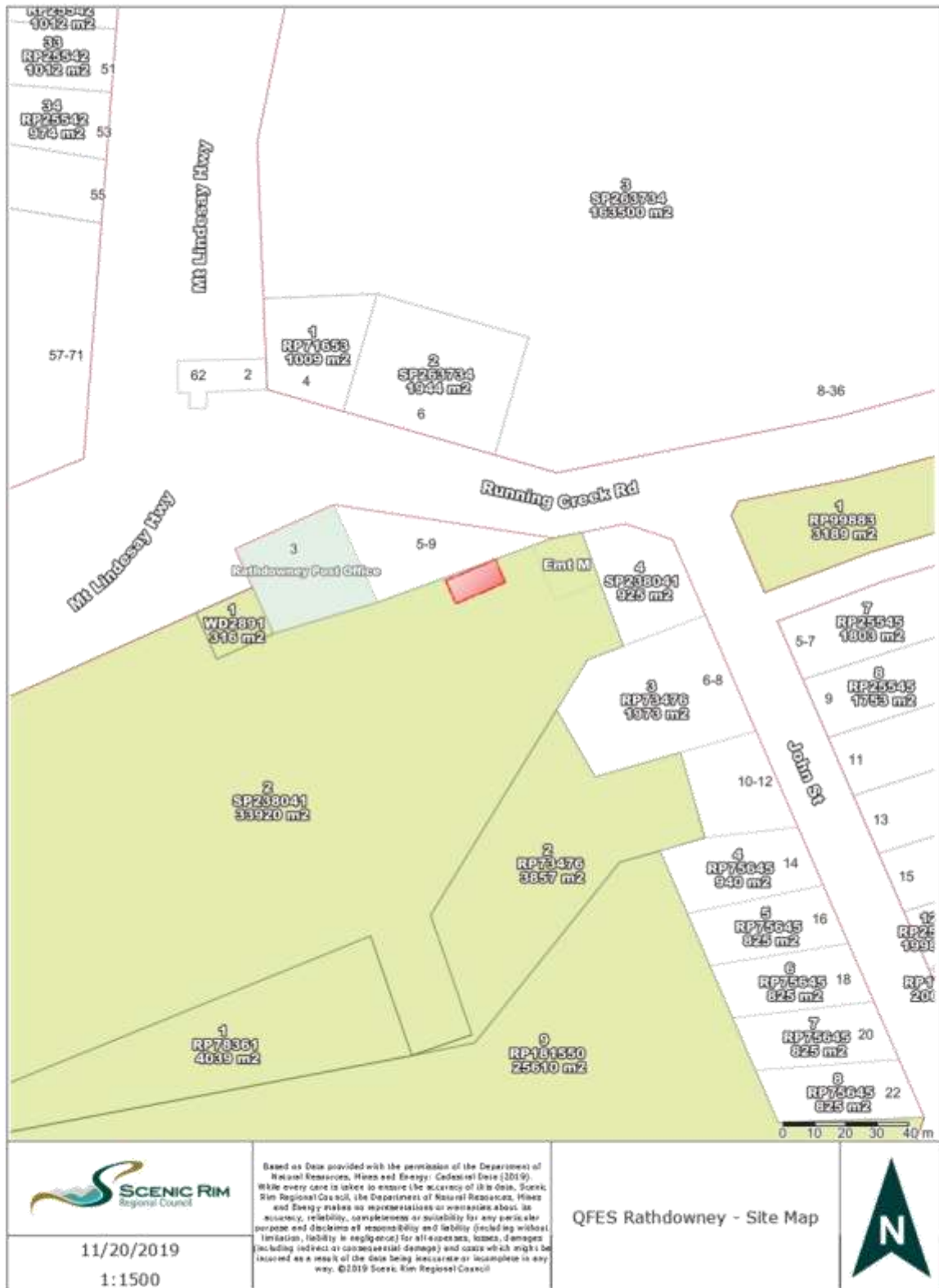
<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Infrastructure & Assets  Adverse impacts to the community due to Council's ineffective planning, delivery and maintenance of infrastructure resulting in risk to public and staff safety and potential financial implications.	Major	Likely	High	Asset Management framework (plans, policies, procedures);	Medium

**Consultation**

QFES and PSBA have been consulted regarding the transfer of this asset. Onsite inspection of the facility has occurred, attended by the Acting Coordinator Facilities and Inspector, Manager Operations Business Management.

**Conclusion**

Council has received a request to accept the QFES building located within Rathdowney Memorial Grounds. The building is in good condition and would be a worthwhile addition to Council's asset register. The building could then be repurposed for use by existing activities within the Rathdowney Memorial Grounds.



11/20/2019  
1:1500

Based on Data provided with the permission of the Department of Natural Resources, Mines and Energy: Cadastral Data (2019). While every care is taken to ensure the accuracy of this data, Scenic Rim Regional Council, the Department of Natural Resources, Mines and Energy makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and declines all responsibility and liability (including without limitation, liability in negligence) for all expenses, losses, damages including indirect or consequential damage) and costs which might be incurred as a result of the data being inaccurate or incomplete in any way. ©2019 Scenic Rim Regional Council

QFES Rathdowney - Site Map







## Council Sustainability

### 11.12 Kyogle Lions Club Inc Donation for Maintenance of Running Creek Road (Lions Road)

**Executive Officer:** General Manager Council Sustainability

**Item Author:** Coordinator Financial Management

**Attachments:**

1. Kyogle Lions Club Inc correspondence dated 27 November 2019 [↓](#)

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### Executive Summary

Council has received a donation in the amount of \$10,000 from the Kyogle Lions Club Inc towards the maintenance costs of Running Creek Road (Lions Road).

### Recommendation

That Council acknowledge the \$10,000 donation from the Kyogle Lions Club Inc and arranges for a letter of thanks to be provided.

### Previous Council Considerations / Resolutions

Not Applicable.

### Report / Background

Historically, Council has received donations from the Kyogle Lions Club Inc towards the maintenance and upgrade of Running Creek Road (Lions Road). In 2002 a donation of \$20,000 was received as a contribution towards the sealing of the road and in 2013 a further donation of \$5,000 was received to contribute towards general maintenance costs.

This latest donation of \$10,000 has been received as a further contribution to the general maintenance of the road. Donations are collected by the Kyogle Lions Club Inc from a donation point located at the border.

### Budget / Financial Implications

The donation of \$10,000 has been allocated to contributions received and shall be used to fund further road maintenance.

### Strategic Implications

#### *Operational Plan*

Theme: 6. Accessible and Serviced Regions

Key Area of Focus: 6.1.3 Ensure accessibility of Council-controlled infrastructure networks, while enhancing resilience

*Legal / Statutory Implications*

Not Applicable.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR51 Ineffective, inaccurate and/or inappropriate communication and relationship/stakeholder management impacting Council's ability to fulfil its strategic objectives.

Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Reputation  Community engagement is lacking, inadequate or there is miscommunication resulting increased resource demands (ie. enquiries), re-work, financial or reputational implications	Moderate	Possible	Medium	Communication at an appropriate level and recorded stakeholder feedback.	Medium

**Consultation**

General Manager Council Sustainability consulted with Kyogle Lions Club Inc President, Mr Neville Moon to gain better understanding of the donation - given the fact that Running Creek Road is a State Controlled Road

Council is engaged by Department Transport and Main Roads to deliver a Roads Maintenance Performance Contract on Running Creek Road. Confirmation was provided by Mr Moon that the Lions Club were aware of the fact and that their intent of the donation was still intact. They provide a similar donation to the Kyogle Council for their "maintenance" of Lions Road in New South Wales.

**Conclusion**

Council acknowledge and accept the donation of \$10,000 from the Kyogle Lions Club Inc as a contribution towards the maintenance expenses of Running Creek Road (Lions Road).

President *Francis O'Reilly*

Secretary *Neville Moon*



27<sup>th</sup> November 2019

Att. Oliver Pring  
 Scenic Rim Regional Council  
 PO Box 25  
 Beaudesert, QLD 4285

Dear Mr. Pring

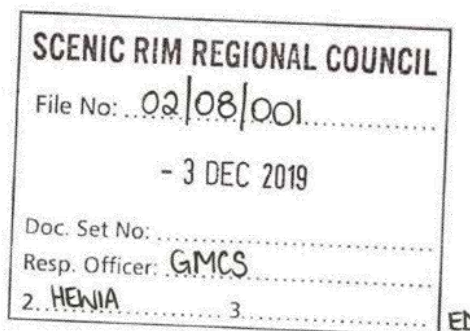
At our last dinner meeting we were discussing potential projects for Lions Road. During the discussion several members mentioned they had noticed the recent improvements and maintenance on Lions Road, carried out by your Council. It was also noted that some time had passed since our last contribution towards Lions Road in Queensland.

You may be aware that a donation point is located at the border. Over time these donations accumulate nicely. As the donations are made by motorists using the Lions Road, we expend all money collected at the donation point, on Lions Road.

We understand the (mind boggling) costs involved in maintaining roads and that as a single service club we do not have that capability. Please accept the attached cheque for \$10000, towards the excellent work you have already completed on Lions Road. And to encourage you to continue doing so.

Kind Regards

*Neville Moon*  
 Neville Moon  
 Secretary – Lions Club of Kyogle



**11.13 Council Monthly Financial Report for December 2019**

**Executive Officer:** General Manager Council Sustainability

**Item Author:** Coordinator Financial Management

**Attachments:**

1. Monthly Financial Report December 2019 [↓](#)

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**Executive Summary**

This report seeks Council's endorsement of the monthly financial report for December 2019.

**Recommendation**

That Council endorse the Monthly Financial Report for December 2019.

**Previous Council Considerations / Resolutions**

Financial reports are presented to Council on a monthly basis.

**Report / Background**

The Council monthly financial report provides information on Council's actual to budget performance. The graphical representation of key performance indicators provides key summary financial information.

**Budget / Financial Implications**

The indicator for Net Operating Surplus/(Deficit) is ahead of budgeted expectations by > 10%.

The indicator for Operating Income is within 10% of budgeted expectations.

The indicator for Operating Expenses is within 10% of budgeted expectations.

The indicator for Capital Expenses is behind budgeted expectations by > 20%.

The indicator for Cash is ahead of budgeted expectations by > 10%.

**Strategic Implications***Operational Plan*

Theme: 3. Open and Responsive Government

Key Area of Focus: 3.1.2 Provide streamlined and practical regulatory services that deliver improved access for the community

*Legal / Statutory Implications*

Section 204 of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a financial report to Council on a monthly basis.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report

SR47 Inadequate or lack of an appropriate Financial Management Framework (including systems, policies, procedures and controls) in place to adequately minimise risk of fraudulent action and to maximise financial sustainability.

Risk Assessment

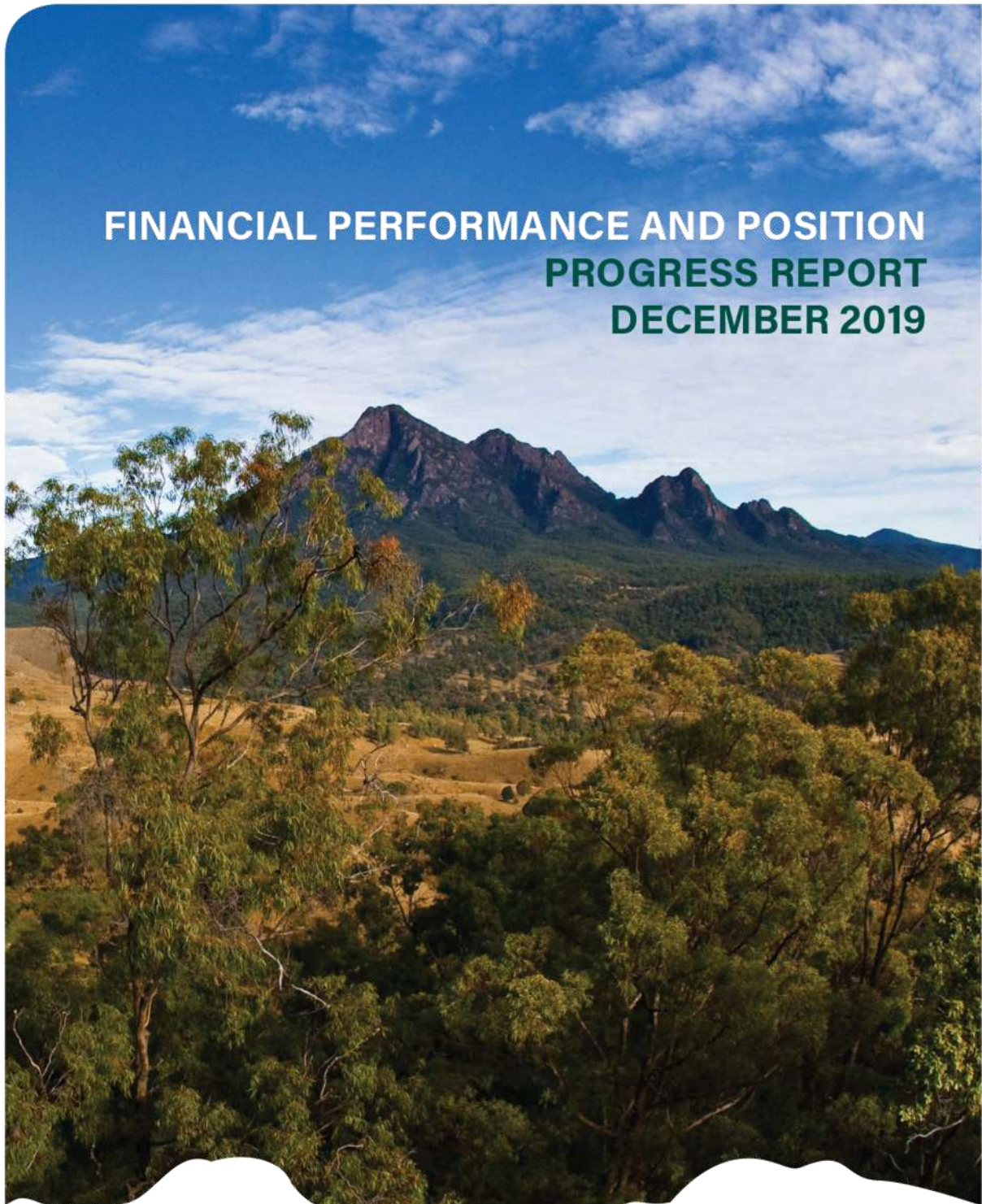
<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Financial and Economic  Inaccurate or untimely management reporting	Major	Likely	High	Actual performance is reported against budget on a monthly basis to the Executive Team and Council	Low
Financial and Economic  Failure to develop and implement procedures to manage cash and investments	Catastrophic	Almost certain	Extreme	Monthly investment report is provided to the Executive Team and Council that reports actual performance against investment limits	Low
Financial and Economic  Failure to manage outstanding debtors	Moderate	Almost certain	High	Monthly debtors report is provided to the Executive Team and Council including chart showing total outstanding debtors and debtors greater than 90 days overdue	Low

**Consultation**

General Managers and Managers have reviewed the actual to budget performance for their relevant portfolios.

**Conclusion**

The monthly financial report provides information on the actual to budget position at financial statement level.



**FINANCIAL PERFORMANCE AND POSITION**  
**PROGRESS REPORT**  
**DECEMBER 2019**



FIR2019001

[scenicrim.qld.gov.au](http://scenicrim.qld.gov.au)



## Executive Summary

Councils net operating surplus to end December is \$262 thousand ahead of budgeted expectations.

This is due to operating expenditure being \$1.589 million below budget offset by revenue being below budget by \$1.327 million. The variance in operating expenditure is anticipated largely to be a timing variance and that these budgets shall be largely expended by the end of the financial year. The trending fall in operating revenue, in both rates and utility charges and fees and charges in particular, needs to be monitored closely for either a turn-around or continuation.

Within Operating Revenue: Rates and utility charges, fees and charges and recoverable works are below expectations. The rates and utility charges variance is due to lower than anticipated growth in properties. The fees and charges variance is largely due to lower revenue from development assessment, plumbing certification fees, refuse tipping fees and other building and property related revenue. The lower level of recoverable works revenue is largely offset by lower expenditure. Other revenues are higher than anticipated due mainly to ticket sales for the Arts Ablaze event (\$143 thousand).

Within Operating Expenditure: Employee expenses are lower than budget largely due to staff vacancies. Materials and services are below budget expectations largely due to lower expenditure for maintenance and operations costs, legal expenses and economic development expenditure. These are assumed to be timing variances at this stage. Other materials and services are below budget due mainly to timing with the payment of the rabbit board precept (\$312 thousand).

Capital revenue is behind budgeted expectations by \$1.692 million. Grant funds received earlier than anticipated include Transport Infrastructure Development Scheme \$472 thousand, Roads to Recovery \$1.292 million and the Bridge Renewal Program \$900 thousand. Grant funding programs behind budgeted expectations due to timing of claims includes Flood Damage Subsidies \$3.296 million, Building Our Regions (Boonah Town Centre) \$735 thousand and the Heavy Vehicle Safety Program (Tarome Road Culvert) \$380 thousand.

Capital Expenditure is behind budgeted expectations largely due to timing with expenditure for Works, Vibrant and Active Towns and Villages and Fleet. The Works variance is largely due to the bridge program \$2.864 million and road projects for Brookland Road (Ferguson Reserve Bridge approaches) \$480 thousand, Josephville Road (Josephville Bridge approaches) \$568 thousand, Munbilla Road (Blackspot funded) \$591 thousand, Beechmont Road (Coomera River to Seal Change) \$334 thousand and Sugarloaf Road (Cunningham Highway to Ch 1330) \$255 thousand. The Vibrant and Active Towns and Villages variance is due largely to timing with the Beaudesert Business Park Development \$377 thousand. The Fleet variance is due to timing with the delivery of fleet purchases.

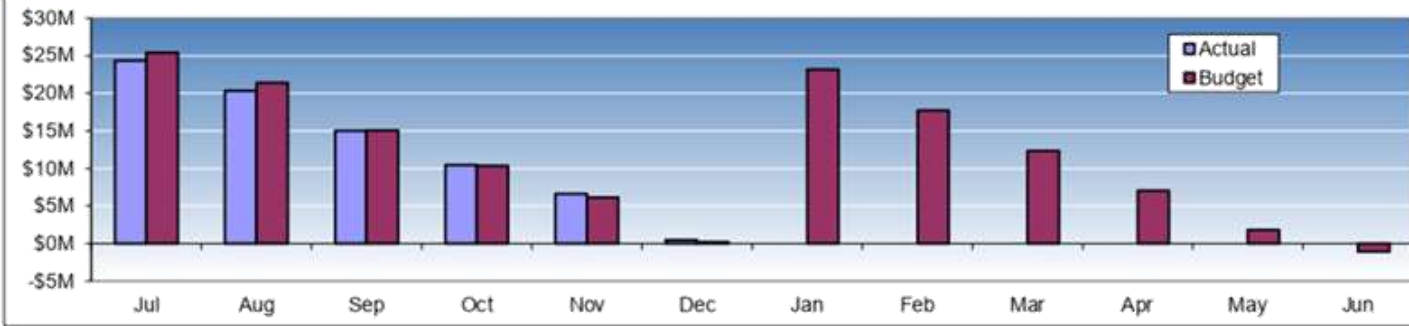
With respect to the Statement of Financial Position, the cash balance is ahead of budgeted expectations due largely to a combination of higher than budgeted operating result, lower capital expenditure, lower capital revenue and movement in payables. Council's application for borrowings of \$6.5 million adopted in the 2019-20 budget were recently approved by the Department of Local Government, Racing and Multicultural Affairs. It is anticipated that these borrowings will be drawn down in June 2020.

Investment returns are lower than budget with the RBA cash rate at 0.75% at the end of December. Councils weighted average return on cash investments for December was 1.53%.



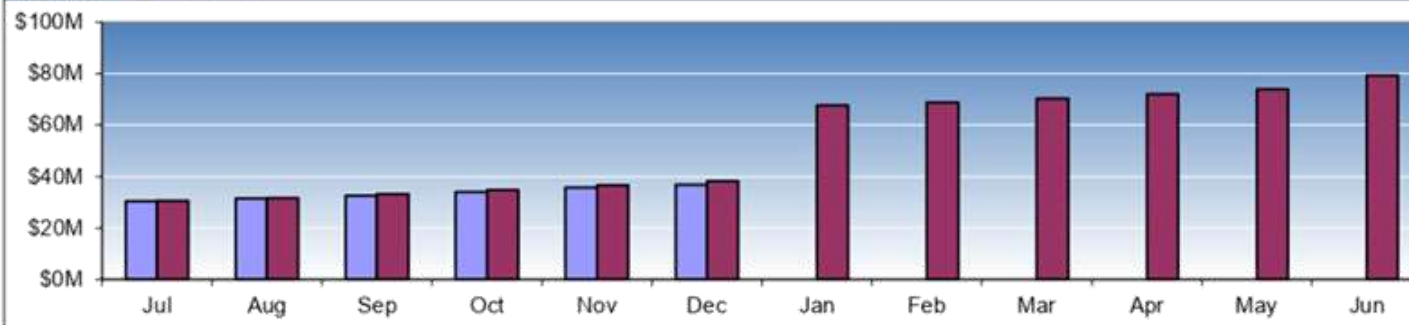
**1. KEY PERFORMANCE INDICATORS**

**Net operating surplus / (deficit)**



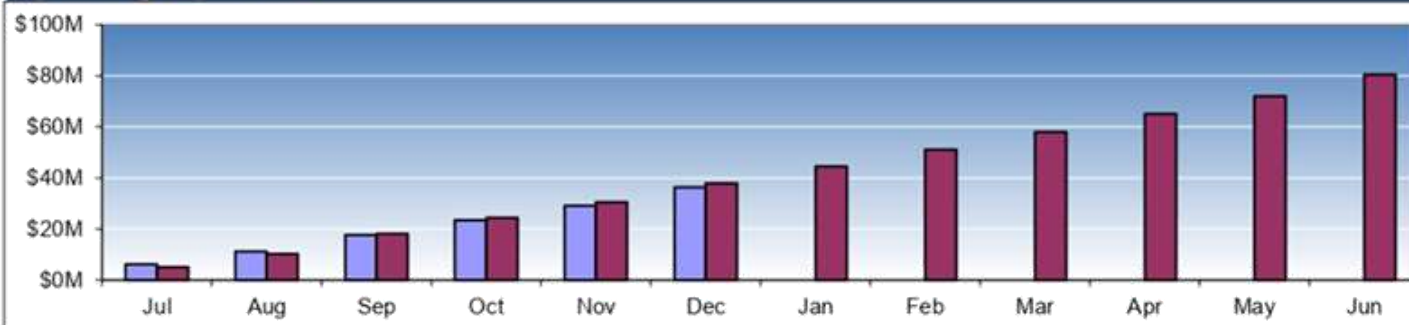
**Ahead of budgeted expectations by > 10%**  
**Var. = \$0.3M / 136.1%**

**Operating income**



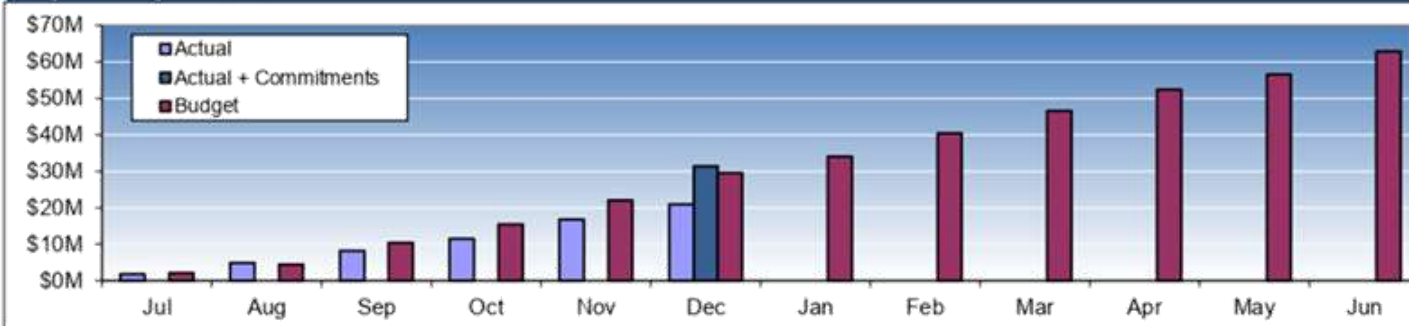
**Within 10% of budgeted expectations**  
**Var. = \$-1.3M / -3.5%**

**Operating expenses**



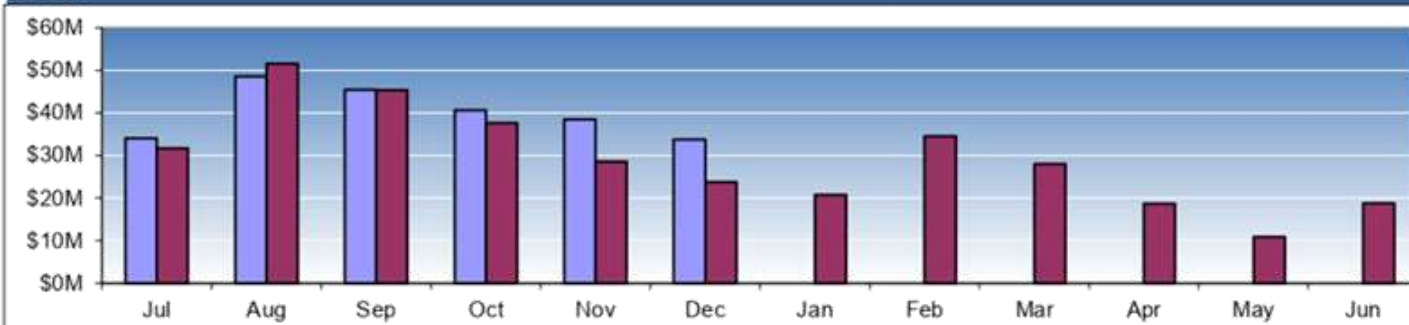
**Within 10% of budgeted expectations**  
**Var. = \$-1.6M / -4.2%**

**Capital expenses**



**Behind budgeted expectations by > 20%**  
**Var. = \$-8.5M / -29.0%**

**Cash**



**Ahead of budgeted expectations by > 10%**  
**Var. = \$10M / 41.9%**

**Legend:**

- Negative Variance > 20%
- Within tolerance
- Negative Variance > 10%
- Positive Variance > 10%



**2. STATEMENT OF COMPREHENSIVE INCOME**

<b>STATEMENT OF COMPREHENSIVE INCOME</b>						
<b>For the Period Ending 31-Dec-2019</b>						
		Annual	Annual	YTD	YTD	YTD
		Original	Revised	Revised	Actual \$000	Variance
		Budget	Budget	Budget		\$000
		\$000	\$000	\$000		
<b>Operating revenue</b>						
Rates and utility charges	Note 1	\$56,814	\$56,814	\$28,302	\$27,910	(\$393)
Discounts and pensioner remissions		(\$1,812)	(\$1,812)	(\$903)	(\$879)	\$24
Fees and charges	Note 2	\$5,650	\$5,630	\$2,871	\$2,227	(\$645)
Interest received		\$1,934	\$1,913	\$951	\$886	(\$65)
Recoverable works		\$4,835	\$4,835	\$2,363	\$1,934	(\$429)
Grants, subsidies, contributions and donations		\$4,285	\$4,594	\$1,505	\$1,459	(\$46)
Share of profit from associates		\$2,325	\$2,325	\$0	\$0	\$0
Other revenues	Note 3	\$4,996	\$5,111	\$3,046	\$3,273	\$227
<b>Total Operating revenue</b>		<b>\$79,028</b>	<b>\$79,410</b>	<b>\$38,137</b>	<b>\$36,810</b>	<b>(\$1,327)</b>
<b>Operating expenditure</b>						
Employee expenses		\$36,220	\$36,259	\$17,886	\$17,415	\$471
Employee expenses allocated to capital		(\$5,508)	(\$5,498)	(\$3,252)	(\$2,804)	(\$447)
Net operating employee expenses		\$30,713	\$30,761	\$14,634	\$14,611	\$23
Materials and services	Note 4	\$30,199	\$31,640	\$14,276	\$12,881	\$1,395
Finance costs		\$1,301	\$1,242	\$621	\$623	(\$2)
Depreciation and amortisation		\$17,870	\$16,825	\$8,412	\$8,240	\$172
<b>Total Operating expenditure</b>		<b>\$80,082</b>	<b>\$80,467</b>	<b>\$37,944</b>	<b>\$36,355</b>	<b>\$1,589</b>
<b>NET OPERATING SURPLUS / (DEFICIT)</b>		<b>(\$1,054)</b>	<b>(\$1,057)</b>	<b>\$193</b>	<b>\$454</b>	<b>\$262</b>
<b>Capital revenue</b>						
Capital grants, subsidies, contributions and donations		\$11,190	\$26,560	\$14,258	\$12,567	(\$1,692)
<b>Total capital revenue</b>		<b>\$11,190</b>	<b>\$26,560</b>	<b>\$14,258</b>	<b>\$12,567</b>	<b>(\$1,692)</b>
<b>NET SURPLUS / (DEFICIT)</b>		<b>\$10,136</b>	<b>\$25,503</b>	<b>\$14,451</b>	<b>\$13,021</b>	<b>(\$1,430)</b>



**3. STATEMENT OF FINANCIAL POSITION**

<b>STATEMENT OF FINANCIAL POSITION</b>					
<b>As at 31-Dec-2019</b>					
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
<b>Current assets</b>					
Cash and Investments	\$18,188	\$18,778	\$23,854	\$33,843	\$9,989
Receivables	\$5,563	\$5,600	\$4,605	\$4,495	(\$110)
Inventories	\$900	\$900	\$900	\$1,163	\$263
Other Current Assets	\$690	\$690	\$0	\$0	\$0
<b>Total current assets</b>	<b>\$25,341</b>	<b>\$25,968</b>	<b>\$29,359</b>	<b>\$39,501</b>	<b>\$10,142</b>
<b>Non-current assets</b>					
Receivables	\$14,676	\$14,676	\$14,676	\$14,676	\$0
Other Financial Assets	\$36,804	\$36,655	\$35,987	\$35,986	(\$1)
Property, Plant and Equipment and Intangibles	\$867,302	\$922,025	\$881,140	\$872,769	(\$8,371)
<b>Total non-current assets</b>	<b>\$918,782</b>	<b>\$973,356</b>	<b>\$931,803</b>	<b>\$923,432</b>	<b>(\$8,371)</b>
<b>TOTAL ASSETS</b>	<b>\$944,124</b>	<b>\$999,324</b>	<b>\$961,162</b>	<b>\$962,933</b>	<b>\$1,771</b>
<b>Current liability</b>					
Trade and Other Payables	\$4,435	\$4,500	\$1,000	\$4,501	(\$3,501)
Employee Benefits	\$9,180	\$10,400	\$9,093	\$9,097	(\$4)
Borrowings	\$2,066	\$2,066	\$0	\$0	\$0
Other Current Liabilities	\$0	\$0	\$0	\$255	(\$255)
<b>Total current liability</b>	<b>\$15,681</b>	<b>\$16,966</b>	<b>\$10,093</b>	<b>\$13,853</b>	<b>\$3,760</b>
<b>Non-current liability</b>					
Employee Benefits	\$600	\$800	\$774	\$774	\$0
Borrowings	\$29,532	\$29,526	\$25,907	\$25,907	\$0
Provisions	\$1,021	\$1,041	\$1,041	\$1,041	\$0
<b>Total non-current liability</b>	<b>\$31,153</b>	<b>\$31,367</b>	<b>\$27,722</b>	<b>\$27,722</b>	<b>\$0</b>
<b>TOTAL LIABILITIES</b>	<b>\$46,834</b>	<b>\$48,333</b>	<b>\$37,815</b>	<b>\$41,575</b>	<b>\$3,760</b>
<b>NET ASSETS</b>	<b>\$897,290</b>	<b>\$950,991</b>	<b>\$923,347</b>	<b>\$921,357</b>	<b>(\$1,990)</b>



**4. NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 - RATES AND UTILITY CHARGES ANALYSIS**  
For the Period Ending 31-Dec-2019

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
<b>Rates and utility charges</b>					
General Rates	\$43,937	\$43,937	\$21,886	\$21,571	(\$316)
Separate Charge Community Infrastructure	\$6,107	\$6,107	\$3,042	\$3,010	(\$32)
Waste Disposal Charge	\$434	\$434	\$218	\$214	(\$4)
Waste Collection Charge	\$6,336	\$6,336	\$3,156	\$3,115	(\$41)
<b>Total rates and utility charges</b>	<b>\$56,814</b>	<b>\$56,814</b>	<b>\$28,302</b>	<b>\$27,910</b>	<b>(\$393)</b>

**NOTE 2 - FEES AND CHARGES ANALYSIS**  
For the Period Ending 31-Dec-2019

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
<b>Fees and charges</b>					
Development Assessment	\$892	\$892	\$446	\$296	(\$150)
Plumbing Certification	\$1,002	\$1,002	\$516	\$372	(\$144)
Building Certification	\$439	\$439	\$219	\$233	\$14
Other Building and Property Related Revenue	\$513	\$513	\$257	\$150	(\$107)
Refuse Tipping Fees	\$1,426	\$1,426	\$617	\$495	(\$122)
Animal Management Licences	\$245	\$245	\$216	\$214	(\$2)
Food Licences	\$165	\$165	\$159	\$163	\$4
Cemetery Fees	\$450	\$430	\$205	\$130	(\$76)
Moogerah Caravan Park Fees	\$366	\$366	\$152	\$76	(\$76)
Other Fees and Charges	\$153	\$153	\$85	\$99	\$14
<b>Total fees and charges</b>	<b>\$5,650</b>	<b>\$5,630</b>	<b>\$2,871</b>	<b>\$2,227</b>	<b>(\$645)</b>

**NOTE 3 - OTHER REVENUES ANALYSIS**  
For the Period Ending 31-Dec-2019

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
<b>Other revenues</b>					
Waste Charges for LCC Dumping at Central Landfill	\$1,758	\$1,758	\$879	\$786	(\$93)
Domestic Waste Levy - State Reimbursement	\$1,310	\$1,310	\$1,310	\$1,310	(\$0)
Tax Equivalentents - QUU	\$997	\$997	\$415	\$454	\$39
Other	\$931	\$1,046	\$442	\$724	\$282
<b>Total other revenues</b>	<b>\$4,996</b>	<b>\$5,111</b>	<b>\$3,046</b>	<b>\$3,273</b>	<b>\$227</b>



**4. NOTES TO FINANCIAL STATEMENTS CONTINUED**

**NOTE 4 - MATERIALS AND SERVICES ANALYSIS**  
For the Period Ending 31-Dec-2019

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
<b>Materials and services</b>					
Economic Development	\$845	\$985	\$407	\$305	(\$102)
Grants	\$265	\$295	\$167	\$246	\$79
Insurance	\$440	\$440	\$431	\$426	(\$5)
IT Systems Maintenance	\$2,187	\$2,312	\$1,616	\$1,651	\$35
Legal Expenses	\$1,154	\$854	\$217	\$52	(\$166)
Office Expenditure	\$527	\$527	\$261	\$243	(\$19)
Recoverable Works	\$1,871	\$1,813	\$931	\$946	\$15
Subscriptions	\$248	\$252	\$208	\$197	(\$11)
Waste Collection Contract	\$2,978	\$2,978	\$1,241	\$1,199	(\$41)
Maintenance and Operations	\$18,883	\$19,024	\$8,212	\$7,729	(\$484)
Transfer Station Operations	\$669	\$680	\$333	\$236	(\$98)
Other Material and Services *	\$132	\$1,480	\$252	(\$348)	(\$600)
<b>Total materials and services</b>	<b>\$30,199</b>	<b>\$31,640</b>	<b>\$14,276</b>	<b>\$12,881</b>	<b>(\$1,395)</b>

\* Includes internal fleet recoveries

**5. CAPITAL EXPENDITURE**

**CAPITAL EXPENDITURE**  
For the Period Ending 31-Dec-2019

	Commitments \$000	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
Information Technology	\$0	\$6	\$6	\$0	\$6	\$6
Libraries	\$45	\$289	\$289	\$127	\$132	\$5
Cultural Services	\$71	\$104	\$228	\$228	\$76	(\$152)
Works	\$5,831	\$17,355	\$34,401	\$19,913	\$14,248	(\$5,665)
Facilities	\$372	\$943	\$1,943	\$1,306	\$1,093	(\$213)
Fleet	\$1,678	\$4,218	\$5,994	\$2,976	\$1,525	(\$1,451)
Parks, Gardens & Cemeteries	\$7	\$307	\$350	\$140	\$93	(\$47)
Waste Landfill - Central	\$22	\$230	\$1,625	\$1,151	\$845	(\$306)
Property Management	\$5	\$0	\$900	\$500	\$413	(\$87)
Design Office	\$0	\$85	\$85	\$85	\$83	(\$2)
Waste Transfer Stations	\$1	\$30	\$30	\$30	\$1	(\$29)
Vibrant and Active Towns and Villages	\$2,346	\$13,134	\$16,521	\$2,531	\$1,873	(\$658)
Flood Works - Ex-Cyclone Debbie (REPA net of 10% day labour, 20% internal plant hire)	\$79	\$0	\$496	\$496	\$554	\$57
Flood Works - Ex-Cyclone Debbie (Betterment net of 10% council funded)	\$0	\$0	\$0	\$0	\$6	\$6
<b>Total capital expenditure</b>	<b>\$10,459</b>	<b>\$36,701</b>	<b>\$62,868</b>	<b>\$29,482</b>	<b>\$20,946</b>	<b>(\$8,537)</b>



**6. INVESTMENTS**

**INVESTMENTS**

As at 31-Dec-2019

**INVESTMENTS HELD BY COUNCIL**

Financial Institution	Type	Principal \$'000	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
Queensland Treasury Corporation	On Call	\$29,039	1.50%	31/12/2019	0	A1+
Bendigo & Adelaide Bank - Can	Term Depo	\$1,000	1.60%	9/04/2020	100	A2
Bendigo & Adelaide Bank - Kal	Term Depo	\$1,000	1.60%	21/05/2020	142	A2
Bendigo - Beaudesert/Canungra	Term Depo	\$3,000	1.80%	10/01/2020	10	A2
QCCU	Term Depo	\$2,000	1.70%	15/04/2020	106	Unrated

<b>Total investments</b>		<b>\$36,039</b>				
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Cash in bank accounts	On Call	\$1,296	1.25%	30/09/2018	0	A1+
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<b>Total cash</b>		<b>\$1,296</b>				
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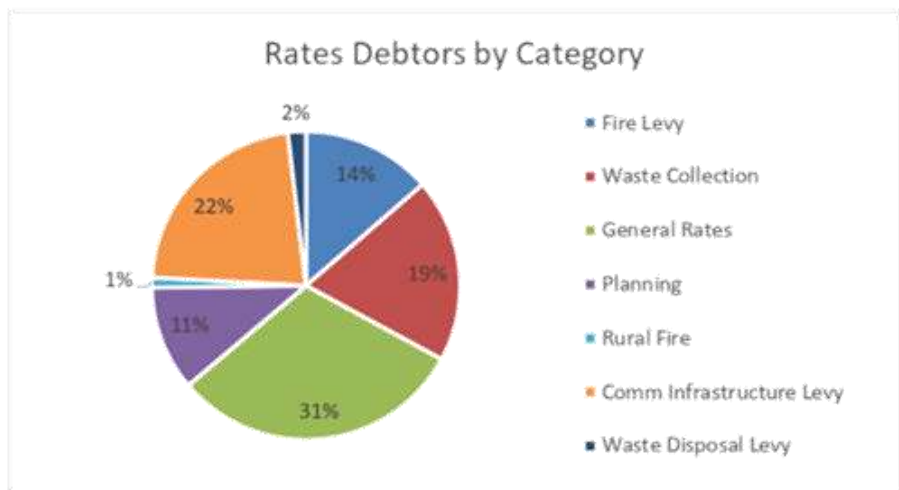
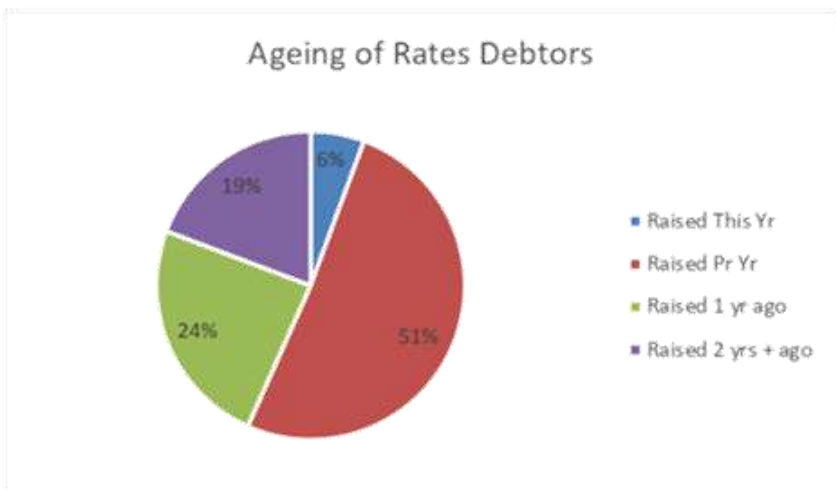
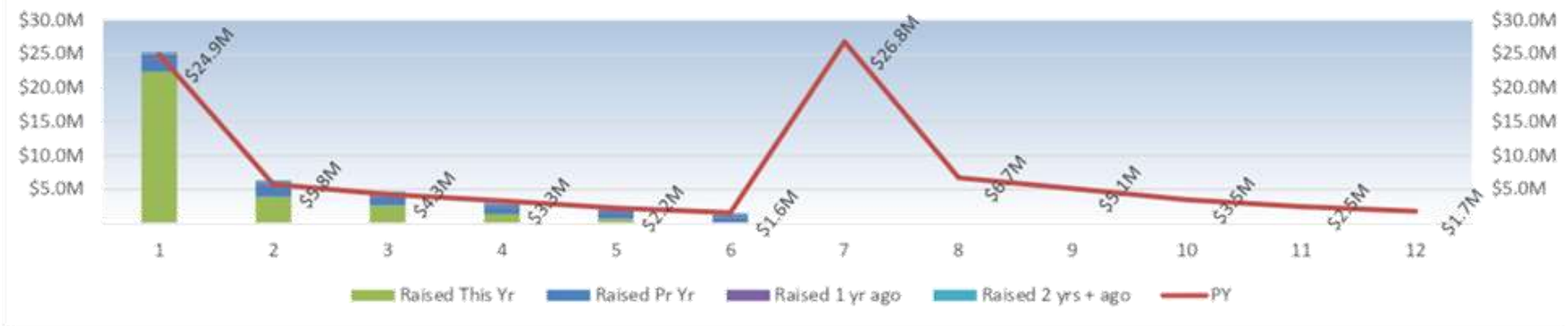
<b>TOTAL CASH AND INVESTMENTS</b>		<b>\$37,335</b>	Varies from Statement of Financial Position due to cash in Trust and reconciling items.			
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INVESTMENT INTEREST RATE PERFORMANCE	
Weighted Average Interest Rate	1.53%
Target Interest Rate (average QTC overnight cash rate)	0.75%
Investment Policy Adhered to?	Yes



**7. DEBTORS**

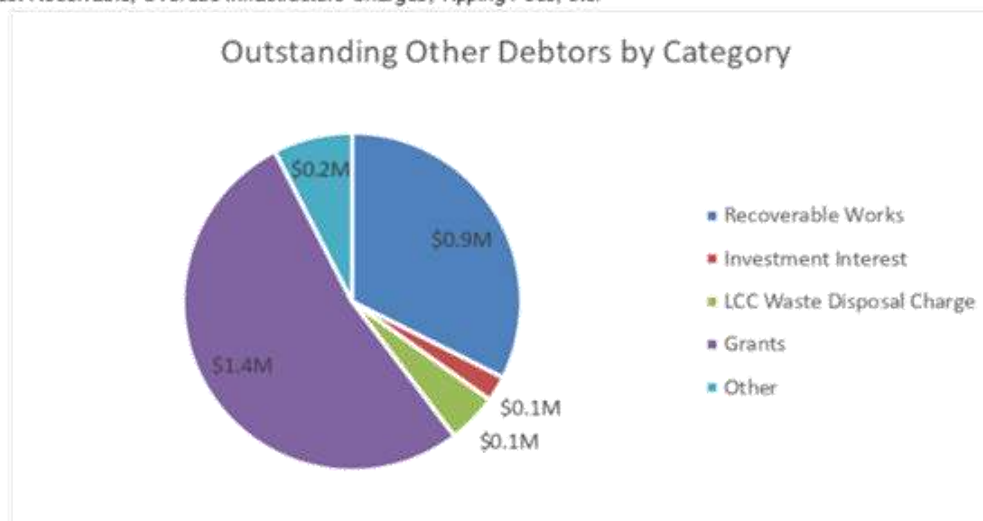
**OUTSTANDING RATES DEBTORS**



**OUTSTANDING OTHER DEBTORS**



**Example:** Recoverable Works, Interest Receivable, Overdue Infrastructure Charges, Tipping Fees, etc.



## 11.14 Caretaker Period Protocol Review

**Executive Officer:** General Manager Council Sustainability

**Item Author:** Senior Governance Officer

**Attachments:**

1. Existing Caretaker Period Protocol [↓](#)
  2. Proposed Caretaker Period Protocol Policy [↓](#)
  3. Proposed Caretaker Period Protocol Policy (Tracked Changes) [↓](#)
  4. Proposed Caretaker Period Protocol Procedure [↓](#)
  5. Proposed Caretaker Period Protocol Procedure (Tracked Changes) [↓](#)
- 

### Executive Summary

The Caretaker Period Protocol Procedure has been reviewed and redrafted into a Council Policy and associated Procedure.

### Recommendation

That Council adopt the following reviewed and updated Caretaker Period Protocols:

1. Caretaker Period Protocol Policy (CM03.22CP); and
2. Caretaker Period Protocol Procedure (CM03.22PR.01).

### Previous Council Considerations / Resolutions

The Procedure - Caretaker Period Protocol was adopted by Council at the Ordinary Meeting held on 26 October 2015.

### Report / Background

Council's Caretaker Period Protocol has been reviewed in accordance with Council's policy review schedule. The review was delayed to take into account recent amendments to the *Local Government Act 2009*.

While maintaining the core concepts of the current Procedure, a number of amendments have been made to the procedure structure and contents, including:

1. Restructured into a Policy and Procedure (in accordance with Council's Policy Framework - adopted 2017);
2. Amended from a Procedure written specifically for the 2016 local government election, to an overarching Policy and Procedure relating to local government elections;
3. Updated in accordance with relevant amendments to the *Local Government Act 2009*, since 2015;
4. The Procedure has been amended to include specific reference to the use of social media; and

5. A number of grammatical and formatting changes, which do not change the intent of the protocol.

Of specific interest to Council are the additions to those matters which are major policy decisions in accordance with recent amendments to the *Local Government Act 2009*. These are detailed in the Policy and Procedure.

**Budget / Financial Implications**

There are no specific budget implications associated with this report and the proposed Policy and Procedure, other than ensuring Council does not make a major policy decision during the caretaker period.

**Strategic Implications**

*Operational Plan*

Theme: 3. Open and Responsive Government

Key Area of Focus: 3.1.1 Plan, develop and implement high-quality customer-focused services

*Legal / Statutory Implications*

The Policy and Procedure have been drafted in accordance with the requirements of the *Local Government Act 2009*.

The Policy and Procedure are to be adopted by resolution of Council and as such, contravention of the Policy and Procedure by a Councillor is considered inappropriate conduct, as prescribed in section 150K(1) of the *Local Government Act 2009*.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- SR46 Inadequate or lack of Governance (including procurement) Framework (systems, policies, procedures, delegations and controls) in place to ensure compliance by Council's Councillors and Officers with all relevant State and Federal legislation and regulations.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Political  Inadequate protocols may impact on	Major	Possible	High	Implementation of appropriate protocols	Low

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment risks of	Residual Risk Rating
operational and service delivery					
Legal Compliance and Liability  Non-compliance with regulatory requirements during election periods	Moderate	Possible	Medium	Implementation of appropriate protocols	Low
Reputation  Failure to adhere to appropriate protocols may cause reputational damage	Major	Possible	High	Implementation of appropriate protocols	Low

**Consultation**

Consultation was undertaken with the Executive Leadership Team in the preparation of the Procedure. Reference also takes into account Department of Local Government, Racing and Multicultural Affairs publications around elections.

**Conclusion**

That Council adopt the revised Caretaker Protocol Policy and Procedure.

**CORPORATE MANAGEMENT  
GOVERNANCE**

Policy Number: CM03.22CP



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**COUNCIL PROCEDURE: CARETAKER PERIOD PROTOCOL**

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Date Adopted:	26 October 2015
Committee Reference:	Corporate and Community Services Committee; 13 October 2015, Item 1.1
Contact Officer;	Coordinator Governance and Corporate Policy
Next Review Date:	26 October 2018
File Reference:	04/15/004
Related Policies/Local Laws/Legislation:	<i>Local Government Act 2009 (LGA)</i> <i>Local Government Regulation 2012 (LGR)</i> <i>Local Government Electoral Act 2011 (LGEA)</i> <i>Local Government Electoral Regulation 2012</i> <i>Council Policy: Advertising Spending</i> <i>Council Policy: Councillor Expenses and Reimbursement</i> <i>Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011</i>

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**INTRODUCTION**

Council will enter a caretaker period prior to the March 2016 quadrennial elections. During this time, certain restrictions shall apply to Council, Councillors and Council officers to ensure that the ordinary business of Council continues in a responsible, transparent and legally-compliant manner in the period leading up to an election.

This protocol has been prepared in advance of this election. It will be updated prior to any future quadrennial local government election.

This protocol has been adopted by resolution of Council. Council accordingly considers this protocol to be a "procedure", as prescribed in section 176(4)(a) of the *Local Government Act 2009*.

**APPLICABILITY**

This protocol applies during Council's quadrennial elections. It does not apply to by-elections or fresh elections.

It applies to all Scenic Rim Regional Council Councillors and to all Council officers, whether permanent, temporary, casual or part-time employees, contractors or volunteers.

The Caretaker Period Protocol is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents.

**DEFINITIONS**

**Advertising** - s197(3) in the LGR: is promoting an idea, goods or services to the public for which a fee is paid.

**Caretaker period** -S90A of the LGA: the period during an election for the Council that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election. The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ) and Returning Officer.

**Civic events** - public events that Council initiates, manages and has full responsibility for.

**Community events** - events including but not limited to media launches, promotional events, community engagement, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions, local fairs.

**Conclusion of election** - S7 of the LGEA: the day on which the last declaration of a poll conducted in the election is displayed in the local government's public office.

**Council resources** - includes employees, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council (e.g. newsletters), hospitality, stationery, property, facilities, website, Council vehicles, administrative tools, telecommunication devices.

**Election material** - S90D of the LGA: anything able to, or intended to, influence an elector about voting at an election or affects the result of an election

**Election period** - Schedule Dictionary of the LGEA: the period starting on the day when public notice of the holding of the election is given under s25(1) and ending on the close of the poll for the election.

**Fresh election** - Schedule Dictionary of the LGEA: an election of all the Councillors of Council that is not a quadrennial election.

**Major policy decision** - Schedule Dictionary of the LGA: a decision:

- about the appointment of a Chief Executive Officer;
- about the remuneration of the Chief Executive Officer;
- to terminate the employment of the Chief Executive Officer;
- to enter into a contract the total value of which is more than the greater of \$200,000 or 1% of local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.

**Term of Office** - S159 LGA2009: A councillor's term starts on-

- (a) if the councillor is elected—the day after the conclusion of the councillor's election; or
- (b) if the councillor is appointed—the day on which the councillor is appointed.

S160 LGA 2009: A councillor's term ends—

- (a) if the councillor is elected at a quadrennial election or at a fresh election—at the conclusion of the next quadrennial election; or
- (b) if the councillor is elected at a fresh election and a declaration is also made under a regulation—at the conclusion of the quadrennial election after the next quadrennial election; or

- (c) if the councillor is elected or appointed to fill a vacancy in the office of another councillor—at the end of the other councillor’s term; or
- (d) when the Legislative Assembly ratifies the dissolution of the local government under section 123; or
- (e) when the councillor’s office becomes otherwise vacant.

#### PROTOCOL STATEMENT

Council reaffirms its commitment during an election period to:

- the efficient continuation of Council’s day to day business;
- transparent actions and decision-making;
- actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery;
- the suspension of major policy decisions;
- the neutrality of Council officers; and
- the principle that the use of public funds for electoral purposes is unacceptable.

Elected members should take particular care in any campaign activity to ensure that there can be no possible perception of use of council provided resources and or facilities for activity that could be perceived as having some electoral flavour.

It is acknowledged that during an election period, candidates may make election commitments which they intend to honour if they are elected. Such commitments are not subject to this protocol.

#### KEY PRINCIPLES

##### 1. Council and Council Committees

Council and its Standing Committees will continue to meet during the caretaker period for the purpose of making decisions in the public interest. However, Council will defer making any decisions during the caretaker period which:

- could be perceived to unreasonably bind an incoming Council in its operational delivery; or
- constitute a major policy decision<sup>1</sup> for which Ministerial approval has not been received (refer Section 3 below)

##### 2. Timing and planning

The exact dates of a caretaker period are determined by the Electoral Commission Queensland (ECQ).

##### 3. Prohibition on major policy decisions

Council must not make a major policy decision<sup>2</sup> during a caretaker period. However, if Council considers that, having regard to exceptional circumstances that apply, it is necessary to make the major policy decision in the public interest, Council shall apply to the Minister for approval to make the decision.

The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for Council to make the major policy decision in the public interest. The Minister’s decision may include conditions with which Council must comply.

<sup>1</sup> Refer to page 2 - Definitions - Major Policy Decision

<sup>2</sup> Refer to page 2 - Definitions - Major Policy Decision

#### 4. Invalidation of major policy decision in caretaker period without approval

A major policy decision made by Council during a caretaker period is invalid if Council does not have the Minister's approval to make the decision. A contract is void if it is the subject of a major policy decision that is invalid.

A person who acts in good faith in relation to a major policy decision of Council, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of any invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage. The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

#### 5. Prohibition on election material

In accordance with s90D of the LGA, Councillors and Council officers shall not publish or distribute election material intending to influence voters using Council resources.

#### 6. Use of Council resources during an election period

Councillors are entitled to use Council resources and facilities in accordance with the Councillor Expenses and Reimbursement Policy, until their term of office comes to an end.

Councillors are not permitted to affix, or allow to remain affixed, to Council facility any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election. Further, any telecommunication equipment provided by Council must not be used by a Councillor for the purposes of promoting that Councillor as an actual or potential candidate for any Local Government, State Government or Federal Government election.

#### 7. Advertising restrictions

Advertising may continue during the election period if it meets one or more of the following criteria:

- it is required for ongoing business and commercial operation of Council;
- it provides essential public information, without which the public would be detrimentally affected;
- it is educational, provides information on core Council services, or can demonstrate a clear community benefit; and/or
- it has already commenced, or routinely occurs at the same time each year, and meets at least one of the above criteria, or deferring it would have a significant impact on the overall cost and effectiveness of Council's operations.

Furthermore, Council will not in a three month period prior to a Local Government election or during the period of a by-election:

- place an advertisement relating to a major policy decision unless approved by the Minister pursuant to Section 90B of the Local Government Act 2009;
- place an advertisement which seeks to influence, or provide support for particular candidates or groups of candidates;
- feature one or more councillors in any paid Council advertisement

#### 8. Civic and community events

Representation of Council at civic and community events shall continue during an election period provided the event meets one or more of the following criteria:

- it is a planned event endorsed by Council's current Operational Plan;
- it is, or plans to be, routinely held at the same time of year;
- it is a commemorative or anniversary event held on or near the anniversary date;
- it demonstrates a clear community benefit, or serves an educational or welfare purpose;
- it contributes to cultural development, social awareness or sense of community identity; and/or
- it is an event to be attended by or on behalf of the Mayor in fulfilling his or her statutory responsibilities for ceremonial and civic functions, including but not limited to, civic receptions, courtesy calls, hosting VIP guests to the Scenic Rim region.

#### 9. Community programs and engagement

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the caretaker period. However community engagement may continue if it is part of an ongoing project that requires the engagement as part of approved programs. Where community engagement has occurred before the caretaker period but the report has not yet proceeded to Council, results of the consultation will not be provided to Council until the caretaker period has concluded.

#### 10. Media

Media releases prepared by the organisation during the caretaker period must be of public interest, relate to day-to-day Council business, and must not be reasonably construed as being for political purposes. In a media release, quotes will be attributed to a Council spokesperson.

During the caretaker period, Council will respond to media enquiries that relate to operational matters only.

Media events may continue to be held during a caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

If any Councillor who is a candidate attends a media event and is asked a political question, they may respond in their capacity as a candidate.

Council will not provide speechwriting or speech notes to any Councillor during the caretaker period.

During the caretaker period, Council officers will not offer advice, assistance or scheduling to any Councillor in relation to their Councillor column. Any general requests for information to assist with columns will be directed through the CEO.

Council will retain material placed on the website prior to the commencement of the caretaker period; however this material must be reviewed to ensure that no materials promote individual Councillors.

Councillor profiles on the website will be amended to satisfy legislative statutory requirements.

Updates of Council's website will be limited to the following;

- Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
- Road work updates or road closures;
- Health or emergency warnings;
- Material that is purely factually and does not promote Council's decisions;
- Updates to existing forms;
- Aesthetic changes;
- Fixing broken links or repairing web issues; and/or
- Compliance with legislative requirements

#### **11. Electoral signage**

Candidates are required to comply with Council's Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011 in the lead up to any election. Council officers are authorised to remove electoral signage erected in contravention of that Subordinate Local Law and/or take enforcement action in accordance with Local Law No. 1 (Administration) 2011.

#### **12. Requests for information by Councillors**

All requests for information or advice from Councillors shall continue to be responded to in accordance with the Acceptable Requests Guidelines.

#### **13. Provision of information to candidates**

Requests for information by candidates during the caretaker period will be dealt with as per the process for a member of the public. The process for requesting and providing information will remain the same.

#### **14. Mayor and Councillor Correspondence**

The Mayor and Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period. However, in responding to correspondence, the Mayor and Councillors shall not purport to make policy commitments binding the incoming Council.

#### **15. Council officers**

Council officers shall maintain the normal business activities of Council during the caretaker period. Officers shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived partisanship in order to protect the organisation's ability to impartially serve any incoming Council following an election.

Officers must not engage in any activity that is, or could be perceived to be, considered an electioneering activity for a Scenic Rim Council election unless a leave of absence for the duration of the election campaign is granted in accordance with Council's normal leave processes (refer s203 of LGEA).

Any Council officer proposing to stand as a candidate for the election must be absent on leave from their appointment during the entire election period.

Elected member support officers will continue to provide support for Council endorsed activities and core Council business.

**16. Compliance**

Failure to comply with this protocol, and with the policies, guidelines, and procedures referred to in this protocol, may constitute inappropriate conduct or misconduct and any complaints will be dealt with in accordance with Chapter 6 Part 2 Division 6 of the LGA.

**17. Responsibilities**

The CEO is the principal adviser to Council and all Councillors in relation to the application of this protocol. As such, the CEO is the final decision-maker in relation to this protocol.



## OBJECTIVES

The objective of this Policy is to ensure that the ordinary business of Council during the caretaker period continues in a responsible, transparent and legally compliant manner in accordance with the requirements of the *Local Government Act 2009*.

## POLICY STATEMENT

During the caretaker period, Council is committed to:

1. Adhering to the recent changes to the legislation and refrain from making any major policy decisions;
2. The efficient continuation of Council's day to day business;
3. Transparent actions and decision-making;
4. Actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery;
5. The neutrality of Council officers; and
6. The principle that the use of public funds for electoral purposes is unacceptable.

To ensure Council meets its commitments under this Policy, the ordinary business of Council during the caretaker period will be conducted in accordance with the Council Procedure Caretaker Period Protocol (CM03.22PR.01).

Elected members should take particular care in any campaign activity to ensure that there can be no possible perception of the use of council provided resources and or facilities for any activities that that could be described as electioneering.

It is acknowledged that during an election period, candidates may make election commitments, which they intend, to honour if they are elected. Such commitments are not subject to this protocol.

**Policy Reference Number:** CM03.22CP  
**Portfolio:** Council Sustainability  
**Business Unit:** Governance

**Adoption/Approval Date:** 20/1/2020  
**Review Date:** 20/1/2023  
**File References:** 04/15/004

Page 1 of 3

**DEFINITIONS****Caretaker period (s90A LGA)**

- (1) The *caretaker period* for a local government is the period during an election for the local government that—
- (a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act, section 25(1); and
  - (b) ends at the conclusion of the election.
- (2) There is no caretaker period during a by-election or fresh election.

**Major Policy decision** (Schedule 2 Dictionary of the LGA) - for a local government, means a decision—

- (a) about the appointment of a chief executive officer of the local government; or
- (b) about the remuneration of the chief executive officer of the local government; or
- (c) to terminate the employment of the chief executive officer of the local government; or
- (d) to enter into a contract the total value of which is more than the greater of the following—
  - (i) \$200,000;
  - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.; or
- (e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- (f) to make, amend or repeal a local law; or
- (g) to make, amend or repeal a local planning instrument under the Planning Act; or
- (h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—
  - (i) vary the category of development or category of assessment of development; or
  - (ii) vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- (i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—
  - (i) further vary the category of development or category of assessment of development; or
  - (ii) further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

**Note—**

*Change application assessments for minor changes under the Planning Act, section 81 are not subject to paragraph (i).*

**RELATED DOCUMENTS**

- Local Government Act 2009 (LGA)*
- Local Government Regulation 2012 (LGR)*
- Local Government Electoral Act 2011 (LGEA)*
- Local Government Electoral Regulation 2012 (LGER)*
- Council Policy: Advertising Spending*
- Council Policy: Councillor Expenses and Reimbursement*
- Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011*
- Procedure Caretaker Period Protocol (CM03.22PR.01)*

This Policy and associated Procedure have been adopted by resolution of Council and as such, contravention of the Policy and Procedure by a Councillor is considered inappropriate conduct as Procedure prescribed in section 150K (1) of the *Local Government Act 2009*.

This Policy supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Theme - Open and Responsive Government.

**Approved By:**

**SCENIC RIM REGIONAL COUNCIL**  
**Adopted 20 January 2020**

**Version Information**

<b>Version No.</b>	<b>Date</b>	<b>Key Changes</b>
1	26/10/2015	New
2	20/01/2020	The Procedure has been redrafted into a Policy and Procedure in accordance with Council's Policy framework. The new Policy and Procedure have been updated in accordance with amendments to the <i>Local Government Act 2009</i> .

**Policy Reference Number:** CM03.22CP  
**Portfolio:** Council Sustainability  
**Business Unit:** Governance

**Adoption/Approval Date:** 20/1/2020  
**Review Date:** 20/1/2023  
**File References:** 04/15/004



**COUNCIL ~~POLICY~~POLICY - (CM03.22CP)  
CARETAKER PERIOD PROTOCOL**

**OBJECTIVES**

The objectives of this ~~policy~~Policy are:

~~Council will enter a caretaker period prior to the March 2016 quadrennial elections. During this time, certain restrictions shall apply to Council, Councillors and Council officers to ensure that the ordinary business of Council continues in a responsible, transparent and legally compliant manner in the period leading up to an election.~~

To ensure that the ordinary business of Council during the caretaker period continues in a responsible, transparent and legally compliant manner in accordance with the requirements of the Local Government Act 2009.

**~~POLICY~~POLICY STATEMENT**

During the caretaker period Council is specifically committed to:

~~Council reaffirms its commitment during an election period to:~~

- ~~• the efficient continuation of Council's day to day business;~~
- ~~• transparent actions and decision-making;~~
- ~~• actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery;~~
- ~~• the suspension of major Policy decisions;~~
- ~~• the neutrality of Council officers; and~~
- ~~• the principle that the use of public funds for electoral purposes is unacceptable.~~

1. Adhering to the recent changes to the legislation and refrain from making any major policy decisions~~The suspension of major Policy decisions;~~
2. The efficient continuation of Council's day to day business;
3. Transparent actions and decision-making;
4. Actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery;
5. The neutrality of Council officers; and
6. The principle that the use of public funds for electoral purposes is unacceptable.

**Policy Reference Number:** CM03.22CP  
**Portfolio:** Council Sustainability

**Adoption/Approval Date:** 20/1/2020  
**Review Date:** 20/1/2023

**Business Unit:** Governance

**File References:** 04/15/004

To ensure Council meets its commitments under this Policy, the ordinary business of Council during the caretaker period will be conducted in accordance with the Council Procedure Caretaker Period Protocol (CM03.22PR.01).

Elected members should take particular care in any campaign activity to ensure that there can be no possible perception of the use of council provided resources and or facilities for any activities that that could be described as electioneering. activitiesy that could be perceived as having some electoral flavour.

It is acknowledged that during an election period, candidates may make election commitments which they intend to honour if they are elected. Such commitments are not subject to this protocol.

**DEFINITIONS**

~~Caretaker period—S90A of the LGA: the period during an election for the Council that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election.—The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ) and Returning Officer.~~

Caretaker period (s90A LGA)

- (1) The caretaker period for a local government is the period during an election for the local government that—
  - (a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act, section 25(1); and
  - (b) ends at the conclusion of the election.

(2) There is no caretaker period during a by-election or fresh election.

Major Policy decision (Schedule 2 Dictionary of the LGA) - for a local government, means a decision—

major policy decision, for a local government, means a decision—

- (a) about the appointment of a chief executive officer of the local government; or
- (b) about the remuneration of the chief executive officer of the local government; or
- (c) to terminate the employment of the chief executive officer of the local government; or
- (d) to enter into a contract the total value of which is more than the greater of the following—
  - (i) \$200,000;
  - (ii) 1% of the local government’s net rate and utility charges as stated in the local government’s audited financial statements included in the local government’s most recently adopted annual report.; or
- (e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- (f) to make, amend or repeal a local law; or
- (g) to make, amend or repeal a local planning instrument under the Planning Act; or
- (h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—

Policy Reference Number: CM03.22CP  
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- (i) vary the category of development or category of assessment of development; or
- (ii) vary the assessment benchmarks or criteria for accepted development that would apply to development; or
- (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- (i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—
  - (i) further vary the category of development or category of assessment of development; or
  - (ii) further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

Note—  
Change application assessments for minor changes under the Planning Act, section 81 are not subject to paragraph (i).

**RELATED DOCUMENTS**

- Local Government Act 2009 (LGA)*
- Local Government Regulation 2012 (LGR)*
- Local Government Electoral Act 2011 (LGEA)*
- Local Government Electoral Regulation 2012 (LGER)*
- Council ~~Policy~~Policy: Advertising Spending*
- Council ~~Policy~~Policy: Councillor Expenses and Reimbursement*
- Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011*
- Procedure Caretaker Period Protocol (CM03.22PR.01)*

~~This ~~protecol~~ Policy and associated Procedure have has been adopted by resolution of Council and as such, contravention of the Policy and Procedure by a Councillor is considered inappropriate conduct as . Council accordingly considers this protocol to be a "procedureProcedure", as prescribed in section 176(4)(a)-150K (1) of the Local Government Act 2009.~~

This ~~policy~~Policy supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Theme - Open and Responsive Government.XXXXXXXXXX.

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**Policy Reference Number:** CM03.22CP **Adoption/Approval Date:** 20/1/2020  
**Portfolio:** Council Sustainability **Review Date:** 20/1/2023  
**Business Unit:** Governance **File References:** 04/15/004

Approved By:

**SCENIC RIM REGIONAL COUNCIL**  
 Adopted 20 January 2020 XX/YY/ZZ

**Version Information**

Version No.	Date	Key Changes
<u>1</u>	<u>26/10/2015</u>	<u>New</u>
<u>2</u>	<u>20/01/2020</u>	<u>The Procedure has been redrafted into a Policy and Procedure in accordance with Council's Policy framework. The new Policy and Procedure have been updated in accordance with amendments to the <i>Local Government Act 2009</i>.</u>

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**Policy Reference Number:** CM03.22CP **Adoption/Approval Date:** 20/1/2020  
**Portfolio:** Council Sustainability **Review Date:** 20/1/2023  
**Business Unit:** Governance **File References:** 04/15/004



## CARETAKER PERIOD PROTOCOL (CM03.22PR.01)

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### OBJECTIVES

The objective of this Procedure is to ensure that the ordinary business of Council during the caretaker period continues in a responsible, transparent and legally compliant manner. This includes:

- ensuring that there are clear boundaries around what action can and cannot occur during caretaker period;
- ensuring that the business of Council takes place in an accountable and transparent manner;
- ensuring that Council avoids any perception of acting in a politicised manner during the caretaker period;
- ensure appropriate decision making in accordance with the Local Government Act 2009; and
- ensure that Council resources are not diverted for electoral purposes.

### SCOPE

This protocol applies during Council's quadrennial elections. Where applicable, principles contained within this protocol are relevant for by-elections or fresh elections.

The protocol applies to all Scenic Rim Regional Council Councillors and to all Council officers, whether permanent, temporary, casual or part-time employees, contractors or volunteers.

### PROCEDURE ACTIONS

Council affirms its commitment during caretaker period to:

- a) efficient and transparent continuation of Council's day to day business for the benefit of residents;
- b) transparent actions and decision-making;
- c) actions that do not, or cannot be perceived to, bind an incoming Council in its operational delivery;
- d) the suspension of major Policy decisions;
- e) maintaining the neutrality and independence of Council officers; and
- f) the principle that the use of public funds for electoral purposes is unacceptable.

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**Procedure Reference Number:** CM03.22PR.01  
**Portfolio:** Council Sustainability  
**Business Unit:** Governance

**Adoption/Approval Date:** 20/1/2020  
**Review Date:** 20/1/2023  
**File References:** 04/15/004

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## 1. Council Meetings

Council will continue to meet during the caretaker period for the purpose of making decisions in the public interest. However, Council will defer making any decisions during the caretaker period which:

- could or could be perceived to unreasonably bind an incoming Council in its operational delivery; or
- constitute a major Policy decision<sup>1</sup> for which Ministerial approval has not been received (refer Section 3 below)

## 2. Timing and planning

The exact dates of a caretaker period are determined by the Electoral Commission Queensland (ECQ).

## 3. Prohibition on major Policy decisions

Council must not make a major Policy decision<sup>2</sup> during a caretaker period. However, if Council considers that, having regard to exceptional circumstances that apply, it is necessary to make the major Policy decision in the public interest, Council shall apply to the Minister for approval to make the decision.

The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for Council to make the major Policy decision in the public interest. The Minister's decision may include conditions with which Council must comply.

## 4. Invalidity of major Policy decision in caretaker period without approval

A major Policy decision made by Council during a caretaker period is invalid if Council does not have the Minister's approval to make the decision. A contract is void if it is the subject of a major Policy decision that is invalid.

A person who acts in good faith in relation to a major Policy decision of Council, or in relation to a contract that is the subject of a major Policy decision, but who suffers loss or damage because of any invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage. The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

## 5. Prohibition on election material

In accordance with s90D of the *Local Government Act 2009* (LGA), Councillors and Council officers shall not publish or distribute election material intending to influence voters using Council resources.

## 6. Use of Council resources during an caretaker period

Councillors are entitled to use Council resources and facilities in accordance with the Councillor Expenses and Reimbursement Policy, until their term of office comes to an end.

Councillors are not permitted to affix, or allow to remain affixed, to a Council facility or Council owned asset or vehicle provided to the Councillor for official council business or duties any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an

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<sup>1</sup> Refer to page 7 - Definitions - Major Policy Decision

<sup>2</sup> Refer to page 7 - Definitions - Major Policy Decision

actual or potential candidate for any election. Any private use agreement in existence for the use of a council car shall not exempt the Councillor from the prohibition contained in this policy.

Councillors are reminded of the contents of Council Policy: Councillor Expenses and Reimbursement which outlines that any telecommunication equipment provided by Council must not be used by a Councillor for the purposes of promoting that Councillor as an actual or potential candidate for any Local Government, State Government or Federal Government election.

## 7. Advertising restrictions

Advertising may continue during the caretaker period if it meets one or more of the following criteria:

- it is required for ongoing business and commercial operation of Council;
- it provides essential public information, without which the public would be detrimentally affected;
- it is educational, provides information on core Council services, or can demonstrate a clear community benefit; and/or
- it has already commenced, or routinely occurs at the same time each year, and meets at least one of the above criteria, or deferring it would have a significant impact on the overall cost and effectiveness of Council's operations.

Furthermore, Council will not from the date of the formal election period as issued by gazetted notice prior to a Local Government election or during the period of a by-election:

- place an advertisement relating to a major Policy decision unless approved by the Minister pursuant to Section 90B of the LGA;
- place an advertisement which seeks to influence, or provide support for particular candidates or groups of candidates;
- feature one or more Councillors in any paid Council advertisement

## 8. Media

Media releases prepared by the organisation during the caretaker period must be of public interest, relate to day-to-day Council business, and must not be reasonably construed as being for political purposes. In a media release, quotes will be attributed to a Council spokesperson.

During the caretaker period, Council will respond to media enquiries that relate to operational matters only.

Media events may continue to be held during a caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

If any Councillor who is a candidate attends a media event and is asked a political question, they may respond in their capacity as a candidate.

Council will only provide speechwriting or speech notes to any Councillor during the caretaker period when representing Council at civic and community events, where they meet the criteria outlined in Section 8 of this protocol.

During the caretaker period, Council officers will not offer advice, assistance or scheduling to any Councillor in relation to their Councillor column. Any general requests for information to assist with columns will be directed through the CEO.

Council will retain material placed on the website prior to the commencement of the caretaker period; however, this material must be reviewed to ensure that no materials promote individual Councillors.

Councillor profiles on the website will be amended to satisfy legislative statutory requirements.

Updates of Council's website will be limited to the following:

- Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
- Road work updates or road closures;
- Health or emergency warnings;
- Material that is purely factually and does not promote Council's decisions;
- Updates to existing forms;
- Aesthetic changes;
- Fixing broken links or repairing web issues; and/or
- Compliance with legislative requirements

## 9. Social media

Council's social media channels shall continue to provide regular communication with residents, including service requests that align with Contact Centre Procedures, event information, program initiatives and general day-to-day Council business that is of public interest during the caretaker period.

Council shall not respond to any political comments made or posted during the caretaker period and Council shall maintain the right to remove messages which contravene caretaker principles, whether from members of the public or Councillors. A notice shall be posted on Council's social media channels before the start of the caretaker period, which outlines that Council shall not respond to any political comments made, or posted during the caretaker period.

Councillors shall not be provided with assistance in social media channels in relation to election campaign matters or publicity. Councillors shall not promote their own social media channels or websites via Council's channels.

## 10. Civic and community events

Representation of Council at civic and community events shall continue during an caretaker period provided the event meets one or more of the following criteria:

- it is a planned event endorsed by Council's current Operational Plan;
- it is, or plans to be, routinely held at the same time of year;
- it is a commemorative or anniversary event held on or near the anniversary date;
- it demonstrates a clear community benefit, or serves an educational or welfare purpose;
- it contributes to cultural development, social awareness or sense of community identity; and/or
- it is an event to be attended by or on behalf of the Mayor in fulfilling his or her statutory responsibilities for ceremonial and civic functions, including but not limited to, civic receptions, courtesy calls, hosting VIP guests to the Scenic Rim region.

## 11. Community programs and engagement

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the caretaker period. However, community engagement

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may continue if it is part of an ongoing project that requires the engagement as part of approved programs. Where community engagement has occurred before the caretaker period but the report has not yet proceeded to Council, results of the consultation will not be provided to Council until the caretaker period has concluded.

#### 12. Electoral signage

Candidates are required to comply with Council's Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011 in the lead up to any election. Council officers are authorised to remove electoral signage erected in contravention of that Subordinate Local Law and/or take enforcement action in accordance with Local Law No. 1 (Administration) 2011.

#### 13. Requests for information by Councillors

All requests for information or advice from Councillors shall continue to be responded to in accordance with the Acceptable Requests Guidelines.

#### 14. Provision of information to candidates

Requests for information by candidates during the caretaker period will be dealt with as per the process for a member of the public. The process for requesting and providing information will remain the same.

#### 15. Councillor Correspondence

Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period. However, in responding to correspondence, Councillors shall not purport to make Policy commitments binding the incoming Council.

#### 16. Council officers

Council officers shall maintain the normal business activities of Council during the caretaker period. Officers shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived partisanship in order to protect the organisation's ability to impartially serve any incoming Council following an election.

Officers must not engage in any activity that is, or could be perceived to be, considered an electioneering activity for a Scenic Rim Council election unless a leave of absence for the duration of the election campaign is granted in accordance with Council's normal leave processes (refer s203 of *Local Government Electoral Act 2011*).

Any Council officer proposing to stand as a candidate for the election must be absent on leave from their appointment during the entire election period.

Elected member support officers will continue to provide support for Council endorsed activities and core Council business.

#### 17. Procedure Compliance

Failure to comply with this protocol, and with the policies, guidelines, and procedures referred to in this protocol, may constitute inappropriate conduct or misconduct and any complaints will be dealt with in accordance with Chapter 5A of the LGA.

## 18. Responsibilities

The CEO is the principal adviser to Council and all Councillors in relation to the application of this protocol. As such, the CEO is the final decision-maker in relation to this protocol.

### DEFINITIONS

**Advertising** –(s197(3) LGR): - is promoting, for the payment of a fee, an idea, goods or services to the public.

#### Caretaker period (s90A LGA)

- (1) The *caretaker period* for a local government is the period during an election for the local government that—
- (a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act, section 25(1); and
  - (b) ends at the conclusion of the election.

- (2) There is no caretaker period during a by-election or fresh election.

*Note - for clarity, the caretaker period includes the election period, plus the period between the close of the poll and the day of the declaration of the poll.*

#### Civic events

– public events that Council initiates, manages and has full responsibility for.

#### Community events

– events including but not limited to media launches, promotional events, community engagement, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions, local fairs.

#### Conclusion of election (if the Councillor is elected at an election of all Councillors) (S7 LGEA)

- the day on which the last declaration of a poll conducted in the election is displayed at the office of the returning officer under section 100(2)(a).

#### Council resources

– includes employees, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council (e.g. newsletters), hospitality, stationery, property, facilities, website, Council vehicles, administrative tools, telecommunication devices.

#### Election material (S90D LGA):

- anything able to, or intended to, influence an elector about voting at an election or affects the result of an election.

#### Election period (Schedule 2 Dictionary LGEA)

– the period starting on the day when public notice of the holding of the election is given under s25(1) and ending on the close of the poll for the election.

*Note - for clarity, the election period does not include the period between the close of the poll and the day of the declaration of the poll.*

#### Fresh election (Schedule 2 Dictionary LGEA)

- an election of all the Councillors of a local government that is not a quadrennial election.

#### LGA - Local Government Act 2009

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Procedure Reference Number: CM03.22PR.01  
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**LGEA - Local Government Electoral Act 2011**

**LGER - Local Government Electoral Regulation 2012**

**Major Policy decision** (Schedule 2 Dictionary LGA)

- for a local government, means a decision—

- (a) about the appointment of a chief executive officer of the local government; or
- (b) about the remuneration of the chief executive officer of the local government; or
- (c) to terminate the employment of the chief executive officer of the local government; or
- (d) to enter into a contract the total value of which is more than the greater of the following—
  - (i) \$200,000;
  - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.; or
- (e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- (f) to make, amend or repeal a local law; or
- (g) to make, amend or repeal a local planning instrument under the Planning Act; or
- (h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—
  - (i) vary the category of development or category of assessment of development; or
  - (ii) vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- (i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—
  - (i) further vary the category of development or category of assessment of development; or
  - (ii) further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

*Note—*

*Change application assessments for minor changes under the Planning Act, section 81 are not subject to paragraph (i).*

**Social media** - websites owned and operated independent of Council that are designed specifically for interaction between individuals and permit the sharing of information in all forms of media including opinions, statements of fact, hyperlinks to other sites, images, video, documents and other information. It includes but is not restricted to blogs, microblogs (e.g. Twitter), discussion forums, video sharing websites (e.g. YouTube), online image-sharing websites (e.g. Flickr). Wikis (e.g. Wikipedia), social networking (e.g. Facebook, Myspace, LinkedIn) and any other websites that allow individual users or companies to use simple publishing tools.

**Procedure Reference Number:** CM03.22PR.01  
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**Business Unit:** Governance

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**Term of Office –** (S159 LGA): A councillor’s term starts on-  
 (a) if the councillor is elected—the day after the conclusion of the councillor’s election; or  
 (b) if the councillor is appointed—the day on which the councillor is appointed.

(S160 LGA): A councillor’s term ends—  
 (a) if the councillor is elected at a quadrennial election or at a fresh election—at the conclusion of the next quadrennial election; or  
 (b) if the councillor is elected at a fresh election and a declaration is also made under a regulation—at the conclusion of the quadrennial election after the next quadrennial election; or  
 (c) if the councillor is elected or appointed to fill a vacancy in the office of another councillor—at the end of the other councillor’s term; or  
 (d) when the Legislative Assembly ratifies the dissolution of the local government under section 123; or  
 (e) when the councillor’s office becomes otherwise vacant.

**RELATED DOCUMENTS**

- Local Government Act 2009 (LGA)*
- Local Government Regulation 2012 (LGR)*
- Local Government Electoral Act 2011 (LGEA)*
- Local Government Electoral Regulation 2012 (LGER)*
- Council Policy: Advertising Spending*
- Council Policy: Councillor Expenses and Reimbursement*
- Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011*
- Procedure Caretaker Period Protocol (CM03.22PR.01)*

This Procedure and associated Policy have been adopted by resolution of Council and as such, contravention of the Policy and Procedure by a Councillor is considered inappropriate conduct as prescribed in section 150K (1) of the *Local Government Act 2009*.

This Policy supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Theme - Open and Responsive Government.

**Approved By:**

**SCENIC RIM REGIONAL COUNCIL**  
 Adopted 20 January 2020

**Version Information**

Version No.	Date	Key Changes
1	26/10/2015	New
2	20/01/2020	The Procedure on Caretaker Protocol has been redrafted into a Policy and Procedure in accordance with Council's Policy framework. The new Policy and Procedure have been updated in accordance with amendments to the <i>Local Government Act 2009</i> and changes to Council's meeting structure.

**Procedure Reference Number:** CM03.22PR.01  
**Portfolio:** Council Sustainability  
**Business Unit:** Governance

**Adoption/Approval Date:** 20/1/2020  
**Review Date:** 20/1/2023  
**File References:** 04/15/004



**CARETAKER PERIOD PROTOCOL (CM03.22PR.01)**

**OBJECTIVES**

Council will enter a caretaker period prior to the March 2016 quadrennial elections. During this time, certain restrictions shall apply to Council, Councillors and Council officers to ensure that the ordinary business of Council continues in a responsible, transparent and legally compliant manner in the period leading up to an election.

The objective of this Procedure is:

To ensure that the ordinary business of Council during the caretaker period continues in a responsible, transparent and legally compliant manner in accordance with the requirements of the Local Government Act 2009.

This includes:

- ensuring that there are clear boundaries around what action can and cannot occur during caretaker period;
- ensuring that the business of Council takes place in an accountable and transparent manner;
- ensuring that Council avoids any perception of acting in a politicised manner during the caretaker period;
- ensure appropriate decision making in accordance with the Local Government Act 2009; and
- ensure that Council resources are not diverted for electoral purposes.

**SCOPE**

This procedure Procedure applies

This protocol applies during Council's quadrennial elections. Where applicable principles contained within this protocol are relevant for by-elections or fresh elections. It does not apply to by-elections or fresh elections.

It applies to all Scenic Rim Regional Council Councillors and to all Council officers, whether permanent, temporary, casual or part-time employees, contractors or volunteers.

**PROCEDUREPROCEDURE ACTIONS**

Procedure Reference Number: CM03.22PR.01	Adoption/Approval Date: 20/1/2020
Portfolio: Council Sustainability	Review Date: 20/1/2023
Business Unit: Governance	File References: 04/15/004

Council affirms its commitment during caretaker period to:

- a) efficient and transparent continuation of Council's day to day business for the benefit of residents;
- b) transparent actions and decision-making;
- c) actions that do not or cannot be perceived to, bind an incoming Council in its operational delivery;
- d) the suspension of major ~~policy~~Policy decisions;
- e) maintaining the neutrality and independence of Council officers; and
- a)f) the principle that the use of public funds for electoral purposes is unacceptable.

**1. Council and Council Committees Meetings**

Council ~~and its Standing Committees~~ will continue to meet during the caretaker period for the purpose of making decisions in the public interest. However, Council will defer making any decisions during the caretaker period which:

- ~~could or~~ could be perceived to unreasonably bind an incoming Council in its operational delivery; or
- constitute a major ~~policy~~Policy decision<sup>1</sup> for which Ministerial approval has not been received (refer Section 3 below)

**2. Timing and planning**

The exact dates of a caretaker period are determined by the Electoral Commission Queensland (ECQ).

**3. Prohibition on major ~~policy~~Policy decisions**

Council must not make a major ~~policy~~Policy decision<sup>2</sup> during a caretaker period. However, if Council considers that, having regard to exceptional circumstances that apply, it is necessary to make the major ~~policy~~Policy decision in the public interest, Council shall apply to the Minister for approval to make the decision.

The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for Council to make the major ~~policy~~Policy decision in the public interest. The Minister's decision may include conditions with which Council must comply.

**4. Invalidity of major ~~policy~~Policy decision in caretaker period without approval**

A major ~~policy~~Policy decision made by Council during a caretaker period is invalid if Council does not have the Minister's approval to make the decision. A contract is void if it is the subject of a major ~~policy~~Policy decision that is invalid.

A person who acts in good faith in relation to a major ~~policy~~Policy decision of Council, or in relation to a contract that is the subject of a major ~~policy~~Policy decision, but who suffers loss or damage because of any invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage. The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

<sup>1</sup> Refer to page 72 - Definitions - Major ~~Policy~~Policy Decision  
<sup>2</sup> Refer to page 72 - Definitions - Major ~~Policy~~Policy Decision

**5. Prohibition on election material**

In accordance with s90D of the [Local Government Act 2009](#) (LGA), Councillors and Council officers shall not publish or distribute election material intending to influence voters using Council resources.

**6. Use of Council resources during an [caretaker election period](#)**

Councillors are entitled to use Council resources and facilities in accordance with the Councillor Expenses and Reimbursement ~~Policy~~[Policy](#), until their term of office comes to an end.

Councillors are not permitted to affix, or allow to remain affixed, to a Council facility ~~or council owned asset or vehicle provided to the Councillor for official council business or duties~~ any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election. ~~Any private use agreement in existence for the use of a council car shall not exempt the Councillor from the prohibition contained in this policy.~~

~~Further, any telecommunication equipment provided by Council must not be used by a Councillor for the purposes of promoting that Councillor as an actual or potential candidate for any Local Government, State Government or Federal Government election.~~

~~Councillors are reminded of the contents of Council Policy, Councillor Expenses and Reimbursement which outlines that any telecommunication equipment provided by Council must not be used by a Councillor for the purposes of promoting that Councillor as an actual or potential candidate for any Local Government, State Government or Federal Government election.~~

Commented [TG1]: New

**7. Advertising restrictions**

Advertising may continue during the [caretaker election](#) period if it meets one or more of the following criteria:

- it is required for ongoing business and commercial operation of Council;
- it provides essential public information, without which the public would be detrimentally affected;
- it is educational, provides information on core Council services, or can demonstrate a clear community benefit; and/or
- it has already commenced, or routinely occurs at the same time each year, and meets at least one of the above criteria, or deferring it would have a significant impact on the overall cost and effectiveness of Council's operations.

Furthermore, Council will not ~~from the date of the formal election period as issued by gazetted notice in a three-month period~~ prior to a Local Government election or during the period of a by-election:

- place an advertisement relating to a major ~~policy~~[Policy](#) decision unless approved by the Minister pursuant to Section 90B of the [LGAocal Government Act 2009](#);
- place an advertisement which seeks to influence, or provide support for particular candidates or groups of candidates;
- feature one or more ~~C~~councillors in any paid Council advertisement

**8. Media**

Media releases prepared by the organisation during the caretaker period must be of public interest, relate to day-to-day Council business, and must not be reasonably construed as being for political purposes. In a media release, quotes will be attributed to a Council spokesperson.

During the caretaker period, Council will respond to media enquiries that relate to operational matters only.

Media events may continue to be held during a caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

If any Councillor who is a candidate attends a media event and is asked a political question, they may respond in their capacity as a candidate.

Council will not provide speechwriting or speech notes to any Councillor during the caretaker period.

Council will only provide speechwriting or speech notes to any Councillor during the caretaker period when representing Council at civic and community events, where they meet the criteria outlined in Section 8 of this protocol.

**Commented [DH2]:** Doesn't apply if it is as a Representation of Council at civic and community events that are sanctioned under section 8 above?

During the caretaker period, Council officers will not offer advice, assistance or scheduling to any Councillor in relation to their Councillor column. Any general requests for information to assist with columns will be directed through the CEO.

Council will retain material placed on the website prior to the commencement of the caretaker period; however this material must be reviewed to ensure that no materials promote individual Councillors.

Councillor profiles on the website will be amended to satisfy legislative statutory requirements.

Updates of Council's website will be limited to the following:

- Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
- Road work updates or road closures;
- Health or emergency warnings;
- Material that is purely factually and does not promote Council's decisions;
- Updates to existing forms;
- Aesthetic changes;
- Fixing broken links or repairing web issues; and/or
- Compliance with legislative requirements

**9. Social media**

Council's social media channels shall continue to provide regular communication with residents, including service requests that align with Contact Centre ~~procedure~~Procedures.

Procedure Reference Number: CM03.22PR.01 Adoption/Approval Date: 20/1/2020  
 Portfolio: Council Sustainability Review Date: 20/1/2023  
 Business Unit: Governance File References: 04/15/004

event information, program initiatives and general day-to-day Council business that is of public interest during the caretaker period.

Council shall not respond to any political comments made or posted during the caretaker period and Council shall maintain the right to remove messages which contravene caretaker principles, whether from members of the public or Councillors. A notice shall be posted on Council's social media channels before the start of the caretaker period, which outlines that Council shall not respond to any political comments made, or posted during the caretaker period.

Councillors shall not be provided with assistance in social media channels in relation to election campaign matters or publicity. Councillors shall not promote their own social media channels or websites via Council's channels.

**8.10. Civic and community events**

Representation of Council at civic and community events shall continue during an ~~caretaker~~ ~~election~~ period provided the event meets one or more of the following criteria:

- it is a planned event endorsed by Council's current Operational Plan;
- it is, or plans to be, routinely held at the same time of year;
- it is a commemorative or anniversary event held on or near the anniversary date;
- it demonstrates a clear community benefit, or serves an educational or welfare purpose;
- it contributes to cultural development, social awareness or sense of community identity; and/or
- it is an event to be attended by or on behalf of the Mayor in fulfilling his or her statutory responsibilities for ceremonial and civic functions, including but not limited to, civic receptions, courtesy calls, hosting VIP guests to the Scenic Rim region.

**8.11. Community programs and engagement**

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the caretaker period. However community engagement may continue if it is part of an ongoing project that requires the engagement as part of approved programs. Where community engagement has occurred before the caretaker period but the report has not yet proceeded to Council, results of the consultation will not be provided to Council until the caretaker period has concluded.

**10.1. Media**

~~Media releases prepared by the organisation during the caretaker period must be of public interest, relate to day-to-day Council business, and must not be reasonably construed as being for political purposes. In a media release, quotes will be attributed to a Council spokesperson.~~

~~During the caretaker period, Council will respond to media enquiries that relate to operational matters only.~~

~~Media events may continue to be held during a caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.~~

~~If any Councillor who is a candidate attends a media event and is asked a political question, they may respond in their capacity as a candidate.~~

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~~Council will not provide speechwriting or speech notes to any Councillor during the caretaker period.~~

~~During the caretaker period, Council officers will not offer advice, assistance or scheduling to any Councillor in relation to their Councillor column. Any general requests for information to assist with columns will be directed through the CEO.~~

~~Council will retain material placed on the website prior to the commencement of the caretaker period; however this material must be reviewed to ensure that no materials promote individual Councillors.~~

~~Councillor profiles on the website will be amended to satisfy legislative statutory requirements.~~

~~Updates of Council's website will be limited to the following:~~

- ~~• Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time sensitive nature;~~
- ~~• Road work updates or road closures;~~
- ~~• Health or emergency warnings;~~
- ~~• Material that is purely factually and does not promote Council's decisions;~~
- ~~• Updates to existing forms;~~
- ~~• Aesthetic changes;~~
- ~~• Fixing broken links or repairing web issues; and/or~~
- ~~• Compliance with legislative requirements~~

#### **11.12. Electoral signage**

Candidates are required to comply with Council's Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011 in the lead up to any election. Council officers are authorised to remove electoral signage erected in contravention of that Subordinate Local Law and/or take enforcement action in accordance with Local Law No. 1 (Administration) 2011.

#### **12.13. Requests for information by Councillors**

All requests for information or advice from Councillors shall continue to be responded to in accordance with the Acceptable Requests Guidelines.

#### **13.14. Provision of information to candidates**

Requests for information by candidates during the caretaker period will be dealt with as per the process for a member of the public. The process for requesting and providing information will remain the same.

#### **14.15. Mayor and Councillor Correspondence**

~~The Mayor and~~ Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period. However, in responding to correspondence, ~~the Mayor and~~ Councillors shall not purport to make ~~policy~~ Policy commitments binding the incoming Council.

#### **15.16. Council officers**

~~Procedure Reference Number: CM03.22PR.01 Adoption/Approval Date: 20/1/2020~~  
~~Portfolio: Council Sustainability Review Date: 20/1/2023~~  
~~Business Unit: Governance File References: 04/15/004~~

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Council officers shall maintain the normal business activities of Council during the caretaker period. Officers shall undertake their duties in an appropriate way and take all steps to avoid any real or perceived partisanship in order to protect the organisation's ability to impartially serve any incoming Council following an election.

Officers must not engage in any activity that is, or could be perceived to be, considered an electioneering activity for a Scenic Rim Council election unless a leave of absence for the duration of the election campaign is granted in accordance with Council's normal leave processes (refer s203 of [Local Government Electoral Act 2011 \(LGEA\)](#) ~~LGEA~~).

Any Council officer proposing to stand as a candidate for the election must be absent on leave from their appointment during the entire election period.

Elected member support officers will continue to provide support for Council endorsed activities and core Council business.

Social media

~~Council's social media channels shall continue to provide regular communication with residents, including service requests that align with Contact Centre procedureProcedures, event information, program initiatives and general day to day Council business that is of public interest during the caretaker period.~~

~~Council shall not respond to any political comments made or posted during the caretaker period and Council shall maintain the right to remove messages which contravene caretaker principles, whether from members of the public or Councillors. A notice shall be posted on Council's social media channels before the start of the caretaker period, which outlines that Council shall not respond to any political comments made or posted during the caretaker period.~~

~~Councillors shall not be provided with assistance in social media channels in relation to election campaign matters or publicity. Councillors shall not promote their own social media channels or websites via Council's channels.~~

**16.17. Compliance**

Failure to comply with this protocol, and with the policies, guidelines, and ~~procedureprocedures~~ referred to in this protocol, may constitute inappropriate conduct or misconduct and any complaints will be dealt with in accordance with [Chapter 6 Part 2 Division 6, Chapter 5A](#) of the LGA.

**17.18. Responsibilities**

The CEO is the principal adviser to Council and all Councillors in relation to the application of this protocol. As such, the CEO is the final decision-maker in relation to this protocol.

**DEFINITIONS**

~~Procedure Reference Number: CM03.22PR.01 Adoption/Approval Date: 20/1/2020  
 Portfolio: Council Sustainability Review Date: 20/1/2023  
 Business Unit: Governance File References: 04/15/004~~

**Advertising** – ~~(s197(3) LGR)~~s197(3) in the LGR: is promoting an idea, goods or services to the public for which a fee is paid - is promoting, for the payment of a fee, an idea, goods or services to the public.

**Caretaker period** – S90A of the LGA: the period during an election for the Council that starts on the day when the public notice of the holding of the election is given and ends at the conclusion of the election. The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ) and Returning Officer.

**Caretaker period (s90A LGA)**

(1) The caretaker period for a local government is the period during an election for the local government that—

- (a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act, section 25(1); and
- (b) ends at the conclusion of the election.

(2) There is no caretaker period during a by-election or fresh election.

Note - for clarity, the caretaker period includes the election period, plus the period between the close of the poll and the day of the declaration of the poll.

**Civic events**

– public events that Council initiates, manages and has full responsibility for.

**Community events**

– events including but not limited to media launches, promotional events, community engagement, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions, local fairs.

**Conclusion of election** ~~(if the Councillor is elected at an election of all Councillors) – (S7 of the LGEA)~~

~~– the day on which the last declaration of a poll conducted in the election is displayed at the office of the returning officer under section 100(2)(a).~~

~~– the day on which the last declaration of a poll conducted in the election is displayed in the local government's public office.~~

**Council resources**

– includes employees, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council (e.g. newsletters), hospitality, stationery, property, facilities, website, Council vehicles, administrative tools, telecommunication devices.

**Election material** – ~~(S90D of the LGA):~~

~~– anything able to, or intended to, influence an elector about voting at an election or affects the result of an election.~~

**Election period** – ~~(Schedule 2 Dictionary of the LGEA):~~

~~– the period starting on the day when public notice of the holding of the election is given under s25(1) and ending on the close of the poll for the election.~~

Note - for clarity, the election period does not include the period between the close of the poll and the day of the declaration of the poll.

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**Fresh election** – (Schedule 2 Dictionary of the LGEA)

– an election of all the Councillors of a local government Council that is not a quadrennial election.

[LGA - Local Government Act 2009](#)

[LGEA- Local Government Electoral Act 2011](#)

[LGER- Local Government Electoral Regulation 2012](#)

**Major policy decision** – Schedule Dictionary of the LGA: a decision:

- about the appointment of a Chief Executive Officer;
- about the remuneration of the Chief Executive Officer;
- to terminate the employment of the Chief Executive Officer;
- to enter into a contract the total value of which is more than the greater of \$200,000 or 1% of local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.

**Major Policy decision** (Schedule 2 Dictionary LGEA)

- for a local government, means a decision—

- (a) about the appointment of a chief executive officer of the local government, or
- (b) about the remuneration of the chief executive officer of the local government, or
- (c) to terminate the employment of the chief executive officer of the local government, or
- (d) to enter into a contract the total value of which is more than the greater of the following—
  - (i) \$200,000;
  - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report, or
- (e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract, or
- (f) to make, amend or repeal a local law, or
- (g) to make, amend or repeal a local planning instrument under the Planning Act, or
- (h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to—
  - (i) vary the category of development or category of assessment of development, or
  - (ii) vary the assessment benchmarks or criteria for accepted development that would apply to development, or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan, or
- (i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to—
  - (i) further vary the category of development or category of assessment of development, or
  - (ii) further vary the assessment benchmarks or criteria for accepted development that would apply to development, or
  - (iii) facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

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Note—  
Change application assessments for minor changes under the Planning Act, section 81 are not subject to paragraph (i).

Social media - websites owned and operated independent of -outside Council that are designed specifically for interaction between individuals and permit the sharing of information in all forms of media including opinions, statements of fact, hyperlinks to other sites, images, video, documents and other information. It includes but is not restricted to blogs, microblogs (e.g. Twitter), discussion forums, video sharing websites (e.g. YouTube), online image-sharing websites (e.g. Flickr), Wikis (e.g. Wikipedia), social networking (e.g. Facebook, Myspace, LinkedIn) and any other websites that allow individual users or companies to use simple publishing tools.

Commented [TG3]: New definition for Social media

**Term of Office** – (S159 LGA)2009: A councillor's term starts on:  
(a) \_\_\_ if the councillor is elected—the day after the conclusion of the councillor's election; or  
(b) \_\_\_ if the councillor is appointed—the day on which the councillor is appointed.

Draft

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- (S160 LGA) 2009: A councillor's term ends—
- (a) if the councillor is elected at a quadrennial election or at a fresh election—at the conclusion of the next quadrennial election; or
  - (b) if the councillor is elected at a fresh election and a declaration is also made under a regulation—at the conclusion of the quadrennial election after the next quadrennial election; or
  - (c) if the councillor is elected or appointed to fill a vacancy in the office of another councillor—at the end of the other councillor's term; or
  - (d) when the Legislative Assembly ratifies the dissolution of the local government under section 123; or
  - (e) when the councillor's office becomes otherwise vacant.

**RELATED DOCUMENTS**

Local Government Act 2009 (LGA)  
 Local Government Regulation 2012 (LGR)  
 Local Government Electoral Act 2011 (LGEA)  
 Local Government Electoral Regulation 2012 (LGER)  
 Council Policy: Advertising Spending  
 Council Policy: Councillor Expenses and Reimbursement  
 Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011  
 Procedure Caretaker Period Protocol (CM03.22PR.01)

This procedure supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Theme - XXXXXXXXXX.

This protocol has been adopted by resolution of Council. Council accordingly considers this protocol to be a "procedure", as prescribed in section 176(4)(a) of the Local Government Act 2009. This Procedure and associated Policy have been adopted by resolution of Council and as such, contravention of the Policy and Procedure by a Councillor is considered inappropriate conduct as prescribed in section 150K (1) of the Local Government Act 2009.

This Policy supports the Scenic Rim Regional Council Corporate Plan 2018-2023, in particular Theme - Open and Responsive Government.

**Approved By:**

**SCENIC RIM REGIONAL COUNCIL**  
 Adopted 20 January 2020

**Version Information**

Version No.	Date	Key Changes
1	26/10/2015	New
2	20/01/2020	The Procedure on Caretaker Protocol has been redrafted into a Policy

Procedure Reference Number: CM03.22PR.01 Adoption/Approval Date: 20/1/2020  
 Portfolio: Council Sustainability Review Date: 20/1/2023  
 Business Unit: Governance File References: 04/15/004

		<p>and Procedure in accordance with Council's Policy framework. The new Policy and Procedure have been updated in accordance with amendments to the <i>Local Government Act 2009</i> and changes to Council's meeting structure.</p>
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Draft

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Procedure Reference Number: CM03.22PR.01 Adoption/Approval Date: 20/1/2020  
Portfolio: Council Sustainability Review Date: 20/1/2023  
Business Unit: Governance File References: 04/15/004

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**11.15 Councillor Remuneration 2020**

**Executive Officer:** General Manager Council Sustainability

**Item Author:** Principal Specialist Governance & Assurance

**Attachments:**

1. Local Government Remuneration Commission Annual Report 2019 [↓](#)

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**Executive Summary**

The Local Government Remuneration Commission (Commission) has concluded its review of the categories of local governments, and the assignment of local governments to categories. In addition, the Commission determined the levels of remuneration for Mayors, Deputy Mayors and Councillors of Queensland local governments as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

**Recommendation**

That Council adopt the Local Government Remuneration Commission's determined Remuneration Schedule effective from 1 July 2020 for the Mayor, Deputy Mayor and Councillors.

**Previous Council Considerations / Resolutions**

Each year Council is required to make a resolution for the remuneration payable from 1 July of that year.

**Report / Background**

The Local Government Remuneration Commission (Commission) is an independent entity established under the *Local Government Act 2009* (Act). Chapter 6, Part 3 of the Act, proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- To establish the categories of local governments;
- To decide the category to which each local government belongs;
- To decide the maximum amount of remuneration payable to the Councillors in each of the categories; and
- Another function related to the remuneration of Councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the *Local Government Regulation 2012* (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to Councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to Mayors, Deputy Mayors and Councillors in each category from 1 July of the following year.

As required by section 246 of the Regulation, the Commission has prepared a remuneration schedule for various categories of Council for the 2020-2021 financial year, applicable for Scenic Rim Regional Council (Category 3) from 1 July 2020 as follows which represents a two percent increase from last year:

<b>Category 3</b>	<b>2018/2019</b>	<b>2019/2020</b>
Mayor	\$130,584	\$133,196
Deputy Mayor	\$81,615	\$83,247
Councillor	\$69,372	\$70,759

Section 241 of the Regulation states the Commission must establish categories of local governments to enable the Commission to decide the maximum amounts of remuneration that are payable to Mayors and other Councillors in each of the categories.

The Commission has reviewed the current categories and decided not to make any change in this current review. The Commission will undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020.

Section 247 of the Regulation states that the maximum amount of remuneration payable to a Councillor under the remuneration schedule must be paid to the Councillor, unless the local government, by resolution, decides the maximum amount is not payable to the Councillor.

Section 247 of the Regulation states that Council must make a resolution for the remuneration payable from 1 July of a particular year, before 1 July of that year.

Section 248 of the Regulation allows a local government to make a submission to the Tribunal to vary the remuneration for a Councillor, or Councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Tribunal may, but is not required to, consider any such submission. If the Tribunal is satisfied that exceptional circumstances exist, the Tribunal may approve payment of a higher amount of remuneration.

### **Budget / Financial Implications**

The development of the 2020-2021 Council budget will need to take into consideration the outcome of this report.

### **Strategic Implications**

#### *Operational Plan*

Theme: 3. Open and Responsive Government

Key Area of Focus: 3.1.3 Embed community engagement and partnerships that improve shared understanding

*Legal / Statutory Implications*

This report is in accordance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

**Risks**

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR46 Inadequate or lack of Governance (including procurement) Framework (systems, policies, procedures, delegations and controls) in place to ensure compliance by Council's Councillors and Officers with all relevant State and Federal legislation and regulations.

Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Political  Councillors are to be remunerated in accordance with the requirements of the Local Government Regulation 2012.	Minor	Unlikely	Low	Councillors are remunerated in accordance with the requirements of the Local Government Regulation 2012.	Low

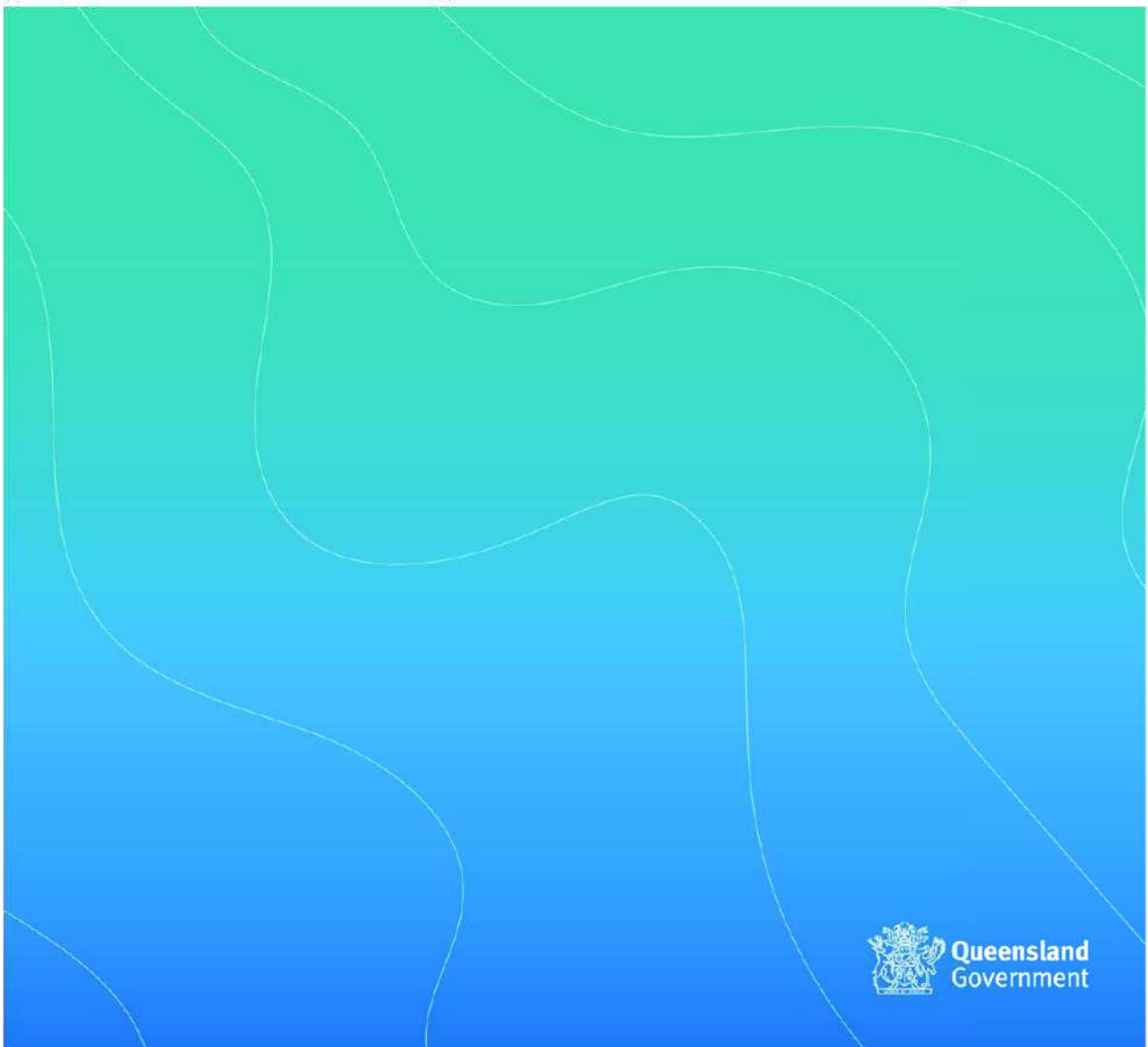
**Consultation**

Nil.

**Conclusion**

That Council must make a resolution for the remuneration payable from 1 July 2020 for the Mayor, Deputy Mayor and Councillors.

Local Government  
Remuneration Commission  
**Annual Report 2019**



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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

An electronic copy of this report is available on the Department of Local Government, Racing and Multicultural Affairs' website at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au).

## Local Government Remuneration Commission

29 November 2019

The Honourable Stirling Hinchliffe MP  
Minister for Local Government, Racing and Multicultural Affairs  
1 William Street  
Brisbane QLD 4000

Dear Minister

On 29 November 2019, the Local Government Remuneration Commission (Commission) concluded its review of the categories of local governments and the assignment of local governments to categories. In addition, the Commission determined the levels of remuneration for mayors, deputy mayors and councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*.

Our determinations on these matters, together with the Remuneration Schedule to apply from 1 July 2020 are included in the enclosed Report, which we commend to you.

Yours sincerely



Robert (Bob) Abbot  
Chair Commissioner



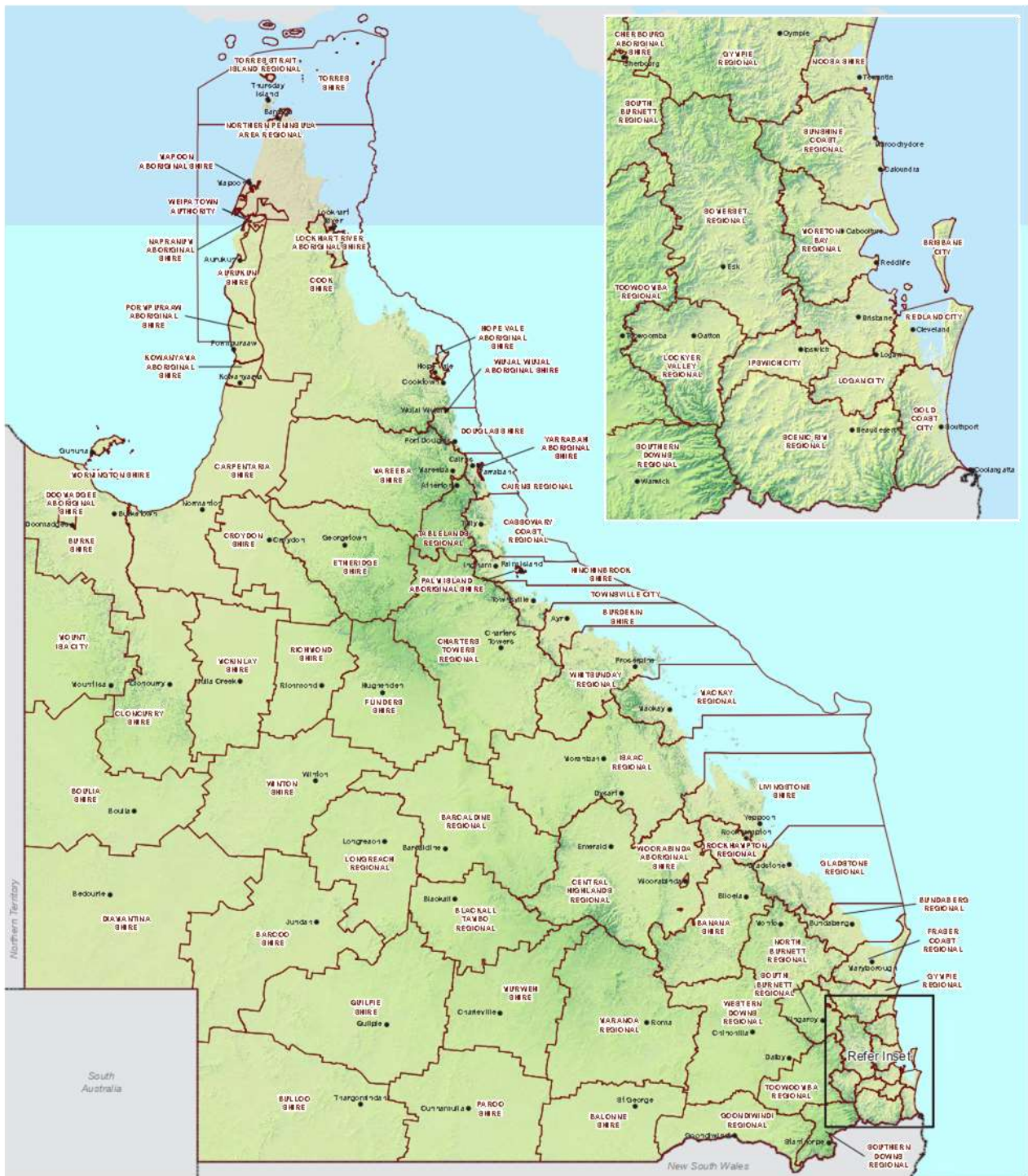
Andrea Ranson  
Commissioner



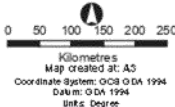
Reimen Hii  
Commissioner



Department of Local Government, Racing and Multicultural Affairs



**Legend**  
 ● Population Centres  
 □ LGA Boundary



**2019 Local Government Area Boundaries**

Map provided by the Department of State Development, Manufacturing, Infrastructure and Planning Spatial Services Unit, 25/02/2019



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## 2019 Report at a glance

The Commission has reviewed the current categories and decided not to make any change in this current review. The Commission will undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020.

The Commission has decided to increase the maximum remuneration levels for mayors, deputy mayors and councillors by two per cent from 1 July 2020.

In making its determination, the Commission considered the following:

- Increases in the Consumer Price Index (CPI) for the financial year ended 30 June 2019 (percentage change from previous financial year)<sup>1</sup>
  - Weighted average of the eight capital cities: +1.6 per cent
  - Brisbane: +1.6 per cent.
- Increases in CPI for the year ended September 2019 (percentage change from corresponding quarter of previous year)<sup>2</sup>
  - Weighted average of the eight capital cities: +1.7 per cent
  - Brisbane: +1.9 per cent.
- Increases in the Wage Price Index (WPI) for the financial year ended 30 June 2019<sup>3</sup>
  - Australia & Queensland (All Industries): +2.3 per cent
  - Australia & Queensland (Public Sector): +2.5 per cent.
- The Commission considered Brisbane City Council's Independent Councillor Remuneration Tribunal (ICRT) remuneration determination a potentially relevant factor, however, the ICRT reviews and resets Brisbane City councillor remuneration arrangements every five (5) years. The last increase was in 2017, at which time the ICRT accorded a two per cent increase to salaries effective 1 July 2018. In its 20 November 2019 Report, the Tribunal did not issue a determination which provided a percentage increase to salaries.
- Decision of the Salaries and Allowances Tribunal of Western Australia determination dated 9 April 2019:
  - one per cent increase.
- Decision of the New South Wales Local Government Remuneration Tribunal Determination and Annual Report dated 15 April 2019:
  - 2.5 per cent increase.

<sup>1</sup> Source: Australian Bureau of Statistics 6401.0 - Consumer Price Index, Australia, Jun 2019; 'Summary', 'Selected Tables - Capital Cities', '2 All Groups CPI, Percentage changes', 'Percentage Change (from Previous Financial Year)

<sup>2</sup> Source: Australian Bureau of Statistics 6401.0 - Consumer Price Index, Australia, Sep 2019; 'Summary', 'Selected Tables - Capital Cities', '2 All Groups CPI, Percentage changes', 'Percentage Change (from Corresponding Quarter of Previous Year)

<sup>3</sup> Source: ABS 6345.0 - Wage Price Index, Australia, Jun 2019 - All WPI series: Original (Financial Year Index Numbers for year ended June quarter)

- Decision of the Victorian Minister for Local Government:
  - two per cent increase as at 1 December 2018. It is noted the 1 December 2019 Victorian decision was unavailable at the date of determination.

In making its decision the Commission also had regard to anecdotal reports and submissions received about:

- financial pressures on councils and sustainability of their communities
- recent level of impact of natural disasters
- increased requirement for community support
- councils' role in economic development and local infrastructure
- needs of resident and non-resident populations
- increasing pressure to deliver innovative solutions
- unique qualities and complexities of diverse communities
- potential impact of government reforms, such as changes to legislation arising from the Crime and Corruption Commission's report 'Operation Belcarra: A blueprint for integrity and addressing corruption risk in local government'.

# 1. The Commission

## Formation and composition

The Local Government Remuneration Commission (Commission) is an independent entity established under the *Local Government Act 2009 (Act)*. On 1 October 2019, His Excellency the Governor, acting by and with the advice of the Executive Council, approved three new appointees to the Commission for a term of four years. This is the first report of the new Commission, and the thirteenth report including the reports of the former Local Government Remuneration and Discipline Tribunal and the Local Government Remuneration Tribunal.

The current Chair and Commissioners of the Commission are:

### **Mr. Robert (Bob) Abbot**

#### **Chair**

Mr. Abbot has extensive experience in the local government sector with 32 years as an elected councillor and mayor. Mr. Abbot has experience working at State and National local government organizations and has held board and panel positions, including Deputy Chair of the South East Queensland Council of Mayors, Director of the Local Government Association of Queensland (LGAQ), and Director of the Australian Local Government Association. Mr. Abbot has been a mentor for newly elected mayors on behalf of the LGAQ, with a particular focus on mentoring Queensland Indigenous mayors.

### **Ms. Andrea Ranson**

#### **Commissioner**

Ms. Ranson has extensive experience in Law and Business, including public and private sector governance and supply chain industry. Ms. Ranson practiced as a senior lawyer and brings substantial experience in civil, commercial and industrial law, equal opportunity, ethics and justice. Ms. Ranson is a Nationally Accredited Mediator currently working with the Queensland Civil and Administrative Tribunal (QCAT), and a Dispute Resolution Panel Member with the Department of Justice. Ms. Ranson is also currently a Director appointed to the Board of North Queensland Bulk Ports Corporation and is a member of the Corporate Governance & Planning Committee and Audit & Financial Risk Management Committee of that Board. Ms. Ranson holds a Master of Laws, Bachelor of Laws (Honours), and Bachelor of Arts. She is also a Graduate of the AICD (GAICD) and Fellow of the Governance Institute of Australia (FGIA). Ms. Ranson has significant understanding of regional Queensland, industry sectors and stakeholder engagement. Ms. Ranson brings her business acumen, legal skill, and passion for regional communities to the role.

### **Mr. Reimen Hii**

#### **Commissioner**

Mr. Hii is a barrister and nationally accredited mediator. He also works as a mediator with QCAT. He holds a Bachelor of Laws and Bachelor of Arts Degree and is a practicing lawyer, with extensive knowledge in public administration and community affairs, and a particular interest in civil and commercial law. Mr. Hii is experienced in professional discipline matters, including investigations, public administration, corporate and public governance, public sector ethics and finance. Mr. Hii has a culturally and linguistically diverse background and experience working with diverse communities.

Mr. Abbot, Ms. Ranson and Mr. Hii are honoured to present this inaugural 2019 report of the newly formed Commission. The Commission is committed to undertaking its duties with diligence, skill, independence and transparency over the next four years.



*The Local Government Remuneration Commission*

*From left: Mr Reimen Hii, Ms Andrea Ranson and Mr. Robert (Bob) Abbot*

## Remuneration Responsibilities

Chapter 6, Part 3 of the Act, proclaimed into force on 3 December 2018, established the Local Government Remuneration Commission to assume the remuneration functions of the former Local Government Remuneration and Discipline Tribunal which ceased to exist on 3 December 2018.

Section 177 of the Act provides the functions of the Commission are:

- to establish the categories of local governments, and
- to decide the category to which each local government belongs, and
- to decide the maximum amount of remuneration payable to the councillors in each of the categories, and
- another function related to the remuneration of councillors if directed, in writing, by the Minister.

Chapter 8, Part 1, Division 1 of the Local Government Regulation 2012 (Regulation) sets out the processes of the Commission in deciding the remuneration that is payable to councillors.

The Regulation requires the Commission to review the categories of local governments once every four years, in the year prior to each quadrennial election, to determine whether the categories and the assignment of local governments to those categories require amendment.

After determining the categories of local governments, the Regulation also requires the Commission to decide annually, before 1 December each year, the maximum amount of remuneration to be paid to mayors, deputy mayors and councillors in each category from 1 July of the following year.

In addition, section 248 of the Regulation allows a local government to make a submission to the Commission to vary the remuneration for a councillor, or councillors, to a level higher than that stated in the remuneration schedule where the local government considers exceptional circumstances apply. The Commission may, but is not required to, consider any such submission. If the Commission is satisfied that exceptional circumstances exist, the Commission may approve payment of a higher amount of remuneration.

## **The Former Local Government Remuneration and Discipline Tribunal**

The Commission acknowledges the substantive contribution of the 2007-2018 former Tribunal/s to develop the local government remuneration schedule and category system.

The key milestones of the 2007 and subsequent Tribunals has been well documented and comprehensive history around decision making and rationale can be found in each of the 2007-2018 Tribunal Reports.

The Commission will, as stated in this report, undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020. It is expected that during this review, the Commission will reference historic decision making and reasoning in relation to issues as appropriate.

## **2. Remuneration determination**

### **Remuneration determination for councillors**

As required by section 246 of the Regulation the Commission has prepared a remuneration schedule for the 2020-2021 financial year, applicable from 1 July 2020 (the Schedule), which appears below.

Arrangements have been made to publish the Schedule in the Queensland Government Gazette and for this report to be printed and presented to the Minister for Local Government.

### **Methodology**

The Commission had regard to the matters in section 244 and 247 (2), (5) of the Regulation in determining the Schedule. The Commission also noted and had regard to the matters listed on page 2 of this Report to determine the appropriate maximum remuneration in each category of local government.

The Commission notes it did not receive any specific submissions from councils in relation to setting the remuneration schedule for the 2020-2021 financial year and has continued to adopt a conservative approach to setting remuneration levels.

### **Matters not included in the remuneration schedule**

Section 244(3) of the Regulation states that the remuneration cannot include:

- any amount for expenses to be paid or facilities to be provided to councillors under a council's expenses reimbursement policy; or
- any contribution a local government may make to a voluntary superannuation scheme for councillors.

During the 2019 consultation period, Barcaldine Regional Council sought clarification of the role of the Commission to direct payment of compulsory superannuation payments to councillors.

The Commission notes section 244(3) of the Regulation states the remuneration decided by the Commission cannot include "voluntary superannuation scheme for councillors". In this regard, the Commission has determined that it has no power to direct matters relating to the structure, payment or otherwise of voluntary schemes, including salary sacrifice or other salary packaging.

Page 11 of the 2018 Tribunal Report considered the issue of superannuation, commenting:

"Accordingly, the level of superannuation payments made to a councillor is a matter to be determined by each individual council having regard to the relevant Commonwealth legislation and section 226 of the Act, as is the issue of whether a councillor may salary sacrifice such contributions".

The Commission notes there is precedent where Queensland local governments have paid superannuation to councillors. While this may be the case, the Commission notes the payment of compulsory or voluntary superannuation payments to councillors falls outside of its statutory functions and the Commission is unable to make a determination to direct council in relation to superannuation.

The Commission has informed Barcaldine Regional Council of this determination.

### **Pro rata payment**

Should an elected representative hold a councillor position for only part of a financial year, she or he is only entitled to remuneration to reflect the portion of the year served.

**Remuneration schedule to apply from 1 July 2020**

Category	Local governments assigned to categories	Remuneration determined (from 1 July 2020)		
		(\$ per annum; see Note 1)		
		Mayor	Deputy mayor	Councillor
<b>Category 1</b> (see Note 2)	Aurukun Shire Council Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Burdekin Shire Council Burke Shire Council Carpentaria Shire Council Charters Towers Regional Council Cherbourg Aboriginal Shire Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Diamantina Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Goondiwindi Regional Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Longreach Regional Council Mapoon Aboriginal Shire Council McKinlay Shire Council Morningside Shire Council Murweh Shire Council Napranum Aboriginal Shire Council North Burnett Regional Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Paroo Shire Council Pormpuraaw Aboriginal Shire Council Quilpie Shire Council Richmond Shire Council Torres Shire Council Torres Strait Island Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council	\$108,222	\$62,435	\$54,110
<b>Category 2</b>	Mareeba Shire Council Mount Isa City Council Somerset Regional Council	\$124,869	\$74,923	\$62,435

<b>Category 3</b>	Cassowary Coast Regional Council Central Highlands Regional Council Gympie Regional Council Isaac Regional Council Livingstone Shire Council Lockyer Valley Regional Council Maranoa Regional Council Noosa Shire Council Scenic Rim Regional Council South Burnett Regional Council Southern Downs Regional Council Tablelands Regional Council Western Downs Regional Council Whitsunday Regional Council	\$133,196	\$83,247	\$70,759
<b>Category 4</b>	Bundaberg Regional Council Fraser Coast Regional Council Gladstone Regional Council Rockhampton Regional Council	\$158,168	\$104,059	\$91,571
<b>Category 5</b>	Cairns Regional Council Mackay Regional Council Redland City Council Toowoomba Regional Council	\$183,143	\$124,869	\$108,222
<b>Category 6</b>	Ipswich City Council Townsville City Council	\$208,117	\$141,520	\$124,869
<b>Category 7</b>	Logan City Council Moreton Bay Regional Council Sunshine Coast Regional Council	\$233,091	\$161,499	\$141,520
<b>Category 8</b>	Gold Coast City Council	\$258,066	\$178,981	\$154,006

**Notes to the remuneration schedule**

In its 2014 report the then Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the 12 mandated council meetings.

- Note 1 The monetary amounts shown are the per annum figures to apply from 1 July 2020. If an elected representative only serves for part of a full year (that is, 1 July to 30 June) they are only entitled to a pro rata payment to reflect the portion of the year served.
- Note 2 For councillors in Category 1 councils, a base payment of \$36,073.28 is payable for the 12 months commencing on 1 July 2020. A meeting fee of \$1,503.06 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

### 3. Determination of Categories pursuant to s. 177 of the Act

As noted above, Chapter 8, Part 1, Division 1 of the Regulation sets out the processes which the Commission is required to observe in deciding the remuneration that is payable to councillors.

Section 241 of the Regulation states the Commission must establish categories of local governments to enable the Commission to decide the maximum amounts of remuneration that are payable to mayors and other councillors in each of the categories.

#### Determination

The Commission has reviewed the current categories and decided not to make any change in this current review. The Commission will undertake a comprehensive category review within the first 12 months following the quadrennial local government elections in March 2020.

In reaching this decision, the Commission has carefully considered all nine (9) submissions received by it (set out below) during the review period.

The former Tribunal also reported two outstanding determinations to be considered by the newly formed Commission in 2019:

1. Isaac Regional Council (page 11-12, 2018 Tribunal Report) – council requested that the former Tribunal consider the current remuneration of mayors of councils in Category 3 to ensure it reflected full time hours for the mayor. The submission proposed that in order to achieve this, existing Category 3 councils be divided into two new categories, namely Category 3A and 3B.

**Determination:** *The Commission notes a further submission was made by council during the 2019 deputation review period which largely reflected the submission made to the former Tribunal. The Commission has determined not to make any changes in this current review. The Commission will undertake a comprehensive review within the first 12 months following the quadrennial local government elections in 2020.*

2. Moreton Bay Regional Council (page 12, 2018 Tribunal Report) - oral submission from Moreton Bay Regional Council requesting the Tribunal to establish a process for allowances and expenditure for councillor's similar to that of Queensland MPs.

**Determination:** *The Commission did not receive any further submission during the 2019 consultation period from Moreton Bay Regional Council (about this or any other matter). The Commission has determined not to make any changes in this current review and has further determined on the basis of the information available to it that the submission falls outside of its statutory remit.*

#### Matters raised with the Commission during the remuneration review program

A summary table of submissions made to the Commission during the review period and the Commission's determination is provided below.

### Meetings and deputations

Local governments were provided with the opportunity to meet with the Commission at the 123<sup>rd</sup> Annual Conference of the LGAQ at the Cairns Convention Centre on Tuesday 15 October 2019. Commissioners were also available to engage with councils at the LGAQ Conference from Monday 14 October 2019 to Wednesday 16 October 2019 inclusive.

Oral submissions were received by the Commission in the form of deputations during this period. Written submissions were further received by the Commission on or before the due date for submissions on 28 October 2019.

In making its determination, the Commission had regard to the submissions it received, together with the matters on page 2 (summary) of this report.

Key points raised with the Commission during the 2019 review period included increasing demands on council in relation to sustainability, industry and innovation, potential recognition of differential councillor workload, structuring the payment of meeting fees and superannuation.

**Table – Summary of 2019 Submissions**

1	<b>Date Received</b>	Oral – LGAQ Annual Conference 15 October 2019 Written – 1 October 2019
	<b>Received from</b>	Boulia Shire Council; Mayor Eric (Rick) Britton; Deputy Mayor Rebecka (Beck) Britton
	<b>Summary of submission</b>	Currently Category 1 The council wished to affect a change in the remuneration to councillors (this does not affect the mayor or deputy mayor). Submitted that there is a need to review Meeting Fees to ensure performance. CEO stated that the submission “while unusual, it is supported by councillors who are happy to adopt the proposal that councillors are only paid if they attend a Meeting and not otherwise”. Council identified disparity in workloads amongst councillors, with some councillors agreeing that they are limited in time/ability to attend all meetings and agreeing they should not be paid.
	<b>Determination</b>	The Commission considers it cannot approve the request for differential remuneration as submitted by council as s247 (5) of the Regulation provides that the amount of remuneration for each councillor (other than a mayor or deputy mayor) must be the same.
2	<b>Date Received</b>	Oral – LGAQ Annual Conference 15 October 2019
	<b>Received from</b>	Flinders Shire Council; Mayor Jane McNamara; Cr Arthur (Bill) Bode; CEO Daryl Buckingham
	<b>Summary of submission</b>	Currently Category 1 General discussion regarding financial sustainability and community expectations around maximum remuneration of councillors. Submission that remuneration be reviewed every 4 years instead of annually.

	<b>Determination</b>	s. 244(1) of the Regulation requires that the Commission must review and decide on remuneration rates before 1 December each year.
<b>3</b>	<b>Date Received</b>	Oral – LGAQ Annual Conference 15 October 2019 Written – 28 October 2019
	<b>Received from</b>	Central Highlands Council; Deputy Mayor Gail Godwin-Smith; CEO Scott Mason
	<b>Summary of submission</b>	Currently Category 3 Requested new category be considered between Category 3 and 4 by inserting Category 3(a) and Category 3(b). Council submitted that it does not consider it can justify being within Category 4 but that it can be differentiated from Category 3. The following factors were relied upon in council's submission: (a) geographic > 50,000 square km's; (b) population > 30,000 (c) diversity in population centers (d) significant industry diversity and engagement Council identified that similar challenges facing both Central Highlands and Isaac Regional Council supported the creation of two new categories. Key issues raised in support of council's submission included increased (and significant) demand particularly around the resource and agricultural sectors, infrastructure growth, innovation and regional sustainability. Discussed issues relating to resident and non-resident population demands creating additional workload and whether councillors could properly be considered as 'part-time' given increasing community and industry expectations for council regarding regional sustainability.
	<b>Determination</b>	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.
<b>4</b>	<b>Date Received</b>	Oral – LGAQ Annual Conference 15 October 2019 Written – 24 October 2018 and 28 October 2019
	<b>Received from</b>	Isaac Regional Council; Deputy Mayor Kelly Veve, Mary-Anne Uren, Senior Advisor Submission stated to relate to increased remuneration for mayor only.
	<b>Summary of submission</b>	Requested new category be considered between Category 3 and 4 by inserting Category 3(a) and Category 3(b). Council submitted that it does not consider it can justify being within Category 4 but that it can be differentiated from Category 3 and identified the following key issues in support of council's submission: (a) geographic > 50,000 square km's (b) population > 30,000 (c) diversity in population centers (d) significant industry diversity and engagement.  Council identified similar challenges facing Central Highlands Council. In relation to Isaac Regional Council, council submitted that in the 2018-2019 financial year, the mayor of Isaac attended 496 meetings inside the local government area, and 50 meetings outside of the local government area, travelling a total of 32,651km. Council further submitted that it has 26 operating mines in the local government area with significant (increasing) workload arising from both the resource and agricultural sectors

		including increased expectations around stakeholder engagement and regional sustainability. Council identified increased community expectations regarding procurement and employment, and community expectations for engagement and support across a range of issues including drought.
	<b>Determination</b>	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.
<b>5</b>	<b>Date Received</b>	Oral – LGAQ Annual Conference 15 October 2019 Written – 29 October 2019
	<b>Received from</b>	Sunshine Coast Regional Council; Deputy Mayor Tim Dwyer, CEO Michael Whittaker, Chief of Staff Craig Matheson
	<b>Summary of submission</b>	Current Category 7 Noted that Commission Chair, Mr. Bob Abbot, was a former mayor of the Sunshine Coast Regional Council from 2008-2012. Chair declared that he had no conflict of interest or material personal interest and remained in the room.  Commissioners Ranson and Hii determined that given the declaration from the Chair, and in the absence of any actual or perceived material personal interest of the Chair, that it was appropriate for the Chair to remain to receive the deputation and deliberate.  Council submitted that it was supportive of the current category system and that it wished to remain in Category 7.
	<b>Determination</b>	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.
<b>6</b>	<b>Date Received</b>	Oral – LGAQ Annual Conference 15 October 2019
	<b>Received from</b>	Barcardine Regional Council; Mayor Rob Chandler
	<b>Summary of submission</b>	Category 1  Submission that the Commission consider superannuation for councillors, particularly the mayor.
	<b>Determination</b>	The payment of compulsory or voluntary superannuation payments to councillors falls outside the Commission’s statutory functions.
<b>7</b>	<b>Date Received</b>	Written – 24 October 2019
	<b>Received from</b>	Western Downs Regional Council
	<b>Summary of submission</b>	Submission that satisfied with current category system and wished to remain at Category 3.
	<b>Determination</b>	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.

8	<b>Date Received</b>	Written – 25 October 2019
	<b>Received from</b>	Toowoomba Regional Council
	<b>Summary of submission</b>	Submission to elevate council from current Category 5 to Category 6. Currently in the same category as Cairns, Mackay, Redland, however, Toowoomba submitted that it is more appropriately benchmarked on a variety of measures, with those in Category 6, specifically Ipswich and Townsville.
	<b>Determination</b>	The Commission has determined not to make any category changes in the current review. This issue will form part of the Commission forthcoming comprehensive review of categories.
9	<b>Date Received</b>	Oral submission Referred from Previous Commission – 2018 Report
	<b>Received from</b>	Moreton Bay Regional Council
	<b>Summary of submission</b>	In its final report, the former Tribunal referred the submission to the newly formed Commission. The submission argued that there was a lack of consistency between the levels of government (Queensland Members of Parliament and local government councillors) which can be seen, for example, in community events where councillors are required to pay to attend events themselves, while state MPs may pay for it out of their allowance.
	<b>Determination</b>	The Commission did not receive any further submission during the 2019 consultation period and notes that this request is outside of its remit.

## 4. Other activities of the Commission

### Exceptional circumstances carried over from the former Local Government Remuneration and Discipline Tribunal:

On 1 November 2018, following the suspension of the then Mayor of Doomadgee Aboriginal Shire Council, the council sought approval to vary the remuneration of the acting mayor (Councillor Jason Ned) until the end of the elected members term or until the mayor is either removed from office or the suspension concludes. The request was made prior to the formation of the current Commission. The former Tribunal wrote to council seeking clarifying information and carried this matter over for determination by the newly formed Commission.

Following receipt of the confirmed minutes from the council showing the resolution, the Commission considered and approved the request to increase the remuneration and back pay Cr Jason Ned.

The Commission has advised Doomadgee Aboriginal Shire Council of this decision.

## 5. Commission's future priorities

The Commission will invite further consultation and submissions from councils in the first year of the elected term for councillors following the 2020 local government elections. The purpose will be to ascertain whether any change following a further comprehensive category review may be warranted in that year, rather than waiting until the next quadrennial review due on 1 December 2023.

Further information about the Commission and/or the Councillor Conduct Tribunal can be located at [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)

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**11.16 Audit and Risk Committee Terms of Reference and External Member Remuneration**

**Executive Officer:** General Manager Council Sustainability

**Item Author:** Principal Specialist Internal Audit, Risk & Improvement

**Attachments:**

1. Draft ARC ToR\_tracked changes [↓](#)
2. Draft ARC ToR [↓](#)

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**Executive Summary**

This report presents the revised Scenic Rim Regional Council's Audit and Risk Committee's (ARC) Terms of Reference (ToR), which has been updated to reflect organisational changes and recommendations put forward for improvement.

**Recommendation**

That Council endorse the revised Scenic Rim Regional Council Audit and Risk Committee Terms of Reference November 2019.

**Previous Council Considerations / Resolutions**

The current Terms of Reference were adopted at the Ordinary Meeting held on 25 February 2019.

At the postponed Ordinary Meeting of 9 September 2019 held on 23 September 2019, Council considered the recommendation of the Audit and Risk Committee with regard to external member appointments and resolved to:

1. Recruit through an Expression of Interest process conducted during September 2019, two external members for terms of four years with staggered commencement dates as outlined in the Audit and Risk Committee Terms of Reference; and
2. Extend the current External Member (Chair) position through to 30 June 2020 to allow for the induction of the new Chair and to enable the staggering of external member terms to commence.

The initial revised ToR have been discussed with Council and the Queensland Audit Office (QAO) with feedback incorporated into the final ToR.

**Report / Background**

A review of the current ToR for the ARC has been undertaken, including provision for a general update of the document. A number of suggested recommendations for improvement were also put forward by the Principal Specialist for consideration as part of the review.

As with any review of Council corporate documents including policies and procedure - copies of the revised Terms of Reference have been provided for reference and consideration (refer Attachments 1 and 2).

The significant amendments in this revision include:

- (i) A clause to allow the CEO to optionally rotate the Chair should this be required. It is not the intention of this proposal to implement this change in the immediate future, unless required; and
- (ii) At the discretion of the Audit and Risk Committee and the Chief Executive Officer, a change in the term of the Chair role to enable the extension/renewal.
- (iii) Outlining in further detail the remuneration to the External Members. The following has been provided to reflect the intent:

As per the existing ARC Terms of Reference:

3.6 *External representatives will be remunerated for preparation for and attendance at Audit and Risk Committee meetings at a rate fixed by the Chief Executive Officer from time to time.*

As per the proposed revised ARC Terms of Reference:

3.6 *Remuneration for the external members will be at a level set by the Chief Executive Officer. The Chief Executive Officer may elect to offer a range of remuneration for either of the external member roles, with final remuneration to be decided based upon the experience and qualification of candidates. Such remuneration may also be reviewed annually at the Chief Executive Officer's discretion.*

## **Budget / Financial Implications**

Current allocation in the 2019-2020 Budget allows for remuneration of the external members.

## **Strategic Implications**

### *Operational Plan*

Theme: 2. Sustainable and Prosperous Economy

Key Area of Focus: 2.1.1 Guide and optimise the future economic prosperity of the region

### *Legal / Statutory Implications*

- *Local Government Act 2009; and*
- *Local Government Regulation 2012*

## **Risks**

### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR46 Inadequate or lack of Governance (including procurement) Framework (systems, policies, procedures, delegations and controls) in place to ensure compliance by Council's Councillors and Officers with all relevant State and Federal legislation and regulations.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Reputation  Inadequate or lack of Governance Frameworks in place to define, assist, measure effectiveness of the ARC to Council.	Major	Unlikely	High	Having appropriate systems, policies and procedures in place allows clear resolve around the purpose of the ARC and roles of the members.	Low

**Consultation**

A review to improve the current ToR has been undertaken - this follows on from when the current ToR was tabled as a reference for the ARC at their meeting held on 28 August 2019 when discussing the ARC external member continuity plan matter.

Changes to the document were undertaken by the Principal Specialist - Internal Audit, Risk and Improvement and reviewed by the General Managers People and Strategy, Customer and Regional Prosperity and Council Sustainability.

Consultation was undertaken with the Chief Executive Officer and the General Managers People and Strategy, Customer and Regional Prosperity and Council Sustainability in considering the proposal for a remuneration range fee structure for external members.

**Conclusion**

Following the systematic review of the current Scenic Rim Regional Council Audit and Risk Committee's ToR, what has been provided for in this report for consideration by Council is reflective of the current organisation changes along with additional points of clarification to add clarity for the purpose of the ToR.

Following adoption by Council the revised ToR will be presented at the Audit and Risk Committee Meeting to be held on 12 February 2020.



**Audit and Risk Committee  
Terms of Reference**

**1. INTRODUCTION**

In accordance with Section 105(2) of the Local Government Act 2009 (LGA 2009) and Section 208 of the Local Government Regulation 2012 (LGR 2012) it is a requirement that each large local government must establish an Audit Committee. The Audit and Risk Committee Terms of Reference (ToR) sets out how the Audit and Risk Committee will operate including how it will fulfil the legislative obligations and meet standards relating to Audit Committees.

Section 35 of the Financial and Performance Management Standard 2009 requires that where an audit committee is established, the accountable officer or statutory body must prepare terms of reference.

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**2. OBJECTIVES**

2.1 The Audit and Risk Committee is established to achieve the following outcomes:

- To provide Council with assurance that all financial and non-financial internal control and risk management functions are operating effectively and reliably.
- To provide an independent review of Council's reporting functions to ensure the integrity of financial reports.
- To provide strong and effective oversight of the internal audit function.
- To provide oversight of the implementation of accepted audit recommendations.
- To ensure that Council effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behaviour.

**3. MEMBERSHIP**

3.1 Composition - Section 210 of the LGR 2012 specifies that the Committee must consist of at least three (3) and no more than six (6) members; and must include one (1), but no more than two (2) Councillors.

3-13.2 The Audit and Risk Committee will be comprised of two external independent members, the Mayor (or Proxy), and one other Councillor appointed by Council to that role. The Chair shall be an external member.

3-23.3 External independent members will have a broad range of skills and experience relevant to the Committee's responsibilities. At least one (1) member will have significant accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment. External members should be conversant with the roles of Internal Audit and Enterprise Risk Management, have senior business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements. At least one member of the Committee will ideally have substantial experience in the public sector.

~~3-33.4~~ Expressions of Interest will be invited via public advertisement for appointment as external members of the Committee and to fill any casual vacancies for those positions which may arise during the term of the Committee. Nominations received will be reviewed by the Mayor, Deputy Mayor, Chief Executive Officer (CEO) and General Manager Council Sustainability. Where appropriate a shortlist of not more than five candidates may be prepared for Council's consideration, via a merit-based process. Appointments shall be made by Council resolution.

~~3.5~~ Appointments of the external members will be for a term of four years unless an extension is deemed appropriate by Council. Ideally the appointments should be staggered such that an external member is appointed every second year but however this is not necessary.

~~3.6~~ Remuneration for the external members will be at a level set by the Chief Executive Officer. The Chief Executive Officer may elect to offer a range of remuneration for either of the external member roles, with final remuneration to be decided based upon the experience and qualification of candidates. Such remuneration may also be reviewed annually at the Chief Executive Officer's discretion.

~~3-43.7~~ At the discretion of the CEO, the Chair position may be rotated between the external members to provide a greater level of business continuity as circumstances require. Council may at any time elect to extend the term of an external member by way of written notice.

~~3-53.8~~ If the Council proposes to remove a member of the Committee, it shall give written notice to the members of its intention to do so and, if that member so requests, provide the member with the opportunity to be heard.

~~3.6~~ External representatives will be remunerated for preparation for and attendance at Audit and Risk Committee meetings at a rate fixed by the Chief Executive Officer from time to time.

~~3.9~~ External representatives are required to provide update Registers of Interests to the CEO at the commencement of each financial year for the term of their appointment.

~~3-73.10~~ External members should be provided with a copy of the agency Council's Code of Conduct.

#### 4. MEETINGS

4.1 The Audit and Risk Committee will conduct its operations at formal meetings to be held a minimum of twice in each financial year. An additional meeting to specifically consider a draft of the general purpose financial statement for the preceding financial year before the statements are certified and given to the Auditor-General under Section 212 of the LGR 2012 may also be scheduled.

4.2 The Chief Executive Officer will convene these meetings when requested by the Committee Chair and at such other times which are deemed to be appropriate to the conduct of Committee business and convenient to the members of the Committee.

4.3 At meetings, all members shall have full voting rights. Section 211(2) of the LGR 2012 requires a quorum of at least half the number of members of the Committee and either the Chairperson shall preside or if the Chairperson is absent, the member chosen by the members present as Chairperson for the meeting presides. The quorum for meetings of the committee is two members.

4.4 All Committee Meetings shall be held during Council business hours in the Council Chambers of Council's Public Office, 82 Brisbane Street, Beaudesert.

4.5 In addition to Committee Members, the following persons shall be invited to attend all

Committee meetings as observers:

- Chief Executive Officer, all General Managers and other relevant Council Officers such as Principal Specialist - Internal Audit, Risk and Improvement and Principal Specialist - Governance and Assurance
  - A person appointed by the Queensland Audit Office.
  - External Auditors and Financial Advisors as required, however must attend any meetings pertaining to the Annual Financial Report
  - Councillors who are not members of the Committee
- ~~Internal Auditor~~
  - ~~The person appointed by Queensland Audit Officer to conduct the External Audit for the current year.~~
  - ~~Chief Executive Officer, General Managers and other relevant Council Officers.~~
  - ~~General Manager Council Sustainability~~
  - ~~Councillors who are not members of the Committee~~

4.6 ~~The Committee may determine that any or all observers should be excluded from a particular meeting or part of meeting during consideration of a particular agenda item, in particular if there is any known or perceived conflict of interest.~~

4.7 ~~Due to the confidential nature of information and the high level of independence of Internal and External Audit, Committee meetings may be closed in accordance with Section 275 of the LGR 2012. To remove any doubt, the Audit and Risk Committee is not a Committee of Council for the purposes of Chapter 8 Part 2 of the Local Government Regulation 2012. Audit meetings are held 'in camera', which means they are closed to the public and reports to and by the Committee are not publicly available.~~

4.8 ~~The Office of the Chief Executive Officer may provide a secretarial function to the Audit and Risk Committee. The CEO shall circulate the agenda, supported by explanatory documentation, to the Audit and Risk Committee members, and the External Auditors at least three (3) days before the meeting.~~

**ROLE AND AUTHORITY**

4.7 ~~The Audit and Risk Committee is appointed by, and is responsible to, Council. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated authority. It does not have any management function and is therefore independent of management.~~

4.9 ~~At its meetings the Committee will consider reports supplied regarding the following matters:~~

- ~~The internal audit plan for the internal audit for the current financial year.~~
- ~~The internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate.~~
- ~~A draft of the local government's general purpose financial statement for the preceding financial year before the statement is certified and given to the Auditor General under s212 of the Local Government Regulation 2012.~~
- ~~The Auditor General's report about the local government's general purpose financial~~

statement for the preceding financial year.

- ~~The performance of the organisation in managing financial and non-financial risks.~~

~~4.21 The Office of the Chief Executive Officer may provide a secretarial function to the Audit and Risk Committee. The CEO shall circulate the agenda, supported by explanatory documentation, to the Audit and Risk Committee members, and the External Auditors at least three (3) days before the meeting. Auditors are invited to contribute items for the Agenda.~~

~~4.22~~

~~4.9 All information supplied by Council and its officers for consideration at Committee meetings must be treated as being confidential to the local government (refer Sections 171, 171A and 200 of the LGA 2009).~~

~~4.24.10 The Committee will have the right to request from management independent professional advice when considered necessary and obtain information from management and to consult directly with the auditors. However the Committee has no power to direct Council staff in the performance of their duties.~~

## 5. **REPORTING MEETING OUTCOMES**

5.1 A report of the outcomes of each meeting will be prepared for endorsement by the Committee Chair and distributed to Committee members, within two weeks after the meeting.

5.2 The Chief Executive Officer will provide a report to the next available Ordinary Meeting of Council about the matters reviewed at the Audit and Risk Committee meeting and recommendations. Where requested by Council, the Committee Chair will provide further information regarding those recommendations.

5.3 The Committee shall report annually to Council summarising the activities of the Committee during the previous financial year. The Chair shall be in attendance to speak to Council.

## 6. **REVIEW RESPONSIBILITIES**

~~In addition to responsibilities conferred by Chapter 5, Part 11, Subdivision 2 of the *Local Government Regulation 2012*, the duties and responsibilities of the Audit and Risk Committee include, but are not necessarily limited to, the following:~~

~~Section 211(b) of the LGR 2012, stipulates that the Audit Committee must review each of the following matters:~~

- ~~(i) the internal audit plan for the internal audit for the current financial year;~~
- ~~(ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;~~
- ~~(iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under Section 212;~~
- ~~(iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year~~

Supplemental to the above requirements, the Audit and Risk Committee will review, but is not necessarily limited to:

#### **6.1 Corporate Governance and ControlRisk:**

- 6.1.1 Review and monitor the risk exposure of Council by determining if management has appropriate risk management systems to ensure adequate provision has been made for the mitigation of risk to Council from unacceptable costs or losses associated with operations of the Council and managing the risks that may affect the ability of Council to provide services, structure, controls, processes and adequate management information systems.
- 6.1.2 Review audit risk assessments and projects. It is expected that Council's Risk Management systems will identify strategic, operational and financial risks (including fraud), and assign responsibility to appropriate areas within the Council.
- 6.1.3 A Risk Reference Group will meet quarterly during the year specifically for the purpose of identifying risks pertaining to Council operations.
- 6.1.4 Risks that the Audit Committee may be required to monitor and receive reports from management on include, but are not limited to:
- Fraud-related risks including theft, embezzlement, false claims, contract and procurement fraud, kickbacks.
  - Risks of non-compliance with key laws and regulations including whistleblower and ethical conduct.
  - Risks associated with the breakdown in key internal controls in processes such as financial reporting and financial management.
  - Review of business continuity planning and disaster preparedness.

#### **6.2 Financial Reporting**

Perform independent review prior to final sign-off by the Mayor and the CEO. Should any technical or operational issues arise in relation to the finalisation of such reports, the committee acts as a forum for resolution or reviewing and making recommendations on the various options and views.

The audit committee should assume the following responsibilities in relation to the annual financial statements of the agency:

- 6.2.1 Obtain assurance from management that the financial statements comply with all prescribed accounting requirements and statutory regulations and are materially correct prior to recommending the financial statements for certification by the Mayor and the CEO.
- 6.2.2 Assess the appropriateness of Council's accounting policies.
- 6.2.3 Assess the process used by management in making material estimates and judgements in financial reports.
- 6.2.4 Identify and actively assess any unusual financial or operational trends or variations from forecasts.
- 6.2.5 Review the impact of any materially adverse audit findings on the integrity of the agency's financial statements.
- 6.2.6 Assess whether the information contained in the financial statements is consistent with the audit committee's knowledge of the agency's 'business'.
- 6.2.7 Perform other due care and diligence processes, including whether the statements are complete and operationally accurate and provide a 'true and fair view' of the activities of the

agency for the period under review and the state of its affairs at balance date. Of particular relevance are the various notes and other disclosures that complement the statements, including any performance indicators.

6.2.8 Enquire of management and external audit that the financial statements have been prepared in accordance with the timeframes agreed with the external auditors and whether there are any unresolved issues with external audit.

~~Review and recommend all significant changes to financial management policies.~~

~~6.2.1 Monitor compliance with important regulations relevant to Council's activities including statutory regulations for Council's subsidiaries.~~

~~6.2.1 Initiate special projects or investigations on any matter within its Terms of Reference or such other functions as assigned by Council or by the Local Government Act 2009 or Finance and Performance Management Standard 2009.~~

~~6.2.1 Review and provide advice to Council on proposed changes to the Audit and Risk Committee's Terms of Reference at least every four (4) years.~~

~~6.2.1 Review processes and probity associated with significant procurement activities.~~

~~6.2.1 Review Council's draft annual financial statements for accuracy, completeness and timeliness.~~

**6.26.3 External Audit – Queensland Auditor General:**

The Queensland Auditor-General holds statutory appointment as auditor of all public sector entities and is responsible for reporting independently to Parliament on the discharge of that official statutory obligation.

The Auditor-General is empowered under section 37 of the Auditor-General Act 2009 to undertake audits in the way that the Auditor-General considers appropriate. In conducting an audit, the Auditor-General may take into account the character of the relevant internal control systems of the agency, including the internal audit function.

The audit committee may be required to:

6.3.1 Review the external auditor's proposed audit scope, approach and plan for the ensuing year

6.3.2 Review the external auditor's interim and final reports and closing report and monitor management's responsiveness to external audit recommendations and the timeliness of implementation of agreed actions

6.3.3 Provide input and feedback on financial statement and performance audit coverage proposed by external audit, and provide feedback on the audit services provided

6.3.4 Review external audit's interim and final reports issued to Council's controlled entities and monitor management's responsiveness in addressing recommendations (not applicable for SRRC right now)

6.3.5 As required, meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed

6.3.6 Monitor and review the effectiveness, independence and objectivity of Council's external auditors, being the Queensland Audit Office or its nominated audit service provider

6.3.7 Provide advice to the Chief Executive on action to be taken on significant issues raised in

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relevant external audit reports or better practice guides

6.3.8 Monitor sector wide Auditor-General reports to Parliament, including management's response to those with relevant observations and recommendations for Council

6.3.9 Review with management and the external auditors, matters which could impact on the audit opinion on the annual financial statements prior to the Audit and Risk Committee's recommendation to council

— Discuss with external audit its proposed strategy for the year with particular reference to areas of risk and materiality.

— Reviewing the Client Strategy issued by the external auditors. The audit committee should agree a timeframe with external audit for the Client Strategy to be presented to the audit committee.

— Liaising with external audit regarding the progress of any audit activity and monitoring issues that may impact on external audit's ability to complete any audit within agreed timeframes.

— Reviewing, where a material variation in external audit fees is proposed, the reasons for the increase.

— Being briefed on a regular basis by external audit on the results of any audit work performed during the year.

— Reviewing objectively and constructively the recommendations and comments made by the external auditors in any audit report.

— Monitoring the relationship between internal and external audit.

— Reviewing the timetable for the preparation of financial statements. The timetable for the preparation of the financial statements should be agreed with external audit to establish timeframes for the end of year process. The audit committee should review this timetable and discuss with the General Manager Council Sustainability, the agency's capabilities in meeting the proposed timetables, including the statutory deadline for the audit of accounts.

— At the completion of the interim and final external audits the Audit and Risk Committee shall meet to review the interim and final draft financial statements and the interim and final draft management letters focusing on:

- Significant changes in financial management policies and practices.
- Major judgmental areas.
- Significant audit adjustments.
- Proposed departures from accounting standards.
- Council management comments reflected in the draft management letters.
- To enquire from the External Auditors if there have been any significant disagreements with management irrespective of whether or not these have been resolved.

The responsible General Manager or delegates shall attend such meeting.

Prior to the commencement of an audit by the External Auditors, the Audit and Risk Committee should meet with them and review the scope of the proposed audit.

#### **6.36.4 Internal Audit:**

- 6.4.1 Review the adequacy of the Internal Audit Charter and any subsequent amendments and recommend for approval.
- 6.4.2 Ensure the Internal Audit resourcing levels are appropriate
- 6.4.3 The structure, qualification requirements, professionalism, ethical practices and training needs of internal audit are adequate
- 6.4.4 The internal audit plans ensure an optimum, cost-effective overall audit cover and compliance with legislated requirements
- 6.4.5 The performance of the internal audit function relative to the annual audit plan
- 6.4.6 The findings of internal audit and the actions proposed to be taken by management, including an assessment that management's proposed solution is the most appropriate and cost-effective
- ~~6.4.2 Review internal audit draft and/or final reports and findings.~~
- ~~6.4.3~~
- ~~6.4.4 7.3.3. Review and recommend approval of the Annual Internal Audit Plans.~~
- ~~6.4.5~~
- ~~6.4.6 Monitor the progress of the Internal Audit Annual Plan and review all recommendations in audits completed and review management's implementation of such recommendations.~~
- ~~6.4.7~~
- ~~6.4.8 Ascertain that the activities undertaken by Internal Audit are in accordance with the Internal Audit Charter.~~
- ~~6.4.9~~
- ~~6.4.10 Monitor whether Internal Audit is receiving the cooperation of all levels of management.~~
- ~~6.4.11~~
- ~~6.4.12 Monitor Internal Audit's performance.~~
- ~~6.4.13~~  
Review the Internal Audit Charter to ensure it remains relevant to the operations of the Council.



## **Audit and Risk Committee Terms of Reference**

### **1. INTRODUCTION**

In accordance with Section 105(2) of the *Local Government Act 2009* (LGA 2009) and Section 208 of the *Local Government Regulation 2012* (LGR 2012) it is a requirement that each large local government must establish an Audit Committee. The Audit and Risk Committee Terms of Reference (ToR) sets out how the Audit and Risk Committee will operate including how it will fulfil the legislative obligations and meet standards relating to Audit Committees.

### **2. OBJECTIVES**

2.1 The Audit and Risk Committee is established to achieve the following outcomes:

- To provide Council with assurance that all financial and non-financial internal control and risk management functions are operating effectively and reliably.
- To provide an independent review of Council's reporting functions to ensure the integrity of financial reports.
- To provide strong and effective oversight of the internal audit function.
- To provide oversight of the implementation of accepted audit recommendations.
- To ensure that Council effectively monitors compliance with legislative and regulatory requirements and promotes a culture committed to lawful and ethical behaviour.

### **3. MEMBERSHIP**

- 3.1 Composition - Section 210 of the LGR 2012 specifies that the Committee must consist of at least three (3) and no more than six (6) members; and must include one (1), but no more than two (2) Councillors.
- 3.2 The Audit and Risk Committee will be comprised of two external independent members, the Mayor (or Proxy), and one other Councillor appointed by Council to that role. The Chair shall be an external member.
- 3.3 External independent members will have a broad range of skills and experience relevant to the Committee's responsibilities. At least one (1) member will have significant accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment. External members should be conversant with the roles of Internal Audit and Enterprise Risk Management.
- 3.4 Expressions of Interest will be invited via public advertisement for appointment as external members of the Committee and to fill any casual vacancies for those positions which may arise during the term of the Committee. Nominations received will be reviewed by the Mayor, Deputy Mayor, Chief Executive Officer (CEO) and General Manager Council Sustainability. Where appropriate a shortlist of not more than five candidates may be prepared for Council's

consideration, via a merit-based process. Appointments shall be made by Council resolution.

- 3.5 Appointments of the external members will be for a term of four years, unless an extension is deemed appropriate by Council. Ideally the appointments should be staggered such that an external member is appointed every second year, however this is not necessary,
- 3.6 Remuneration for the external members will be at a level set by the Chief Executive Officer. The Chief Executive Officer may elect to offer a range of remuneration for either of the external member roles, with final remuneration to be decided based upon the experience and qualification of candidates. Such remuneration may also be reviewed annually at the Chief Executive Officer's discretion.
- 3.7 At the discretion of the CEO, the Chair position may be rotated between the external members to provide a greater level of business continuity as circumstances require.
- 3.8 If the Council proposes to remove a member of the Committee, it shall give written notice to the members of its intention to do so and, if that member so requests, provide the member with the opportunity to be heard.
- 3.9 External representatives are required to provide update Registers of Interests to the CEO at the commencement of each financial year for the term of their appointment.
- 3.10 External members should be provided with a copy of the Council's Code of Conduct.

#### **4. MEETINGS**

- 4.1 The Audit and Risk Committee will conduct its operations at formal meetings to be held a minimum of twice in each financial year. An additional meeting to specifically consider a draft of the general purpose financial statement for the preceding financial year before the statements are certified and given to the Auditor-General under Section 212 of the LGR 2012 may also be scheduled.
- 4.2 The Chief Executive Officer will convene these meetings when requested by the Committee Chair and at such other times which are deemed to be appropriate to the conduct of Committee business and convenient to the members of the Committee.
- 4.3 At meetings, all members shall have full voting rights. Section 211(2) of the LGR 2012 requires a quorum of at least half the number of members of the Committee and either the Chairperson shall preside or if the Chairperson is absent, the member chosen by the members present as Chairperson for the meeting presides.
- 4.4 All Committee Meetings shall be held during Council business hours in the Council Chambers of Council's Public Office, 82 Brisbane Street, Beaudesert.
- 4.5 In addition to Committee Members, the following persons shall be invited to attend all Committee meetings as observers:
  - Chief Executive Officer, all General Managers and other relevant Council Officers such as Principal Specialist - Internal Audit, Risk and Improvement and Principal Specialist - Governance and Assurance
  - A person appointed by the Queensland Audit Office.
  - External Auditors and Financial Advisors as required, however must attend any meetings pertaining to the Annual Financial Report
  - Councillors who are not members of the Committee

- 4.6 The Committee may determine that any or all observers should be excluded from a particular meeting or part of meeting during consideration of a particular agenda item, in particular if there is any known or perceived conflict of interest.
- 4.7 Due to the confidential nature of information and the high level of independence of Internal and External Audit, Committee meetings may be closed in accordance with Section 275 of the LGR 2012.
- 4.8 The Office of the Chief Executive Officer may provide a secretarial function to the Audit and Risk Committee. The CEO shall circulate the agenda, supported by explanatory documentation, to the Audit and Risk Committee members, and the External Auditors at least three (3) days before the meeting.
- 4.9 All information supplied by Council and its officers for consideration at Committee meetings must be treated as being confidential to the local government (refer Sections 171, 171A and 200 of the LGA 2009).
- 4.10 The Committee will have the right to request from management independent professional advice when considered necessary and obtain information from management and to consult directly with the auditors. However the Committee has no power to direct Council staff in the performance of their duties.

## 5. REPORTING MEETING OUTCOMES

- 5.1 A report of the outcomes of each meeting will be prepared for endorsement by the Committee Chair and distributed to Committee members, within two weeks after the meeting.
- 5.2 The Chief Executive Officer will provide a report to the next available Ordinary Meeting of Council about the matters reviewed at the Audit and Risk Committee meeting and recommendations. Where requested by Council, the Committee Chair will provide further information regarding those recommendations.
- 5.3 The Committee shall report annually to Council summarising the activities of the Committee during the previous financial year. The Chair shall be in attendance to speak to Council.

## 6. REVIEW RESPONSIBILITIES

Section 211(b) of the LGR 2012, stipulates that the Audit Committee must review each of the following matters:

- (i) *the internal audit plan for the internal audit for the current financial year;*
- (ii) *the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;*
- (iii) *a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under Section 212;*
- (iv) *the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year*

Supplemental to the above requirements, the Audit and Risk Committee will review, but is not necessarily limited to:

#### **6.1 Corporate Governance and Risk:**

- 6.1.1 Review and monitor Risk Management systems to ensure adequate provision has been made for the mitigation of risk to Council from unacceptable costs or losses associated with operations of the Council and managing the risks that may affect the ability of Council to provide services.
- 6.1.2 It is expected that Councils Risk Management systems will identify strategic, operational and financial risks (including fraud), and assign responsibility to appropriate areas within the Council.
- 6.1.3 A Risk Reference Group will meet quarterly during the year specifically for the purpose of identifying risks pertaining to Council operations.
- 6.1.4 Risks that the Audit Committee may be required to monitor and receive reports from management on include, but are not limited to:
  - Fraud-related risks including theft, embezzlement, false claims, contract and procurement fraud, kickbacks.
  - Risks of non-compliance with key laws and regulations including whistleblower and ethical conduct.
  - Risks associated with the breakdown in key internal controls in processes such as financial reporting and financial management.
  - Review of business continuity planning and disaster preparedness.

#### **6.2 Financial Reporting**

Perform independent review prior to final sign-off by the Mayor and the CEO. Should any technical or operational issues arise in relation to the finalisation of such reports, the committee acts as a forum for resolution or reviewing and making recommendations on the various options and views.

The audit committee should assume the following responsibilities in relation to the annual financial statements of the agency:

- 6.2.1 Obtain assurance from management that the financial statements comply with all prescribed accounting requirements and statutory regulations and are materially correct prior to recommending the financial statements for certification by the Mayor and the CEO.
- 6.2.2 Assess the appropriateness of Council's accounting policies.
- 6.2.3 Assess the process used by management in making material estimates and judgements in financial reports.
- 6.2.4 Identify and actively assess any unusual financial or operational trends or variations from forecasts.
- 6.2.5 Review the impact of any materially adverse audit findings on the integrity of the agency's financial statements.
- 6.2.6 Assess whether the information contained in the financial statements is consistent with the audit committee's knowledge of the agency's 'business'.
- 6.2.7 Perform other due care and diligence processes, including whether the statements are complete and operationally accurate and provide a 'true and fair view' of the activities of the agency for the period under review and the state of its affairs at balance date. Of particular

relevance are the various notes and other disclosures that complement the statements, including any performance indicators.

- 6.2.8 Enquire of management and external audit that the financial statements have been prepared in accordance with the timeframes agreed with the external auditors and whether there are any unresolved issues with external audit.

### 6.3 External Audit – Queensland Auditor General:

The Queensland Auditor-General holds statutory appointment as auditor of all public sector entities and is responsible for reporting independently to Parliament on the discharge of that official statutory obligation.

The Auditor-General is empowered under section 37 of the *Auditor-General Act 2009* to undertake audits in the way that the Auditor-General considers appropriate. In conducting an audit, the Auditor-General may take into account the character of the relevant internal control systems of the agency, including the internal audit function.

The audit committee may be required to:

- 6.3.1 Review the external auditor's proposed audit scope, approach and plan for the ensuing year
- 6.3.2 Review the external auditor's interim and final reports and closing report and monitor management's responsiveness to external audit recommendations and the timeliness of implementation of agreed actions
- 6.3.3 Provide input and feedback on financial statement and performance audit coverage proposed by external audit, and provide feedback on the audit services provided
- 6.3.4 Review external audit's interim and final reports issued to Council's controlled entities and monitor management's responsiveness in addressing recommendations (not applicable for SRRC right now)
- 6.3.5 As required, meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed
- 6.3.6 Monitor and review the effectiveness, independence and objectivity of Council's external auditors, being the Queensland Audit Office or its nominated audit service provider
- 6.3.7 Provide advice to the Chief Executive on action to be taken on significant issues raised in relevant external audit reports or better practice guides
- 6.3.8 Monitor sector wide Auditor-General reports to Parliament, including management's response to those with relevant observations and recommendations for Council
- 6.3.9 Review with management and the external auditors, matters which could impact on the audit opinion on the annual financial statements prior to the Audit and Risk Committee's recommendation to council

### 6.4 Internal Audit:

- 6.4.1 Review the adequacy of the Internal Audit Charter and any subsequent amendments and recommend for approval.
- 6.4.2 Ensure the Internal Audit resourcing levels are appropriate
- 6.4.3 The structure, qualification requirements, professionalism, ethical practices and training needs of internal audit are adequate

- 6.4.4 The internal audit plans ensure an optimum, cost-effective overall audit cover and compliance with legislated requirements
- 6.4.5 The performance of the internal audit function relative to the annual audit plan
- 6.4.6 The findings of internal audit and the actions proposed to be taken by management, including an assessment that management's proposed solution is the most appropriate and cost-effective

**12 Miscellaneous Business**

Nil.

**13 Confidential Matters****13.1 Active Community Infrastructure Grants - Stage 1 Spring Creek Master Plan [Closed s.275(1)(h)]**

**Executive Officer:** General Manager Customer and Regional Prosperity

**Item Author:** Coordinator Community Development

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This report is **CONFIDENTIAL** in accordance with Section 275(1) (h) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**13.2 Extension of Freehold and Trustee Permits [Closed s.275(1)(h)]**

**Executive Officer:** General Manager Asset and Environmental Sustainability

**Item Author:** Manager Maintenance and Operations

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This report is **CONFIDENTIAL** in accordance with Section 275(1) (h) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**13.3 Acquisition of Department of Transport and Main Roads' Lupton Road Properties [Closed s.275(1)(h)]**

**Executive Officer:** General Manager Asset and Environmental Sustainability

**Item Author:** Manager Maintenance and Operations

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This report is **CONFIDENTIAL** in accordance with Section 275(1) (h) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**13.4 Ten Year Infrastructure Capital Works Program [Closed s.275(1)(c)]**

**Executive Officer:** General Manager Asset and Environmental Sustainability

**Item Author:** General Manager Asset and Environmental Sustainability

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This report is **CONFIDENTIAL** in accordance with Section 275(1) (c) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (c) the local government's budget.

**13.5 Appointment of two External Members to the Scenic Rim Regional Council Audit and Risk Committee [Closed s.275(1)(e)]**

**Executive Officer:** General Manager Council Sustainability

**Item Author:** Principal Specialist Internal Audit, Risk & Improvement

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This report is **CONFIDENTIAL** in accordance with Section 275(1) (e) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it.

**13.6 Supporting Documentation - Audit and Risk Committee Matters [Closed s.275(1)(h)]**

**Executive Officer:** General Manager Council Sustainability

**Item Author:** General Manager Council Sustainability

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This report is **CONFIDENTIAL** in accordance with Section 275(1) (h) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.