



**REGIONAL COUNCIL**

# **ORDINARY MEETING OF COUNCIL**

## **MINUTES**

**30 APRIL 2014**

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**ATTENDANCE:**

**Councillors Present**

- Cr Steve Jones (Mayor) (Chairperson)
- Cr Tanya Milligan
- Cr Peter Friend
- Cr Jim McDonald
- Cr Kathy McLean
- Cr Janice Holstein

**Officers Present**

- Ian Flint, Chief Executive Officer
- Jason Bradshaw, Executive Manager Governance & Performance
- Mark Piorkowski, Executive Manager Planning & Development Services
- Dan McPherson, Executive Manager Organisational Development & Engagement
- Myles Fairbairn, Executive Manager Infrastructure Works & Services
- David Lewis, Executive Manager Corporate & Community Services
- Jamie Simmonds, Executive Policy Advisor Mayor/CEO
- Jason Cubit, Executive Liaison Officer Mayor/CEO & Coordinator Mayor's Office
- Sarah Fox, Corporate Communications Manager
- Brendan Steinhardt, Corporate Communications Officer
- Susan Boland, Council Business Support Officer
- Stephen Hart, Manager Administration & Executive Operations (part of meeting)
- Garath Wilson, (part of meeting)
- Trevor Boheim, Acting Manager Planning & Environment (part of meeting)
- Anthony Trace, Manager Business Improvement and Performance (part of meeting)

**Media Present**

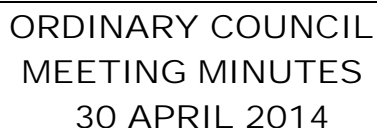
- Derek Barry, Gatton Star

**Invited Guests**

- Sandra Fields (Fieldworx)
- Damian Gould, Project Director (Projects Queensland)
- Brad Perry, Technical Lead (Projects Queensland)
- Ashlea Tighe, Communications Advisor (Projects Queensland)
- Greg Crowley, Area Manager South Coast (State Valuations Service, Department of Natural Resources & Mines)
- Dan O'Connor (State Valuations Service, Department of Natural Resources & Mines)

**Apology**

- Cr Derek Pingel





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### 3.0 CONDOLENCES/GET WELL WISHES

### 3.1 Condolences/Get Well Wishes

**Date:** 07 April 2014  
**Author:** Susan Boland, Council Business Support Officer  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

**RESOLUTION:**

**THAT letters of condolence be forwarded to the families of the recently deceased persons in the Lockyer Valley Region.**

**Further;**

**THAT Council especially recognise the passing of Mr Terry Nolan and forward condolences to the family.**

Moved By: Cr Holstein                      Seconded By: Cr Friend

Resolution Number: 3380

CARRIED

5/0

#### **4.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS**

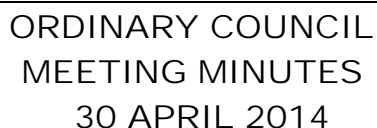
#### 4.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the councillor's material personal interest in the matter; and
- (b) leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.

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

Pursuant to Section 173 of the *Local Government Act 2009*, a councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the councillor's personal interest in the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.



*Cr Milligan declared to have a perceived conflict of interest in Item 11.2 “Strategic Community Development and Engagement based on her relations with Council staff and ongoing involvement in Council’s community activities and services.*

**Date:** 07 April 2014  
**Author:** Ian Flint, Chief Executive Officer  
**Responsible Officer:** Ian Flint, Chief Executive Officer  
**File No:** Formal Papers



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## 6.0 MAYORAL MINUTE

### 6.1 Mayoral Minute

**Date:** 07 April 2014  
**Author:** Jason Cubit, Executive Liaison Officer Mayor/CEO & Coordinator  
Mayor's Office  
**Responsible Officer:** Ian Flint, Chief Executive Officer  
**File No:** Formal Papers

#### *Terry Nolan*

The region lost a huge contributor when Terry Nolan lost his seven-year battle with cancer recently. His funeral was attended by about 1500 people in one of the largest funerals the region has ever seen. Terry was always thinking about putting others first before himself and that was particularly highlighted during the 2011 flood disaster when Terry supported the region enormously despite the significant impact to his own business. He truly was a great supporter of the community and believed in doing business locally as much as possible. The business is a huge supporter of many community-based events and I know he will be sorely missed not only by those closest to him but also the broader Gatton and Lockyer Valley community.

#### *Anzac Day*

The 99<sup>th</sup> Anzac Day commemorations across the region were held last Friday and were generally a great success with large numbers turning out to the dawn services as well as the main services throughout the day. The involvement of the various school groups is always a highlight and shows the genuine willingness of the younger generations to understand what the Anzac Spirit is all about while recognising the sacrifices made in honour of our country. Next year's 100<sup>th</sup> anniversary is sure to be a huge affair here in the Lockyer Valley and right across Australia.

#### *Royal Easter Show Success*

The region's involvement at the Sydney Royal Easter Show was well and truly rewarded when Council's stand at the show won the Gold Award in the Home, Garden and Lifestyle Category. To have been selected to win a gold award among the thousands of exhibitors at the Show is an absolute honour and a real credit to the hard work of everyone involved in seeing this project come to fruition. Our message to the community by attending the Easter Show was that after ten harrowing years of drought and two devastating flood events, the Lockyer Valley is back and open for business and we are certainly getting that message out there.

#### *Disaster District Boundary Review*

Last week a formal letter was sent by Council to Queensland Fire and Emergency Services Assistant-Commissioner Ian Mitchell requesting Council to switch District Disaster Boundaries from Toowoomba to Ipswich as per Council's resolution of March 26. I have also been in discussion with Ipswich Mayor Paul Pisasale and Somerset Mayor Graeme Lehmann who both endorse this change. I look forward to a formal response to Council's request.

#### **RESOLUTION:**

**THAT Council forward correspondence thanking and congratulating all those involved in the outstanding exhibit at the Sydney Royal Easter Show including Schultes Meat Tavern, Kathy Brady from Lockyer Valley Tourism Association and Bauer's Organic Farms and Elected Members and Staff of Lockyer Valley Regional Council;**

**Further;**

**THAT Council undertake discussions at a future workshop on the 100<sup>th</sup> Anniversary Anzac Day Celebration in 2015;**

**And further;**

**THAT the Mayoral Minute Report be received and noted.**



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Moved By: Cr Holstein                      Seconded By: Cr Friend  
Resolution Number: 3383

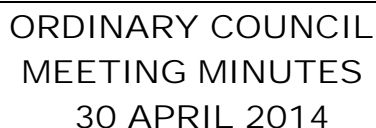
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**7.0 COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes reports at*

**8.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes reports*







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6/0

## RESOLUTION:

**THAT Council authorise Cr McLean, Cr McDonald, and the Chief Executive Officer or his delegate to attend the 2014 Safe City Conference to be held at Ipswich 10 – 13 June 2014.**

Moved By: Cr Holstein                      Seconded By: Cr Milligan  
Resolution Number: 3386

CARRIED

6/0

## RESOLUTION:

**THAT Council forward correspondence to the Bendigo Bank Laidley Flood Committee especially recognising Mr David Ward & Mr Michael List in appreciation of their fundraising efforts and the outcomes achieved, and thanking and congratulating all committee and community members involved in the Showcase Day on 5<sup>th</sup> April 2014.**

## And further:

**THAT the Chief Executive Officer's Report be received and adopted.**

Moved By: Cr McLean                      Seconded By: Cr Friend  
Resolution Number: 3387

CARRIED

5/0

## Report

## 1. Introduction

This report provides a further update on key matters arising and being addressed and on significant items of information since the last report.

## 2. Background

The previous reports provide the background information in the case of matters ongoing and only progress is being reported during the current reporting period on those matters.

### 3. Report

## Sydney Royal Easter Show

Taking Lockyer Valley to Sydney has been a roaring success on many levels with local producers introduced to new suppliers and markets in Australia's largest city, and our local fresh quality produce put front and centre to the huge numbers of people attending the Sydney Royal Easter Show, and with a producer's dinner hosted by the Mayor in arguably one of

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Sydney's most iconic locations under the Sydney Harbour Bridge and attended by some of the most influential food and lifestyle journalists in the nation. Aside from the excellent produce on offer from the Lockyer Valley highlights of the evening included personal messages of support from national radio commentator Alan Jones and from the Prime Minister Tony Abbot himself.

The success continued to flow to the Lockyer Valley as the Council's stall at the Sydney Royal Easter Show earned a prestigious Gold Award in the Home, Garden and Lifestyle category. Participating in the show then winning at such a high profile event which even attracted a visit by Prince William and Catherine, Duchess of Cambridge is a real honour and credit to the hard work of everyone involved in seeing this project come to fruition.

While in Sydney it was the Mayor's vision to attract people to our stand to promote the region, its products and producers. To date the feedback we have received has been overwhelmingly positive. Congratulations to everyone who has played a role in putting this project together. I would also like to thank staff who have not been involved in this project directly but continue to contribute to the organisation. The commitment of staff throughout the organisation has sustained day-to-day operations while enabling the team to deliver an excellent outcome for the region.

#### **Local Government Award Modernisation**

The Full Bench of the Queensland Industrial Relations Commission (QIRC) handed down its decision that there will be one award for local government in Queensland.

The next stage is for the Award Modernisation Team to release an Exposure Draft for this single award which in turn will be distributed to all Councils. As soon as this occurs, LGAQ will be reconvening its IR Working party to examine the draft in detail and prepare a position on its various contents. At the same time, the LGAQ will be convening a number of regional forums on the Exposure Draft so all Councils have the opportunity to know what the new award may look like, as well as what the current position on the contents is and have an opportunity to offer immediate comment/feedback. However, the very tight timeframes may not allow the luxury of allowing Councils extended times to analyse and consider and formally to respond with options. The pre-work that has gone into the LGAQ submissions to date should mitigate against those missed opportunities.

Following the release of the exposure draft, there will be a number of conferences convened by Deputy President Bloomfield of QIRC for the various parties to discuss their objections or support for the proposed content. These will begin within a week of the release of the exposure draft with the final contents of the new Award to be finalised in June.

The decision that one award will apply in Queensland is truly a landmark decision for local government industrial relations. However, the work now begins in earnest with the focus on the contents of the new award to ensure they reflect the business needs and desired workforce management practices of Council's, support the financial sustainability of Councils and continue to value and support a robust local Council workforce.

#### **Remuneration and Discipline Tribunal**

A further matter referred to the Tribunal has been concluded and returned to Council.

Council received a letter dated 4 April 2014 from Mr Max Barrie, Director, Program Implementation and Review of the Department of Local Government, Community Recovery and Resilience advising the outcome of a complaint made against Cr McLean. The complaint



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was with regard to alleged breaches of section 172 of the Local Government Act by failing to declare a material personal interest when participating in discussions at Council meetings on 27/02/2013 & 27/03/2013.

The complaint was investigated by the Local Government Remuneration and Discipline Tribunal and the allegations were not sustained. This information has been recorded on the Council website in accordance with requirements under the Local Government Act section 181A.

**Record of Councillor Conduct and Performance Complaints since April 2012**

Section 181A of the Local Government Act 2009 provides that the Chief Executive Officer must keep a record of all complaints received about Councillor conduct or performance and the outcome of each complaint, including any disciplinary or other action taken in relation to the matter. Subsection (2) requires that the public may inspect the record at the local government's public office or on the local government's website.

The record of complaints received in this Council term will be added to with the following:

Councillor	Details of Complaint	Category	Referral Agency	Notice Given	Outcome
Councillor Kathy McLean	Breach of s 172 of the Local Government Act by failing to declare a material personal interest when participating in discussions at Council meetings on 27/02/2013 & 27/03/2013.	Misconduct	Local Government Remuneration and Discipline Tribunal	04/04/2014	Not sustained

**2014 ALGA Motions**

At the last Council Meeting there was a delegation provided to finalise the motions for submission to the ALGA by the 17<sup>th</sup> April. Only two (2) motions were proposed that would meet the conference theme and these were:

Motion:

*That the Australian Government consider a direct linkage for local government funding to the GST (Goods and Services Tax) at a fixed percentage (eg 1%) and allocate the funding direct to Councils rather than through the State Governments.*

National Objective:

When the GST was introduced, it was mooted that payments to local government would be linked to a growth tax. It is submitted that the white paper being proposed on taxation, undertake a genuine review of local government revenue raising to determine whether the allocation of that revenue can be linked and returned to local governments as a source of funding, rather than being assessed for due consideration with all other programs delivered at the national level.

Motion:

*That the Australian Government consider creating a new funding program (eg. CIC – Councils in Crisis), to cover the distribution of specific purpose payments to local governments, that have been extensively impacted by significant natural disaster events.*

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**National Objective:**

Following increasingly variable weather events significant disaster events have disproportionately affected local government across Australia over recent years forcing Councils' to manage massive financial and resourcing impacts. Financial relief is required almost immediately in the form of a one off payment to assist local governments' with managing the extensive impacts of recovering from a significant natural disaster.

Council will be further advised if these motions meet the requirements and the agenda papers in due course. Copies of the motions were also emailed to the LGAQ.

**2014 Safe City Conference**

Ipswich City Council is hosting the above conference from 10-13 June 2014, with a strong focus on the application of CCTV and associated disciplines, including future proofing CCTV networks and has invited Council to participate from a community safety perspective. A draft program is available on the website [www.safecityconference.com.au](http://www.safecityconference.com.au). This is tabled for any interest from Councillors' in attending.

**West-Moreton Hospital and Health Service (WMHHS) – Strategic Plan**

Council has been invited to provide input into the strategic plan being reviewed which was adopted in September 2012. This plan has six (6) strategic directions that focus on the provision of excellence in health care: these are – Revitalise services, Strengthen Safety and Quality, Drive Innovation and Research, Enable our People, Plan for a Sustainable Future, Maintain Financial Health. The WMHHS covers the following local government areas – Scenic Rim, Ipswich, Lockyer Valley, Somerset. WMHHS delivers health services across the continuum of care; preventative and primary health care services, ambulatory services, acute care, sub-acute care, oral health and mental health and specialized services (including Offender Health and Alcohol Tobacco and Other Drugs). A consultation draft is attached for review.

**Council of Mayors (SEQ) Board Meeting 11/4/14**

The Board Meeting held on Friday afternoon ran to their agenda addressing the COMSEQ budget approval processes first before a longer discussion around the organisation's commitment to the proposed Mayoral Waterways Taskforce. The need for all councils to pitch in and contribute to addressing catchment issues in the Lockyer Valley Catchment was articulated by the Lord Mayor recognising that communicating the benefits of work undertaken in the Lockyer would ultimately benefit the Brisbane ratepayers in terms of water security and quality. Cooperative and coordinated were the two words used by the Lord Mayor in describing the immediate actions required to be undertaken. The Lord Mayor and Mayor Jones are proposed as jointly leading the initial work in the Lockyer Valley by the proposed Mayoral Waterways Taskforce.

A presentation was also made by a representative of the WWI Centenary Fund which represents an opportunity for Queenslanders across the state to play a part in commemorating the Anzac Centenary. The Queensland Anzac Centenary grants program is designed to assist Queenslanders to commemorate the Centenary. Whilst round one applications closed in March 2014 applications for round two will open in June 2014. The WWI Centenary Fund has placed all information and guidelines online at their website "[www.qld.gov.au/anzac100](http://www.qld.gov.au/anzac100)".

**Minister for Natural Resources and Mines**

Correspondence was received from the Minister advising of the blueprint that has been adopted by the Department and which will set the direction for the next three to five years. The blueprint puts forward a vision for the way we enable the productive use of our natural resources – land, water, mineral and energy resources-to generate wealth and prosperity for current and future generations of Queenslanders. This blueprint outlines three strategic priorities to focus on over this time as follows:

1. Power up regional Queensland and the economy
2. Customer-focused design and delivery of services
3. Be the best natural resource agency in Australia.

It also identifies three key elements to enabling reform:

1. Modernise our regulatory framework
2. Enhance our business systems
3. Develop our people.

#### **Minister for State Development, Infrastructure and Planning**

Correspondence was received from the Minister outlining the government's direction and priorities to steer economic growth in Queensland over the next 10 years. The plan is titled '*Governing for Growth: Economic Strategy and Action Plan*' and has three clear objectives, to:

1. Provide the best business environment in the nation to start or grow a business
2. Ensure Queensland has the infrastructure that best connects people to jobs, businesses to markets and visitors to our exceptional destinations
3. Ensure government plays its full role in delivering strong, prosperous and resilient regional economies.

The strategy identifies over 100 new initiatives to help build a dynamic economy, in which business can invest and grow and communities can flourish. The strategy focusses on the regions, as the backbone of Queensland's economy, to ensure that our regions continue to prosper and thrive.

#### **Minister for Energy and Water Supply**

Correspondence was received from the Minister providing an update on the key achievements of the Department and the forward reform agenda that is ongoing. There are four specific items to look at going forward:

1. Release of the 30 year Electricity Strategy, which will put downward pressure on future electricity prices and outline a vision for the electricity sector that is resilient, cost-effective and customer focused;
2. Release the 30 year Water Strategy, which will encourage greater affordability and community empowerment. And outlines a new vision for a water sector that supports increased productivity, economic growth, strong and healthy communities and a natural environment that is valued;
3. Release the North Pine Dam and Wivenhoe and Somerset Dams optimization studies in response to the Queensland Flood Commission of Inquiry;

Develop local management business plans for Queensland's eight channel irrigation schemes, identifying the potential for local irrigators to sustainably own and manage the local channel assets.

On the 5<sup>th</sup> April 2014, Lockyer Valley Youth Council hosted the Big Day in at Gatton Showgrounds. 800 youth attended the event and were treated to a number of activities including; rock Wall, opportunities to sit in Councils brand new Kenworth 10 metre tipper and the refurbished orange “beast” (Emergency Truck), a range of inflatable slides, challenge or the gladiators inflatable pit, karaoke, face painting, henna, photo booth and youth circus acts. Swagamamma performed and conducted dance workshops for the youth.

I congratulate all Staff and Youth Council volunteers for a fantastic day. Well done!

#### **Bendigo Bank Laidley Flood Appeal Showcase Day**

On Saturday 5th April 2014, those associated with the Bendigo Bank Laidley Flood Appeal held a showcase day and showed off Items purchased including: 2 x flood rescue boats including outboard motors, 1 x sandbagging machine which will enable more sandbags to be produced in a short period of time, 250 evacuation packs which include a pillow, blanket & sheets.

#### **Laidley Heritage Weekend 12 & 13 April 2014**

Laidley Heritage Weekend is held during National Heritage Week and celebrates the rich heritage of the Lockyer Valley. Free activities are held at both Das Neumann Haus and Laidley Pioneer Village & Museum across the weekend. Saturday saw strong crowd numbers across all activities and on Sunday crowds were down due to weather, overall the event was a success.

#### **Terry Nolan Funeral**

Council provided in-kind support and assistance to the family of Terry Nolan for his funeral which was held on Wednesday 16 April. In one of the largest funerals the region has seen (estimates put the crowd at the church around the 1500-2000) the Mayor delivered the Eulogy which was a fitting tribute to a man who has done so much for the area. The wake was then held at the Lockyer Valley Cultural Centre with the entire venue booked out for the day. Our staff performed admirably and the family were extremely appreciative of the support provided.

#### **Grantham Butter Factory**

Tuesday night (1 April 2014) marked the official handover of the Grantham Butter Factory from the Rotary Club of Toowoomba South to Council. Attended by more than 90 people from Rotary and Council, the event was a great success, full of historical stories and memories of the building in past times as well as shared accounts of the building renovation project.

A number of people from Rotary, Council and the community have worked on this project since it commenced in May 2011. It is humbling to see all of our efforts and dedication placed into a facility for all community members to use. A number of teams across Council have provided an outstanding level of commitment to the project including: Administration and Executive Operations, Corporate Communication, Building and Plumbing, Infrastructure Works and Services, Staging Post Café and Community Facilities. I would like to thank them for their tremendous effort in ensuring the building was finalised for the handover event.

This building will hold its first wedding function in April this year. Bookings can now be made through Customer Service with Trent Nibbs managing booking approvals.

#### **Cahill Park Meeting**



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Council has continued working with representatives of CPSC on the finalisation of the lease agreement, conformation of 2014/2015 budget requests and future investment and maintenance submissions. Council also contributed \$3,300 towards the CPSC's cricket pitch.

### **DDMG Update**

Councillor Friend and the Manager Disaster Management attended Toowoomba District Disaster Management Meeting at Oakey Army Base on Thursday 3 April 2014. Discussions were held regarding warnings issued by BoM and the need to prioritise warnings and ensure information is correct (DDC to progress further). Discussions were also held regarding DACC and the capability for the military based at Oakey to assist.

### **Boundary Review**

On the 14th April an extraordinary DDMG meeting was held, in response to a letter (attached) dated 14 March 2014 from QFES Assistant Commissioner Ian Mitchell, to discuss the request of the Mayor LVRC to transfer the LVRC from the Toowoomba Disaster District to the Ipswich Disaster District.

In attendance included representative from Communities, QFES (including Robert Bundy) Department of Transport and Main Roads, AC QFES Toowoomba, representatives from Toowoomba Regional Council including the Mayor and also the Disaster Districts of Ipswich and Toowoomba. Further consultation to take place and additional correspondence sent further recognising Council's resolution and reinforcing Council's position.

### **Pandemic Exercise**

On 30 April 2014 South West Disaster Management Group will be conducting Exercise "Szechuan Chicken". The exercise designed around a hypothetical but realistic major biological event affecting the disaster districts of Warwick, Toowoomba & Dalby in the South West Region during 2014. The scenario will work through key considerations drawing upon the concepts and principles of disaster management to respond to the impact of an event of this nature.

The aim of the exercise is to enhance the readiness of Disaster Management Groups in South West Queensland by practicing disaster management arrangements in the context of a prolonged major biological event through a discussion exercise. The outcomes from the exercise will be -

- To inform the review of the Darling Downs Hospital and Health Service (DDHHS) Pandemic Plan
- To inform whole of government planning and preparedness activities

Manager Disaster Management has been asked to evaluate this exercise. The Chair, Deputy Chair and LDC will all be at a Council meeting but will actively be involved by emails and text messaging.

### **Toowoomba Second Range Crossing**

Representatives from Projects Queensland will be attending the Ordinary Council Meeting on 30 April 2014. The presentation will include the Toowoomba Second Range Crossing (TSRC) overview: benefits, private sector involvement, procurement milestones and the project team. A Probity briefing will also be discussed.

### **Laidley Recreation Reserve**

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Tenders for the construction of the Laidley multi-sports facility have now been advertised and close on 1 May 2014. Works must have commenced on the project by 30 June 2014 to ensure that Council remains eligible for the \$500k federal grant. A meeting was held on 17 April 2014 between representatives of the various sporting clubs utilising the Laidley Recreational Reserve and Council to give an update on the progress of the new Multi-Purpose facility and the establishment of a Laidley Recreation Reserve Management Committee. On 22 April 2014, documentation was sent to all users of the Laidley Recreation Reserve seeking a written reply from each group on a) each club/group's official position in support or otherwise of the Laidley Multi-Purpose Sporting Facility and b) each club/group's acceptance or otherwise to participate in the LRR Committee.

**Anzac Day Celebrations 25 April 2014**

There are two scheduled dawn services at Gatton and Laidley followed by a number services across the region. These include Hatton Vale, Forest Hill, Helidon, Grantham/ Ma Ma Creek, Withcott and Murphy's Creek, there will be street parades also held at Gatton and Laidley commencing at 10.00am.

**Forest Hill Flood Mitigation**

The concept phase of the Forest Hill Flood Mitigation project is now complete, with the Infrastructure Works and Services design team to progress to the detailed project design phase.

The third community information evening was held at Forest Hill on 22 April 2014, with Queensland Rail presenting information about their modelling work and their proposed works at Blacks Bridge. Queensland Rail has been out to tender for the work and is in a position to award a 'design and construct' contract. The project team is currently finalising the peer review work for the flood model, and preparing an options/costings paper to guide the next steps for Council's project.

**Storr Street Drain and Narda Lagoon**

The Storr Street drain and Narda Lagoon levee projects are set to commence on site in late April 2014. These two projects have a funding deadline of 30 June 2014 and are 100% State government funded through their *Royalties for the Regions* programme. Letters and leaflets have been distributed to the residents and businesses in the vicinity of the two projects, and leaflets have been made available in the Laidley Library, Council Offices and other Community Facilities.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

Budget implications will continue to be addressed through existing allocation and re-prioritisation as required.

**6. Delegations/Authorisations**

Where further decisions are required with respect to the submission of this plan, the Chief Executive Officer will be delegated the authority to make those decisions.

**7. Communication**

The matters arising from this report that require further communication will be addressed through existing communication channels.



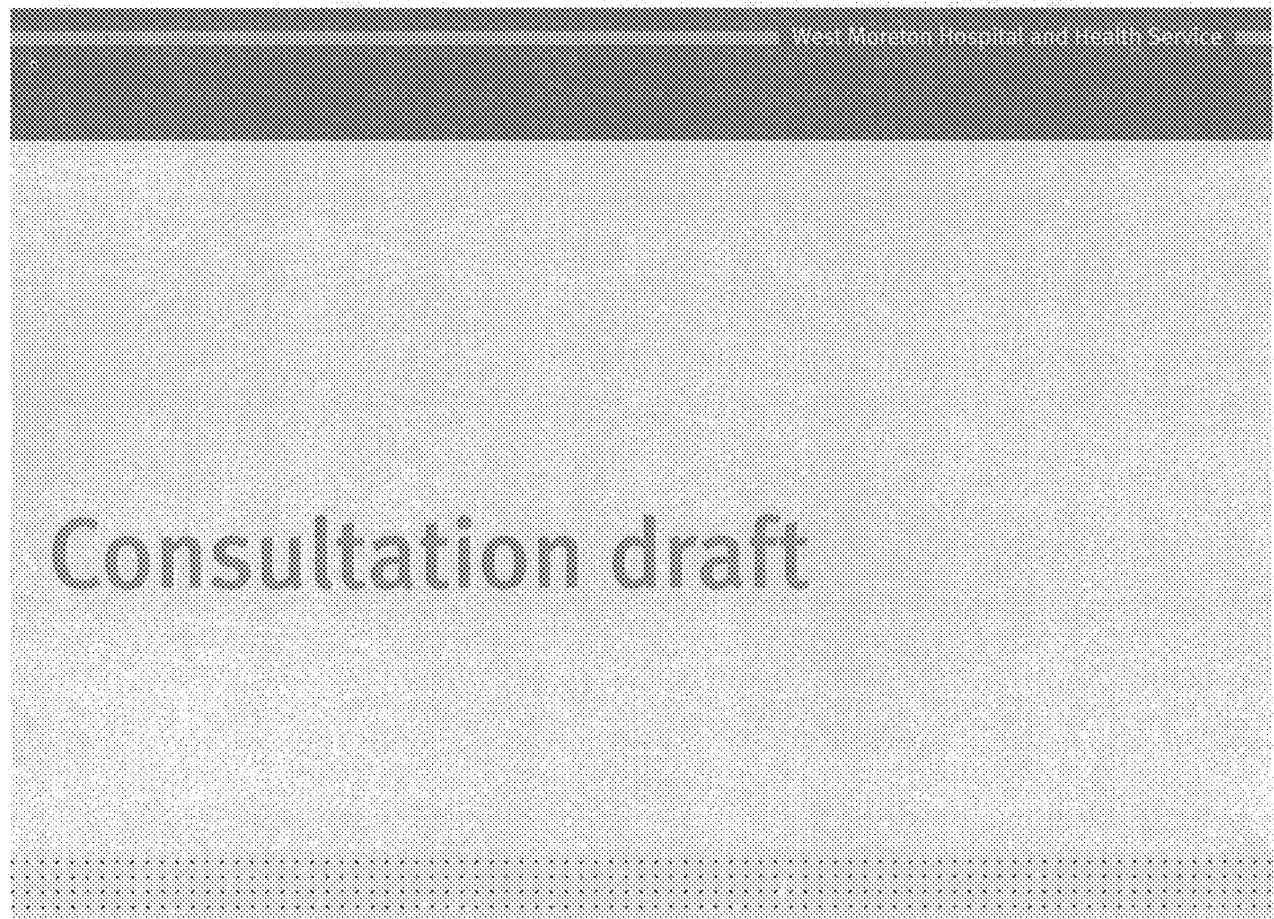


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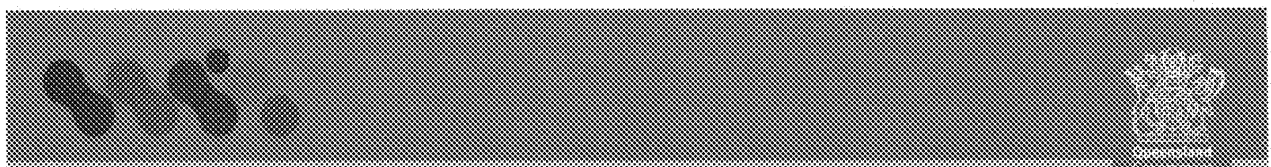
8. **Conclusion**

That the Chief Executive Officer's Report be received and adopted.



# Strategic Plan

## Path to Excellence: 2014–18



West Moreton Hospital and Health Service Strategic Plan – Path to Excellence: 2014-18, Version 3, 2014 (09140399)

The Strategic Plan: Path to Excellence 2013-17 was reviewed in March 2014 as a part of an annual review cycle.

For further information please contact:

West Moreton Health Chief Executive Office  
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WMHHS@health.qld.gov.au  
www.health.qld.gov.au/westmoreton



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Preferred citation: West Moreton Hospital and Health Service Strategic Plan – Path to Excellence: 2014-18, Queensland Government, Brisbane.

## Introduction

We are pleased to present our third *West Moreton Hospital and Health Service Strategic Plan, Path to Excellence: 2014–18*. Our refreshed strategic plan once again sets out an ambitious program of work to deliver on our vision of becoming *Your Partner in Healthcare Excellence*. The 2014 revision of the Strategic Plan has seen a focus shift to ensure the plan remains strategic in nature and is aligned with the *Blueprint for better healthcare in Queensland* and the *Queensland Plan: a 30 year vision for Queensland*.

I would like to thank our staff, partners and the community for their feedback and contribution to strengthening the strategic plan and the performance indicators that we will use to monitor our progress.

This plan has six interrelated Strategic Directions that make up our continued focus on the provision of Excellence in Healthcare:

- Revitalise Services
- Strengthen Safety and Quality
- Drive Innovation and Research
- Enable Our People
- Plan for a Sustainable Future
- Maintain Financial Health.

Since the implementation of the first *Strategic Plan, Path to Excellence: 2012–16* in September 2012, WMHHS has made considerable progress which has led to a significant improvement in our National Emergency Access Targets (NEAT) at the same time as eliminating ambulance bypass, and the reduction of waiting times for elective surgery and specialist outpatient appointments.

The implementation of our second *Strategic Plan, Path to Excellence: 2013–17* in July 2013 has seen WMHHS make further progress towards our strategic objectives and renewed our focus on revitalising our services and ensuring we are working in partnership to meet our community's needs.

Despite our continued progress, WMHHS is not immune to the challenges being faced across many health services, including large increases in demand for and expenditure on healthcare, continuing inequities in health outcomes and access to services, unacceptable variation in safety and quality outcomes, workforce challenges and system inefficiencies. The population of the WMHHS community is projected to experience the highest percentage of growth of all Queensland Hospital and Health Services. This presents a considerable challenge in ensuring our health system is both effective and efficient and that we are providing reliable, patient-centred care and getting the best value for every health dollar spent.

WMHHS is committed to achieving our vision of becoming *Your Partner in Healthcare Excellence* by fostering close working relationships with our Medicare Local and other partners; dynamic consultation with our Lead Clinician Group; strong, mutually respectful partnerships with our staff and patients; and effective engagement with our community and consumers.

Together, we will continue to enhance the health outcomes of our community in partnership, each and every day.

Warmest regards

Dr Mary Corbett  
Chair  
West Moreton Hospital and Health Board



## Our role

On 1 July 2012, Queensland Health (QH) through the *Hospital and Health Boards Act 2011* established 17 new statutory bodies known as Hospital and Health Services (HHS).

WMHHS has a long history of providing health services to the communities of Ipswich, Boonah, Esk, Laidley and Gatton.

With a budget of almost \$400 million and with approximately 2300 full time equivalent (FTE) staff the hospital and health service is one of the largest employers in the region.

WMHHS is situated to the west of Brisbane and extends from Ipswich in the east, to Boonah in the south, north to Esk and west to Gatton. WMHHS comprises of five local government areas of Scenic Rim Regional Council, including Boonah, Lockyer Valley Regional Council, covering Laidley and Gatton, Somerset Regional Council, including Esk and Ipswich City Council.

### Population

WMHHS services a population of approximately 245,000 people which is forecast to increase to an expected 450,000 people by 2026 (an increase of 82 per cent). This projected percentage increase is the largest of any Hospital and Health Service in Queensland. In the 2011 census, 17 per cent of the population were born outside Australia, 8 per cent speak a language other than English at home and 3 per cent are Indigenous Australians. The hospital and health services demographics are diverse and include metropolitan and small rural community settings.

### Services

WMHHS delivers health services across the continuum of care: preventative and primary health care services, ambulatory services, acute care, sub-acute care, oral health and mental health and specialised services (including Offender Health and Alcohol Tobacco and Other Drugs). Services are provided by:

- Boonah Health Service
- Community Health Services
- Esk Health Service
- Gatton Health Service
- Ipswich Hospital
- Laidley Health Service
- Mental Health and Specialised Services.

## Our challenges and opportunities

Key challenges for WMHHS continue to be:

- Demand management – delivering services to a growing population within a nationally efficient price
- Community and service expectations – providing care within clinically recommended timeframes
- Burden of disease – increasing rate of burden of disease in West Moreton, including for Aboriginal and Torres Strait Islander people (s), people from low socioeconomic backgrounds and some culturally and linguistically diverse groups
- Workforce challenges – increasing pressures for improved productivity, flexibility and capability to meet changing demands and models of care.

However, there are some key opportunities that WMHHS needs to embrace, including:

- Patient and consumer-focused service delivery – new technologies and changing models of services delivery and community engagement will enhance capacity to tailor health services to consumers needs
- Technologies including ehealth and telehealth – new opportunities to deliver more effective health services and improve health outcomes
- Improved workforce capacity and productivity – opportunities to develop partnerships with private and non-government sectors
- New clinical service delivery models – building on new technologies, improved workforce training, including new classifications and scopes of practice to meet consumer expectations
- Research and learning agenda – development of a focused research and learning agenda that will provide the skills and knowledge to identify and meet the community's healthcare needs.

## Our strategy

**Vision:** what is our aspiration for the future?

*Your Partner in Healthcare Excellence.*

**We work together to achieve agreed objectives and shared benefits.**

**Mission:** what is our purpose?

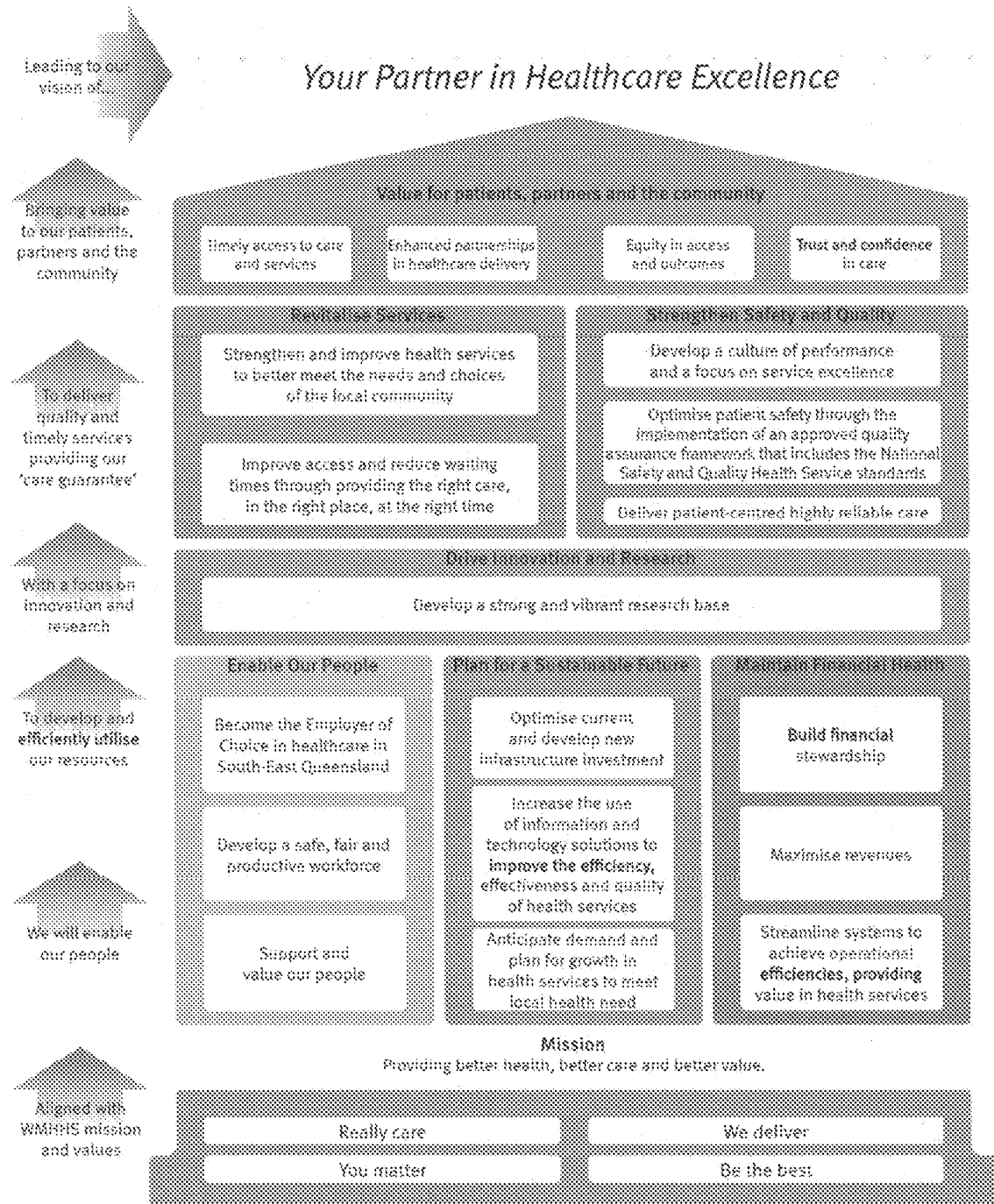
Providing better health, better care and better value.

**Values:** define the acceptable standards which govern the behaviour of individuals

West Moreton Hospital and Health Service has four core values:

- **Really care**  
Every day we are proud of how we treat our patients, how we work together and how we deliver our work.
- **You matter**  
We are part of the community we serve. What is important to our community is important to us. We respond to your feedback about our work, our attitude, the services we provide and the way we provide them.
- **We deliver**  
Our patients, their families, our colleagues, our staff, our partners and our community can be confident in our people and our services. We honour our commitments.
- **Be the best**  
We are here to make our patients' healthcare experience the very best it can be. We aspire to realise our vision and be Your Partner in Healthcare Excellence.

## Strategy map



## 1. Revitalise Services

Strategy	Performance indicators	Timeframe
1.1. Strengthen and improve health services to better meet the needs and choices of the local community	Increase self-sufficiency from 60% to 80%	2017
1.1.1. Develop strategic partnerships which make us more effective in our delivery of healthcare and have better healthcare outcomes for our community	Increase strategic partnership agreements and service contracts between public and private providers and non-government organisations	2015
1.1.2. Embed the engagement and leadership of clinicians in the planning, implementation and evaluation of health care	Demonstrated community healthcare outcomes delivered through partnership agreements	Annual
1.1.3. Empower local communities to have a greater say and influence over their hospital and health service	Evidence of clinical led service innovation and revitalisation	Annual
1.1.4. Develop innovative approaches and partnerships to improve mental health care and the mental health of our community	Evidence the Local Clinical Group is active and providing effective leadership	Annual
1.2. Improve access and reduce waiting times through providing the right care, in the right place, at the right time	Community engagement is making a visible impact on health service delivery	Annual
1.2.1. Better meet the demand of our growing community by increasing self-sufficiency	Evidence of sustained partnerships between the Health Service and our non-government and private partners	2017
1.2.2. Work in partnership to develop action plans that contribute to Government plans and priorities and address the prevention and treatment of chronic and lifestyle diseases in our community	Revitalised consumer and care voice as evidenced by an integrated consumer and carer representative program	2015
1.2.3. Develop action plans and partner with the community to implement the Closing the Gap Strategy and Cultural Capability Framework	Establishment of contemporary innovative models of care that support a greater focus on service provision within a community setting and respond to growing demand	2015
	Evidence that we are providing expanded services year-on-year	Annual
	Reduction in outflows of patients to other HCSs	Annual
	Reduction in the number of non-scheduled type outpatient appointments	Annual
	Achievement of action plans for whole of government priorities	Annual
	Increase in the number of preventative services provided in our community through our partner organisations	2016
	Partnerships established to better promote healthy lifestyles	2015
	Evidence of improved health outcomes for Aboriginal and Torres Strait Islanders in our community	Annual
	Achievement of Department of Health Performance Indicators in Aboriginal and Torres Strait Islander Health for our Hospital and Health Service	Annual



2. Strengthen Safety and Quality		
2.1. Develop a culture of performance and a focus on service excellence	Annual this training and education calendar established	2014
2.1.1. Develop and embed a learning culture	Clinical Governance Framework established	2014
2.1.2. Strengthen reporting and systematic monitoring to benchmark and improve performance and ensure optimal detection of risks and errors	Achievement of Safety and Quality KPIs	Annual
2.2. Optimise patient safety through the implementation of an approved quality assurance framework that includes the National Safety and Quality Health Service standards	Achievement of EQA/National accreditation including the National Safety and Quality Health Service Standards	2014
2.2.1. Implement and evaluate the assurance framework to ensure sustained compliance and continuous improvement		
2.3. Deliver patient-centred highly reliable care		
2.3.1. Establish a person-centred approach to care, placing the individual at the centre of all decisions	Increase in Patient Opinion survey usage	Annual
	Implement and evaluate patient-centred care organisational self assessment survey	2014
	Demonstrated annual improvement against the state-wide Mental Health consumer perceptions of care survey	Annual
	Develop a strategic consumer feedback and engagement framework	2015
3. Drive Innovation and Research		
3.1. Develop a strong and vibrant research base		
3.1.1. Develop a focused research strategy that aligns with our community's needs	Education, Training and Research strategy established	2014
	Achieve ACHS Quality Improvement award	2016
	Know our community and their needs by undertaking service planning and developing a community health profile	Annual
	Number of Irish university appointments	2016
3.1.2. Develop targeted research partnerships to become a leading organisation	Two research partnerships established	2016
	Research and innovation funding secured	2017
	Number of peer reviewed research publications and academic meetings achieved	2017
3.1.3. Seek to align ourselves with international standards to become a learning organisation	Benchmarking against international best practice undertaken and action plan developed to stimulate continuous improvement in all areas of the organisation	2016

## 4. Enable Our People

4.1. Become the employer of choice in healthcare in South-East Queensland	
4.1.1. Provide the working conditions, culture, environment and opportunities that attract and retain a quality workforce	Evidence of implementation of the Workforce Strategy Transition to a prescribed employer and obtaining greater autonomy from the Department of Health Continuous improvement against key workforce engagement measures in the staff survey Evidence of values based behaviour and recognition and rewarding of staff
4.1.2. Embed our values within each element of our business	Annual 2014 Annual 2014 Annual 2014 Ongoing
4.2. Develop a safe, fair and productive workforce	
4.2.1. Develop a patient centred workforce	Workforce plan articulates a strategy to increase skill and capacity to contribute to increased self sufficiency Education, Training and Research strategy established 2014
4.2.2. Strengthen leadership capacity and culture throughout the organisation	Improve participation rates and outcomes against leadership indicators Evidence of motivation of staff through participation rates in development activities Annual
4.3. Develop a culture of continuous learning and individual development targeted towards meeting organisational needs	
4.3.1. Progressive implementation of an organisational structure and culture to facilitate front line decision making	Embed WSHHS Values Improved Culture Climate Assessment results Increased rate of Performance Appraisal Process undertaken Annual
4.3.2. Promote safe and healthy workplaces and work practices	Budget integrity maintained during organisational change Meet EDGf National Standards Meet occupational health and safety performance indicators Annual
4.3.3. Develop and implement reward and recognition programs	Reward and recognition program established 2014

West Moreton Hospital and Health Service | Strategic Plan

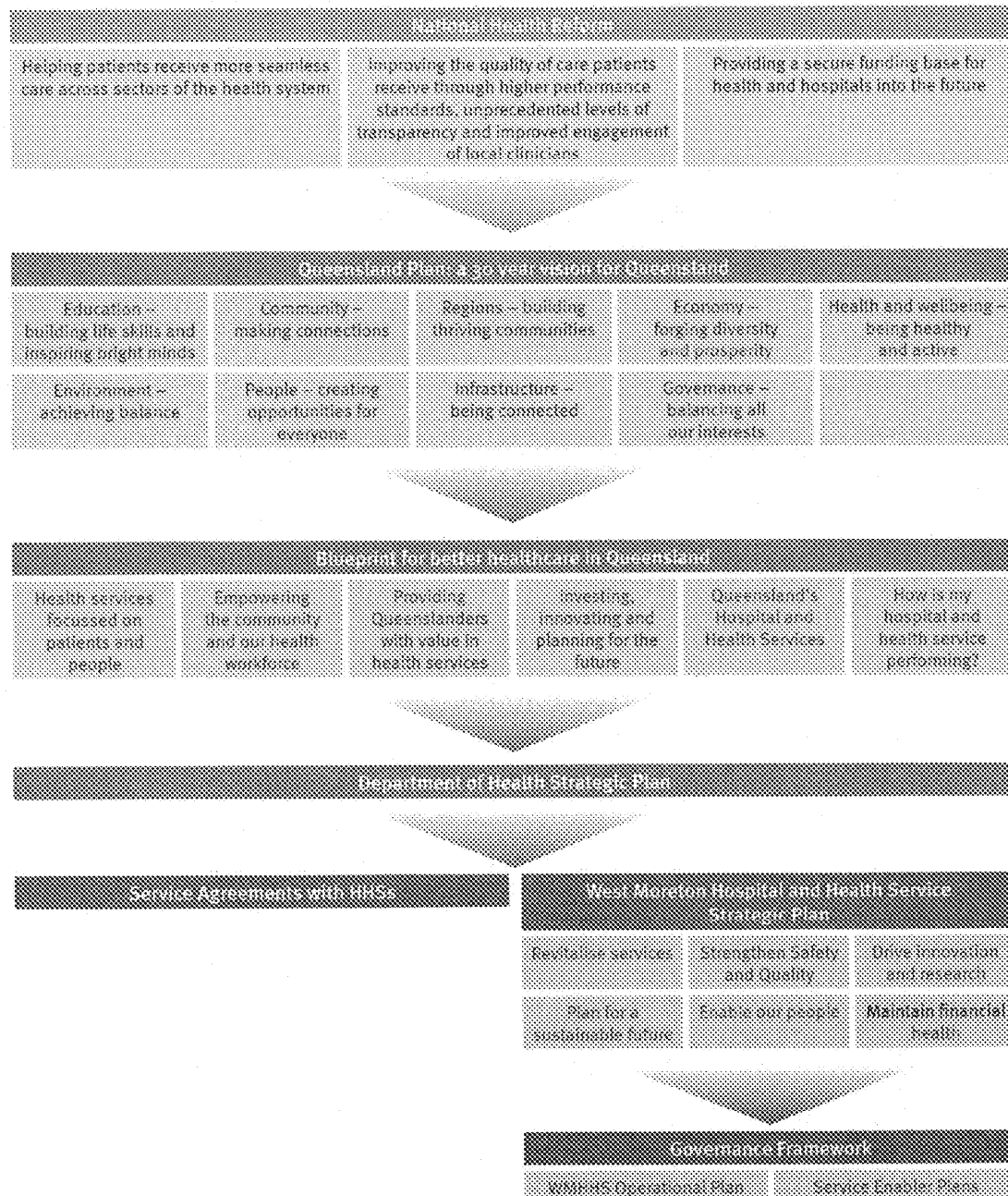
## 6. Maintain Financial Health

6.1. Build financial stewardship		
6.1.1. Develop and implement an education and training program to enhance the capability and financial capacity of decision makers	Financial delegation restrictions relaxed in line with earned autonomy	2014
6.2. Maximise revenues		
6.2.1. Identify innovative models to generate new sources of revenue	Innovation funding stream grants from system manager are achieved	Annual
6.2.2. Develop a strategic investment plan to further improve health service performance	Development of innovation fund	2015
6.2.3. Streamline systems to achieve operational efficiencies, providing value in health services	Revenue target achieved / exceeded	Annual
6.3. Build capabilities that drive outcomes in healthcare		
6.3.1. Build capabilities that drive outcomes in healthcare	Development of a strategic financial investment plan, inclusive of efficiency and resource optimisation programs	2015

## 5. Plan for a Sustainable Future

5.1. Optimise current and develop new infrastructure investment		
5.1.1. Explore opportunities for partnerships in the use of infrastructure and equipment	Increased strategic partnership agreements and service contracts between public and private providers and non-government organisations	2015
5.1.2. Tailor current and future infrastructure development, assets and capital works, including information and communication technology (ICT), to suit service delivery to the local community	Development of Strategic Asset Management and Infrastructure Plan outlining future infrastructure development, assets and capital works needs	2014
5.2. Increase the use of information and technology solutions to improve the efficiency, effectiveness and quality of health services		
5.2.1. Implement process and system changes to maintain performance within the context of national health reform and Activity Based Funding	Health services are delivered at or below the National Efficient Price Costing information is used to drive decision about resource allocation	Annual 2014
5.2.2. Provide ICT governance and integrated ICT solutions to support improved patient access and care	Evidence of increased ICT usage by staff and patients	2014
5.3. Anticipate demand and plan for growth in health services to meet local health need		
5.3.1. Undertake collaborative population health planning and evidence-based needs assessment to develop a Health Services Plan to 2026	Health Services Plan endorsed Demand management models developed for Clinical Services that will transition services to the preferred infrastructure option	2014 2015
5.3.2. Undertake detailed clinical service planning to document future models of care	Service Plans that include detailed future models of care developed for all clinical services	2015
5.3.3. Undertake master planning to determine the preferred infrastructure options for health service delivery	Master Plan developed for all West Moreton Hospital and Health Service campuses	2015

## Relationship between Commonwealth, State and HHS



## Local Government Remuneration and Discipline Tribunal

### Determination report

Finding regarding complaint **DGC13/235** of allegations that Councillor Kathy McLean of the Lockyer Valley Regional Council (the Council) breached section 172 of the *Local Government Act 2009* (the Act) by failing to declare a material personal interest when participating in the discussions and decisions on a material change of use application (made by the applicant Nichols Construction Pty Ltd) at Council's meetings of 27 February and 27 March 2013.

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## Summary of determination

### Complaint

**Departmental Reference:** DGC13/235

**Complainants:** Mr Ian Flint  
Chief Executive Officer (CEO)  
Lockyer Valley Regional Council  
  
Councillor Steve Jones  
Mayor, Lockyer Valley Regional Council

**Respondent:** Councillor Kathy McLean  
Lockyer Valley Regional Council

**Details of allegation:** That Councillor Kathy McLean breached section 172 of the Act by failing to declare a material personal interest when participating in the discussions and decisions on a material change of use application (made by the applicant Nichols Construction Pty Ltd) at Council's meetings of 27 February and 27 March 2013.

### Tribunal Members

**Chairperson:** Deputy President Adrian Bloomfield

**Members:** Mr Bob Longland  
  
Ms Margaret McLennan

### Determination

The Local Government Remuneration and Discipline Tribunal (the Tribunal) determined that the allegations that Councillor Kathy McLean breached section 172 of the Act by failing to declare a material personal interest at Council meetings held on 27 February and 27 March 2013 were not sustained.

## Report of the Local Government Remuneration and Discipline Tribunal

### Formation of the Tribunal

The Tribunal convened on 13 March 2014 to hear and determine complaints received against Councillor Kathy McLean of Lockyer Valley Regional Council.

The terms of reference set out for the hearing of the Tribunal were:

- consistent with the provisions of Chapter 6, Part 2, Division 6 and Chapter 7, Part 1 of the Act, to hear and decide the complaints of alleged misconduct against Councillor McLean;
- in considering the complaints and conducting hearings of councillor misconduct, the Tribunal observe the principles of natural justice and procedural fairness with witnesses, complainants and respondents; and
- the Tribunal abide by all relevant legislation.

### Background of complaint

Following the Council meeting of 27 February 2013, the CEO wrote to the Chief Executive of the Department of Local Government, Community Recovery and Resilience (the Department) on 15 March 2013 detailing his assessment of the behaviour of Councillor McLean at that meeting and his concerns that she may have failed to declare a material personal interest and a possible conflict of interest in relation to Item 10.3 of the agenda.

On 27 February 2013, a decision on the agenda item in question, a Material Change of Use application lodged by Nichols Construction Pty Ltd, was deferred. Councillor McLean had made a statement to the meeting addressing her position on a perceived conflict of interest. She dismissed as not being of sufficient significance the possibility of a perceived conflict with her personal interests.

The matter came back to the Council at its meeting of 27 March 2013 as Item 10.1. Councillor McLean again addressed the meeting regarding her personal interests in the matter and stated "I have determined that my personal interest in this matter is not of sufficient significance that it will lead me to making a decision on this matter that is contrary to the public interest." Mayor Jones acknowledged that Councillor McLean's statement was a statement of personal responsibility and not the Council's and went on to declare that, despite media suggestions to the contrary, that he had "absolutely no conflict of interest or material personal interest in this matter and in fact those statements which have been printed are in fact false and misleading."

The full Council voted unanimously to refuse the application from Nichols Construction.

On 23 April 2013, the Department received a complaint from Mayor Jones dated 17 April 2013 which echoed the 15 March 2013 complaint from the CEO and referred specifically to the actions of Councillor McLean at the 27 March 2013 Council meeting. The Mayor was concerned that the actions of Councillor McLean may have constituted misconduct and would reflect badly on the Council.

Following assessment of the complaints by the Crime and Misconduct Commission (CMC), its referral back to the Department and an investigation by an external contractor, the matter was referred to the Tribunal on 7 February 2014. The matter was heard and determined by the Tribunal on 13 March 2014.

## Conduct of review

Prior to the hearing the Tribunal conducted a detailed review of all available materials received in relation to the allegations. This review was sufficient for the Tribunal to reach the decision to proceed directly to a hearing of the matter and formed the basis for the hearing on 13 March 2014.

As the complaints received from the CEO and the Mayor were substantially the same, the Tribunal decided to hear the matter based on an interview with the Mayor only as complainant. Additionally, while both a conflict of interest and a material personal interest of Councillor McLean were alleged, the issues were considered by the Tribunal to be identical and therefore the hearing was based solely on the more serious allegation, that of failure to declare a material personal interest.

The Mayor attended the hearing and detailed the allegations made in his letter of 17 April 2013. He gave a comprehensive background to the application by Nichols Construction and the public controversy surrounding the planned development of a new shopping centre some 1.5 kilometres from the existing Laidley township. As the Mayor's letter of complaint was not specific as to what material personal interests Councillor McLean had in connection with this matter, the Tribunal sought his views and tested those in questioning Councillor McLean. The identified issues were:

- The ownership of a business, McLean Images, by Councillor McLean and her husband, premises for which are situated approximately halfway between the Laidley town centre and the proposed shopping centre;
- Ownership and varying degrees of participation by the Councillor in a local newspaper, the *Valley Weekender*;
- Ownership of land which is occupied by the McLean Images business (800m<sup>2</sup>);
- An investment property near the Plainlands shopping precinct (11 acres);
- A block of 16 acres on which the family home is situated nearby to Laidley township; and
- Mr Warwick McLean's role as President of the community group, Laidley Better Business.

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In exploring each of these issues and determining whether any relevant person stood to gain a benefit or suffer a loss, the Tribunal found that:

- The prospect of a change in fortune for McLean Images was doubtful. The scale of local business undertaken by the business is quite low with Councillor McLean claiming that it was as little as 1% of their turnover. While this was disputed by Mayor Jones, it did seem to the Tribunal unlikely, given the nature of the business, that the proposed development would have any significant impact.
- Revenues for the *Valley Weekender* could rise if other local businesses were set up at the new shopping centre as most of the paper's advertising comes from the immediate area. On the other hand, the Mayor suggested that the new centre may have placed its advertising with external providers thus creating a negligible effect for the newspaper.
- There was no evidence presented to the Tribunal to suggest that any of the McLean's land holdings would increase or decrease in value should the proposed shopping centre be approved.
- The McLean Images property is located in a light industrial area with little prospect of further commercial development.
- The Plainlands property has been held as an investment for over 20 years and its prospects for capital gain seem related to the thriving commercial hub in that area rather than any Laidley development impacts.
- The home block is described as unsuitable for any development likely to be impacted by the proposed shopping centre.
- Mr McLean's and the Better Business group's opposition to the proposed shopping centre appear to be rooted in the possibility of retail shopping competition for existing Laidley businesses generally rather than any possible impact on the McLean's personal fortunes.

The issues surrounding the application by Nicholls Construction had been well ventilated in the local media and the controversy resulted in an uncharacteristically large turnout of citizens at the 27 March 2014 Council meeting. In a small community, still reeling from the effects of a series of devastating floods, the Tribunal is not surprised by the public interest.

Councillor McLean advised the Tribunal that she had sought external advice on her position in this matter from her solicitors, the local State Member of the Legislative Assembly and Mr Hayden Wright, a now former adviser appointed by the Local Government Association of Queensland. All the advice suggested that she had no material personal interest to declare in this matter. Additionally, she advised that she had received specific training on the issues since being elected as a new Councillor in 2012 and had, on other occasions, excused herself from Council meetings in the belief that she had a material personal interest. Her insights into the need to adhere strictly to the requirements of section 172 of the Act were convincing.

In the view of the Tribunal, Councillor McLean's actions in this matter fall clearly under the exemption provisions of section 172(3) of the Act which states "*However, a councillor does not have a material personal interest in the matter if the councillor has no greater personal interest in the matter than that of other persons in the local government area.*"

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The Tribunal considers it helpful to make two observations relating to this complaint.

Firstly, the relationships between some Councillors serving on the Lockyer Valley Regional Council seem less than optimal. Recourse to the complaints process to resolve what appear to be simple differences of opinion in the conduct of Council business is an expensive and time-wasting approach to serving the local residents. There appears to have been more than sufficient training in the requirements for Councillors to deal with the complex legislative, regulatory and compliance regime under which they operate. An examination by all Councillors of their *modus operandi* and their tolerance and understanding of others' points of view would be likely to resolve such issues before any complaint was truly necessary.

Secondly, the Tribunal notes that this complaint was lodged on 17 April 2013 and did not come before it until 7 February 2014. Such a delay is unacceptable and indicates what is likely an unfortunate paucity of the departmental resources required to complete the pre-hearing assessment and process in a timely manner.

## Materials examined

The following documents were used in considering and determining the outcome:

- part-Minutes of Lockyer Valley Regional Council (LVRC) meeting of 27 February 2013;
- part-Minutes of LVRC meeting of 27 March 2013;
- the letter of advice from the CEO dated 15 March 2013;
- the letter of advice from the Mayor dated 17 April 2013;
- CMC assessment of the complaints dated 9 June 2013;
- Investigation Report by contractor verifact dated 4 November 2013;
- Various local newspaper articles relevant to the matter; and
- Written submission to the Tribunal from Councillor McLean (via her legal representatives) dated 11 March 2014.

## Determination

The Local Government Remuneration and Discipline Tribunal (the Tribunal) determined that the allegations that Councillor Kathy McLean breached section 172 of the Act by failing to declare a material personal interest at Council meetings held on 27 February and 27 March 2013 were not sustained.

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## 10.0 GOVERNANCE AND PERFORMANCE REPORTS

## 10.1 Operational Plan 2013/2014 Quarterly Report, March 2014

**Date:** 24 April 2014  
**Author:** Jason Bradshaw, Executive Manager Governance & Performance  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

### Summary:

This report provides a summary of the performance against the Operational Plan 2013/14 for the period to March 2014 and outlines progress to date and the financial results of the key strategies.

Additional reporting has been incorporated into this quarterly review to identify Operational Plan initiatives that are unlikely to be completed this financial year and will be deferred to the 2014/15 Operational Plan for completion.

Members of the Executive Leadership Team will present on the relevant areas of the Operational Plan 2013/14 Quarterly Report March 2014.

**Officer's Recommendation:**

**THAT Council resolves to receive the Quarterly Performance Report on the Operational Plan 2013/14 for the period to 31 March 2014.**

**RESOLUTION:**

**THAT Council resolves to receive the Quarterly Performance Report on the Operational Plan 2013/14 for the period to 31 March 2014.**

Moved By: Cr Milligan                      Seconded By: Cr McLean  
Resolution Number: 3388

CARRIED  
6/0

## Report

## 1. Introduction

Council has adopted the Operational Plan 2013/14 with Annual Budget on 15 July 2013 and has an obligation to report on the performance in achieving outcomes against that plan. This Operational Plan is based on the current Corporate Plan and the key strategies adopted in line with Council's Community Plan.

## 2. Background

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The Community and Corporate Plans have provided the base on which the annual Operational Plan has been adopted and reflect the future direction to be achieved this year. The progress on this plan outlines the activities that have been completed or progressed in the year.

### 3. Report

Input to the preparation of the attached report has been sought from the responsible officers across all groups/areas of Council. The report outlines progress towards the attainment of the strategies set out in the Operational Plan which link to the Corporate Plan.

The attachment details the achievements of key strategies and the progress made to date. Further, strategies that have been highlighted in **Blue** have been identified to be deferred for completion as part of the 14/15 Operational Plan, strategies that are highlighted in **Yellow** will be rolled over into 2014/15 to complete indicated KPI and strategies that have been highlighted in **Green** have been completed.

Progress identified by key Operational Plan Themes:

Status / KPI Achievement	Theme							
	Lockyer Community	Lockyer Leadership	Lockyer Farming	Lockyer Livelihood	Lockyer Business	Lockyer Nature	Lockyer Planned	Lockyer Council
<b>Activity Completed</b>	1	1	2	1	5	1	5	5
<b>Activity in Progress</b>								
KPI will be achieved by EOY	39	8	6	3	9	9	17	22
Rollover 14/15 - Change of Priorities		2				4	3	2
Rollover 14/15 - Limited Resource Capabilities	2		2		4	6	8	8
Rollover 14/15 - No Budget Allocation		1						
<b>Not Commenced</b>								
KPI will be achieved by EOY					1			
Rollover 14/15 - Change of Priorities						1		
Rollover 14/15 - Limited Resource Capabilities	1	1	1	1	1			
Rollover 14/15 - No Budget Allocation							1	
<b>Deferred</b>								
Deferred - Change of Priorities		2				3		
Deferred - Limited Resource Capabilities		1						
% Completed to March 2014	2%	6%	18%	20%	25%	4%	15%	14%
% Forecast for KPI to be achieved by June 2014	93%	56%	73%	80%	70%	42%	65%	73%

There are a total of 190 Activities being progressed in this Operational Plan and some other business as usual components not clearly identified. Overall, it is forecasted that Council will overall achieve in excess of 70% achievement of its 2013-14 Operational Plan initiatives.

A number of activities have been identified as Deferred (6) or are in progress, but will need to be rolled over into 2014/15 to achieve indicated KPI (49), due to conflicting priorities or a lack of resources to deliver in a timely and efficient manner.

It is intended to engage further with Councillors on particular strategies to ensure that outcomes are being monitored and progress achieved.

#### 4. Policy and Legal Implications

Section 122 (2) of the Local Government (Finance, Plans and Reporting) Regulation 2012 requires the Chief Executive Officer to present a written assessment of local governments progress towards implementing the annual Operational Plan at meetings of the local government. These reports are required to be regular intervals of not more than three months.

#### 5. Financial and Resource Implications

The financial performance of each of the key strategies is summarised and can provide an indication on the progress of initiatives or of constraints in delivering outcomes for the Operational Plan. Overall, the financial performance is within the budget tolerances and aligns to the delivery of outcomes. Each of the activities has been monitored against the agreed budget and reports the budget impacts as either positive or negative. Further refinement of the financial systems is required to report individual projects or activities.

Theme	% Forecast Completion	Operating Expense		Operating Revenue		Capital Expense		Capital Revenue	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Lockyer Community	93%	7,866,671	4,592,622	1,343,220	906,685	7,488,180	3,814,871	500,000	2,088,884
Lockyer Leadership	56%	3,519,725	2,589,064	903,000	675,928	194,500	155,581	Nil	Nil
Lockyer Farming	73%	160,667	143,841	42,500	81,394	Nil	Nil	Nil	Nil
Lockyer Livelihood	80%	160,667	143,841	42,500	81,394	Nil	Nil	Nil	Nil
Lockyer Business	70%	4,167,515	2,971,019	2,469,500	1,269,099	222,644	43,350	Nil	Nil
Lockyer Nature	42%	1,167,772	723,307	653,500	691,014	Nil	45,874	Nil	Nil
Lockyer Planned	65%	62,614,064	45,970,938	53,561,679	42,080,242	23,269,640	4,690,593	4,773,406	2,733,945
Lockyer Council	73%	10,601,130	10,511,513	30,450,840	26,709,898	4,184,682	1,593,556	10,000	18,560

#### 6. Delegations/Authorisations

No delegations are required for this report and existing authorities are appropriate for the delivery of the Operational Plan outcomes.

#### 7. Communication

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The significant achievements of the Operational Plan are regularly reported through corporate communications and media channels as required. The overall achievements from all quarterly reporting will contribute to the annual report.

**8. Conclusion**

The quarterly reporting on the Operational Plan is a statutory process and informs Council and the community of the performance of Council on yearly programs and activities.

*The Operational Plan 2013/14 is available for viewing as a separate document.*

*Cr Steve Jones left the meeting, the time being 12:19 PM. The Deputy Mayor, Cr Milligan assumed the Chair.*



ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

10.2

**Council Agenda Action Items Review**

**Date:** 24 April 2014  
**Author:** Corrin Bischoff, Major Projects Officer  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

**Summary:**

The purpose of this report is to provide Council with an overview of the action items arising from Council Agenda Reports for the current Council term. Specifically, this report provides an analysis of the Governance & Performance Group incomplete action items.

This report also seeks Councils approval of the presentation of action items arising from Council Agenda Reports on a quarterly basis and by exception.

**Officer's Recommendation:**

**THAT Council approves the presentation of action items arising from Council Agenda Reports on a quarterly basis and by exception.**

**AND Further;**

**THAT Council receives this report providing an analysis of the action items arising from Council Agenda Reports for the current Council term for the Governance & Performance Group.**

**RESOLUTION:**

**THAT Council approves the presentation of action items arising from Council Agenda Reports on a quarterly basis and by exception.**

**AND Further;**

**THAT Council receives this report providing an analysis of the action items arising from Council Agenda Reports for the current Council term for the Governance & Performance Group.**

Moved By: Cr Friend

Seconded By: Cr Holstein

Resolution Number: 3389

CARRIED

5/0

**Report**

**1. Introduction**

Agenda reports written by officers for Council meetings contain detail of the specific actions to be taken as a result of decisions recommended to Council.

ORDINARY COUNCIL  
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Development of a mechanism to inform Councillors of the progress of the actions arising from Council resolutions ensures Councillors are well informed of incomplete actions, an explanation of why actions are incomplete and a likely timeframe for completion. It provides a further mechanism for accountability for Council Officers to ensure that actions are completed in a timely manner and that where further changes are required that these are reported to Council as needed.

It is proposed that actions resulting from decisions made at Council meetings are reported quarterly and by exception.

## 2. Background

To date Councillors are only informed of progress on actions resulting from Council decisions when a specific request is made.

The new agenda report template introduced in February 2014, specifically requires Council Officers to complete the high level actions to be undertaken in relation to each agenda report in addition to any actions inherent in the report resolution.

## 3. Report

It is proposed that for all of Council the actions will be reported and then dissected into each group and individual group analysis performed to demonstrate accountability for all Council Officers within the organization. This initial report is to pilot the content of Governance and Performance and seek Council direction on the level of detail for reporting.

In the current Council term (i.e. from May 2012), 96 actions items have been recorded as a result of the meeting agenda reports submitted to Council for Governance and Performance.

Of these actions, 83 have been completed. 13 actions are incomplete.

At consecutive ordinary meetings an analysis of outstanding actions will be undertaken and presented to Council for each Group. Once this initial analysis has been completed, a quarterly report will be presented to Council providing an update on the progress of outstanding items by exception.

An analysis of the Governance & Performance actions as at 31 March 2014 has been completed below:

Total Action Items	Incomplete Actions	30 - 60 days	60 - 90 days	90 days to 12 months	Greater than 12 months
96	13	8	4	0	1

The outstanding items up to 90 days are progressing within acceptable timeframes.

The item greater than 12 months outstanding is connected to the Department of Local Government in relation to a boundary alignment change and will be pursued to ensure it is



concluded through the administrative and legal processes that are necessary. While it is a simple matter it is time consuming.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

Budget implications will continue to be addressed through existing allocations. Where additional resources are required to complete actions these will be reported through to Council so that there is transparency in the completion of actions. Where significant the matter will be addressed through the budget review process.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Executive Manager Governance & Performance will manage the requirements in line with existing delegations.

**7. Communication and Engagement**

The following Council Officers were consulted in the review of the Governance & Performance actions:

- Executive Manager Governance & Performance
- Manager Corporate Communications
- Manager Administration and Executive Operations
- Manager Business Improvement & Performance
- Major Projects Officers
- Solicitor
- Council Business Support Officer

On a quarterly basis, Council will receive an updated report on the actions that are outstanding for the Governance & Performance Group. Any actions that require further input from Council will be presented in the form of a separate agenda report.

**8. Conclusion**

This report enables Councillors to monitor, at a strategic level, the completion of actions which have arisen as a result of resolutions of Council.

**9. Action/s**

- Outstanding action items are to be monitored and reported to Council on a quarterly basis.
- Amend the table for detailed resolutions to include the Mover and Seconded of the motions.



**LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2012 - 31/03/2014  
GOVERNANCE & PERFORMANCE GROUP**

<b>Res No.</b>	<b>Meeting Date</b>	<b>Subject</b>	<b>Resolution/Action</b>	<b>Officer/Dept</b>	<b>Action Taken</b>	<b>Completed</b>
84	27 February 2013	Land Acquisition for Realignment of Long Gully Road, Grandchester - Part of Lot 30 on Crown Plan CH312335	<p><b>THAT</b> with respect to the proposed acquisition of 2,461m<sup>2</sup> of part of Lot 30 on Crown Plan CH312335 (the "truncated area") for the purpose of realigning Long Gully Road, Grandchester, Council resolves to:</p> <p>a) request that the Minister for Local Government apply to the Local Government Change Commission, under section 18 of the Local Government Act 2009, to change the local government boundary between the local government areas of Lockyer Valley Regional Council and Ipswich City Council to include the truncated area within the local government area of Lockyer Valley Regional Council;</p> <p>b) subject to the implementation of that change under section 20 of the Local Government Act 2009, make an agreement with the owner of the truncated area to dedicate the truncated area as road in return for the payment by Council of compensation in the sum of \$5,000.00;</p> <p>c) delegate to the Chief Executive Officer, under section 257 of the Local Government Act 2009, the power to do all things necessary to procure the boundary change, make and carry out the agreement with the owner of the truncated area and achieve the dedication of the truncated area as road.</p>	Susan Boland	Tim Horrell engaged (awaiting progress update)  understand application for boundary change made to LGCC Action reassigned to Susan Boland by: Susan Boland Action Completed by: Susan Boland	3/04/2014
3309	26 February 2014	Acquisition of Land for Road Purposes - Part of Lot 2 on RP196616 - Flagstone Creek Road (Horstalls Lane), Upper Flagstone	<p><b>RESOLUTION:</b></p> <p><b>THAT</b> with respect to the proposed road works at Flagstone Creek Road (Horstalls Lane), Upper Flagstone to repair land slips, Council resolves to authorise the Chief Executive Officer to:-</p> <p>a) Negotiate with the owner of freehold property described as Lot 2 on RP196616, and any other affected persons, to acquire approximately 2,450m<sup>2</sup> of Lot 2 on RP196616 for roads purposes pursuant to Part 2 of the <i>Acquisition of Land Act 1967</i>;</p> <p>b) Obtain a market valuation at Council's cost to determine the amount of compensation to be provided to the landowner in respect of the land acquisition;</p> <p>c) To offer compensation in the form of reimbursement for legal costs incurred by all affected persons and reinstatement of registered interests, if any, where necessary.</p> <p>d) To otherwise do all things necessary to acquire the land and open it as a road.</p>	Caitlan Natallier	Updated 8/04/2014 Awaiting confirmation of deceased owner's personal representatives  valuation underway to determine compensation	3/04/2014



**LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2012 - 31/03/2014  
GOVERNANCE & PERFORMANCE GROUP**

3313	26 February 2014	Expression of Interest - GWIZ Service Centre Precinct - Compliance with Statutory Obligations	<p><b>RESOLUTION:</b>  <b>THAT</b> with respect to the development of part of Stage 1 of the Gattion West Industrial Zone, being the Service Centre Precinct, Council resolves that it is in the public interest to call for expressions of interest pursuant to Section 228(3) of the <i>Local Government Regulation 2012</i> for the development of the Service Centre Precinct for the following reasons:-</p> <ol style="list-style-type: none"> <li>1. This will enable a broad spectrum of development options to be presented to Council for consideration and enable specifications for invitations to tender to be more clearly defined;</li> <li>2. Council will be better placed to consider the integration of the Service Centre Precinct with the balance of Stage 1 of the Gattion West Industrial Zone and determine the most efficient delivery of services to the public and support to the local economy;</li> <li>3. This process will provide scope for Council to negotiate infrastructure delivery options, particularly in relation to the construction required in respect of the site entrance from the Warrego Highway.</li> </ol>	Caitlan Natallier	Updated 8/04/2014 EOI closes 11/04/14	
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**LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2012 - 31/03/2014  
GOVERNANCE & PERFORMANCE GROUP**

3314	26 February 2014	Expression of Interest - Disposal of Grantham Landswap Properties	<p><b>RESOLUTION:</b> THAT with respect to the properties acquired by Council as part of the Strengthening Grantham Land Swap Project, Council resolves:-</p> <p>(a) to call for expressions of interest pursuant to Section 228(3) of <i>Local Government Regulation 2012</i> for the disposal of all or any of the properties acquired by Council as part of the Strengthening Grantham Land Swap Project (listed below), either individually or collectively:-</p> <table><tr><th colspan="4">Grantham</th></tr><tr><td>Lot 5 on RP25736</td><td>Lot 1 on RP25734</td><td>Lot 1 on RP121621</td><td></td></tr><tr><td>Lot 12 on RP25732</td><td>Lot 2 on RP196783</td><td>Lot 5 on RP25735</td><td></td></tr><tr><td>Lot 2 on RP130898</td><td>Lot 1 on RP127880</td><td>Lot 6 on RP25735</td><td></td></tr><tr><td>Lot 13 on RP25732</td><td>Lot 9 on RP25736</td><td>Lot 1 on RP130898</td><td></td></tr><tr><td>Lot 1 on 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colspan="4">Laidley</td></tr><tr><td>Lot 6 on RP158967</td><td>Lot 8 on RP158968</td><td>Lot 10 on RP63683</td><td></td></tr><tr><td>Lot 100 on L16741</td><td>Lot 97 on L16741</td><td>Lot 3 on RP68906</td><td></td></tr><tr><td>Lot 26 on RP25580</td><td>Lot 99 on L16741</td><td>Lot 1 on RP158968</td><td></td></tr><tr><td>Lot 37 on RP25580</td><td>Lot 93 on L16741</td><td>Lot 15 on RP63683</td><td></td></tr><tr><td>Lot 46 on L16741</td><td>Lot 6 on RP158068</td><td>Lot 44 on L16741</td><td></td></tr></table>	Grantham				Lot 5 on RP25736	Lot 1 on RP25734	Lot 1 on RP121621		Lot 12 on RP25732	Lot 2 on RP196783	Lot 5 on RP25735		Lot 2 on RP130898	Lot 1 on RP127880	Lot 6 on RP25735		Lot 13 on RP25732	Lot 9 on RP25736	Lot 1 on RP130898		Lot 1 on RP203834	Lot 7 on RP25735	Lot 2 on RP25741		Lot 512 on G3422	Lot 1 on RP25735	Lot 1 on RP2512		Lot 2 on RP145858	Lot 2 on RP78635	Lot 2 on RP148762		Lot 604 on G3422	Lot 501 on SP166611	Lot 2 on RP2512		Lot 310 on G3422	Lot 511 on G3422	Lot 8 on 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99 on L16741	Lot 1 on RP158968		Lot 37 on RP25580	Lot 93 on L16741	Lot 15 on RP63683		Lot 46 on L16741	Lot 6 on RP158068	Lot 44 on L16741		Caitlan Natallier	8/04/2014 EOI docs to be prepared - awaiting confirmation that asbestos removal has been completed.
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**LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2012 - 31/03/2014  
GOVERNANCE & PERFORMANCE GROUP**

3321	26 February 2014	Laidley Closed Circuit Television Project	<p><b>RESOLUTION:</b> THAT Council engage the services of Quantum Vision Pty Ltd to supply and install a Closed Circuit Television System in Laidley as per Tender No. 13/14-11.</p> <p>And further: THAT the Chief Executive Officer undertake a review of the CCTV Policy (recording and releasing information) and report outcomes back to a future meeting of Council.</p>	Susan Boland	3/04/2014 Quantum Vision Pty Ltd engaged to carry out project. Contractor will commence works 17 March 2014.	3/04/2014
39	26 March 2014	Delegations	<p><b>RESOLUTION:</b> THAT in accordance with Section 257 of the Local Government Act 2009, Council resolve to:</p> <p>a) delegate to the Chief Executive Officer the delegations outlined in Attachment "A" "Council to CEO Delegations Register Amended as at 26 March 2014" and that these delegations be included into Council's Delegation Register delete the list of delegations as outlined in Attachment "B" "Council to CEO Deleted/Rescinded Items" impacted by legislative change and that these delegations be removed from Council's Delegations Register.</p>	Jason Bradshaw		
41	26 March 2014	Application for Permanent Road Closure - The Unnamed Road off Jones Road, Witcott	<p><b>RESOLUTION:</b> THAT with respect to the correspondence received from the Department of Natural Resources and Mines on 3 March 2014 advising of the application for permanent closure of the unconstructed section of road off Jones Road, Witcott, Council resolves to advise the Department of Natural Resources and Mines that it has no objection to the application and is not aware of any views or requirements that should be considered when assessing the application.</p> <p>And further: THAT Council undertake additional consultation with the neighbouring landholders in regard to the application for permanent closure of the unconstructed section of road off Jones Road, Witcott.</p>	Caitlan Natlier		



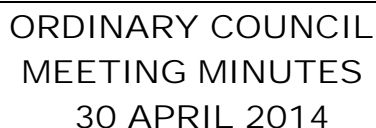
**LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2012 - 31/03/2014  
GOVERNANCE & PERFORMANCE GROUP**

42	26 March 2014	2014 National General Assembly of Local Government	<p><b>RESOLUTION:</b> THAT Council delegate to the Mayor and the Chief Executive Officer the submission of motions to the Australian Local Government Association for inclusion in the 2014 National General Assembly Business Papers following discussion of the proposed motions at the Strategy and Sustainability workshop on 2<sup>nd</sup> April 2014.</p> <p>THAT Council consult with the LGAQ and other Councils in seeking support for the motions and increase in attendance at the ALGA Conference.</p>	Susan Boland		
43	26 March 2014	Illegal Dumping Partnership	<p><b>RESOLUTION:</b> THAT Council approve the development and submission of a funding proposal to the Department of Environment, Heritage and Protection for an Illegal Dumping and Littering Partnership Campaign with Anuha services and the Witcomb Litter Patrol.</p> <p>And further: THAT Council support the provision of \$10,000 in 2014/15 Budget to complete the campaign if the funding proposal is successful.</p>	Carla Wilson		
51	26 March 2014	Options for Leasing Council Owned Buildings	<p><b>RESOLUTION:</b> THAT Council notes the process undertaken to evaluate the potential future use of Council owned buildings, and resolves that it is in the public interest to call for expressions of interest, pursuant to Section 228 of the <i>Local Government Regulation 2012</i> for the future use of following Council owned properties:</p> <ol style="list-style-type: none"> <li>1. Old Squash Courts – Saddlery area</li> <li>2. Geoff Udy Building</li> <li>3. Forest Hill Butcher and Craft Shop</li> <li>4. Forest Hill Fire Station.</li> </ol> <p>THAT Council also resolves to authorize the Chief Executive Officer to progress the expression of interest and tender processes for these facilities.</p> <p>THAT Council notes that the budget build for 2014/15 may need to incorporate sufficient funding to bring these Council owned facilities to a standard suitable for future leasing.</p>	Stephen Hart		



**LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2012 - 31/03/2014  
GOVERNANCE & PERFORMANCE GROUP**

58	26 March 2014	Publication History Book	<p><b>RESOLUTION:</b> THAT given Council is taking responsibility for the publishing of the book 'A History of Gattton and District 1824 -2008', Council approves the design of the cover as developed by Council; Further: Council recognises that the content and layout of the book 'A History of Gattton and District 1824 - 2008' is the responsibility of the Gattton and District Historical Society and the Authors. And Further: THAT Council confirm the production of 400 hard cover books and 3,000 soft cover books with the sale price for the hard cover publication at \$40 each and the soft cover publication at \$20 each.</p>	Sarah Fox		
59	26 March 2014	Update - Future Management of Lockyer Valley Regional Aquatic Centre and Gattton Sports Centre	<p><b>RESOLUTION:</b> THAT with respect to the future management of the Lockyer Valley Regional Aquatic Centre and Gattton Sports Centre, Council resolves to:- (a) Call for expressions of interest for the short term management of the Lockyer Valley Regional Aquatic Centre and the Gattton Sport Centre, either collectively or in separable portions, pursuant to Section 228(3) of the <i>Local Government Regulation 2012</i> for the following reasons:- (i) to enable the land tenure issues to be resolved before tenders for a formal lease arrangement are called; (ii) To determine what interest exists, both locally and externally, for the short-term management of these facilities, either collectively or separately; (iii) To determine whether there are any ancillary parties interested in participating in the operation of either facility without management responsibilities; (iv) To enable the scope of management to be defined before invitations for tender are made. (b) Propose management of either or both of these facilities for an initial term of 2 years with one further option of 2 years exercisable in Council's sole discretion dependant on the progress of the resolution of land tenure issues; (c) Engage Local Buy Limited pursuant to Section 234 of the <i>Local Government Regulation 2012</i> to administer the expression of interest process on Council's behalf; (d) Authorise the Chief Executive Officer to do all things necessary to:- (i) facilitate the expressions of interest process and enable management arrangements to be put in place (ii) enable the land on which the Lockyer Valley Regional Aquatic Centre and the Gattton Sports Centre to be excised from Lot 1 on RP118426 and amalgamated into the freehold lot described as Lot 166 on RP105598.</p>	Caitlan Natalier		
63	26 March 2014	NDRRA Program Update	<p><b>RESOLUTION:</b> THAT Council review and receive the NDRRA Program Report up to 18 March 2014.</p>	Madonna Brennan		







## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

In late 2013 and early 2014 Council officers met with members of The Lockyer Light Horse Troop Inc. and the Lockyer Valley Dog Training Club Inc. individually to discuss their interest in using the former cricket grounds situated at Hope Street, Laidley for their club activities. Formal requests were made by the clubs on 21 December 2013 and 13 February 2014 respectively. The purpose of this Report is to discharge Council's statutory obligations for disposal of the land to the Clubs by way of trustee lease, before formal lease negotiations commence.

### 2. Background

Council's Sports, Recreation and Community Grants Officer has been involved in negotiations with each of the Clubs since late 2013. Both Clubs are aware of each other's interests in the land and neither Club has raised any objection to use of the land by the other.

The Lockyer Valley Dog Training Club Inc. has had difficulty in finding a satisfactory and long-term location for their club activities. They have operated from both the Laidley Showgrounds and Bichel Oval, however have found the showground fees expensive and the lighting inadequate. There have also been safety issues identified which are of concern to the Club, in particular that existing horse events at the Showgrounds leave the arena surface in an unsafe condition for use by the Club and the annual infestation of burr medic can make dogs lame. From preliminary discussions held with the Club, these concerns have not been raised in relation to the shared use of Lot 2 on SP145204 by The Lockyer Light Horse Troop.

Since February 2007, the Lockyer Light Horse Troop Inc. operated from the Gatton Heritage Village grounds. The Gatton and District Historical Society has now requested the Club pay \$30 every time they parade there. As the Club is a small not for profit organization, they consider this an unaffordable option and have been seeking a new area suitable for their training purposes. The Club has met with the Lockyer Valley Australian Light Horse Commemoration Committee, which includes members of the Laidley Pioneer Village and the Laidley RSL sub branch, and now wish to relocate to Laidley. As they are currently storing their equipment at Pioneer Village, they have requested use of Lot 2 on SP145204 which is in the immediate vicinity.

### 3. Report

Lot 2 on SP145204 is a park and recreation reserve of which Council is trustee. The land comprises 1.199 hectares and is zoned for community purposes. The old cricket pitch remains and the existing cricket oval is partly fenced. There are no amenities constructed on the land.

**Attached** to this Report is an Aerial Plan of the land showing Areas 1 and 2 as indicative of the areas proposed to be leased to each Club. These areas have been indicated internally and the final lease areas would need to be negotiated.

#### Lockyer Valley Dog Training Club Inc.

To train safely the Club requires adequate lighting and a sound, grassed surface. The Club has indicated its interest in using the land on the eastern side of Lot 2 on SP145204 in the vicinity of the existing tennis courts (Area 1). Access would be obtained from Hope Street into the car parking area on the land.

Presently, the Lockyer Valley Dog Training Club trains routinely on Monday and Tuesday evenings, with a Wednesday morning class during the cooler months. They also conduct three weekend trials a year, which are attended by both Queensland and interstate participants. The Club also has a demonstration team who displays at agricultural shows, school fetes and similar events. They are also regular participants in the AVA PetPEP programme with instruction at local and Toowoomba primary schools.

Some of the Club's more experienced members attend obedience and agility trials throughout Australia. This year the National Agility Titles will be held in Brisbane with one of the selection trials for the Queensland team intended to be held at the Club's grounds in Laidley.

The Club has indicated that with the current interest in their training programmes, they could realistically increase the number of nights they train, offering a more comprehensive service to dog owners.

Lighting is a priority and on the basis of preliminary discussions held with Council's Sports, Recreation and Community Grants Officer the Club is currently researching options for suitable and affordable lighting for the land. The Club has also indicated it eventually intends to establish a storage shed on the land however there are no immediate plans for this to occur. It is expected that the Club would apply for grant funding to enable adequate lighting, and eventually a storage shed, to be established.

#### The Lockyer Light Horse Troop Inc.

The Troop has indicated its preference is to use the land on the western side of the land closest to Narda Lagoon (Area 2). As the Troop has arranged to store its equipment at Pioneer Village, access is proposed to occur from Drayton Street, potentially through the neighbouring Council owned park described as Lot 1 on L1729 where it appears access tracks and amenities exist.

The Lockyer Light Horse Troop Inc. is highly active in the Lockyer Valley region attending many events including the dawn services at Gatton, Hatton Vale and Helidon and parades in Gatton and Warwick. Additionally, members of the Troop are regularly called upon to provide guards of honour for the Governor during her visit to the Lockyer Valley and at funeral services for members of the armed services.

If the Recommendation in this Report is accepted, further negotiations will be undertaken with both Clubs to confirm any other requirements that they have. Either separate parts of the land will be used by the respective clubs, and therefore two distinct trustee leases would be negotiated or the whole area could be leased to one Club with provision for use by the other Club. This will be further discussed to ensure both clubs have sufficient area for their purposes.

#### **4. Policy and Legal Implications**

As it is proposed that lighting improvements will need to be established on the land, a land management plan will need to be prepared and approved by the Department of Natural Resources and Mines before the trustee leases can be finalised. This will be prepared and arranged by Council's Legal Services Unit.



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**5. Financial and Resource Implications**

Surveys of the lease areas will be required in order to finalise the trustee leases. It is anticipated that these costs will be approximately \$3,300 - \$5,500 per survey, however if the trustee leases progress at the same time, it may be possible to indicate both lease areas on the same survey plan. Under standard lease conditions, lessees are generally responsible for all survey costs, however Council may wish to contribute to these costs on the basis that both Clubs are community organisations. If one Lot only is required then no survey costs will be necessary.

The lessees would also be responsible for all registration fees which will be approximately \$200 per trustee lease.

The clubs will also be responsible for obtaining and maintaining relevant insurances in respect of their use of the land.

**6. Delegations/Authorisations**

The Chief Executive Officer, through the Executive Manager Governance and Performance, be authorized to undertake negotiations with both Clubs in order to formalize lease arrangements over the land.

**7. Communication and Engagement**

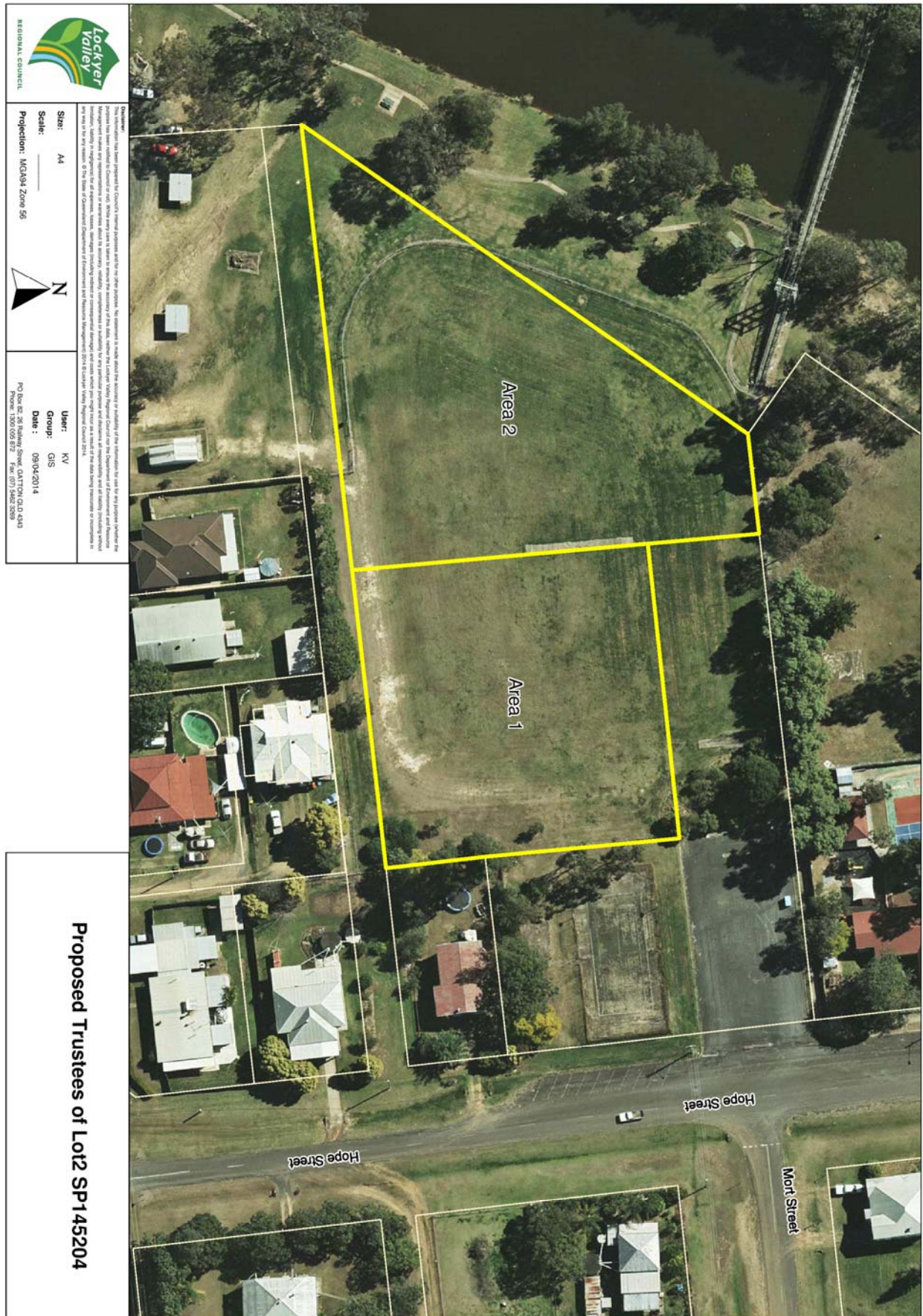
Council's Sports, Recreation and Community Grants Officer, with the assistance of the Manager Administration and Executive Operations, will be primarily responsible for all communication with the respective Clubs. Council's Legal Services Unit will provide assistance, and will take the lead in communications involving the Department of Natural Resources and Mines.

**8. Conclusion**

The recommendation made in this Report will enable Council to negotiate trustee lease arrangements with each Club without requiring tenders to be called.

**9. Action/s**

1. Write to the respective Clubs advising of Council's resolution and offering each Club a trustee lease
2. Negotiating trustee leases for use of separate portions of the land.
3. Preparation of a lease survey plan.
4. Preparation of a Land Management Plan for Lot 2 on SP145204
5. Make application to the Department of Natural Resources and Mines for the respective trustee leases and approval of the Land Management Plan.





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**10.4 Proposed Lease of Lot 1 on RP175535 - Application of Section 236 (1) (c) (iv) Local Government Regulation Exception**

**Date:** 15 April 2014  
**Author:** Caitlan Natalier, Solicitor  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Paper

**Summary:**

The purpose of this Report is to consider the application of the exception from tendering for the disposal of Lot 1 on RP175535 contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* to enable a lease for the land to be entered into with the adjoining landholder.

**Officer's Recommendation:**

**THAT with respect to the request by the owner of Lot 2 on RP172792 to lease Lot 1 on RP175535 for grazing purposes, and pursuant to the requirement of Section 236(2) of the *Local Government Regulation 2012*, Council resolves to apply the exception from tendering contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* to enable the proposed lease to be negotiated on the basis that:-**

- (a) The proposed lessee owns the adjoining Lot 2 on RP172792;**
- (b) The land is not suitable to be offered for tender due to it being an isolated triangular shaped parcel of land situated between the Warrego Highway, Brooks Road and Philps Road which is earmarked as a potential Grantham interchange development site;**
- (c) There are no other adjoining landowners who may wish to acquire the land;**
- (d) It is in the public interest to dispose of the land without a tender on the basis that the rental income anticipated from the lease of the land will be low and will not cover the costs and resources required to undertake a tender process;**

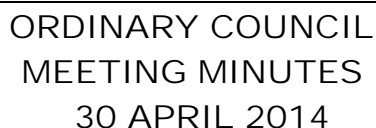
**The lease of the land will otherwise be undertaken in a manner consistent with the sound contracting principles for a rent equal to the market value of the lease interest in the land.**

**RESOLUTION:**

**THAT with respect to the request by the owner of Lot 2 on RP172792 to lease Lot 1 on RP175535 for grazing purposes, and pursuant to the requirement of Section 236(2) of the *Local Government Regulation 2012*, Council resolves to apply the exception from tendering contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* to enable the proposed lease to be negotiated on the basis that:-**

- (a) The proposed lessee owns the adjoining Lot 2 on RP172792;**
- (b) The land is not suitable to be offered for tender due to it being an isolated triangular shaped parcel of land situated between the Warrego Highway, Brooks Road and Philps Road which is earmarked as a potential Grantham interchange development site;**





The lease of the land will otherwise be undertaken in a manner consistent with the sound contracting principles for a rent equal to the market value of the lease interest in the land.

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The proposed lessee's desire for a lease of the land is to assure her long term isolation. She has indicated that she will repair and maintain the existing boundary fence, which would ordinarily be her responsibility under a lease, and install a hinge lock wire and a gate to provide convenient access from her adjoining property.



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As the surrounding land has now been dealt with by way of tender for grazing lease and the construction of an agricultural facility, and no steps have been taken to date for an access from the Warrego Highway through Lot 1 on RP175535 or a new railway station, it is appropriate that the request again be considered.

### 3. Report

Lot 1 on RP175535 is bounded to the north by the Warrego Highway, to the south by the Queensland Rail line and Brooks Road and to the west by Philps Road. The landholder owns the adjoining land to the east. An Aerial Plan of Lot 1 is **attached** to this Report.

The land is zoned as Rural General and is vacant with no existing infrastructure on, or servicing, the land. It is a vacant and overgrown lot and the proposed lessee is concerned that it currently presents a fire risk to her adjoining property.

There is no water on the land, so the proposed lessee would need to make provision for watering her horses. The fencing also needs some repair to be brought to a standard suitable to prevent her horses from wandering.

The proposed lessee has been advised that the rent would need to be determined by market valuation, although she has indicated that she does not believe the land is worth any more than the offer she has previously made to Council. Whether a formal lease is entered will depend upon agreement as to rental to be paid, however the costs to obtain a market valuation will not be incurred unless Council accepts the recommendation made in this report.

By way of comparison, the Grantham grazing lots in the immediate vicinity of Lot 1 on RP175535 are currently leased for approximately \$98 plus GST per hectare. An indication of the rental for Lot 1 on RP175535 based on this figure is roughly \$490 plus GST per annum. However whether this amount is equivalent to the market value of the proposed lease interest would need to be determined by valuation.

The Acting Manager Planning and Environment has confirmed that Lot 1 on RP175535 is within the Grantham Reconstruction Area and is identified as being intended for community purposes. However, as Council has no plans for its development for this purpose at this time, it would be appropriate to lease the land for grazing purposes in the interim.

The Infrastructure Works and Services Unit is reluctant to rule out the future use of this land as part of the future Grantham interchange at this stage, however no objection to leasing the land in the interim is made. An appropriately conditioned lease would enable the land to be maintained, and Council's liability limited, whilst reserving the right to Council to terminate the lease early in the event that the land is required for development of an interchange.

### 4. Policy and Legal Implications

In order for Section 236 to apply to the lease of the land, the rental income must be an amount equal to, or more than, the market value of the interest in the land. A written market valuation by a registered valuer is required to meet Council's statutory obligations under Section 236.

The proposed lessee will be required to maintain all relevant insurances in respect of the land during the term of the lease.

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**5. Financial and Resource Implications**

Council will incur costs of approximately \$1,500.00 to obtain a market valuation to determine the rental to be charged for the lease.

Based on the comparative rental calculated in the body of this Report, it is expected that Council will not obtain a significant financial return from the land. However, the lease rental would be increased in accordance with changes to the Consumer Price Index (All Groups - Brisbane).

The lessee will be responsible for all costs incurred in lease preparation and registration, if any, as well as the erection and maintenance of all fencing and any other outgoings and insurances. If the land is grazed, Council will not need to allocate resources to the future maintenance of the land.

**6. Delegations/Authorisations**

The Chief Executive Officer, through the Executive Manager Governance and Performance, be authorized to negotiate a lease with the owner of Lot 2 on RP172792.

**7. Communication and Engagement**

Council's Property Officer and Legal Services Unit will be responsible for communicating with all relevant parties, including the proposed lessee, the registered valuer and the Department of Natural Resources and Mines.

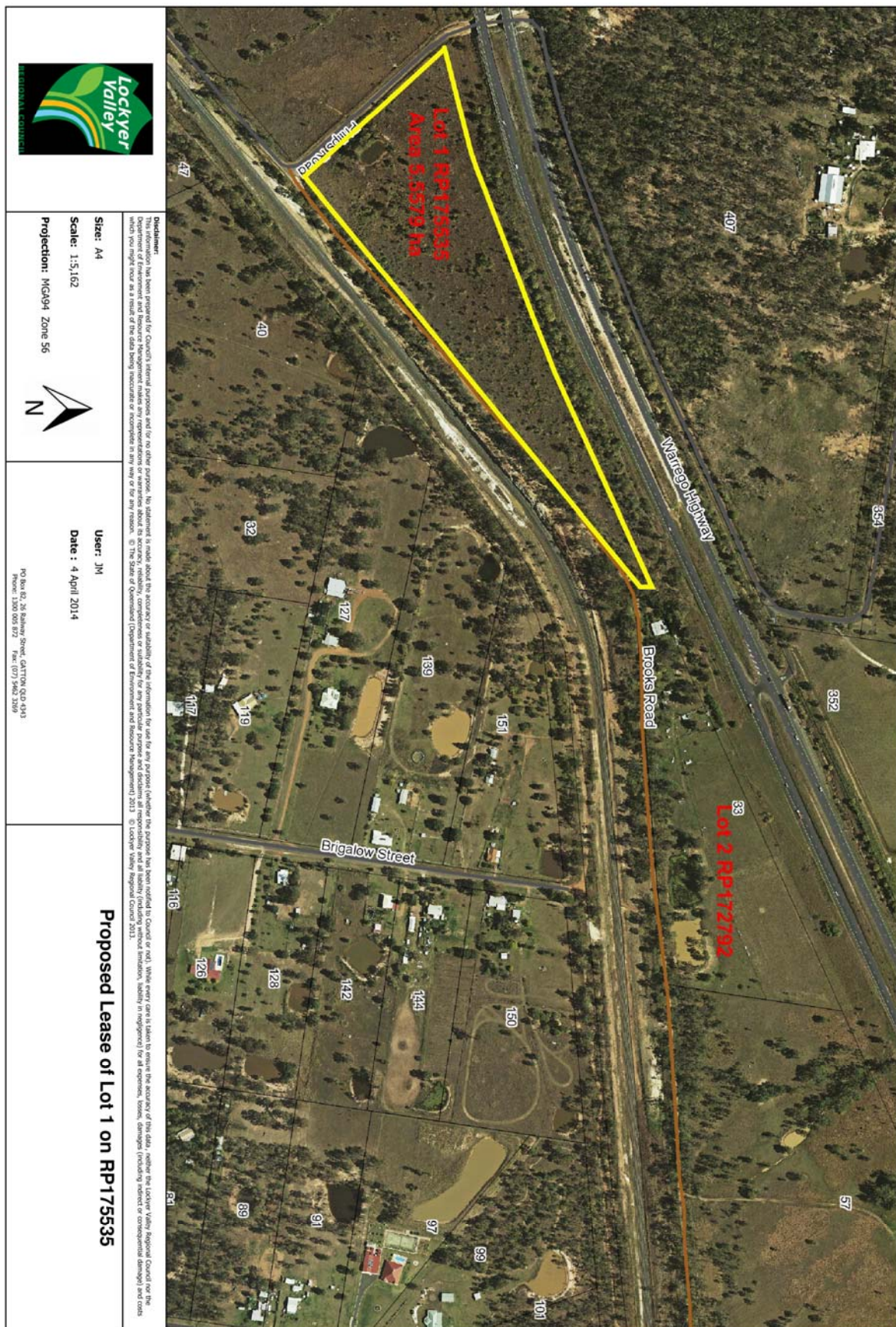
**8. Conclusion**

The recommendation made in this Report will enable a lease to be formalised over Lot 1 on RP175535 to ensure Council obtains a market return for the land, to manage overgrowth and bind the proposed lessee by standard lease obligations to limit risk to Council.

**9. Action/s**

1. Advise proposed lessee of Council's resolution
2. Obtain a market valuation
3. Enter lease if market rent agreed.





## 10.5

### Community Grants Reports

**Date:** 24 April 2014  
**Author:** Trent Nibbs, Sports, Recreation & Community Grants Officer  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

#### Summary:

Round Two (2) of the Lockyer Valley Regional Council's Community Grants Program was advertised from 3<sup>rd</sup> March 2014 with applications closing on 28<sup>th</sup> March 2014. In total 21 applications were received, requesting a financial contribution of \$52,100.74 in grants for projects with a total project value of \$63,084.74 (including applicant contributions). An assessment of the applications was undertaken against the policy and criteria with recommendations made to Council to expend the funds.

#### Officer's Recommendation:

**THAT Council allocates \$43,058.60 in grant funding to the community organisations as presented in the schedule attached.**

ROUND 2 COMMUNITY GRANTS				
Organisation	Project Description	Amount Required	Own Contribution	Amount Granted
Darfur Community Association	Equipment to enhance community education for former refugees	\$3,997.40		\$3,997.40
Equine Learning for Futures	8 week Equine assisted learning program	\$3,052.00	\$688.00	\$3,052.00
Friends of Lake Apex	Purchase 2 retractable banners for promotion purpose			
Gatton & District Historical Society	Equipment for digitalising family history	\$3,075.77		\$3,075.77
Gatton & Districts Committee on the Aging	Replace old furniture	\$1,485.00		\$1,485.00
Gatton Bowls Club	Student Bowls for Coaching	\$1,740.00		\$1,740.00
Gatton Jubilee Golf Club	To increase groups membership	\$1,930.00		\$1,100.00
Helidon Community Shed Association	Installation of gutter guard and a water tank with a shower head	\$4,000.00		\$3,649.90
Laidley Agricultural & Industrial Society	A changeable advertising sign	\$3,005.00		\$3,005.00
Laidley District Cricket Club	Extension of the sight screen	\$2,960.77		\$2,960.77
Lake Dyer Dragons	Purchase of life jackets for all users	\$1,199.80		\$1,199.80



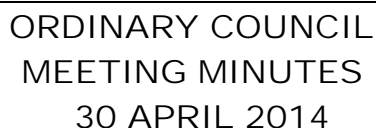
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Lockyer - Brisbane Valley Leukaemia Branch	High Tea	\$1,400.00	\$600.00	
Lockyer Antique Motor Association	Purchase of equipment to help with record keeping and newsletter production	\$1,957.00		\$1,957.00
Lockyer Bridge Club	Funding for Annual Bridge Congress	\$2,000.00		\$1,800.00
Lockyer Valley Landcare	Installation of water line in Park	\$4,000.00		\$3,900.00
Ma Ma Creek Exhibition Committee	Cost of Band for bushdance night	\$580.00		\$580.00
Mount Whitestone School P&C Association	Sealed coat flooring	\$2,742.00	\$1,200.00	\$2,742.00
Peach Lutheran Church, Gatton	Fencing of Land for youth activities	\$4,000.00		\$3,000.00
Redeemer Lutheran Church, Laidley	Painting of the church toilets and entry	\$3,080.00		\$2,600.00
Serendipity Farm Animal Centre	Remaining Balance of Disabled toilet from round 1 and purchase a rotary hoe			
UQG rugby Union Club	Purchase of equipment to help with record keeping and helping with training aids	\$1,214.00		\$1,214.00
		\$47,418.74		\$43,058.64

**RESOLUTION:**

**THAT Council allocates \$43,058.60 in grant funding to the community organisations as presented in the schedule attached.**

ROUND 2 COMMUNITY GRANTS				
Organisation	Project Description	Amount Required	Own Contribution	Amount Granted
Darfur Community Association	Equipment to enhance community education for former refugees	\$3,997.40		\$3,997.40
Equine Learning for Futures	8 week Equine assisted learning program	\$3,052.00	\$688.00	\$3,052.00
Friends of Lake Apex	Purchase 2 retractable banners for promotion purpose			
Gatton & District Historical Society	Equipment for digitalising family history	\$3,075.77		\$3,075.77
Gatton & Districts Committee on the Aging	Replace old furniture	\$1,485.00		\$1,485.00



## Report

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## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

For the 2013-2014 Community Grants and Assistance Policy and Procedure, Council has allocated \$80,000 over two separate rounds. For Round 2, 21 applications have been received applying for \$52,100.74. This report describes the evaluation process undertaken by Council officers and makes recommendations on the applications received.

### **2. Background**

The 2013/14 Community Grants Assistance Policy and Procedure was approved at the Council meeting of 20 June 2013. This policy was developed to assist in the management and distribution of public funds. The Policy provides for a fair and equitable process that creates an appropriate level of consistency across the organisation in accordance with legislation, standards and policies.

The Category 1 Community Grants Program is available to community organisations who undertake projects which benefit the wider community. This category of community grants has a total budget of \$80 000 per year which is broken into 2 rounds with a nominal budget of \$40,000 per round.

### **3. Report**

As per the policy and procedure, this report recommends Council support the specified grant allocations.

These applications have been assessed by a panel of three Council officers against assessment criteria and funding requirements as shown below.

21 applications have been received and reviewed. Of those applications, 18 community groups were successful in receiving all or part of the funds requested.

The successful groups are:

1. Darfur Community Association
2. Equine Learning for Futures
3. Gatton & District Historical Society
4. Gatton & Districts Committee on the Aging
5. Gatton Bowls Club
6. Gatton Jubilee Golf Club
7. Helidon Community Shed Association
8. Laidley Agricultural & Industrial Society
9. Laidley District Cricket Club
10. Lake Dyer Dragons
11. Lockyer Antique Motor Association
12. Lockyer Bridge Club
13. Lockyer Valley Landcare
14. Ma Ma Creek Exhibition Committee
15. Mount Whitestone School P&C Association
16. Peach Lutheran Church, Gatton
17. Redeemer Lutheran Church, Laidley
18. UQG rugby Union Club



Under Council's approved Community Grants and Assistance Procedure, grant recipients who were successful in Round 1 are not eligible for further funding under Round 2 (but may be eligible to apply for other grants and funding offered by Council).

Accordingly 2 groups who were successful in Round 1 (Friends of Lake Apex; and Serendipity Farm Animal Centre) could not be considered in the current Round.

Further the Lockyer Brisbane Valley Leukaemia Branch has requested \$1,400 for their annual fundraising event, \$800 of this is for catering. As this is more a request for a donation rather than a grant, they have been asked to apply under the Mayoral fund.

Feedback will be given to all unsuccessful applications regarding their application and how future applications could have a greater success if criteria were met.

#### **4. Policy and Legal Implications**

The *Guidelines for local government administration of community grants* (October 2009) specifies: "It should be noted that, while there is no right of appeal against a decision to approve or refuse to grant, decisions in relation to grants are still subject to the *Judicial Review Act*".

To ensure transparency in the assessment process, the *Guidelines for local government administration of community grants* stress the importance of the separation of responsibilities between the officers reviewing and assessing grant applications and the decision makers. This separation has been achieved via this process. Further, any appeals will be treated in accordance with Council's Complaints Management Process.

#### **5. Financial and Resource Implications**

Community Grants Program – Category 1 is allocated a budget of \$80,000 with 2 rounds nominally of \$40,000 each. Round 1 allocated \$36,911.30 of this budget. It is recommended that Round 2 funding of \$43,058.60 be granted as per the attachment.

This is within the total \$80 000 budget envelope for Community Grants and the recommended amounts to community organisations adequately meet the assessment criteria.

It should be noted that all successful applicants will be required to submit an acquittal within two months of completion of their project. Failing to submit an acquittal will prevent future successful applications to Council.

#### **6. Delegations/Authorisations**

There are no delegation requirements associated with this report.

#### **7. Communication**



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Notification of the Community Grant Program Round Two (2) was published in the *Gatton Star*, the Lockyer Valley Regional Council's Website and Facebook page and Your Valley Voice (March 2014).

All applicants (successful or otherwise), will be advised in writing and all successful applicants will be required to submit an acquittal within two months of completion of their project.

**8. Conclusion**

In total 21 applications for Community Grants (Round 2) have been received and evaluated against the approved policy and procedure. 18 were successful in attracting funding by sufficiently meeting the assessment criteria. 2 applicants were unable to meet the assessment criteria and could not be supported. Further, 1 applicant was referred on to apply for a Mayoral Fund donation rather than a grant.

All applications have now been assessed and recommended amounts to be allocated to each project are detailed in attachment 1 of this report. It is recommended that \$43,058.60 be allocated to the applicants of Round 2 as indicated.

ROUND 2 COMMUNITY GRANTS				
Organisation	Project Description	Amount Required	Own Contribution	Amount Granted
Darfur Community Association	Equipment to enhance community education for former refugees	\$3,997.40		\$3,997.40
Equine Learning for Futures	8 week Equine assisted learning program	\$3,052.00	\$688.00	\$3,052.00
Friends of Lake Apex	Purchase 2 retractable banners for promotion purpose			
Gatton & District Historical Society	Equipment for digitalising family history	\$3,075.77		\$3,075.77
Gatton & Districts Committee on the Aging	Replace old furniture	\$1,485.00		\$1,485.00
Gatton Bowls Club	Student Bowls for Coaching	\$1,740.00		\$1,740.00
Gatton Jubilee Golf Club	To increase groups membership	\$1,930.00		\$1,100.00
Helidon Community Shed Association	Installation of gutter guard and a water tank with a shower head	\$4,000.00		\$3,649.90
Laidley Agricultural & Industrial Society	A changeable advertising sign	\$3,005.00		\$3,005.00
Laidley District Cricket Club	Extention of the sight screen	\$2,960.77		\$2,960.77
Lake Dyer Dragons	Purchase of life jackets for all users	\$1,199.80		\$1,199.80
Lockyer - Brisbane Valley Leukaemia Branch	High Tea	\$1,400.00	\$600.00	
Lockyer Antique Motor Association	Purchase of equipment to help with record keeping and newsletter production	\$1,957.00		\$1,957.00
Lockyer Bridge Club	Funding for Annual Bridge Congress	\$2,000.00		\$1,800.00
Lockyer Valley Landcare	Installation of water line in Park	\$4,000.00		\$3,900.00
Ma Ma Creek Exhibition Committee	Cost of Band for bushdance night	\$580.00		\$580.00
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Peach Lutheran Church, Gatton	Fencing of Land for youth activities	\$4,000.00		\$3,000.00
Redeemer Lutheran Church, Laidley	Painting of the church toilets and entry	\$3,080.00		\$2,600.00
Serendipity Farm Animal Centre	Remaining Balance of Disabled toilet from round 1 and purchase a rotary hoe			
UQG rugby Union Club	Purchase of equipment to help with record keeping and helping with training aids	\$1,214.00		\$1,214.00
		\$47,418.74		\$43,058.64





ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

## 11.0 ORGANISATIONAL DEVELOPMENT AND ENGAGEMENT REPORTS

## 11.1 One Stop Shop Service Delivery Pilot Community Leaders Forum - Review

**Date:** 23 April 2014

**Author:** David Mazzaferri, Manager Disaster Management (Recovery & Resilience) & Community Engagement

**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Engagement

**File No:** Engagement  
Formal Papers

### Summary:

On the 15<sup>th</sup> April a One Stop Shop Service Delivery Pilot Community Leaders Forum- Review was held at the Auditorium, Boonah Cultural Centre.

The Honourable Ian Walker MP, Minister for Science, Information Technology, Innovation and the Arts opened the Forum and attended with Mrs Sue Rickerby, Director General, Department of Science, Information Technology, Innovation and the Arts, and Mr Andrew Spina, Assistant Director General, Department of Science, Information Technology, Innovation and the Arts.

As a result of this Forum 2 strategies were identified for the Lockyer Valley Regional Council area.

**Officer's Recommendation:**

**THAT Council acknowledges the key findings and recommendations of the One Stop Shop Service Delivery Pilot Community Leaders Forum-Review.**

**RESOLUTION:**

**THAT Council acknowledges the key findings and recommendations of the One Stop Shop Service Delivery Pilot Community Leaders Forum-Review, including maintaining the current QGAP Office at Laidley.**

Moved By: Cr McDonald                      Seconded By: Cr McLean

Resolution Number: 3393

CARRIED

6/0

## Report

## 1. Introduction

The One Stop Shop Strategy & Implementation Office (OSSIO) has been conducting service outlet planning that works towards the delivery of a consistent customer service experience with improved access, information sharing and efficiencies. The Lockyer Valley and Scenic Rim regions were selected as the pilot areas.

To better understand the needs of the two areas and identify the design considerations necessary to address the One-Stop Shop strategy, Community engagement was carried out to research with target audiences. The targeted audiences included;

- Community leaders
- Frontline Staff
- Customers (End users)
- Community members/Reps (Working Groups)

## **2. Background**

Workshops were held at Gatton, Laidley, Boonah, Beaudesert, and Mt Tambourine. The engagement process focused on the following key objectives:

- To understand customer behaviour and attitudes
- To understand customer needs and preferences, including:
  - Preference in terms of capacity – e.g. location, hours of operation, seating, parking;
  - Preference in terms of service – e.g. types of service available, how they can be accessed (channels), service quality and relationships, and broader service needs (e.g. across levels of government)
  - Information and service priorities;
  - Understand channel perceptions and expectations.
- To identify customer needs for each of the communities; and
- To understand reactions to proposed service delivery and associated requirements.

## **3. Report**

The Forum discussed the context of the Community Engagement and as a result 700 pieces of information was received from methods including Short Surveys, Telephone, online, and face to face.

Workshops were held at Gatton, Laidley, Boonah, Beaudesert, and Mt Tambourine.

The workshops highlighted 3 key areas of dissatisfaction including:

1. Resources
2. Customer Services
3. Access to information.

The workshops also highlighted confusion in the Lockyer Valley of where they go for their nearest service provider, some thought Toowoomba whilst others thought Ipswich.

Gatton- travelling greater distances to access service and felt it was large enough to support face to face customer service. Feedback was that they did not want to visit Court House for Givt Services.

Laidley – Focus on Face to Face, fairly satisfied with service levels.

Recommendations on Customer Suggestion Improvements

1. Resources
  - a. Improved operating hours and staffing
  - b. Provision of tools such as telephone, PC's to access internet kiosk in the Hub.



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2. Customer Service
  - a. Customer Service Standards – Wait time, facilities, ethics, and response times
  - b. Trained local and accountable
3. Information and Communication
  - a. Concierge Service
  - b. Reduce the need to give the same info.

Discussions were then held at the Forum re methods to improve Service Delivery and a range of options, these included:

1. Mobile van
2. Service Outlet
3. Self Service Kiosk

One Stop Shop initiatives and Feedback;

1. Click to Chat capability
2. Culture and training for Customer Service Officers
3. ASK QGOV

Ideas:

1. Establish Interim Service Location and referral network
2. Promotion of Services in existing outlets and extended opening times
3. Increased Service ability at key pilot sites
4. Develop and test conception sites within Community

Proposed Delivery Plan:

1. Stage One
  - a. Implantation and delivery July – September 2014 Self Service Kiosk at Plainlands and Laidley
2. Stage two
  - a. Refit and expand services at the Gatton Courthouse September –December.

#### **4. Policy and Legal Implications**

Policy and legal implications will be addressed through existing allocations and re-prioritisation as required.

#### **5. Financial and Resource Implications**

Budget impacts will continue to be addressed through existing allocation and re-prioritisation as required.

#### **6. Delegations/Authorisations**

No further delegations are required to manage the matters raised in this report.

#### **7. Communication**

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The matters arising from this report that require further communication will be addressed through existing communication channels.

**8. Conclusion**



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Item 11.2 was deferred until the attendance of Executive and external consultant presenting that item.

The order of Business for the Agenda as tabled was raised to bring forward Item 12.1 for discussion and Debate, with the return of the Executive Manager Organisational Development and Engagement and External Consultant.

12.1 Summary 31 March 2014	of	Council	Actual	Financial	Performance	vs.	Budget
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**Date:** 24 April 2014  
**Author:** Tony Brett, Manager Finance  
**Responsible Officer:** David Lewis, Group Manager Corporate & Community Services  
**File No:** Formal Papers

### Summary:

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

This report provides a summary of Council's financial performance against budget for the financial year to 31 March 2014.

**Officer's Recommendation:**

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 March 2014.**

**RESOLUTION:**

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 March 2014.**

Moved By: Cr McDonald                      Seconded By: Cr Friend  
Resolution Number: 3394

CARRIED

5/0

## Report

## 1. Introduction

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

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## 2. Background

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation.

## 3. Report

The following report provides a summary of Council's financial performance against budget to 31 March 2014.

### **Operating Revenue - Target \$74.8 million Actual \$72.5 million or 97%**

At 31 March 2014, overall operating revenue is on target against the year to date budget.

Operating grants and subsidies received equal \$35.1 million or 73% of the annual budgeted revenue amount. The majority of these grants are for an advance for Restoration works. As the funds are an advance payment, it is important that the expenditure of these grants is closely monitored to ensure that it meets the Value for Money requirements of the Queensland Reconstruction Authority.

With the exception of other revenue, at 31 March 2014, all revenue lines are currently forecast to meet annual budgeted amounts. However, the timing of payments from the Queensland Reconstruction Authority is currently being reviewed and once clarified, this issue will be formally brought before Council in the final budget review for the 2013/2014 financial year.

The amount of revenue received at the Staging Post Café is less than budgeted and is likely to remain so. The Finance Team is reviewing the Café's revenue target.

### **Operating Expenditure - Target \$67.2 million Actual \$67.5 million or 101%**

At 31 March 2014, overall operating expenditure for the year to date is on target. The month of March saw \$3.1 million expenditure on Recovery related activities with a total of \$27.3 million expended for the year to date.

Overall employee costs are on target for the year to date. However there is an imbalance between Infrastructure Recovery activities and activities for the balance of Council. At 31 March, employee costs for the balance of Council was \$1.3 million more than budgeted, while it was \$2.1 million under budget for Infrastructure Recovery. A review will be finalised prior to the end of April and it may indicate that there needs to be a transfer of budget from Infrastructure Recovery to general Council operations. It is also possible that less day labour is being used in the capital works program, which will increase Council's operational employee costs whilst still remaining within the established organisational structure.

The apparent over expenditure in the rest of Council for Goods and Services is mainly related to timing issues for several large payments such as insurances and registrations. A process is underway to review the phasings of the budget to take into account the timing differences. The review is complicated by having to refer to the old PCS system for costs prior to 28 October. Finance is still working to re-phase the budget as a priority.



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Depreciation costs are now being calculated using the One Council asset system and are reflective of the actual amount of depreciation being charged which is slightly more than the amount budgeted.

### **Capital Revenue - Target \$6.1 million Actual \$4.8 million or 79%**

Overall capital grants and subsidies revenue is below budget for the year to date with \$4.7 million received to date. However the timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program. Further work is being done on the anticipated cash flows to try and better align the income and expenditure.

### **Capital Expenditure – Target \$25.5 million Actual \$10.3 million or 40%**

To 31 March 2014, Council has expended \$10.3 million on its capital works program with the main expenditure being \$5.4 million within Corporate and Community Services with a further \$3.4 million within Infrastructure Services. Capital expenditure includes \$3.4 million on the Gatton Aquatic Centre, \$2.1 million on roads and streets, \$1.4 million on information technology, \$0.4 million on the Gatton SES Building, and \$0.3 million on waste disposal capital works. A review is being undertaken of the works program to identify projects which will not be started this financial year.

#### **4. Policy and Legal Implications**

Any policy and legal implications will be addressed in future on matters as they arise before Council.

#### **5. Financial and Resource Implications**

Council's financial results remain largely dependent upon further payments from the Queensland Reconstruction Authority, the completion of the capital works program and the financial impact of the 2013 flood events. Significant restoration costs are expected to be incurred throughout the 2014 financial year. Due to the fluctuating nature of this income and expenditure there is a risk that budget targets may be exceeded. The allocation of costs to the Recovery program is being monitored to ensure that all applicable expenditure is accounted for in the correct cost centre. The financial reports now report separately the Recovery Program from Infrastructure Services to provide a clearer picture of the costs associated with recovery activities.

Council's Recovery Unit is also now reviewing forecasted revenue and expenditure to 30 June 2014 and the completion of the program. Initial estimates indicate that there may be up to \$7.0 million in timing differences between expenditure and associated revenue claims at 30 June 2014; however, it is anticipated that this variance will be gradually eliminated towards the end of the program. In the interim period as indicated above, Council's cash position will need to be carefully managed. Once this issued has been clarified, it will be formally brought before Council in the final budget review for the 2013/2014 financial year.

Efficiency targets of \$1.7 million have been imbedded within Council's 2013/2014 Budget, with \$1.3 million allocated to employee costs and a further \$0.4 million to goods and services. With overall expenditure on budget, it appears that Council is going to meet the expected efficiency targets.

Council is negotiating with QTC to consolidate Council's debt into two debt pools, representing one pool for the flood recovery works, and the second pool for general Council debt. The consolidation process is expected to decrease interest costs for Council by \$1 million over the life of the debt.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Service will manage the requirements in line with existing delegations.

**7. Communication and Engagement**

The matters arising from this report that require further communication will be addressed through existing communication channels.

**8. Conclusion**

At 31 March, Council appears to be on target to meet its budgeted outcomes. Work on the improved phasings for operational income and expenditure is ongoing to enable a better analysis of Council's financial position as the year progresses. The timing of payments from the Queensland Reconstruction Authority remains as Council's most significant financial risk.

**9. Action/s**

No further action required.



**Lockyer Valley Regional Council**  
**Statement of Income & Expenses**

For the year to date:

31 March 2014

**Whole of Council**

	Note	Original Budget 2013/2014	Forecast Result 2013/2014	Actuals March 2014	Budget March 2014	Actuals YTD	Budget YTD	YTD Variance %
<b>Operating Revenue</b>								
Rates and Utility Charges (Gross)		32,821,540	32,821,540	129,956	16,410,770	31,463,097	31,397,415	0%
Discount		(1,036,000)	(1,036,000)	(230,171)	(142,167)	(1,091,434)	(1,036,000)	5%
Charges and Fees		3,329,739	3,329,739	284,072	373,728	2,527,433	2,572,304	-2%
Interest		2,652,000	2,652,000	242,166	221,000	2,181,295	1,989,000	10%
Operating Grants and Subsidies		48,119,660	48,119,660	2,637,680	4,009,972	35,047,142	37,120,387	-6%
Operating Contributions and Donations		500	500	0	42	10,210	375	100%
Revenue - Contract/Recoverable Works		630,000	630,000	(56,977)	52,500	512,467	472,500	8%
Other Revenue		3,009,300	3,009,300	156,925	154,525	1,844,021	2,290,308	-19%
<b>Total Operating Revenue</b>		<b>89,526,739</b>	<b>89,526,739</b>	<b>3,163,651</b>	<b>21,080,370</b>	<b>72,494,231</b>	<b>74,806,289</b>	<b>-3%</b>
<b>Operating Expenses</b>								
Employee Costs		29,664,760	29,664,760	2,112,337	2,472,063	21,508,324	22,342,115	4%
Goods and Services		47,906,211	47,906,211	4,702,171	3,992,184	36,098,829	35,322,385	-2%
Finance costs		1,745,451	1,745,451	369,526	145,454	1,163,363	1,309,088	11%
Depreciation		11,001,787	11,001,787	962,257	916,816	8,817,232	8,251,341	-7%
Administration Charges		0	0	1	0	0	0	0%
Other Expenses		0	0	(893)	0	0	0	100%
<b>Total Operating Expenses</b>		<b>90,318,209</b>	<b>90,318,209</b>	<b>8,145,399</b>	<b>7,526,517</b>	<b>67,587,748</b>	<b>67,224,929</b>	<b>-1%</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>		<b>(791,470)</b>	<b>(791,470)</b>	<b>(4,981,748)</b>	<b>13,553,853</b>	<b>4,906,483</b>	<b>7,581,360</b>	<b>35%</b>
<b>Capital Revenues and Expenses</b>								
Capital Grants, Subsidies and Contributions		4,733,406	8,096,687	(1,448,189)	674,724	4,778,198	6,072,515	21%
Profit (Loss) on Disposal of Non Current Assets		0	0	0	0	(1,384,997)	0	0%
Other Capital Items		550,000	550,000	0	45,833	0	412,500	0%
Abnormal or Extraordinary Items		0	0	0	0	0	0	0%
<b>Operating Surplus/(Deficit) After Capital Items</b>		<b>4,491,936</b>	<b>7,855,217</b>	<b>(6,429,937)</b>	<b>14,274,410</b>	<b>8,299,684</b>	<b>14,066,375</b>	<b>-41%</b>
<b>Sources and Applications of Capital Funding</b>								
<b>Capital Funding Sources</b>								
Loans		5,000,000	6,800,000	0	0	0	0	100%
Disposal Proceeds of non Current Assets		595,000	595,000	0	49,583	0	446,250	100%
Contributed Asset		0	0	0	0	0	0	100%
Net Transfers to (from) Capital Reserves		11,002,305	11,001,817	0	916,818	0	8,251,363	100%
Funded Depreciation		0	0	1,528,664	0	10,343,828	0	-100%
<b>Total Capital Funding Sources Used</b>		<b>16,597,305</b>	<b>18,396,817</b>	<b>1,528,664</b>	<b>966,401</b>	<b>10,343,828</b>	<b>8,697,613</b>	<b>-19%</b>
<b>Capital Funding Applications</b>								
Capital Expenditure		5,291,922	5,291,922	0	440,994	0	3,968,942	100%
Capital Expenditure Upgrade / New		17,380,549	28,676,624	1,528,664	2,389,719	10,343,828	21,507,468	52%
Contributed Assets		550,000	550,000	0	45,833	0	412,500	100%
Loan Redemption		841,100	841,100	0	70,092	0	630,825	100%
<b>Total Capital Funding Applications</b>		<b>24,063,571</b>	<b>35,359,646</b>	<b>1,528,664</b>	<b>2,946,637</b>	<b>10,343,828</b>	<b>26,519,735</b>	<b>61%</b>
<b>Total Reserve Movements</b>		<b>2,974,330</b>	<b>9,107,612</b>	<b>6,429,937</b>	<b>(12,294,174)</b>	<b>(8,299,684)</b>	<b>3,755,746</b>	<b>-321%</b>

Notes

**Lockyer Valley Regional Council**  
**Statement of Income & Expenses**

For the year to date:  
31 March 2014

**Total Business Units**

Note	Original Budget 2013/2014	Forecast result 2013/2014	Actuals March 2014	Budget March 2014	Actuals YTD	Budget YTD	YTD Variance %
<b>Operating Revenue</b>							
Rates and Utility Charges (Gross)	5,614,400	5,614,400	(1,695)	2,807,200	5,474,755	5,614,400	-2%
Discount	(134,000)	(134,000)	(27,887)	(67,000)	(134,219)	(134,000)	0%
Charges and Fees	1,000,000	1,000,000	94,861	179,583	815,962	825,000	-1%
Interest	0	0	7,126	0	20,804	0	>100%
Operating Grants and Subsidies	867,000	867,000	54,231	72,250	479,544	650,250	-26%
Operating Contributions and Donations	0	0	0	0	0	0	0%
Revenue - Contract/Recoverable Works	630,000	630,000	(57,046)	52,500	498,789	472,500	6%
Other Revenue	1,205,000	1,205,000	32,107	4,167	520,578	903,750	-42%
<b>Total Operating Revenue</b>	<b>9,182,400</b>	<b>9,182,400</b>	<b>101,697</b>	<b>3,048,700</b>	<b>7,676,213</b>	<b>8,331,900</b>	<b>-8%</b>
<b>Operating Expenses</b>							
Employee Costs	2,717,140	2,717,140	272,771	226,428	2,108,416	2,037,855	-3%
Goods and Services	5,413,357	5,413,357	548,789	451,113	4,210,768	4,060,017	-4%
Finance costs	106,500	106,500	33,791	8,875	105,085	79,875	-32%
Depreciation	298,912	298,912	27,381	24,909	240,937	224,185	-7%
Administration Charges	525,800	525,800	43,817	43,817	394,350	394,350	0%
Other Expenses	404,519	404,519	0	33,710	0	0	100%
<b>Total Operating Expenses</b>	<b>9,466,228</b>	<b>9,466,228</b>	<b>926,549</b>	<b>788,852</b>	<b>7,059,556</b>	<b>6,796,282</b>	<b>-4%</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>	<b>(283,828)</b>	<b>(283,828)</b>	<b>(824,852)</b>	<b>2,259,848</b>	<b>616,657</b>	<b>1,535,618</b>	<b>60%</b>
<b>Capital Revenues and Expenses</b>							
Capital Grants, Subsidies and Contributions	0	0	0	0	0	0	100%
Profit (Loss) on Disposal of Non Current Assets	0	0	0	0	0	0	0%
Other Capital Items	0	0	0	0	0	0	0%
Abnormal or Extraordinary Items	0	0	0	0	0	0	0%
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(283,828)</b>	<b>(283,828)</b>	<b>(824,852)</b>	<b>2,259,848</b>	<b>616,657</b>	<b>1,535,618</b>	<b>60%</b>
<b>Sources and Applications of Capital Funding</b>							
<b>Capital Funding Sources</b>							
Loans	385,000	385,000	0	0	0	0	100%
Disposal Proceeds of non Current Assets	0	0	0	0	0	0	0%
Contributed Assets	0	0	0	0	0	0	0%
Depreciation Utilised	311,282	298,912	0	24,909	0	224,184	100%
General Revenue Sources	0	0	0	0	346,809	0	-100%
<b>Total Capital Funding Sources Used</b>	<b>696,282</b>	<b>683,912</b>	<b>0</b>	<b>24,909</b>	<b>346,809</b>	<b>224,184</b>	<b>-55%</b>
<b>Capital Funding Applications</b>							
Capital Expenditure Renewal	15,000	15,000	0	1,250	0	11,250	100%
Capital Expenditure Upgrade / New	370,000	1,130,966	0	94,247	346,809	848,225	59%
Contributed Assets	0	0	0	0	0	0	0%
Loan Redemption	55,600	55,600	0	4,633	0	41,700	100%
<b>Total Capital Funding Applications</b>	<b>440,600</b>	<b>1,201,566</b>	<b>0</b>	<b>100,131</b>	<b>346,809</b>	<b>901,175</b>	<b>62%</b>
<b>Total Reserve Movements</b>	<b>28,146</b>	<b>801,482</b>	<b>824,852</b>	<b>(2,184,627)</b>	<b>(616,657)</b>	<b>(858,628)</b>	<b>-100%</b>

Notes

**Lockyer Valley Regional Council**  
**Statement of Income & Expenses**

For the year to date:  
31 March 2014

**Infrastructure Recovery (Only) Activities**

Note	Original Budget 2013/2014	Amended Bdg 2013/2014	Actuals March 2014	Budget March 2014	Actuals YTD	Budget YTD	YTD Variance %
<b>Operating Revenue</b>							
Rates and Utility Charges (Gross)	1,332,000	1,332,000	0	666,000	1,322,439	1,332,000	-1%
Discount	0	0	0	0	0	0	0%
Charges and Fees	0	0	0	0	0	0	0%
Interest	0	0	0	0	0	0	0%
Operating Grants and Subsidies	42,588,100	42,588,100	2,541,632	3,549,008	32,253,336	34,341,075	-6%
Operating Contributions and Donations	0	0	0	0	0	0	0%
Revenue - Contract/Recoverable Works	0	0	0	0	0	0	0%
Other Revenue	0	0	0	0	0	0	0%
<b>Total Operating Revenue</b>	<b>43,920,100</b>	<b>43,920,100</b>	<b>2,541,632</b>	<b>4,215,008</b>	<b>33,575,775</b>	<b>35,673,075</b>	<b>-6%</b>
<b>Operating Expenses</b>							
Employee Costs	7,489,500	7,489,500	275,020	624,125	3,439,722	5,617,125	39%
Goods and Services	33,938,765	33,938,765	2,825,290	2,828,230	23,561,666	24,659,074	4%
Finance costs	0	0	0	0	18	0	>100%
Depreciation	10,447	10,447	621	871	5,486	7,835	30%
Administration Charges	476,000	476,000	39,667	39,667	357,000	357,000	0%
Other Expenses	0	0	0	0	0	0	-100%
<b>Total Operating Expenses</b>	<b>41,914,712</b>	<b>41,914,712</b>	<b>3,140,598</b>	<b>3,492,893</b>	<b>27,363,892</b>	<b>30,641,034</b>	<b>11%</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>	<b>2,005,388</b>	<b>2,005,388</b>	<b>(598,966)</b>	<b>722,116</b>	<b>6,211,883</b>	<b>5,032,041</b>	<b>23%</b>
<b>Capital Revenues and Expenses</b>							
Capital Grants, Subsidies and Contributions	0	0	0	0	0	0	-100%
Profit (Loss) on Disposal of Non Current Assets	0	0	0	0	0	0	0%
Other Capital Items	0	0	0	0	0	0	0%
Abnormal or Extraordinary Items	0	0	0	0	0	0	0%
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>2,005,388</b>	<b>2,005,388</b>	<b>(598,966)</b>	<b>722,116</b>	<b>6,211,883</b>	<b>5,032,041</b>	<b>23%</b>
<b>Sources and Applications of Capital Funding</b>							
<b>Capital Funding Sources</b>							
Loans	0	0	0	0	0	0	0%
Disposal Proceeds of non Current Assets	0	0	0	0	0	0	0%
Contributed Assets	0	0	0	0	0	0	0%
Depreciation Utilised	0	10,477	0	873	0	7,858	0%
General Revenue Sources	0	0	32,133	0	78,651	0	100%
<b>Total Capital Funding Sources Used</b>	<b>0</b>	<b>10,477</b>	<b>32,133</b>	<b>873</b>	<b>78,651</b>	<b>7,858</b>	<b>-901%</b>
<b>Capital Funding Applications</b>							
Capital Expenditure	0	0	0	0	0	0	0%
Capital Expenditure Upgrade / New	0	0	32,133	0	78,651	0	0%
Contributed Assets	0	0	0	0	0	0	0%
Loan Redemption	0	0	0	0	0	0	0%
<b>Total Capital Funding Applications</b>	<b>0</b>	<b>0</b>	<b>32,133</b>	<b>0</b>	<b>78,651</b>	<b>0</b>	<b>0%</b>
<b>Total Reserve Movements</b>	<b>(2,005,388)</b>	<b>(2,015,865)</b>	<b>598,966</b>	<b>(722,989)</b>	<b>(6,211,883)</b>	<b>(5,039,899)</b>	<b>100%</b>

Notes

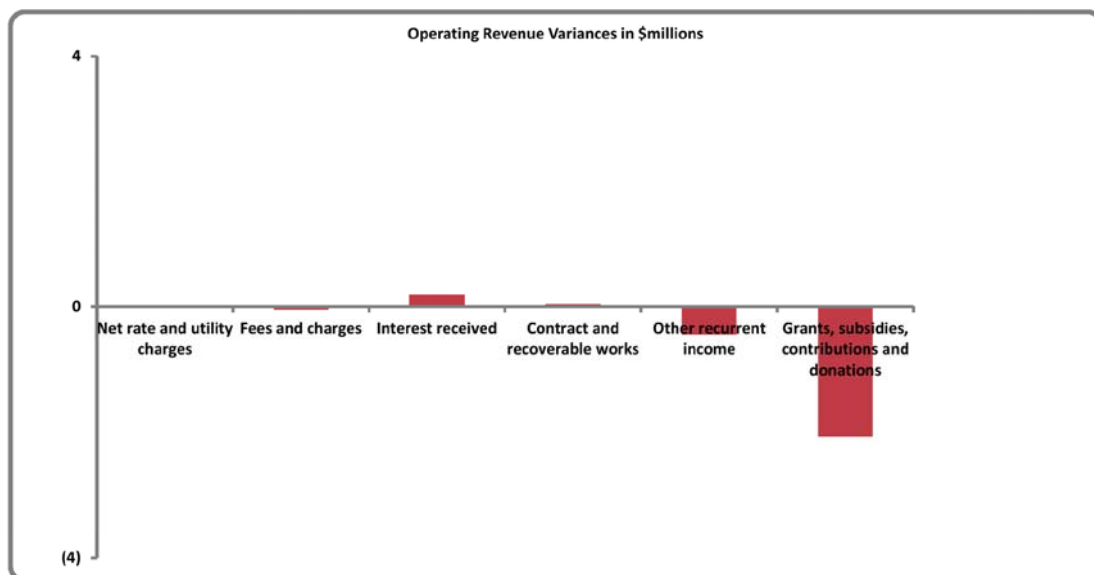
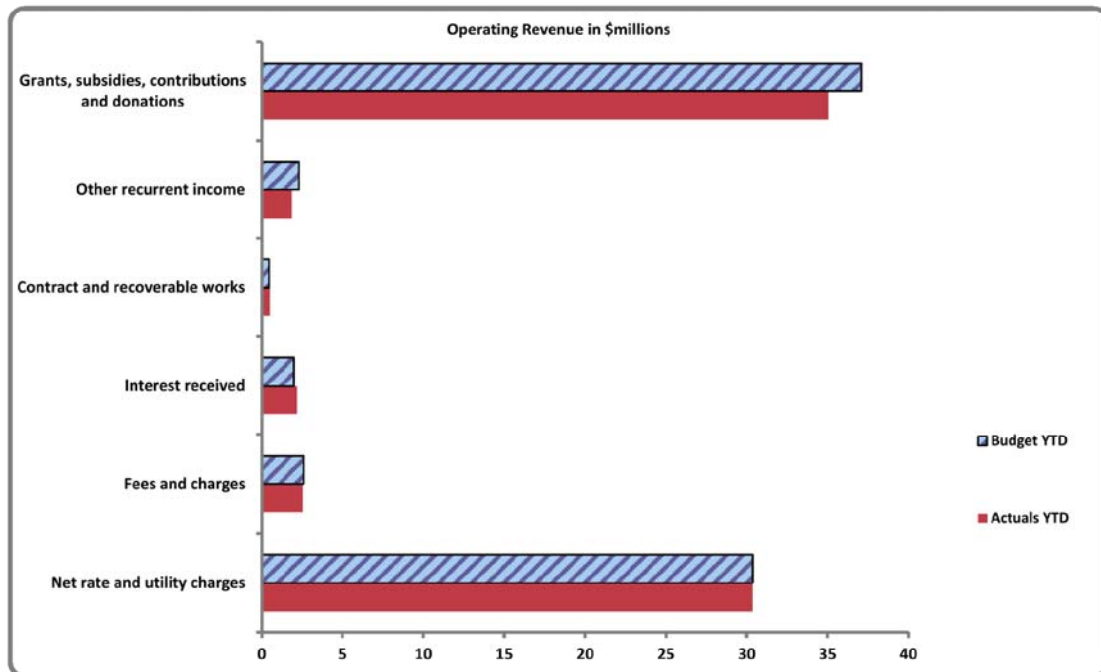
**Lockyer Valley Regional Council**  
**Statement of Income & Expenses**  
**For the year to date:**  
**31 March 2014**

**Rest of Council including Infrastructure Services**

	Note	Original Budget 2013/2014	Amended Bdg 2013/2014	Actuals March 2014	Budget March 2014	Actuals YTD	Budget YTD	YTD Variance %
<b>Operating Revenue</b>								
Rates and Utility Charges (Gross)		25,875,140	25,875,140	131,651	12,937,570	24,665,903	24,451,015	1%
Discount		(902,000)	(902,000)	(202,284)	(75,167)	(957,215)	(902,000)	6%
Charges and Fees		2,329,739	2,329,739	189,211	194,145	1,711,471	1,747,304	-2%
Interest		2,652,000	2,652,000	235,040	221,000	2,160,491	1,989,000	9%
Operating Grants and Subsidies		4,664,560	4,664,560	41,817	388,713	2,314,262	2,129,062	9%
Operating Contributions and Donations		500	500	0	42	10,210	375	>100%
Revenue - Contract/Recoverable Works		0	0	69	0	13,678	0	>100%
Other Revenue		1,804,300	1,804,300	124,818	150,358	1,323,443	1,386,558	-5%
<b>Total Operating Revenue</b>		<b>36,424,239</b>	<b>36,424,239</b>	<b>520,322</b>	<b>13,816,662</b>	<b>31,242,243</b>	<b>30,801,314</b>	<b>1%</b>
<b>Operating Expenses</b>								
Employee Costs		19,458,120	19,458,120	1,564,546	1,621,510	15,960,186	14,687,135	-9%
Goods and Services		8,554,089	8,554,089	1,328,092	712,841	8,326,395	6,603,294	-26%
Finance costs		1,638,951	1,638,951	335,735	136,579	1,058,260	1,229,213	14%
Depreciation		10,692,428	10,692,428	934,255	891,036	8,570,809	8,019,321	-7%
Administration Charges		(1,001,800)	(1,001,800)	(83,483)	(83,483)	(751,350)	(751,350)	0%
Other Expenses		(404,519)	(404,519)	(893)	(33,710)	0	0	>100%
<b>Total Operating Expenses</b>		<b>38,937,269</b>	<b>38,937,269</b>	<b>4,078,252</b>	<b>3,244,772</b>	<b>33,164,300</b>	<b>29,787,613</b>	<b>-11%</b>
<b>Operating Surplus/(Deficit) Before Capital Items</b>		<b>(2,513,030)</b>	<b>(2,513,030)</b>	<b>(3,557,930)</b>	<b>10,571,889</b>	<b>(1,922,057)</b>	<b>1,013,701</b>	<b>290%</b>
<b>Capital Revenues and Expenses</b>								
Capital Grants, Subsidies and Contributions		4,733,406	8,096,687	(1,448,189)	674,724	4,778,198	6,072,515	-21%
Profit (Loss) on Disposal of Non Current Assets		0	0	0	0	(1,384,997)	0	0%
Other Capital Items		550,000	550,000	0	45,833	0	412,500	0%
Abnormal or Extraordinary Items		0	0	0	0	0	0	0%
<b>Operating Surplus/(Deficit) After Capital Items</b>		<b>2,770,376</b>	<b>6,133,657</b>	<b>(5,006,119)</b>	<b>11,292,446</b>	<b>1,471,144</b>	<b>7,498,716</b>	<b>80%</b>
<b>Sources and Applications of Capital Funding</b>								
<b>Capital Funding Sources</b>								
Loans		4,615,000	6,415,000	0	0	0	0	100%
Disposal Proceeds of non Current Assets		595,000	595,000	0	49,583	0	446,250	100%
Contributed Asset		0	0	0	0	0	0	0%
Depreciation Utilised		10,691,023	10,692,428	0	891,036	0	8,019,321	100%
General Revenue Sources		0	0	1,496,531	0	9,918,368	0	-100%
<b>Total Capital Funding Sources Used</b>		<b>15,901,023</b>	<b>17,702,428</b>	<b>1,496,531</b>	<b>940,619</b>	<b>9,918,368</b>	<b>8,465,571</b>	<b>-17%</b>
<b>Capital Funding Applications</b>								
Capital Expenditure		5,276,922	5,276,922	0	439,744	0	3,957,692	100%
Capital Expenditure Upgrade / New		17,010,549	27,545,658	1,496,531	2,295,472	9,918,368	20,659,244	52%
Contributed Assets		550,000	550,000	0	45,833	0	412,500	0%
Loan Redemption		785,500	785,500	0	65,458	0	589,125	100%
<b>Total Capital Funding Applications</b>		<b>23,622,971</b>	<b>34,158,080</b>	<b>1,496,531</b>	<b>2,846,507</b>	<b>9,918,368</b>	<b>25,618,560</b>	<b>61%</b>
<b>Total Reserve Movements</b>		<b>4,951,572</b>	<b>10,321,995</b>	<b>5,006,119</b>	<b>(9,386,559)</b>	<b>(1,471,144)</b>	<b>9,654,273</b>	<b>-115%</b>

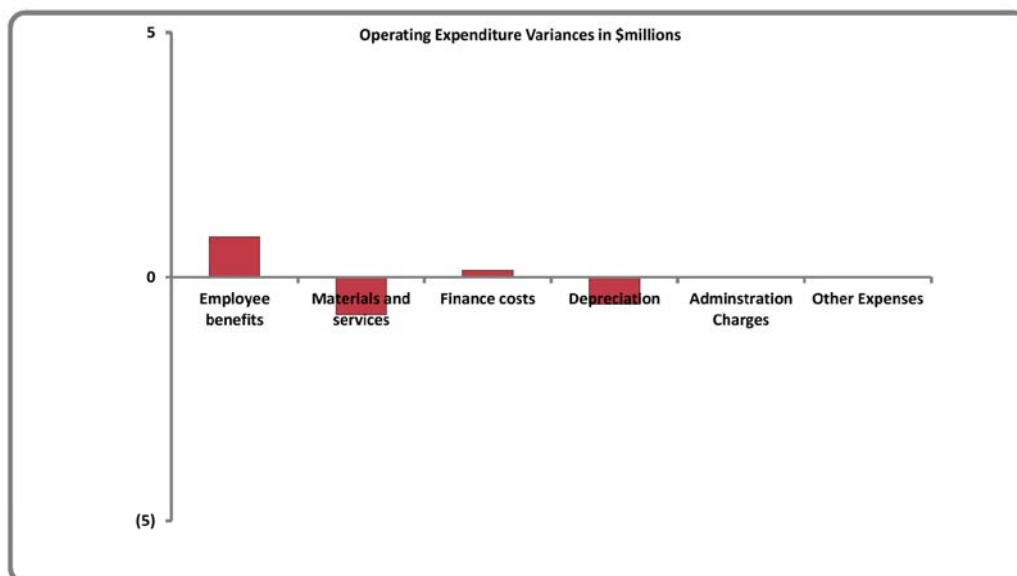
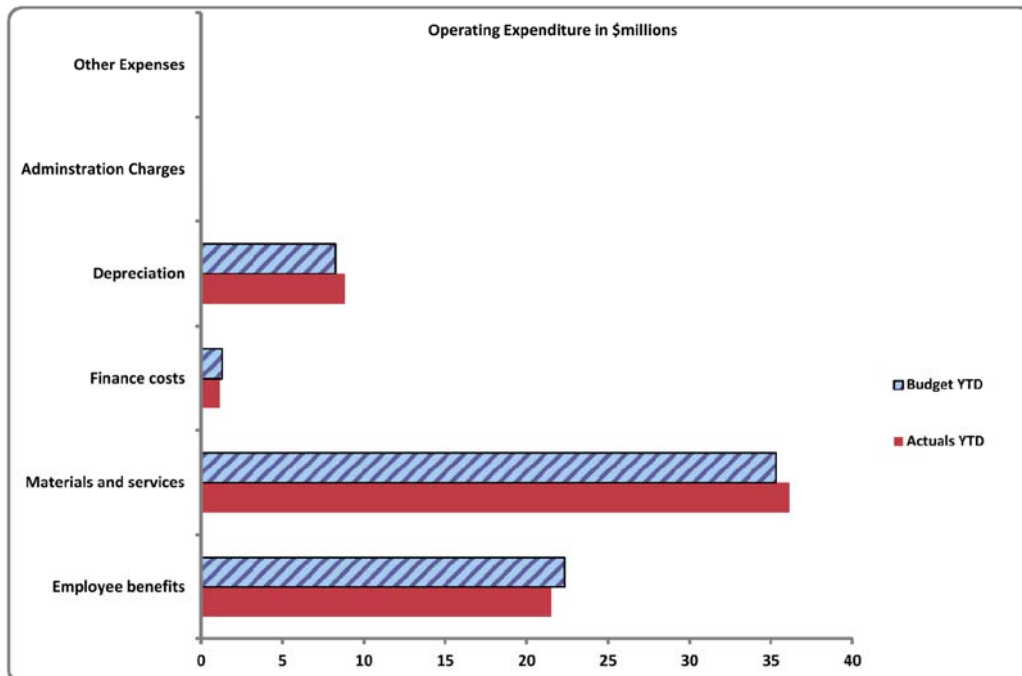
Notes

LOCKYER VALLEY REGIONAL COUNCIL  
Operating Revenue Graphical Representations as at 31 March 2014



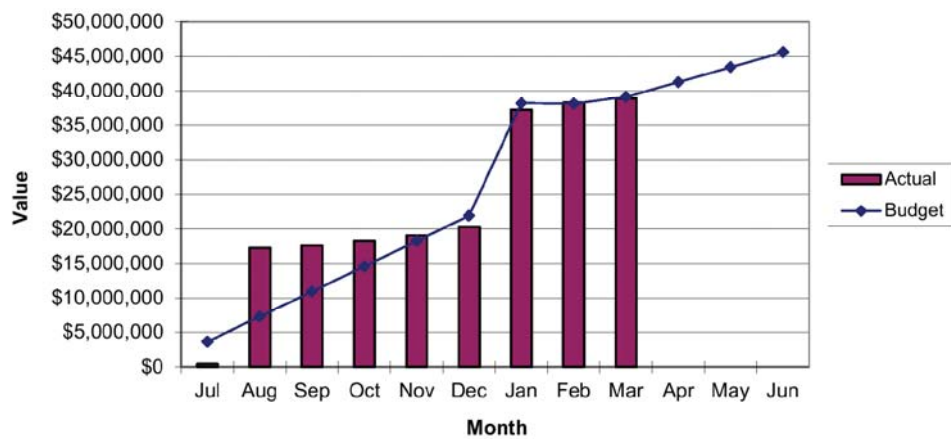


LOCKYER VALLEY REGIONAL COUNCIL  
Operating Expenditure Graphical Representation as at 31st March 2014

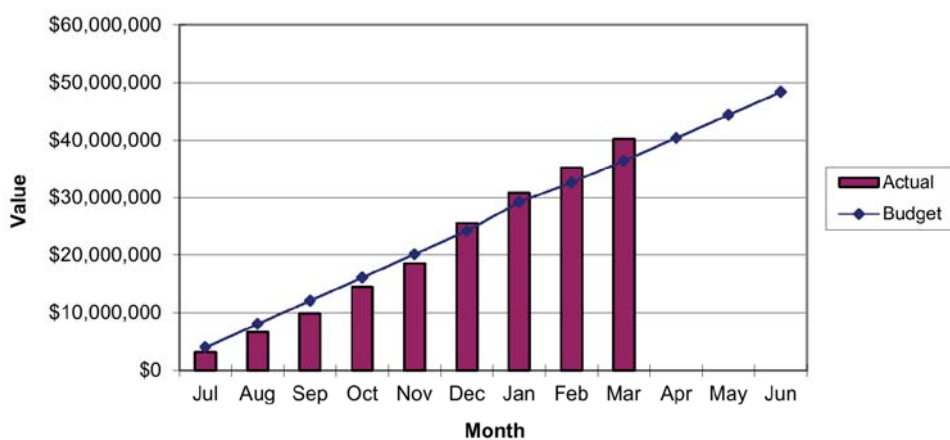


**LOCKYER VALLEY REGIONAL COUNCIL**  
**Operating as at 31st March 2014**

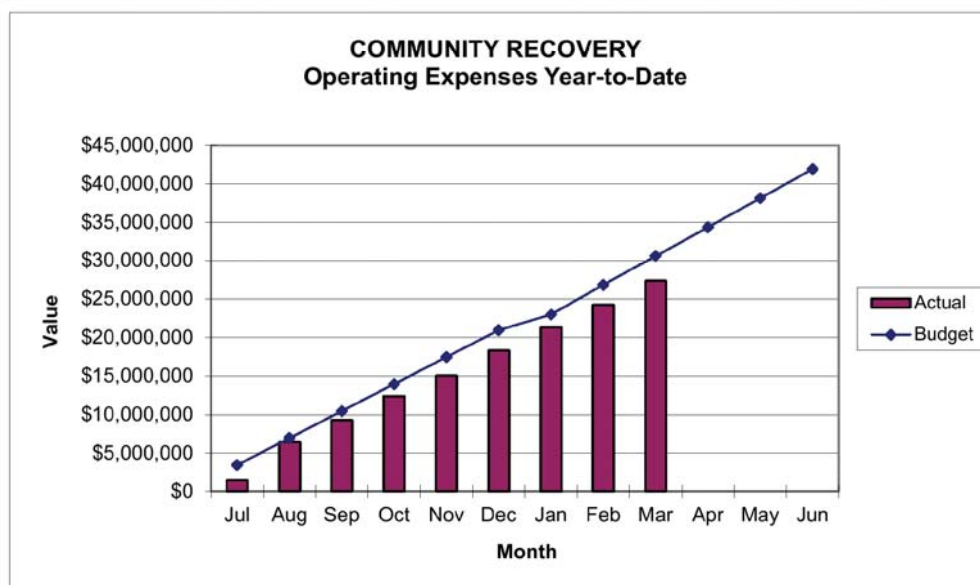
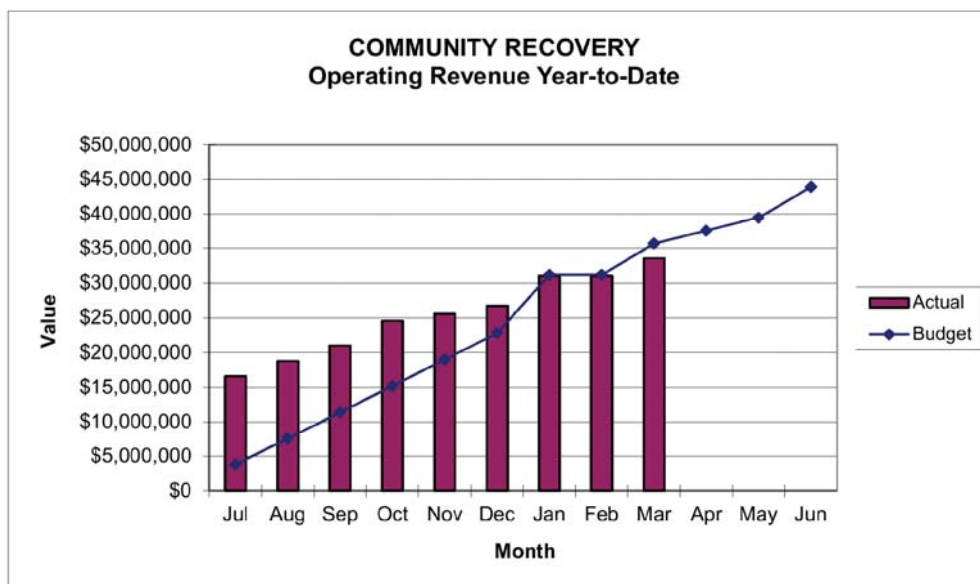
**TOTAL COUNCIL EXCLUDING COMMUNITY RECOVERY**  
**Operating Revenue Year-to-Date**



**TOTAL COUNCIL EXCLUDING COMMUNITY RECOVERY**  
**Operating Expenses Year-to-Date**



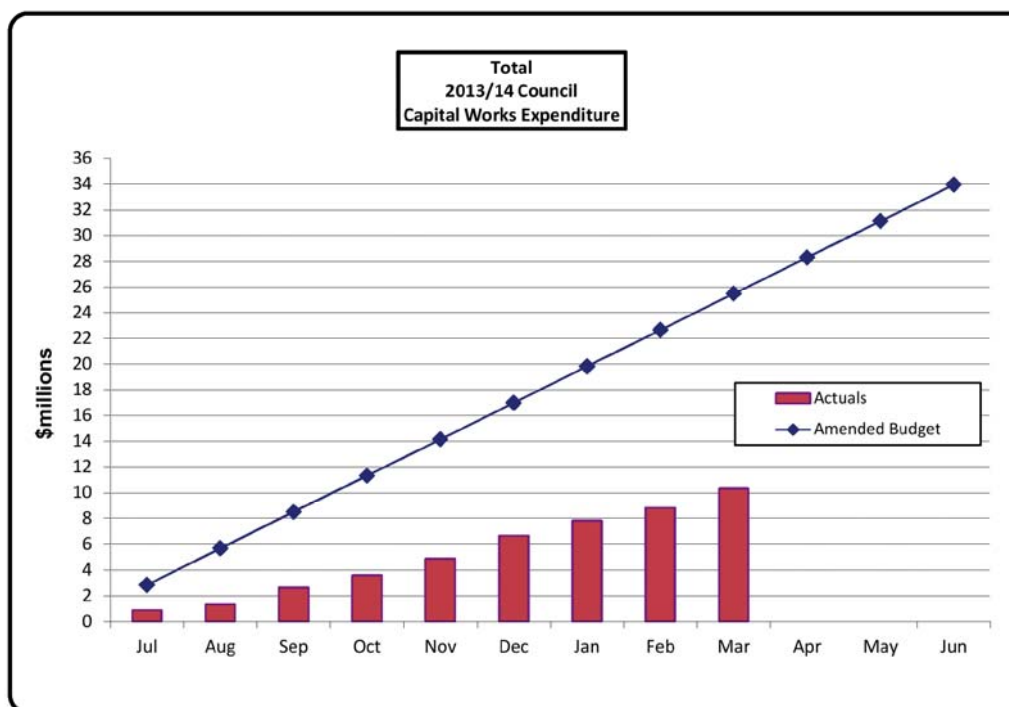
**LOCKYER VALLEY REGIONAL COUNCIL**  
**Operating as at 31st March 2014**





**LOCKYER VALLEY REGIONAL COUNCIL**  
**Capital Works Graphical Representation to 31 March 2014**  
**Capital Works by Program**

Corporate Program	Original Capital Budget	Amended Capital Budget	Year to date Actual	% of Annual Budget Spent
Community & Development	\$600,000	\$0	\$0	0.0%
Corporate and Community Services	\$2,163,000	\$15,170,283	\$5,431,866	35.8%
Infrastructure Services	\$18,125,802	\$15,505,582	\$3,470,708	22.4%
Governance and Performance	\$460,000	\$1,308,574	\$467,644	35.7%
Organisational Development & Engagement	\$0	\$5,000	\$0	0.0%
Planning and Development Services	\$938,669	\$549,140	\$214,159	39.0%
Community Recovery	\$0	\$0	\$78,651	0.0%
Executive Office	\$0	\$289,000	\$333,991	115.6%
Business Units	\$385,000	\$1,140,966	\$346,808	30.4%
<b>TOTAL</b>	<b>\$22,672,471</b>	<b>\$33,968,545</b>	<b>\$10,343,827</b>	<b>30.5%</b>



Lockyer Valley Regional Council  
Final Capital Works Summary as at 31 March 2014

SCHEDULE OF CAPITAL WORKS	2012/2013 Carry Over Budget	2013/2014 AMENDED BUDGET	TOTAL BUDGET 2013/2014	YEAR TO DATE \$ CAPITAL EXPENDITURE
<b>Corporate and Community Services</b>				
Information Technology	1,108,977.00	2,003,000.00	3,111,977.00	1,407,420.09
Animal Control	42,032.00	-	42,032.00	9,100.00
Arts and Culture	-	-	-	-
Community Facilities Management	170,000.00	250,000.00	420,000.00	363,430.72
Civic Halls	-	1,230,000.00	1,230,000.00	48,334.07
Public Conveniences	20,000.00	-	20,000.00	37,785.67
Sport & Recreational Facilities	3,834,274.00	5,830,000.00	9,664,274.00	3,465,176.39
Gatton Child Care Centre	12,184.00	-	12,184.00	30,646.50
Waste Disposal	723,487.00	155,000.00	878,487.00	316,161.57
Transfer Stations	20,295.00	230,000.00	250,295.00	-
Waste Minimisation	-	-	-	-
Council Properties	176,000.00	250,000.00	426,000.00	88,220.42
Facilities	-	-	-	3,181.82
Public Order & Safety	214,000.00	-	214,000.00	10,270.00
Community Housing	42,000.00	-	42,000.00	1,053.00
<b>TOTAL CORPORATE &amp; COMMUNITY SERVICES 2013 - 2014</b>	<b>6,363,249.00</b>	<b>9,948,000.00</b>	<b>16,311,249.00</b>	<b>5,778,674.25</b>
<b>Executive Office</b>				
Executive Office	-	-	-	50,947.32
Major Projects	-	289,000.00	289,000.00	283,044.09
<b>TOTAL EXECUTIVE OFFICE 2013 - 2014</b>	<b>-</b>	<b>289,000.00</b>	<b>289,000.00</b>	<b>333,991.41</b>
<b>Governance and Performance</b>				
Disaster Management	-	30,000.00	30,000.00	66,564.92
SES	50,000.00	539,669.00	589,669.00	357,292.29
Administration & Executive Operations	93,000.00	210,000.00	303,000.00	-
Information Management	225,905.00	160,000.00	385,905.00	43,787.19
<b>TOTAL GOVERNANCE &amp; PERFORMANCE 2013 - 2014</b>	<b>368,905.00</b>	<b>939,669.00</b>	<b>1,308,574.00</b>	<b>467,644.40</b>
<b>Infrastructure Works and Services</b>				
Storm Water & Drainage	146,535.00	235,103.00	381,638.00	-
Parks and Open Spaces	26,303.00	99,000.00	125,303.00	3,850.70
Capital Program Delivery	3,482,398.00	8,899,802.00	12,382,200.00	2,093,656.75
Infrastructure Recovery	105,000.00	-	105,000.00	78,650.61
Depot	49,250.00	50,000.00	99,250.00	8,903.91
Fleet	1,240,191.00	1,172,000.00	2,412,191.00	1,364,296.32
<b>TOTAL INFRASTRUCTURE WORKS &amp; SERVICES 2013 - 2014</b>	<b>5,049,677.00</b>	<b>10,455,905.00</b>	<b>15,505,582.00</b>	<b>3,549,358.29</b>
<b>Organisational Development &amp; Engagement</b>				
Staging Post Café / Restaurant	5,000.00	-	5,000.00	-
<b>TOTAL ORGANISATIONAL DEVELOPMENT &amp; ENGAGEMENT 2013 - 2014</b>	<b>5,000.00</b>	<b>-</b>	<b>5,000.00</b>	<b>-</b>
<b>Planning and Development Services</b>				
Planning & Development Executive Management	-	140,000.00	140,000.00	-
Regional Development Management	98,180.00	-	98,180.00	155,581.75
Tourism Initiatives	5,960.00	-	5,960.00	12,703.64
Environment Resilience & Recovery	-	300,000.00	300,000.00	45,874.01
Events & Promotional	5,000.00	-	5,000.00	-
<b>TOTAL PLANNING &amp; DEVELOPMENT SERVICES 2013 - 2014</b>	<b>109,140.00</b>	<b>440,000.00</b>	<b>549,140.00</b>	<b>214,159.40</b>
<b>GRAND TOTAL ALL PROGRAMS 2013 - 2014</b>	<b>11,895,971.00</b>	<b>22,072,574.00</b>	<b>33,968,545.00</b>	<b>10,343,827.75</b>

Lockyer Valley Regional Council  
Final Capital Works Detailed as at 31 March 2014

SCHEDULE OF CAPITAL WORKS	2012/2013 Carry Over Budget	ORIGINAL 2013/2014 BUDGET	BUDGET ADJUSTMENTS 2013/2014	AMENDED BUDGET 2013/2014	YEAR TO DATE \$ CAPITAL EXPENDITURE	YEAR TO DATE BUDGET VARIANCE
<b>Corporate and Community Services</b>						
<b>Information Technology</b>						
Budget Savings	150,000.00	-	-	150,000.00	-	150,000.00
Business Enterprise System \$1.6M Total	115,679.00	850,000.00	-	965,679.00	878,899.20	86,779.80
Data Centre Environ Monitoring Total	192,885.00	500,000.00	-	692,885.00	201,579.94	491,305.06
End Point Security Total	-	10,000.00	-	10,000.00	13,260.80	3,260.80
Web Filter, Reporting, Firewall Total	57,981.00	-	-	57,981.00	116.35	57,864.65
Service Desk Implementation Total	-	-	-	-	161.94	161.94
Radius Total	18,195.00	-	-	18,195.00	3,092.20	15,102.80
Windows 7	318,887.00	-	-	318,887.00	199,560.37	119,326.63
Software Deployment & Monitoring Tool Total	61,217.00	-	-	61,217.00	161.94	61,055.06
MS Audit/Software Library Development & Management	145,563.00	-	-	145,563.00	-	145,563.00
NAS Storage Total	-	-	-	-	1,499.55	1,499.55
Exchange set up	40,000.00	-	-	40,000.00	1,055.56	38,944.44
Back Up Process	25,000.00	-	-	25,000.00	811.88	24,188.12
Large File Transfer	-	-	-	-	417.01	417.01
Software Deployment	-	-	-	-	923.40	923.40
Website Joomla Upgrade	17,853.00	200,000.00	-	217,853.00	-	217,853.00
GIS Consolidation - Exponaire/MapInfo	6,000.00	-	-	6,000.00	3,495.89	2,504.11
Server Upgrade to 2008	10,000.00	-	-	10,000.00	-	10,000.00
ESX Upgrades	14,116.00	-	-	14,116.00	-	14,116.00
Unified Communications-Preliminary Scoping	25,000.00	75,000.00	-	100,000.00	-	100,000.00
Printer Strategy & Consolidation	100,000.00	-	-	100,000.00	-	100,000.00
Large Format Platter	-	8,000.00	-	8,000.00	8,739.00	739.00
High Resolution Aerial Photography	-	40,000.00	-	40,000.00	34,290.00	5,710.00
Desktop Infrastructure Replacement	-	100,000.00	-	100,000.00	-	100,000.00
Wireless Network	80,000.00	20,000.00	-	100,000.00	-	100,000.00
iPhone/iPad Replacement	-	45,000.00	-	45,000.00	-	45,000.00
DMZ	15,000.00	-	-	15,000.00	-	15,000.00
PD Online	15,621.00	-	-	15,621.00	-	15,621.00
Back Up Process	-	-	-	-	-	-
SAN Fabric Replacement	-	100,000.00	-	100,000.00	-	100,000.00
Virtual Desktop Infrastructure	-	25,000.00	-	25,000.00	-	25,000.00
ICT Policy System	-	-	-	-	14,000.00	14,000.00
Rates Modelling Software	-	-	-	-	25,853.36	25,853.36
Website Replacement	-	-	-	-	2,652.00	2,652.00
Scanners	-	30,000.00	-	30,000.00	16,850.00	13,150.00
<b>Total Information Technology</b>	<b>1,168,977.00</b>	<b>2,063,000.00</b>	<b>-</b>	<b>3,111,977.00</b>	<b>1,407,420.99</b>	<b>1,704,556.91</b>
<b>Animal Control</b>						
Laidley Saleyards Stage 3 LGGSP	42,032.00	-	-	42,032.00	9,100.00	32,932.00
<b>Total Animal Control</b>	<b>42,032.00</b>	<b>-</b>	<b>-</b>	<b>42,032.00</b>	<b>9,100.00</b>	<b>32,932.00</b>
<b>Community Facilities Management</b>						
Gatton Donations Building	60,000.00	-	-	60,000.00	-	60,000.00
Heildon Donations Building	10,000.00	-	-	10,000.00	-	10,000.00
Implementation Sport & Recreation Report Recommendations	-	-	-	-	18,906.00	18,906.00
Laidley Multi Purpose Community Centre	-	-	-	-	39,760.77	39,760.77
Laidley Cultural Centre Refurbishment	100,000.00	200,000.00	-	300,000.00	246,164.83	53,835.17
Lake Apex Master Plan Implementation	-	-	-	-	184.82	184.82
Gatton Administration Building-Lift Installation	-	-	-	-	32,295.00	32,295.00
Buildings & Facilities Asset Management	-	50,000.00	-	50,000.00	26,119.20	23,880.80
Gatton SES Building Upgrade	-	-	-	-	-	-
<b>Total Community Facilities Management</b>	<b>170,000.00</b>	<b>250,000.00</b>	<b>-</b>	<b>420,000.00</b>	<b>363,430.72</b>	<b>56,569.28</b>
<b>Civic Halls</b>						
Laidley Cultural Centre	-	-	-	-	35,292.55	35,292.55
Gatton Shire Hall	-	10,000.00	-	10,000.00	9,441.52	558.48
Laidley Multipurpose Community	-	2,700,000.00	600,000.00	2,100,000.00	3,600.00	2,096,400.00
Lockyer Valley Cultural Centre	-	50,000.00	-	50,000.00	-	50,000.00
Grantham Butter Factory	-	100,000.00	-	100,000.00	-	100,000.00
<b>Total Civic Halls</b>	<b>-</b>	<b>2,860,000.00</b>	<b>600,000.00</b>	<b>2,260,000.00</b>	<b>48,334.07</b>	<b>2,211,665.93</b>
<b>Public Conveniences</b>						
Glenore Grove Village Toilets	20,000.00	-	-	20,000.00	18,791.50	1,208.50
Lake Apex Toilets \$150K Total	-	-	-	-	18,994.37	18,994.37
<b>Total Public Conveniences</b>	<b>20,000.00</b>	<b>-</b>	<b>-</b>	<b>20,000.00</b>	<b>37,785.87</b>	<b>17,785.87</b>
<b>Sport &amp; Recreational Facilities</b>						
Centenary Park - Gatton	-	-	-	-	2,233.11	2,233.11
Anzac Park - Laidley	-	-	-	-	2,756.72	2,756.72
Springbrook Park Sports Field - New Car Park	75,000.00	-	-	75,000.00	-	75,000.00
Progress Park - Heildon	-	-	-	-	5,328.44	5,328.44
Ropehill Community Centre Oval Fence	43,000.00	-	-	43,000.00	4,088.50	38,911.50
Gatton Aquatic Centre Complex	-	-	-	-	716,473.57	716,473.57
Lake Dyer Amenities \$20K	33,000.00	-	-	33,000.00	17,267.83	15,732.17
Lake Dyer Storage Shed	-	-	-	-	7,639.85	7,639.85
Laidley Swimming Pool Complex	-	50,000.00	-	50,000.00	26,800.00	23,200.00
Laidley Recreation Reserve	-	-	-	-	-	-
Gatton Aquatic Centre Complex	3,673,274.00	3,910,000.00	1,800,000.00	9,383,274.00	2,643,878.57	6,739,395.43
Lake Dyer Amenities Building	-	-	-	-	5,519.96	5,519.96
Cahill Park Netball Courts Refurbishment	-	50,000.00	-	50,000.00	-	50,000.00
Cahill Park-new Storage Building (subject to contribution)	5,000.00	-	-	5,000.00	-	5,000.00
Cahill Park-Upgrade Power & Lighting to storage Building	5,000.00	-	-	5,000.00	-	5,000.00
Grantham Sub Division New Park	-	-	-	-	43,170.00	43,170.00
Implementation of Sport & Recreation Recommendations	-	20,000.00	-	20,000.00	-	20,000.00
<b>Total Sport &amp; Recreational Facilities</b>	<b>3,834,274.00</b>	<b>4,030,000.00</b>	<b>1,800,000.00</b>	<b>9,664,274.00</b>	<b>3,465,176.39</b>	<b>6,199,097.61</b>
<b>Council Properties</b>						
Gatton Administration Building	-	-	-	-	1,933.98	1,933.98
Gatton Regional Office Refurbishment	15,000.00	50,000.00	-	65,000.00	23.84	64,976.16
Gatton Regional Centre Renovations	161,000.00	200,000.00	-	361,000.00	21,086.50	339,913.50
Heildon Donation Shed - Demountable	-	-	-	-	17,698.10	17,698.10
2014 Storm Damage Capital Works-CCTV Replacement	-	-	-	-	18,870.00	18,870.00
Gatton Donation Centre Improvements-Dev App Fees	-	-	-	-	15,290.91	15,290.91
Laidley Saleyards Improvements	-	-	-	-	5,436.36	5,436.36
Emergency Helipad Lake Clarendon	-	-	-	-	7,880.93	7,880.93
<b>Total Council Properties</b>	<b>176,000.00</b>	<b>250,000.00</b>	<b>-</b>	<b>426,000.00</b>	<b>88,220.42</b>	<b>337,779.58</b>
<b>Waste Disposal</b>						
Gatton Landfill	408,192.00	-	-	408,192.00	1,795.00	406,397.00
Gatton Landfill - Landscaping	-	-	-	-	8,044.35	8,044.35
Gatton Landfill Plant & Storage Shed	30,000.00	-	-	30,000.00	3,415.00	26,585.00
Tip Shop Gatton L/Fill	29,000.00	-	-	29,000.00	2,177.27	26,822.73
Transfer Bins & Infra - Road Base	-	-	-	-	22,255.27	22,255.27
Transfer Bins & Infra - Construction	-	-	-	-	54,801.55	54,801.55
Gatton Landfill Roadworks	246,778.00	50,000.00	-	296,778.00	223,673.13	73,104.87
Grantham Sewerage Treatment Plant	-	75,000.00	-	75,000.00	-	75,000.00

Galton Recycling Shop	-	10,000.00	-	10,000.00	-	10,000.00
LVRC Signage	9,517.00	20,000.00	-	29,517.00	-	29,517.00
<b>Total Waste Disposal</b>	<b>723,487.00</b>	<b>155,000.00</b>	<b>-</b>	<b>878,487.00</b>	<b>316,161.57</b>	<b>562,325.43</b>
<b>Transfer Stations</b>						
Lockrose Transfer Station	-	100,000.00	-	100,000.00	-	100,000.00
Fencing for Transfer Stations	-	50,000.00	-	50,000.00	-	50,000.00
Laidley Transfer Station - new monitoring bore	-	15,000.00	-	15,000.00	-	15,000.00
Transfer Stations Landscaping	20,295.00	35,000.00	-	55,295.00	-	55,295.00
Transfer Station Upgrades	-	30,000.00	-	30,000.00	-	30,000.00
Laidley Transfer Station CCTV Camera	-	-	-	-	-	-
Lockrose Transfer Station CCTV Camera	-	-	-	-	-	-
Lockyer Waters Transfer Station CCTV Camera	-	-	-	-	-	-
Withcott Transfer Station CCTV Camera	-	-	-	-	-	-
Murphys Creek Transfer Station CCTV Camera	-	-	-	-	-	-
Grantham Transfer Station CCTV Camera	-	-	-	-	-	-
Heldon Transfer Station CCTV Camera	-	-	-	-	-	-
<b>Total Transfer Stations</b>	<b>20,295.00</b>	<b>230,000.00</b>	<b>-</b>	<b>250,295.00</b>	<b>-</b>	<b>250,295.00</b>
<b>Galton Child Care Centre</b>						
WIP - Galton Child Care	12,184.00	-	-	12,184.00	30,646.50	18,462.50
<b>Total Galton Child Care Centre</b>	<b>12,184.00</b>	<b>-</b>	<b>-</b>	<b>12,184.00</b>	<b>30,646.50</b>	<b>18,462.50</b>
<b>Public Order &amp; Safety</b>						
New Laidley CCTV System	214,000.00	-	-	214,000.00	10,270.00	203,730.00
<b>Total Public Order &amp; Safety</b>	<b>214,000.00</b>	<b>-</b>	<b>-</b>	<b>214,000.00</b>	<b>10,270.00</b>	<b>203,730.00</b>
<b>Community Housing</b>						
Frone Street Crisis Care House - Renewal Bathroom/Landry	14,000.00	-	-	14,000.00	1,053.00	15,053.00
Clarks Lane Units - Renew Bathroom & Paint Landings	10,000.00	-	-	10,000.00	-	10,000.00
Cochrane Street Units - Install Reinforced Concrete Drain	18,000.00	-	-	18,000.00	-	18,000.00
<b>Total Community Housing</b>	<b>42,000.00</b>	<b>-</b>	<b>-</b>	<b>42,000.00</b>	<b>1,053.00</b>	<b>43,053.00</b>
<b>Facilities</b>						
Murphys Creek Community Centre Multi Purpose Courts	-	-	-	-	3,181.82	3,181.82
<b>Total Facilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,181.82</b>	<b>3,181.82</b>
<b>TOTAL CORPORATE &amp; COMMUNITY SERVICES 2013 - 2014</b>	<b>6,363,249.00</b>	<b>9,778,000.00</b>	<b>1,200,000.00</b>	<b>17,341,249.00</b>	<b>5,778,674.25</b>	<b>11,562,574.75</b>
<b>Executive Office</b>						
<b>Major Projects</b>						
Grantham Estate Sewerage Stage 1	-	-	-	-	-	-
Grantham Estate Works Stage 2A	-	-	-	-	20,316.02	20,316.02
Grantham Estate Water Stage 2B	-	-	-	-	-	-
Land Acquisition - Grantham	-	289,000.00	-	289,000.00	262,727.27	26,272.73
<b>Total Major Projects</b>	<b>-</b>	<b>289,000.00</b>	<b>-</b>	<b>289,000.00</b>	<b>283,043.29</b>	<b>5,955.91</b>
<b>Executive Office</b>						
Grantham Beautification Works	-	-	-	-	50,947.32	50,947.32
<b>Total Executive Office</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,947.32</b>	<b>50,947.32</b>
<b>TOTAL EXECUTIVE OFFICE 2013 - 2014</b>	<b>-</b>	<b>289,000.00</b>	<b>-</b>	<b>289,000.00</b>	<b>333,991.41</b>	<b>44,991.41</b>
<b>Governance and Performance</b>						
<b>Disaster Management</b>						
Disaster Coordination & Training Centre Fit out	-	-	-	-	285.48	285.48
Flood Early Warning System Woodlands Road LGGSP	-	-	100,000.00	100,000.00	-	100,000.00
Grantham Electronic Warning System	-	70,000.00	-	70,000.00	66,279.44	3,720.56
<b>Total Disaster Management</b>	<b>-</b>	<b>70,000.00</b>	<b>100,000.00</b>	<b>170,000.00</b>	<b>66,564.92</b>	<b>103,435.08</b>
<b>SES</b>						
Improvements to S.E.S. Headquarters	-	354,869.00	-	354,869.00	357,292.29	2,423.29
Air Conditioner Forest Hill	-	3,000.00	-	3,000.00	-	3,000.00
Laptop Laidley	-	2,000.00	-	2,000.00	-	2,000.00
Furniture Laidley	-	5,000.00	-	5,000.00	-	5,000.00
Lockers Laidley & Forest Hill	-	5,500.00	-	5,500.00	-	5,500.00
Street Signs & Building Signs	-	2,000.00	-	2,000.00	-	2,000.00
Fit out Donated Van	-	5,000.00	-	5,000.00	-	5,000.00
Flammable Liquid Cupboard	-	2,500.00	-	2,500.00	-	2,500.00
Block/Concrete Sand Bays x 3	-	4,500.00	-	4,500.00	-	4,500.00
Mobile Phones	-	1,500.00	-	1,500.00	-	1,500.00
Forest Hill SES Building Improvement	-	20,000.00	-	20,000.00	-	20,000.00
River Gauges	-	20,000.00	-	20,000.00	-	20,000.00
Mobile Depot Command Centre	-	5,000.00	-	5,000.00	-	5,000.00
Tool Kit, Satellite Phone Car Kit, Signage Coordination Centre	-	8,800.00	-	8,800.00	-	8,800.00
Building Improvements Laidley SES	50,000.00	-	-	50,000.00	-	50,000.00
<b>Total SES</b>	<b>50,000.00</b>	<b>439,669.00</b>	<b>-</b>	<b>489,669.00</b>	<b>357,292.29</b>	<b>132,376.71</b>
<b>Information Management</b>						
Upgrade Records Management System Stage 2	218,905.00	100,000.00	-	318,905.00	43,787.19	275,117.81
Records Clean Up	-	60,000.00	-	60,000.00	-	60,000.00
Information System - Capital Purchases	7,000.00	-	-	7,000.00	-	7,000.00
<b>Total Information Management</b>	<b>225,905.00</b>	<b>160,000.00</b>	<b>-</b>	<b>385,905.00</b>	<b>43,787.19</b>	<b>342,117.81</b>
<b>Administration &amp; Executive Operations</b>						
Laidley Administration Office	93,000.00	200,000.00	-	293,000.00	-	293,000.00
Disaster Coordination & Training Centre Fit out	-	10,000.00	-	10,000.00	-	10,000.00
<b>Total Administration &amp; Executive Operations</b>	<b>93,000.00</b>	<b>210,000.00</b>	<b>-</b>	<b>303,000.00</b>	<b>-</b>	<b>303,000.00</b>
<b>TOTAL GOVERNANCE &amp; PERFORMANCE 2013 - 2014</b>	<b>368,905.00</b>	<b>879,669.00</b>	<b>100,000.00</b>	<b>1,348,574.00</b>	<b>467,644.40</b>	<b>880,929.60</b>
<b>Infrastructure Works and Services</b>						
<b>Parks and Open Spaces</b>						
Jean Biggs Parks Withcott	2,170.00	-	-	2,170.00	11.45	2,158.55
Lake Apex Park Getton	4,133.00	-	-	4,133.00	3,839.25	293.75
Lake Apex Master plan	-	75,000.00	-	75,000.00	-	75,000.00
Parks & Infrastructure Replacement Program	-	20,000.00	-	20,000.00	-	20,000.00
Forest Hill Recreation Reserve	-	4,000.00	-	4,000.00	-	4,000.00
Galton CBD Streetscape - replace Lights	20,000.00	-	-	20,000.00	-	20,000.00
<b>Total Parks and Open Spaces</b>	<b>26,303.00</b>	<b>99,000.00</b>	<b>-</b>	<b>125,303.00</b>	<b>3,850.70</b>	<b>121,452.30</b>
<b>Capital Program Delivery</b>						
<b>Pathways</b>						
Footpath Renewal	15,000.00	-	-	15,000.00	-	15,000.00
North Street - Footpath	3,000.00	-	-	3,000.00	-	3,000.00
Western Drive	-	258,000.00	-	258,000.00	37,001.80	220,998.20
Patrick St - Footpaths	-	15,000.00	-	15,000.00	11,684.88	3,315.12
Patrick Street Footpath	-	-	-	-	97.27	97.27
John St South Footpath Renewal	-	16,800.00	-	16,800.00	23,068.80	6,268.80
William Street - Footpaths	16,600.00	-	-	16,600.00	19,723.56	3,123.56
Spencer Street - Footpaths	18,300.00	-	-	18,300.00	18,724.21	424.21
Hickey Street Pathway & Lighting LGGSP	-	-	-	-	15,514.84	15,514.84
Hickey Street Pathway & Lighting LGGSP	-	-	-	-	97,022.99	97,022.99
Patrick Street Footpath New	-	27,500.00	-	27,500.00	26,509.28	990.72
John Street South Footpath	-	25,500.00	-	25,500.00	11,113.22	14,386.78
Wiggins Streets New Footpath	-	-	-	-	10,953.33	10,953.33

Jones Road		50,000.00	-	50,000.00	-	50,000.00
<b>Reseals</b>						
Long Gully Road-Resheeting	70,000.00	84,000.00	-	154,000.00	73,940.35	80,059.65
Old Toowoomba Road	-	125,776.00	-	125,776.00	10,181.37	115,594.63
Old Toowoomba Road Reseal	-	-	-	-	100,205.01	100,205.01
Huntingdale Crescent	-	84,361.00	-	84,361.00	3,632.85	80,728.15
Hogers Road	-	3,740.00	-	3,740.00	385.59	3,354.41
Ropeley Rocks Road	-	194,100.00	-	194,100.00	41,555.92	152,544.08
Ropeley Rocks Road Reseal	-	-	-	-	2,052.17	2,052.17
Flagstone Creek Road	-	207,700.00	-	207,700.00	33,917.32	173,782.68
Flagstone Creek Road Reseal	-	-	-	-	50,746.23	50,746.23
Spa Water Road	-	198,325.00	-	198,325.00	30,996.37	167,328.63
Spa Water Road Reseal	-	-	-	-	97,278.14	97,278.14
East Egypt Road	-	-	-	-	10,700.80	10,700.80
Tenthill Creek Road Asphalt Surfacing	-	-	-	-	77,808.59	77,808.59
Sandy Creek Road Grantham Reseal	-	133,200.00	-	133,200.00	724.72	132,475.28
Tenthill Road Intersection	72,285.00	-	-	72,285.00	-	72,285.00
Jamieson Road Gattion	-	34,920.00	-	34,920.00	-	34,920.00
Hogers Road Reseal (Capital Program)	-	-	-	-	8,387.38	8,387.38
Robinson Road Seal	-	-	-	-	6,765.80	6,765.80
<b>Roads - New &amp; Upgrade</b>						
Brightview Road - Rehab&Widen TID (0-12km) 239/LGRS/8	96,705.00	-	-	96,705.00	62,026.23	34,678.77
Brightview Road	-	-	-	-	15,413.25	15,413.25
Gehrke Road - Rehab&Widen TIDS	-	-	-	-	13,652.84	13,652.84
Woodlands Road - Rehab & Widening (10.80-12km) - 239/LGRS/3	61,805.00	-	-	61,805.00	78,434.96	16,629.04
Rosewood - Laidley Road - 238/LGSJ/7 - Black spot	202,890.00	-	-	202,890.00	-	202,890.00
Walnut Drive Extension - RTTR	-	-	-	-	10,490.27	10,490.27
Quigleys Road Upgrade - Contribution	-	-	-	-	35,000.00	35,000.00
Crescent Street Gattion	-	320,000.00	-	320,000.00	-	320,000.00
William Street Gattion	-	200,000.00	-	200,000.00	36,033.47	163,966.53
William North Street Gattion	-	50,000.00	-	50,000.00	-	50,000.00
Gehrke Road/Mountain View Road Intersection	-	35,000.00	-	35,000.00	-	35,000.00
Airforce Road (0-0.25km) - 239/LGSR/5	192,544.00	-	-	192,544.00	65,765.49	126,778.51
<b>Schools</b>						
Lockyer High Bus Set Down Facility Extension	-	103,000.00	-	103,000.00	4,492.29	98,507.71
Glennore State School Bus Set Down - 239/LGSH/18	25,938.00	-	-	25,938.00	10,370.04	15,567.96
Laidley District State School Car Park	-	232,000.00	-	232,000.00	143,615.79	88,384.21
<b>Other</b>						
Response Trailers Signs	32,000.00	-	-	32,000.00	-	32,000.00
Sign & Line marking	35,000.00	-	-	35,000.00	-	35,000.00
DA1873 Summer Street	40,000.00	-	-	40,000.00	-	40,000.00
Victor Street	10,000.00	-	-	10,000.00	10,421.88	421.88
Victor St - Car Park Butter Factory	230,000.00	-	-	230,000.00	40,675.35	189,324.65
<b>Stormwater &amp; Drainage</b>						
Spatial Definition of Urban Flow Paths (LGGSP 10046-07-048)	36,295.00	-	-	36,295.00	36,524.79	229.79
Lakes Drive Drainage Upgrade	51,413.00	-	-	51,413.00	912.50	50,500.50
Douglas McInnes Drive Drainage Upgrade	116,575.00	-	-	116,575.00	1,075.00	115,500.00
Summer Street Drainage Upgrade	-	-	-	-	977.50	977.50
Forest Hill Levee LGGSP Flood-further investigation and design Ref 10046-07-050	307,874.00	3,172,880.00	614,897.00	2,855,857.00	162,815.13	2,703,041.87
Forest Hill Flood Study (NDRP Ref 2123)	34,990.00	-	-	34,990.00	46.88	34,943.12
Challenge Avenue Mitigation (LGRS 10046-01-054)	200,000.00	-	-	200,000.00	11,290.20	188,710.00
Laidley Breakout Levee Feasibility LGGSP Ref 10046-07-051	465,300.00	-	-	465,300.00	83,286.40	382,013.60
Creek Capacity Improvement Withcott LGGSP	-	521,000.00	-	521,000.00	66,933.39	454,066.61
Laidley Main Drainage System LGGSP-Laidley Flood Master plan (LGRS 101046-01-054)	154,894.00	300,000.00	-	454,894.00	24,480.57	430,413.43
Drainage Easement Program	-	250,000.00	-	250,000.00	-	250,000.00
Tenthill Creek Road Culvert	-	-	-	-	2,681.34	2,681.34
Regency Downs Risk Management Study LGGSP	-	-	-	-	26,484.00	26,484.00
Storr Street Drain - LGGSP	-	-	300,000.00	300,000.00	2,451.52	297,548.48
Narda Levee - LGGSP	-	-	300,000.00	300,000.00	33,939.45	266,060.55
Cahill Park Drainage	-	-	-	-	24,329.90	24,329.90
Ibis Court Stormwater Drainage	-	-	-	-	-	-
CBD Levee Preparatory Work	-	250,000.00	-	250,000.00	-	250,000.00
Chadwick Road Flood Upgrade	-	-	-	-	1,137.30	1,137.30
<b>Bridges &amp; Culverts</b>						
Thistlewait Bridge	650,000.00	850,000.00	-	1,500,000.00	5,740.00	1,494,260.00
Davey Bridge	-	-	-	-	-	-
Jones Road Culvert	-	200,000.00	200,000.00	-	-	-
<b>Resheets</b>						
Hartz Road Iredale-Resheeting	-	77,000.00	-	77,000.00	79,962.88	2,962.88
Fifteen Mile Road Fifteen Mile-Resheeting	-	117,000.00	-	117,000.00	-	117,000.00
Sandy Creek Road Grantham-Resheeting	-	105,000.00	-	105,000.00	-	105,000.00
Jones Road Withcott-Resheeting	-	78,000.00	-	78,000.00	-	78,000.00
<b>Complimentary Works - NDRRA</b>						
Blackduck Creek Road Floodway Widening	150,000.00	-	-	150,000.00	-	150,000.00
Flagstone Creek Road Culvert Extensions	43,000.00	-	-	43,000.00	-	43,000.00
Peters Bridge	30,000.00	-	-	30,000.00	-	30,000.00
Stockyard Creek Road Widening	90,000.00	-	-	90,000.00	-	90,000.00
Rockmount Road	30,000.00	-	-	30,000.00	-	30,000.00
Lakeview Accommodation Precinct Civil Works	-	1,030,000.00	1,030,000.00	-	-	-
Motel - Lakeview Drive Project Gattion	-	-	-	-	-	-
Guardrail Upgrade Program	-	140,000.00	140,000.00	-	-	-
Lake Apex Service Road	-	-	-	-	182,504.35	182,504.35
<b>Total Capital Program Delivery</b>	<b>3,482,398.00</b>	<b>9,239,802.00</b>	<b>1,134,897.00</b>	<b>11,587,303.00</b>	<b>2,093,656.75</b>	<b>9,493,646.25</b>
<b>Infrastructure Recovery</b>						
Emergency Helipad Lake Clarendon	105,000.00	-	-	105,000.00	39,951.00	65,049.00
NDRRA work - Daveys Bridge	-	-	-	-	-	-
Thistlewait Bridge	-	-	-	-	18,206.40	18,206.40
Jones Road - Roches Road	-	-	-	-	2,072.38	2,072.38
Middleton Bridge-Design	-	-	-	-	1,115.50	1,115.50
The Willows Bridge-Design	-	-	-	-	1,115.50	1,115.50
Caffey Connection Road	-	-	-	-	-	-
Steinke's Bridge	-	-	-	-	1,115.50	1,115.50
Woodlands Road	-	-	-	-	-	-
Murphys Bridge	-	-	-	-	1,115.50	1,115.50
Lockrose Road North	-	-	-	-	-	-
Liftins Bridge	-	-	-	-	1,115.50	1,115.50
Belford Bridge	-	-	-	-	1,115.50	1,115.50
NDRRA work - Daveys Bridge-Betterment Works 2013 Flood Event	-	-	-	-	-	-
Dairy Bridge	-	-	-	-	3,762.33	3,762.33
Flagstone Creek Road	-	-	-	-	-	-
Logan Bridge	-	-	-	-	1,115.50	1,115.50
Lefthand Branch Road Bridge-Betterment Works 2013 Flood Event	-	-	-	-	6,850.00	6,850.00
<b>Total Infrastructure Recovery</b>	<b>105,000.00</b>	<b>-</b>	<b>-</b>	<b>105,000.00</b>	<b>78,650.81</b>	<b>26,349.19</b>

<b>Stormwater &amp; Drainage</b>						
Helendale Road, Table Drain & Main Channel	10,000.00	-	-	10,000.00	-	10,000.00
Regency Downs Flood Study (LGSP Ref 10046-07-049)	124,035.00	-	-	124,035.00	-	124,035.00
Gatton Trunk Drainage Study (NRP 1826)	12,500.00	-	-	12,500.00	-	12,500.00
<b>Total Stormwater &amp; Drainage</b>	<b>146,535.00</b>	<b>-</b>	<b>-</b>	<b>146,535.00</b>	<b>-</b>	<b>146,535.00</b>
<b>Depot</b>						
Two-way Radio/UHF Radios	24,136.00	-	-	24,136.00	-	24,136.00
Gatton Depot Fuel Tank	25,114.00	-	-	25,114.00	40.59	25,073.41
Shelter Structures for Workmen	-	-	-	-	446.82	446.82
Gatton Depot Security Fencing	-	40,000.00	-	40,000.00	8,416.50	31,583.50
Relocation of ULP Bowser	-	25,000.00	25,000.00	-	-	-
Loose Tools & Equipment	-	10,000.00	-	10,000.00	-	10,000.00
<b>Total Depot</b>	<b>49,250.00</b>	<b>75,000.00</b>	<b>25,000.00</b>	<b>99,250.00</b>	<b>8,903.91</b>	<b>90,346.09</b>
<b>Fleet</b>						
Fleet Capital Works	-	-	-	-	13.94	13.94
Capital Plant Purchases	-	-	-	-	1,197,767.76	1,197,767.76
Individual Plant Purchases	1,226,555.00	-	-	1,226,555.00	139,295.70	1,087,259.30
Excavation Welfare Trailer	-	10,000.00	-	10,000.00	-	10,000.00
4x2 Truck fitted with flocon type body and spreader	-	350,000.00	-	350,000.00	-	350,000.00
Crew cab tipper 8,000kg RGVM (Parks & Open Spaces)	-	85,000.00	-	85,000.00	-	85,000.00
Crew cab tipper 8,000kg RGVM (Infra Delivery)	-	85,000.00	-	85,000.00	-	85,000.00
4wd Backhoe	-	180,000.00	-	180,000.00	-	180,000.00
80hp 4wd Cab Tractor	-	85,000.00	-	85,000.00	-	85,000.00
Mowing & Slashing Equipment	-	50,000.00	-	50,000.00	-	50,000.00
Dual cab 4wd style Side Ute	-	39,000.00	-	39,000.00	-	39,000.00
Dual cab 4wd style Side Ute - Roacs Forman	-	39,000.00	-	39,000.00	-	39,000.00
Dual cab 4wd style Side Ute - Roacs Ganger	-	38,000.00	-	38,000.00	-	38,000.00
4 cylinder Auto Hatch	-	23,000.00	-	23,000.00	-	23,000.00
4 cylinder Auto Hatch	-	23,000.00	-	23,000.00	-	23,000.00
Communication Equipment	-	5,000.00	-	5,000.00	-	5,000.00
9m3 6x4 Tip Truck fitted with towing equipment	-	270,000.00	-	270,000.00	-	270,000.00
9m3 6x4 Tip Truck fitted with towing equipment	-	270,000.00	-	270,000.00	-	270,000.00
Fit out Fire Truck P429	-	-	-	-	24,560.76	24,560.76
Emergency Signage Trailer 741	-	-	-	-	1,216.94	1,216.94
Emergency Signage Trailer 742	-	-	-	-	891.16	891.16
Pramac Generator - Depot	-	-	-	-	282.71	282.71
Pramac Generator - Cultural Centre	-	-	-	-	267.55	267.55
30KVA Diesel powered backup Generator for Gatton Office	13,636.00	-	-	13,636.00	-	13,636.00
Small Plant - Infrastructure Delivery	-	10,000.00	-	10,000.00	-	10,000.00
Small Plant - Parks & Open Spaces	-	10,000.00	-	10,000.00	-	10,000.00
Budget Savings	-	-	400,000.00	-	-	400,000.00
<b>Total Fleet</b>	<b>1,240,191.00</b>	<b>1,572,000.00</b>	<b>400,000.00</b>	<b>2,412,191.00</b>	<b>1,364,296.32</b>	<b>1,047,894.68</b>
<b>TOTAL INFRASTRUCTURE WORKS &amp; SERVICES 2013 - 2014</b>	<b>5,049,677.00</b>	<b>10,985,802.00</b>	<b>1,559,897.00</b>	<b>14,475,582.00</b>	<b>3,549,358.29</b>	<b>10,926,223.71</b>
<b>Planning and Development Services</b>						
<b>Planning &amp; Executive Management</b>						
Gatton Revitalisation	-	90,000.00	40,000.00	50,000.00	-	50,000.00
Laidley Revitalisation	-	50,000.00	-	50,000.00	-	50,000.00
<b>Total Planning &amp; Executive Management</b>	<b>-</b>	<b>140,000.00</b>	<b>40,000.00</b>	<b>100,000.00</b>	<b>-</b>	<b>100,000.00</b>
<b>Regional Development Management</b>						
Master Planning Projects Industrial Land & Warrego - GWIZ	98,180.00	-	-	98,180.00	67,244.21	30,935.79
Regional Development Capital	-	-	-	-	88,337.54	88,337.54
<b>Total Regional Development Management</b>	<b>98,180.00</b>	<b>-</b>	<b>-</b>	<b>98,180.00</b>	<b>155,581.75</b>	<b>57,401.75</b>
<b>Tourism Initiatives</b>						
Tourism - Other Asset Purchases	5,549.00	-	-	5,549.00	12,703.94	7,154.64
Gatton Historical Society	411.00	-	-	411.00	-	411.00
<b>Total Tourism Initiatives</b>	<b>5,960.00</b>	<b>-</b>	<b>-</b>	<b>5,960.00</b>	<b>12,703.94</b>	<b>6,743.64</b>
<b>Environment Resilience &amp; Recovery</b>						
Grantham Asbestos Removal	-	600,000.00	300,000.00	300,000.00	45,874.01	254,125.99
<b>Total Environment Resilience &amp; Recovery</b>	<b>-</b>	<b>600,000.00</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>45,874.01</b>	<b>254,125.99</b>
<b>Events &amp; Promotional</b>						
Events Promotion Stands	5,000.00	-	-	5,000.00	-	5,000.00
<b>Total Events &amp; Promotional</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	<b>-</b>	<b>5,000.00</b>
<b>TOTAL PLANNING &amp; DEVELOPMENT SERVICES 2013 - 2014</b>	<b>109,140.00</b>	<b>740,000.00</b>	<b>340,000.00</b>	<b>509,140.00</b>	<b>214,159.40</b>	<b>294,980.60</b>
<b>Organisational Development &amp; Engagement</b>						
Staging Post Café	-	-	-	-	-	-
Back of House Conversion	5,000.00	-	-	5,000.00	-	5,000.00
<b>Total Staging Post Café</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	<b>-</b>	<b>5,000.00</b>
<b>TOTAL ORGANISATIONAL DEVELOPMENT &amp; ENGAGEMENT 2013 - 2014</b>	<b>5,000.00</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	<b>-</b>	<b>5,000.00</b>
<b>GRAND TOTAL ALL PROGRAMS 2013 - 2014</b>	<b>11,895,971.00</b>	<b>22,672,471.00</b>	<b>599,897.00</b>	<b>33,968,545.00</b>	<b>10,343,827.75</b>	<b>23,624,717.25</b>



ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

**12.2**

**Quarterly Budget Review - March 2014**

**Date:** 24 April 2014  
**Author:** Tony Brett, Manager Finance  
**Responsible Officer:** David Lewis, Group Manager Corporate & Community Services  
**File No:** Formal Papers

**Summary:**

In accordance with Section 170 of the Local Government Regulation 2012, Council may amend the budget for the financial year at any time before the end of the financial year.

This report has reviewed the actual versus budgeted performance of Council to 31 March 2014 for areas where amendments are required.

**Officer's Recommendation:**

**THAT Council resolve to amend its 2013/2014 Annual Budget to:**

- (a) Increase the budget for Legal Fees Expense by \$650,000 from \$360,000 to \$1,010,000;**
- (b) Decrease the budget for Other Revenue by \$400,000 to \$2,609,300;**
- (c) Decrease the operating surplus by \$1,050,000 to \$3,441,936**

**And resolve to transfer \$150,000 from the Legal Expenses Reserve to Retained Earnings to partially fund the increased legal expenses.**

**PROCEDURAL MOTION:**

**THAT the Quarterly Budget Review – March 2014 lay on the table until further information is provided during the Closed Session part of the meeting. The time being 11.10 am.**

**Report**

**1. Introduction**

In accordance with Section 170 of the Local Government Regulation 2012, Council may amend the budget for the financial year, at any time before the end of the financial year.

**2. Background**

Reviewing Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation.

**3. Report**

The following report provides a summary of areas where amendments are required to Council's 2013/2014 Annual Budget, based on actual results to 31 March 2014. These amendments were identified during a high level review of Council's financial performance.

Amendments to the 2013/2014 capital works program were not considered in this review, as any carry-over works will be incorporated into the 2014/2015 Capital Works Budget.

**Legal Fees Expense – Budget \$360,000 Actuals \$996,884**

At 31 March 2014, Council's legal fee expense was \$996,884.

There has been an increase in the number of claims against Council that has resulted in larger than expected litigation costs. These include planning approvals, workers compensation matters, CMC matters and property transfers.

With a number of large planning approvals still in the negotiation stage, the legal fees expense budget will need to be increased above \$360,000 for the 2014/2015 financial year budget.

**Other Revenue - Budget \$3,009,300 Actuals \$1,844,021**

With the exception of the Staging Post Cafe, at 31 March 2014, all revenue lines are forecast to meet annual budgeted amounts for Other Revenue. The amount of revenue received at the Staging Post Café is less than originally budgeted and will remain so.

The Staging Post Café is on track to reach \$755,000 in revenue for the 2013/2014 financial year, compared to a budget of \$1,155,000. The revenue for the Staging Post Café for 2011 was \$546,000, for 2012 was \$652,000 and for 2013 was \$798,000. This reduction in revenue is in line with previous year actual results.

**Legal Expenses Reserve**

Council has a legal expenses reserve totalling \$150,000. This is to cover years where there is an abnormal increase in legal costs. This financial year, legal costs are approximately three times as much as what was budgeted. As these legal costs have been expended, they may be transferred to retained earnings.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

Council's operating surplus will decrease in line with the actual expenditure and reduction in revenue by \$1,050,000 to \$3,441,936.

This will also impact on Council's cash financial position at 30 June 2014. There will be a corresponding decrease in Cash at Bank by \$1,050,000 to a forecast balance totalling \$30,864,302.

Total Reserves will also decrease by \$150,000 with the transfer of the Legal Expenses Reserve to Retaining Earnings. The impact of the decrease in the surplus, and the transfer of the Legal Expenses Reserve, will see Retained Earnings decrease by \$900,000 to \$311,345,981.

**6. Delegations/Authorisations**





ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014
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No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Service will manage the requirements in line with existing delegations.

**7. Communication and Engagement**

The matters arising from this report that require further communication will be addressed through existing communication channels.

**8. Conclusion**

At 31 March, Council appears to be on target to meet most of its budgeted outcomes. Adjustments need to be made for the actual expenditure and revenue for Legal Fees Expense and Staging Post Revenue. These adjustments will lead to a decrease in the budgeted surplus, with a corresponding reduction in Council's cash position.

**9. Action/s**

Advise business units of revised budgets.

Lockyer Valley Regional Council  
Statement of Income & Expenditure  
2014 to 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenue</b>										
<b>Recurrent revenue:</b>										
Net rates and utility charges	31.79M	33.15M	34.64M	36.72M	38.74M	41.07M	43.53M	45.93M	48.91M	51.85M
Fees and charges	3.33M	3.78M	3.94M	4.09M	4.26M	4.43M	4.60M	4.79M	4.98M	5.18M
Sales - contract and recoverable works	0.63M	0.95M	0.98M	1.01M	1.04M	1.07M	1.10M	1.13M	1.17M	1.20M
General purpose grants	48.12M	35.05M	5.69M	5.72M	5.75M	5.77M	5.80M	5.83M	5.86M	5.89M
Interest received	2.65M	2.64M	2.53M	2.47M	2.58M	2.67M	2.80M	2.93M	3.13M	3.39M
Other recurrent income	2.61M	1.69M	1.95M	2.45M	2.60M	2.55M	2.76M	2.83M	2.90M	3.08M
<b>Total recurrent revenue</b>	<b>89.13M</b>	<b>77.26M</b>	<b>49.72M</b>	<b>52.47M</b>	<b>54.97M</b>	<b>57.57M</b>	<b>60.59M</b>	<b>63.44M</b>	<b>66.94M</b>	<b>70.59M</b>
<b>Capital revenue:</b>										
Capital Grants	4.73M	2.03M	1.73M	1.73M	1.87M	1.72M	1.73M	1.54M	1.54M	1.54M
Gain on sale of property, plant and equipment	0.55M	0.21M	0.57M	0.35M	0.29M	0.42M	0.38M	0.21M	0.35M	0.14M
<b>Total capital revenue</b>	<b>5.28M</b>	<b>2.25M</b>	<b>2.30M</b>	<b>2.08M</b>	<b>2.16M</b>	<b>2.14M</b>	<b>2.11M</b>	<b>1.74M</b>	<b>1.88M</b>	<b>1.68M</b>
<b>Total income</b>	<b>94.41M</b>	<b>79.50M</b>	<b>52.02M</b>	<b>54.55M</b>	<b>57.13M</b>	<b>59.71M</b>	<b>62.70M</b>	<b>65.18M</b>	<b>68.82M</b>	<b>72.26M</b>
<b>Expenses</b>										
<b>Recurrent expenses:</b>										
Employee benefits	29.66M	31.21M	23.00M	24.19M	25.16M	26.41M	27.70M	28.53M	29.58M	30.66M
Materials and services	48.56M	32.84M	12.87M	13.39M	13.92M	14.48M	15.06M	15.66M	16.29M	16.94M
Depreciation and amortisation	11.00M	13.02M	13.22M	13.24M	14.05M	13.71M	13.18M	13.66M	13.60M	13.61M
Finance costs	1.75M	2.08M	2.01M	1.94M	1.86M	1.78M	1.70M	1.61M	1.51M	1.41M
<b>Total expenses</b>	<b>90.97M</b>	<b>79.15M</b>	<b>51.10M</b>	<b>52.75M</b>	<b>54.99M</b>	<b>56.38M</b>	<b>57.63M</b>	<b>59.45M</b>	<b>60.98M</b>	<b>62.63M</b>
<b>Result from ordinary activities</b>	<b>3.44M</b>	<b>0.35M</b>	<b>0.91M</b>	<b>1.79M</b>	<b>2.14M</b>	<b>3.33M</b>	<b>5.07M</b>	<b>5.73M</b>	<b>7.84M</b>	<b>9.64M</b>
<b>Operating Result</b>										
<b>Adj for Capital Income</b>	<b>(1.84M)</b>	<b>(1.89M)</b>	<b>(1.38M)</b>	<b>(0.29M)</b>	<b>(0.02M)</b>	<b>1.19M</b>	<b>2.96M</b>	<b>3.99M</b>	<b>5.96M</b>	<b>7.96M</b>

Lockyer Valley Regional Council  
Statement of Financial Position  
2014 to 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Current assets</b>										
Cash assets and cash equivalents	30.86M	26.02M	22.97M	24.11M	26.04M	27.60M	29.72M	32.18M	37.05M	43.69M
Inventories	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M
Receivables	4.98M	4.05M	2.55M	2.72M	2.86M	2.98M	3.14M	3.29M	3.47M	3.65M
Other current assets	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M
<b>Total current assets</b>	<b>37.18M</b>	<b>31.41M</b>	<b>26.86M</b>	<b>28.17M</b>	<b>30.24M</b>	<b>31.92M</b>	<b>34.20M</b>	<b>36.81M</b>	<b>41.85M</b>	<b>48.68M</b>
<b>Non-current assets</b>										
Land held for development or sale	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M
Receivables	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M
Investments	26.28M	27.34M	28.41M	29.13M	29.70M	30.64M	31.58M	32.51M	33.42M	34.33M
Property, plant and equipment	441.59M	480.18M	479.68M	479.08M	514.02M	514.21M	515.46M	552.08M	552.86M	553.57M
Intangible assets	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M
Capital works in progress	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M
Other non-current assets	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M
<b>Total non-current assets</b>	<b>493.82M</b>	<b>533.48M</b>	<b>534.04M</b>	<b>534.17M</b>	<b>569.68M</b>	<b>570.81M</b>	<b>573.00M</b>	<b>610.55M</b>	<b>612.25M</b>	<b>613.85M</b>
<b>Total assets</b>	<b>531.01M</b>	<b>564.89M</b>	<b>560.90M</b>	<b>562.34M</b>	<b>599.92M</b>	<b>602.73M</b>	<b>607.19M</b>	<b>647.36M</b>	<b>654.10M</b>	<b>662.53M</b>
<b>Current liabilities</b>										
Trade and other payables	7.66M	5.42M	2.14M	2.22M	2.31M	2.41M	2.50M	2.60M	2.71M	2.82M
Borrowings	4.07M	1.27M	1.35M	1.43M	1.51M	1.61M	1.70M	1.80M	1.91M	1.74M
Employee payables/provisions	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M
Other provisions	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M
<b>Total current liabilities</b>	<b>12.29M</b>	<b>7.26M</b>	<b>4.05M</b>	<b>4.22M</b>	<b>4.39M</b>	<b>4.57M</b>	<b>4.77M</b>	<b>4.97M</b>	<b>5.18M</b>	<b>5.12M</b>
<b>Non-current liabilities</b>										
Borrowings	31.07M	31.30M	29.95M	28.52M	27.01M	25.40M	23.70M	21.90M	19.98M	18.24M
Employee payables/provisions	16.47M	15.87M	15.12M	15.62M	15.87M	16.37M	16.87M	16.37M	16.57M	16.77M
<b>Total non-current liabilities</b>	<b>47.54M</b>	<b>47.16M</b>	<b>45.07M</b>	<b>44.14M</b>	<b>42.87M</b>	<b>41.77M</b>	<b>40.57M</b>	<b>38.26M</b>	<b>36.55M</b>	<b>35.01M</b>
<b>Total liabilities</b>	<b>59.82M</b>	<b>54.42M</b>	<b>49.12M</b>	<b>48.35M</b>	<b>47.26M</b>	<b>46.34M</b>	<b>45.33M</b>	<b>43.23M</b>	<b>41.73M</b>	<b>40.13M</b>
<b>Net community assets</b>	<b>471.18M</b>	<b>510.47M</b>	<b>511.79M</b>	<b>513.98M</b>	<b>552.65M</b>	<b>556.39M</b>	<b>561.86M</b>	<b>604.12M</b>	<b>612.36M</b>	<b>622.40M</b>
<b>Community equity</b>										
Asset revaluation reserve	130.89M	167.02M	167.02M	167.02M	203.15M	203.15M	203.15M	239.29M	239.29M	239.29M
Other reserves	28.95M	28.72M	27.64M	28.18M	28.87M	28.87M	28.87M	28.87M	28.87M	28.87M
Retained surplus (deficiency)	311.35M	314.72M	317.13M	318.78M	320.63M	324.36M	329.83M	335.97M	344.21M	354.25M
<b>Total community equity</b>	<b>471.18M</b>	<b>510.47M</b>	<b>511.79M</b>	<b>513.98M</b>	<b>552.65M</b>	<b>556.39M</b>	<b>561.86M</b>	<b>604.12M</b>	<b>612.36M</b>	<b>622.40M</b>

Lockyer Valley Regional Council  
Statement of Changes in Equity  
2014 to 2023

	Total \$	Retained surplus \$	Asset revaluation reserve \$	Other reserves \$
<b>Balance at 30 Jun 2013</b>	<b>440.74M</b>	<b>310.52M</b>	<b>103.89M</b>	<b>26.33M</b>
Net result for the period	3.44M	3.44M		
Transfers to reserves	0.00M	(6.00M)		6.00M
Transfers from reserves	0.00M	3.38M		(3.38M)
Asset revaluation adjustment	27.00M		27.00M	
<b>Balance at 30 Jun 2014</b>	<b>471.18M</b>	<b>311.35M</b>	<b>130.89M</b>	<b>28.95M</b>
Net result for the period	0.35M	0.35M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.37M		(0.37M)
Asset revaluation adjustment	36.13M		36.13M	
<b>Balance at 30 Jun 2015</b>	<b>510.47M</b>	<b>314.72M</b>	<b>167.02M</b>	<b>28.72M</b>
Net result for the period	0.91M	0.91M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	1.09M		(1.09M)
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2016</b>	<b>511.79M</b>	<b>317.13M</b>	<b>167.02M</b>	<b>27.64M</b>
Net result for the period	1.79M	1.79M		
Transfers to reserves	0.00M	(0.55M)		0.55M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2017</b>	<b>513.98M</b>	<b>318.78M</b>	<b>167.02M</b>	<b>28.18M</b>
Net result for the period	2.14M	2.14M		
Transfers to reserves	0.00M	(0.69M)		0.69M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	36.13M		36.13M	
<b>Balance at 30 Jun 2018</b>	<b>552.65M</b>	<b>320.63M</b>	<b>203.15M</b>	<b>28.87M</b>
Net result for the period	3.33M	3.33M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2019</b>	<b>556.39M</b>	<b>324.36M</b>	<b>203.15M</b>	<b>28.87M</b>

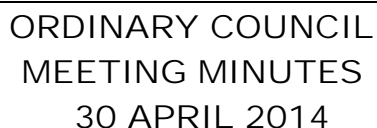
	Total \$	Retained surplus \$	Asset revaluation reserve \$	Other reserves \$
Net result for the period	5.07M	5.07M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2020</b>	<b>561.86M</b>	<b>329.83M</b>	<b>203.15M</b>	<b>28.87M</b>
Net result for the period	5.73M	5.73M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	36.13M		36.13M	
<b>Balance at 30 Jun 2021</b>	<b>604.12M</b>	<b>335.97M</b>	<b>239.29M</b>	<b>28.87M</b>
Net result for the period	7.84M	7.84M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2022</b>	<b>612.36M</b>	<b>344.21M</b>	<b>239.29M</b>	<b>28.87M</b>
Net result for the period	9.64M	9.64M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2023</b>	<b>622.40M</b>	<b>354.25M</b>	<b>239.29M</b>	<b>28.87M</b>

Lockyer Valley Regional Council  
Statement of Cash Flows  
2014 to 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cash flows from operating activities:</b>										
Receipts from customers	91.27M	74.48M	47.63M	49.10M	51.67M	53.83M	56.70M	59.43M	62.72M	66.11M
Payment to suppliers and employees	(79.15M)	(63.61M)	(38.90M)	(36.74M)	(38.50M)	(40.05M)	(41.93M)	(43.86M)	(45.34M)	(47.08M)
Interest received	2.79M	2.64M	2.53M	2.47M	2.58M	2.67M	2.80M	2.93M	3.13M	3.39M
Finance costs	(1.72M)	(1.94M)	(1.86M)	(1.79M)	(1.71M)	(1.62M)	(1.53M)	(1.43M)	(1.33M)	(1.22M)
Other	(0.60M)	(0.60M)	(0.75M)	0.00M	0.00M	0.00M	0.00M	(0.50M)	0.00M	0.00M
<b>Net cash inflow (outflow) from operating activities</b>	<b>12.59M</b>	<b>10.96M</b>	<b>8.65M</b>	<b>13.05M</b>	<b>14.05M</b>	<b>14.83M</b>	<b>16.04M</b>	<b>16.57M</b>	<b>19.17M</b>	<b>21.20M</b>
<b>Cash flows from investing activities:</b>										
Payments for property, plant and equipment	(21.62M)	(15.24M)	(12.80M)	(12.50M)	(12.64M)	(13.82M)	(14.30M)	(13.86M)	(14.23M)	(13.96M)
Subsidies, donations and contributions for new capital expenditure	1.09M	1.58M	1.23M	1.23M	1.37M	1.22M	1.23M	1.04M	1.04M	1.04M
Proceeds from sale of property, plant and equipment	0.50M	0.43M	1.14M	0.71M	0.58M	0.84M	0.75M	0.41M	0.69M	0.28M
Net transfer (to) from cash investments	15.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M
<b>Net cash inflow (outflow) from investing activities</b>	<b>(5.04M)</b>	<b>(13.23M)</b>	<b>(10.43M)</b>	<b>(10.56M)</b>	<b>(10.69M)</b>	<b>(11.75M)</b>	<b>(12.32M)</b>	<b>(12.41M)</b>	<b>(12.50M)</b>	<b>(12.64M)</b>
<b>Cash flows from financing activities</b>										
Proceeds from borrowings	6.80M	1.50M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M
Repayment of borrowings	(0.63M)	(4.07M)	(1.27M)	(1.35M)	(1.43M)	(1.51M)	(1.61M)	(1.70M)	(1.80M)	(1.91M)
<b>Net cash inflow (outflow) from financing activities</b>	<b>6.17M</b>	<b>(2.57M)</b>	<b>(1.27M)</b>	<b>(1.35M)</b>	<b>(1.43M)</b>	<b>(1.51M)</b>	<b>(1.61M)</b>	<b>(1.70M)</b>	<b>(1.80M)</b>	<b>(1.91M)</b>
<b>Net increase (decrease) in cash held</b>	<b>13.72M</b>	<b>(4.84M)</b>	<b>(3.05M)</b>	<b>1.14M</b>	<b>1.93M</b>	<b>1.56M</b>	<b>2.12M</b>	<b>2.46M</b>	<b>4.86M</b>	<b>6.64M</b>
Cash at beginning of reporting period	17.14M	30.86M	26.02M	22.97M	24.11M	26.04M	27.60M	29.72M	32.18M	37.05M
<b>Cash Balance</b>	<b>30.86M</b>	<b>26.02M</b>	<b>22.97M</b>	<b>24.11M</b>	<b>26.04M</b>	<b>27.60M</b>	<b>29.72M</b>	<b>32.18M</b>	<b>37.05M</b>	<b>43.69M</b>

Lockyer Valley Regional Council  
Relevant Measures of Sustainability  
2014 to 2023

	Target	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Average
Operating Surplus Ratio	Between 0% and 10%	(2.4)%	(2.1)%	(2.5)%	(2.8)%	(0.5)%	(0.0)%	3.1%	4.9%	4.3%	8.9%	11.3%	0.6%
(Net Operating Surplus / Total Operating Revenue) (%)													
Net Financial Asset / Liability Ratio	<= 60%	15.3%	22.7%	23.0%	44.0%	38.9%	31.0%	25.1%	18.4%	10.1%	10.2%	(12.1)%	23.5%
(Total Liabilities - Current Assets) / Total Operating Revenue													
Asset Sustainability Ratio	>90%	77.8%	85.3%	71.7%	71.1%	75.4%	80.8%	104.3%	88.8%	83.2%	86.2%	84.2%	84.2%
(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)													







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In March 2014 correspondence was received by Council from the Sexton of the Ma Ma Creek Anglican Cemetery seeking a financial contribution from Council of up to \$10,000 to partially fund a land acquisition for future operations.

**2. Background**

Since 1898 the Ma Ma Creek Anglican Cemetery has provided a valuable service to the wider Lockyer Valley Community. Council also provides these services through its cemetery operations.

**3. Report**

The Ma Ma Creek Anglican Community operates its cemetery as a service to the wider community. The Sexton of the cemetery is seeking a financial contribution from Council to partially fund a land acquisition for future cemetery operations.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

There are no financial or resource implications associated with the officer recommendation of this report. However, if Council resolves to fund the contribution, savings of up to \$10,000 will need to be identified within Council's operations.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services will manage the requirements in line with existing delegations.

**7. Communication and Engagement**

The Sexton of the Ma Ma Creek Anglican Cemetery will be formally advised of Council's resolution.

**8. Conclusion**

Although the Ma Ma Creek Anglican Cemetery provides a valuable service to the wider Lockyer Valley Community, as Council also provides these services through its cemetery operations, the request for the Sexton of the Ma Ma Creek Anglican Cemetery for a financial contribution from Council of up to \$10,000 to partially fund a land acquisition for future operations should be declined.

**9. Action/s**

The Sexton of the Ma Ma Creek Anglican Cemetery will be formally advised of Council's resolution.

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*The order of business was amended again to refer to Item 11.2 and to address that report, including representation from the external consultant.*

*Cr Milligan declared to have a perceived conflict of interest in Item 11.2 "Strategic Community Development and Engagement based on her relations with Council staff and ongoing involvement in Council's community activities and services and took no part in the discussion. Cr Tanya Milligan left the meeting, the time being 11:24am*

*Cr Peter Friend left the meeting, the time being 11:25am  
Cr Peter Friend returned to the meeting, the time being 11:28am*

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## **11.2 Strategic Community Development and Engagement**

**Date:** 24 April 2014  
**Author:** David Mazzaferri, Manager Disaster Management (Recovery & Resilience) & Community Engagement  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Engagement  
**File No:** Formal Papers

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### **Summary:**

Prior to the 2011 flood event, Council did not have dedicated community development or community engagement positions.

Following the 2011 flood event, significant resources were allocated by state and federal governments to assist in the recovery effort. These resources were allocated to Council and non-government organisations (NGO's). The focus during recovery was on the coordination and management of recovery, reconstruction and building community resilience and capacity.

As a result of the 2013 flood event Council made a decision to extend the contracts of all staff working in Community Development and change the focus from development to engagement. With the contracts due to expire at the end of June 2014, Council is in an ideal position to build on the success achieved through the Community Development Engagement Initiative (CDEI) and develop a sustainable model for the unique and diverse communities of the Lockyer Valley.

Community Engagement cannot be underestimated and the benefits of effective community engagement are numerous, both for Council and the Community. They include:

- Increased community awareness about Council's services, planning and program delivery
- Increased awareness across Council of community views and issues that should be considered as part of the decision-making process
- Increased awareness of the needs, priorities and diversity of the local community, which in turn ensures that Council's service provision and planning functions are aligned appropriately
- Increased level of community ownership and acceptance of decisions impacting the local area
- Council and the Community working together to address local issues



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- Potential for significant time, resource and cost savings for Council.

This report presents an opportunity to take the next logical step in delivering on the Communities' vision for A Growing Lifestyle – a lifestyle - where people work together for an inclusive, safe and healthy community; a well-planned and connected community; and a united community.

**Officer's Recommendation:**

**THAT Council adopt the Strategic Community Development and Engagement Report and approve the implementation of the staffing model as outlined in the report.**

**RESOLUTION:**

**THAT Council adopt the Strategic Community Development and Engagement Report and approve the implementation of the staffing model as outlined in the report.**

Moved By: Cr McDonald                      Seconded By: Cr Holstein  
Resolution Number: 3396

CARRIED  
6/0

## 1. Introduction

In early 2014 as a result of Council focusing on efficiency and savings, Fieldworks was engaged to conduct an independent review and produce recommendations for a Community Engagement and Development model and structure that can deliver on the Communities' vision for 'A *Growing Lifestyle*'.

Council's Community Engagement Framework outlines Council's commitment and approach to community engagement and sets out a clear statement about the role of community engagement activities in Council decision-forming processes including: strategic projects; policy, plan and strategy development; service delivery programs; major projects and capital works. It also goes on to specify triggers for community engagement activity, process steps for Council staff, and community engagement principles, in addition to reinforcing commitment to continuous improvement.

## 2. Background

Since July 2011, Council has had two community development teams, one flood recovery focused (hereafter referred to as the CD Team) and the other continuing on with ongoing youth, community and multicultural development (hereafter referred to as the C&Y Team). The CD Team involved in delivering the recovery and resilience and engagement work were all employed on term based contracts on contracts, acknowledging that there was tenure associated with the nature of these roles in finalising that component of restoring the communities' health and well-being.

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Council's key strategic documents including the *Community Plan 2012-2022* and the *Corporate Plan 2012-2017* have created community and corporate (internal) expectations around what will be delivered to the community over the coming years. A significant number of the objectives and themes within these documents have a focus on community development, building the capacity of the community, and working with the community to deliver outcomes that improve the quality of life in the Lockyer Valley.

In the organisational restructure of July 2013 and following the 2013 flood event, the community development teams were moved into the *Disaster Management (Recovery & Resilience)* and *Community Engagement Unit* which sits within *Organisational Development & Engagement Group*. With CD being renamed to Community Engagement (CE). The focus of the CE team has important key linkages to:

#### The Community Plan

The Community Plan 2012-2022 was developed on the back of extensive community engagement and was proudly adopted by Council on 23 November 2011. The seven *Our Lockyer Themes* are all focused on "working together" with the community and as such will require substantial ongoing community engagement.

#### The Corporate Plan

The Corporate Plan 2012-2017 was developed based on the vision, themes and values determined in the Community Plan and articulate Council's roles and responsibilities in reaching that vision. A number of the Corporate Plan Goals are specifically or substantially community engagement and development related and will require specific community engagement and development responses. A much greater number of Corporate Plan goals will be realised with stronger community support and fewer customer complaints when utilising the support services of the Community Engagement Team.

#### The Operational Plan

The Operational Plan 2013-2014 contains not less than 20 strategies that sit with the current Disaster Management (Recovery & Resilience) & Community Engagement Unit and which require specific community engagement approaches and activities. Further to this, many of the Strategies assigned to other work units will require the support of the Community Engagement Team if they are to realise their potential. The Operational Plan's Strategies will be detailed later.

#### The Community Engagement Framework

Council adopted the Community Engagement Framework on 24 July 2013 as the basis for all groups, units and teams to utilise for community engagement. Within this Framework, Council defines its key community engagement outcomes as:

- Maximising community participation in decision making
- Building and maintaining Council and community connections
- Providing useful information to the public

Council believes that effective community engagement will enable it to make better decisions in relation to strategic policy, planning and prioritisation of resources. It additionally provides an opportunity for both Council and the Community to collectively discuss local issues and aspirations, to build connections and understanding, and to work together to ensure the region is indeed liveable for all residents and future generations.

After limited consultation and engagement around the history and journey of Community Engagement within Council, it was determined that a report be prepared to consider the next steps, our communities might take in securing a future within Council's priorities as we enter the post disaster (business as usual) phase. With varying expertise in this arena, and after the success of the Community Plan and its consultation, it was decided to engage the Director of Fieldworks Sandra Fields, to develop a discussion paper (attached as Appendix A) with recommendations for further consideration. The intent was assist in clarifying what role/s Council would continue to play and what could be done by others to ensure that Council was focussed on those outputs where the greatest benefit to community could be realised. It also meant focussing energy into understanding what both Community Development and Community Engagement actually mean to Lockyer Valley Regional Council. Which in turn would assist Council in making resourcing decisions on what is to be delivered into the future, and what is a sustainable level of activity and strategy for the Council going forward.

Currently the Community Engagement team comprises of 6 CE staff, and it is proposed to reduce this number to 3 staff with a focus on strategies for effective community engagement, and working with all of Council to ensure engagement is a core function of our business.

### 3. Report

For Community Engagement to be successful and sustainable it has to be strategic. It is not only about delivering workshops, activities and events, but about Lessons Management and Evaluation.

Strategic Community Development and Community Engagement are intrinsically linked. Community Development enables effective Community Engagement and vice-a-versa.

This means:

- The development of relationships, networks and trust necessary to understand how best to engage with communities in responsive, flexible and coordinated ways.
- An understanding of the unique characteristics of communities to be able to engage appropriately in the identification of priorities and development of plans.

The strategic intent of Community Engagement and Development is that ~~as a~~ Council demonstrates good governance by including the community in decision forming processes and Community organisations work together to build community connections and to deliver responsive and coordinated services. In addition this will assist Council to identify any methodology that was successful and to maintain data bases of information for ongoing evaluation and lessons learned.

Currently the CE team have been focused on the delivery of engagement activities that are based on the *Operational Plan 2013-2014* focusing on the following:

#### 5.1 Deliver a Social Plan

- Performance Indicator: Adoption of Social Plan by Council

#### 5.4 Build community capacity through involvement in community networks

- Performance Indicator: Level of engagement through Community Engagement Framework

#### 5.8 Conduct a Public Places Safety Audit, develop an action plan and identify resources required for implementation of recommendations

- Performance Indicator: Development and delivery of GraffitiStop funded program

#### 5.9 Host and support local/community events designed to bring the community together

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- *Performance Indicator: Delivery of Big Day In, Harmony Day, Wellbeing Expo, Movies Under the Stars and other events*
- 5.10 *Deliver workshops to build the capacity of the community / organisations*
  - *Performance Indicator: Delivery of six community capacity building workshops*
- 5.11 *Redefine strategies and priorities for the new community engagement unit*
  - *Performance Indicator: Community Engagement priorities adopted by Council*
- 5.12 *Seek alternative funding for community development programs*
  - *Performance Indicator: Endorsement of funding arrangements*
- 5.13 *Conduct community development and engagement activities to enhance the capacity of local communities / organisations*
  - *Performance Indicator: Community Development Engagement Initiative contract milestones achieved*
    - *Note that the CDEI contract ended 30 June 2013*
    - *Ongoing projects can be delivered within existing Community Engagement budgets and resources*
- 5.15 *Promote external funding opportunities to the community and facilitate their access to these*
  - *Performance Indicator: Monthly distribution of Community Connect e-newsletter.*
  - *Performance Indicator: Number of applications supported by Council*
- 5.16 *Develop an annual Engagement Plan for high level strategic community engagement*
  - *Performance Indicator: Adoption of Annual Engagement Plan by Council*
- 5.17 *Deliver the Community Education and Resilience Program with farmers*
  - *Performance Indicator: Delivery of up to five workshops and benchmark participation of farmers*
- 5.18 *Facilitate the implementation of the ongoing Lockyer Valley Land Swap Project in line with the Policy*
  - *Performance Indicator: Lockyer valley Land Swap implementation in line with policy*
- 5.19 *Develop framework and processes for new Community Engagement and Development Team*
  - *Performance Indicator: Adoption of Framework by Council*

It is noted that under the Community Engagement Framework a number of Community Engagement activities will also align with other *Operational Plan* strategies that are the responsibility of other business units. This includes such activities as supporting Parks & Gardens to undertake local township beautification projects, where the Community Engagement Team will provide expertise and advice in community participation.

The Community Engagement team is also working on projects with other groups and include aspects of Engagement, Development and Liaison, which include the following: <b>Project/Activity</b>
<b>Engagement</b>
Flying Fox Roost Management
Grantham Early Warning Siren
Planning Scheme Public Consultation
Social and Multicultural Plans
NDRRA / IWS Community Engagement (see individual projects below)
• Rockmount Road Bridge and Road Realignment
• Thistlewaite Bridge (Grantham) Reconstruction
• Left Hand Branch Rd Reconstruction (includes sub-projects)
• East Haldon Rd Reconstruction (includes sub-projects)
• Black Duck Creek Rd Reconstruction (includes sub-projects)
• Woodlands Road Floodway
• McGarrigal Bridge (Mulgowie)

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• Thornton School Road Bridge/ Clarke Bridge
• Flagstone Creek Road slipways and floodway upgrades - IWS NDRRA Project
• Jones Rd Withcott IWS NDRRA Project
• Litfins Bridge, Gatton
• Caffey Connection Road Floodway
• Lockrose Road North Floodway & Middleton's Bridge
• Krugers Road, Spring Creek Floodways
• Upper Tenthill School Lane Floodways
• Sandy Creek, Grantham Floodway
• William St Gatton Plaza Entrance IWS Project
• Litfins Road Floodway and Agency Coordination
• Crestwood Estate - Walnut Dr HV Road Closure - Extension Project
Laidley Futures (CBD enhancement)
Sculpture Relocation (GBF)
Woodlands Rd Pest Management
Community Engagement General
Community Engagement Taskforce
<b>Liaison</b>
Liaison - Response to Specific Issues
Community Group Assistance
Mt Sylvia LDCCC
Grantham LDCCC
Watercourse Erosion at 56 Missouri Rd, Veradilla
<b>Development</b>
Murphys Creek Community Centre (MCCC) Finalisation
GraffitiStop
Grantham Women's Group
Planter Boxes
Grantham Butter Factory
Sculpture Trail
Community Reference Group
Wellbeing Steering Committee
Movies Under the Stars
Council's Community Connect eNewsletter & Articles by CE Team
Wellbeing Information Sessions - Dr Rob Gordon
Community Group Workshops
1001 Journals - opportunity for residents to record their feelings around floods
Community Art Space - Forest Hill
Wellbeing Expo 2014
2014 Mentoring for Grant Writing & Evaluation

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Other
Reporting & Major Admin
LVRC Sydney Royal Easter Show
Strengthening Grantham Celebration
Relay For Life - Council Teams

It is important for Council to maintain an active presence in this space of community interactions because a successful program builds strong relationships with the community and provides excellent opportunities for the community to feel like they belong to something important. It provides an opportunity for everyone to become involved in a collaborative environment, working towards shared goals and aspirations that reinforce the value of relationships being effective at all levels in the community. While there are some legislative directives, it is up to each community to decide how and what to engage on.

A successful community engagement and development program generates that intangible community benefit that is sometimes difficult to put our finger on, but it is something we know we can't do without.

The suggested model of Community Engagement will require a commitment from across Council including:

- Community engagement is part of the core business of Councillors
- Community engagement is integrated across all Council business units – in day-to-day operations as well as high level strategy
- Relationships between community groups and Council are strong and healthy
- Community groups work together to deliver on the needs of community
- Lockyer people are actively engaged in the life of the community and feel connected to each other

#### ***The model***

The model for the Lockyer Valley is underpinned by the following considerations:

- To learn from the past three years in recovery
- To continue to build community resilience and position for the future
- To consider good practice and learn from others
- To tailor a model that recognises the size and unique characteristics of the Lockyer Valley

#### ***Staffing model***

The staffing model is based on the integration of community development and community engagement. It recognises Council's current resource constraints, whilst providing an opportunity for scalability should additional resources become available.

The proposed staffing model recommends reducing the CE team to three positions, including the current two externally funded positions. The Youth and Multi-Cultural position will remain unchanged.

- 1 x Community Development and Engagement Officer (regional strategy) – New position to be advertised externally
- 2 x Community Development and Engagement Officers (place based) – New positions to be advertised externally



The skills mix required across these positions include:

- Understanding of the NGO sector and ability to build strong working relationships
- Ability to work across and with Council business units
- Engagement techniques and approaches
- Writing
- Understanding local government policy development and planning process
- Ability to influence
- Strategic thinking
- Research and data analysis

These will require further refinement during the development of position descriptions.

#### **4. Policy and Legal Implications**

There are a number of legislative requirements and standards that require Queensland local government to engage with and/or take into consideration the needs and aspirations of local residents and particular stakeholder groups when undertaking decision making.

Section 4, (2) (b) of the Local Government Act 2009 states that the local government principles include: *democratic representation, social inclusion and meaningful community engagement*;

Section 104 (5) (a) (i) also states the requirement for local governments to ensure community engagement is incorporated into the 5-year corporate plans under its financial planning.

#### **5. Financial and Resource Implications**

Budget impacts will continue to be addressed through existing allocation and re-prioritisation as required.

Staff and resourcing have been identified and are subject to the adoption of the model and its implementation.

#### **6. Delegations/Authorisations**

No further delegations are required to manage the matters raised in this report.

#### **7. Communication**

The matters arising from this report that require further communication will be addressed through existing communication channels. Communication with the staff and the Council are key aspects to address and additional channel management will be focussed on the traditional media.

#### **8. Conclusion**

Community Engagement Team reduces, with the team concentrating on strategies of effective engagement, for this to be achieved community engagement and development has to be recognised by all of Council as a core function and necessity. That being the case, effective staff retention and the capture of corporate knowledge into systems remains a high priority.



Lockyer Valley Regional Council  
Strategic Community Development and Engagement

*“Where community engagement and  
development is second nature”*

April 2014



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## PART A: CONTEXT

### 1. Background

Prior to the 2011 flood event, Lockyer Valley Regional Council (Council) did not have dedicated community development or community engagement positions.

Following the 2011 flood event, significant resources were allocated by state and federal governments to assist in the recovery effort. These resources were allocated to Council and non-government organisations (NGO's). The focus during recovery was on the coordination and management of recovery, reconstruction and building community resilience and capacity.

#### 1.1 Community Development Engagement Initiative

The Community Development Engagement Initiative (CDEI) was a key component of the Community Development and Recovery Package jointly funded by the Australian and Queensland Governments through the Natural Disaster Relief and Recovery Arrangements (NDRRA) following the 2011 flood events.

The purpose of the CDEI was to enable strong and self-reliant communities by building community ownership and supporting the achievement of community driven initiatives. This funding enabled Council to employ two Community Development Officers (CDOs) to support the recovery effort. These positions were funded until June 2013. Following the 2013 flood event Council funded these positions for an additional 12 months. Funding is now coming to an end and employment contracts of the CDOs end on 30<sup>th</sup> June 2014.

Council also funded an additional four positions to support the community recovery efforts. These positions have not been budgeted beyond 30 June 2014, and employment contracts for these positions will also end at that time.

#### 1.2 Youth Development Officer

For over five years Council has received State Government funding to employ a full-time Youth Development Officer. The focus of the Youth Development Officer's role is to work with young people, community services, Government agencies and the wider community to develop and implement appropriate responses to address the needs of young people in the Lockyer Valley Regional Council area.



### 1.3 LAMP

For over five years Council has received State Government funding to employ a full-time LAMP Officer (Local Area Multicultural Partnerships). The focus of the LAMP Officer's role is to foster positive and harmonious community relations across the Lockyer Valley area.

Council's current agreement with the State for these two positions is until June 2015.

## 2. The external operational environment

State and Federal governments are reviewing many of their funding programs and the funding environment is becoming tighter. Increasingly, funding for community development and community-based services are being administered through central contractual arrangements with large NGO's to deliver services across multiple sites. This means a potential reduction in locally governed NGO's based in the Lockyer region. Large service providers will be required to deliver 'to' the Lockyer, whilst some will also have a physical office or space within Lockyer.

At the time of writing, an external consultant was developing the Lockyer Valley Social Plan. It is anticipated that the Social Plan will include a map of the number and role of existing groups and agencies that provide services for the Lockyer Valley. It is anticipated that this will include:

- Community groups – either geographical or interest based community groups that provide a gathering point for the community. These groups vary in size and are heavily reliant on volunteer time and commitment.
- Incorporated community organisations (Lockyer Valley based)
- Large NGO's delivering to the Lockyer – this includes organisations such as Red Cross, Mission Australia, Uniting Care
- Government agencies

## 3. The opportunity

Council is in an ideal position to build on the success achieved through the CDEI and develop a sustainable model for the unique and diverse communities of the Lockyer Valley.

This is an opportunity to take the next logical step in delivering on the communities vision for *A Growing Lifestyle* – a lifestyle where people work together for an inclusive, safe and healthy community; a well planned and connected community; and a united community.



## PART B: PROPOSED MODEL

### 4. Giving meaning to Community Development and Community Engagement

It is critical that the different interpretations of language and definitions don't get in the way of progressing a model for Council.

There are many interpretations of the term *community engagement*. It is often over-used and generally describes everything from a medical practice 'engaging' with its customers by giving them a 'welcome pack' on their first visit, through to describing people highly connected to and contributing to the life of their community.

Whilst there are a myriad of definitions for both *community engagement* and *community development*, we have contextualised and simplified what can be quite complicated concepts to ensure relevance for the Lockyer Valley community and Council.

#### 4.1 Community Engagement

Effective community engagement suggests that local communities may be more willing to embrace change if they are given a stronger role in developing a future vision for their localities. This engagement must be based on the community's understanding of potential challenges and opportunities. Being involved in engagement processes can also help to build community resilience with respect to future challenges by generating skills and a readiness for disaster and to approach change positively.

Community engagement or 'public participation' as it is sometimes referred to can be defined as:

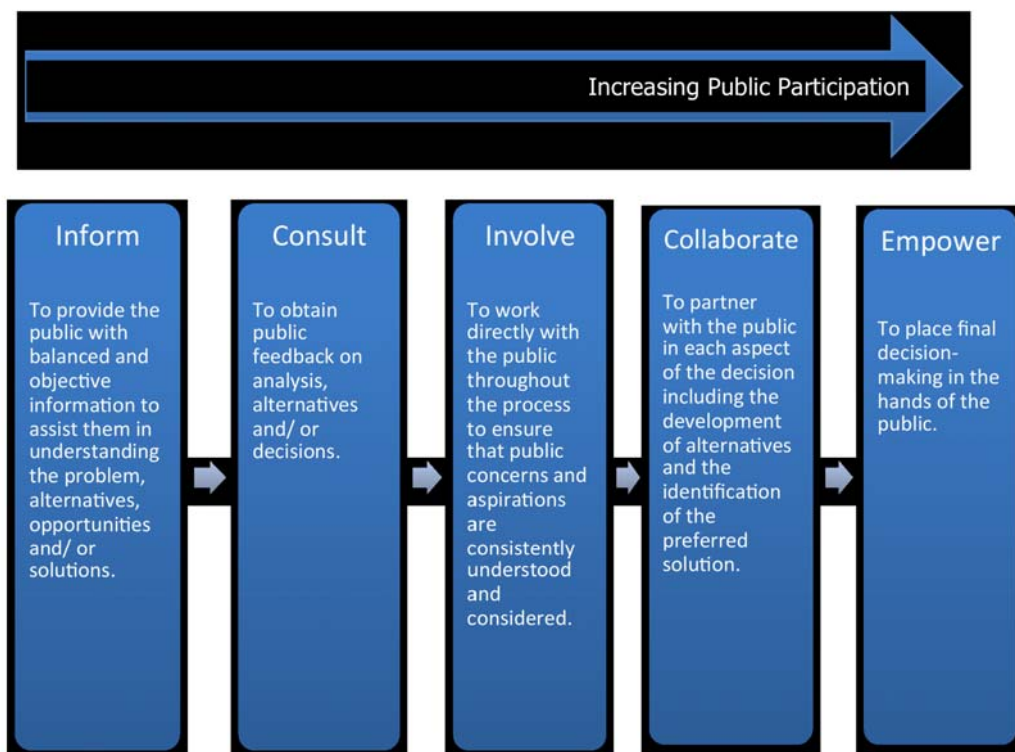
*"...any process that involves the public in solving problems or making decisions, and uses public input to make decisions."*

However, the meaning of engagement is often minimised to the one-way provision of information referred to as *consultation*. Research suggests that we need to go beyond merely consulting with our communities and that embracing true participation by stakeholders in decision-making, particularly by local residents is critical.



The International Association for Public Participation's (IAP2) Public Participation Spectrum demonstrates the various levels of participation and is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. The Spectrum shows that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made.

IAP2 Spectrum of Public Participation



Council's Community Engagement Framework outlines Council's commitment and approach to community engagement and sets out a clear statement about the role of community engagement activities in Council decision-forming processes including: strategic projects; policy, plan and strategy development; service delivery programs; and major projects and capital works. It also goes on to specify triggers for community engagement activity, process steps for council staff, and community engagement principles, in addition to reinforcing commitment to continuous improvement.

It is important to expand our traditional understanding of 'community' from essentially being 'residents' to include other key stakeholders such as decision makers, professionals and businesses.





Council endorsed the Community Engagement Framework in 2013. It defines engagement as:

- Maximising community participation in decision making
- Building and maintaining Council and community connections
- Providing useful information to the public

Increasingly, local governments are investing resources and energy in the development of engagement strategies to assist with public participation in the decision-making and policy development process.

Council's community engagement strategy supports the development and maintenance of relationships (both internal and external) through good communication and avoidance of 'consultation fatigue' as a result of duplication across Council's business units.

#### **4.2 Community Development**

Local governments sometimes get caught in a reactive process of community development. They often lack the capacity and support to undertake research and analysis of community trends and issues to strategically inform community development.

By adopting a Strategic Community Development approach, Council's role would be to provide leadership and advocate to other levels of government on behalf of the community. In Council's role as the representative of the local community and business, they would provide inspiration to others through exhibiting best practice, supporting innovation and making resilience, sustainability and liveability outcomes a central priority.

Strategic Community Development is a holistic approach that addresses the needs of local communities built on partnerships with those organisations and groups responsible for community service provision and development.

A useful description of Strategic Community Development for the Lockyer Valley is:

- Enabling people to connect with each other and share a sense of belonging
- Fostering relationships between Council, people and organisations
- Building the capacity and resilience of people and organisations





## 5. Integrating Strategic Community Engagement and Development

Strategic Community Development and Community Engagement are intrinsically linked. Community Development enables effective Community Engagement and vice-a-versa. This means:

- The development of relationships, networks and trust necessary to understand how best to engage with communities in responsive, flexible and coordinated ways.
- An understanding of the unique characteristics of communities to be able to engage appropriately in the identification of priorities and development of plans

With community wellbeing and resilience integral to the region's future, Council has the opportunity to prioritise these functions across the organisation ensuring that it is everyone's business.

There are limited examples of successful integrated approaches of strategic community engagement and community development in a local government context. Generally, community development and community engagement are not as well integrated as they could be.

Council has the opportunity to lead the way by implementing a plan with a high degree of linkage between the functions of community development and community engagement and the implementation of a whole of Council approach.

### 5.1 Strategic intent

- Council demonstrates good governance by including community in decision making processes
- Community organisations working together to build community connections and deliver responsive and coordinated services

### 5.2 Expected Outcomes

- Community engagement is part of the core business of Councillors
- Community engagement is integrated across all Council business units – in day-to-day operations as well as high level strategy
- Relationships between community groups and Council are strong and healthy
- Community groups work together to deliver on the needs of community
- Lockyer people are actively engaged in the life of the community and feel connected to each other

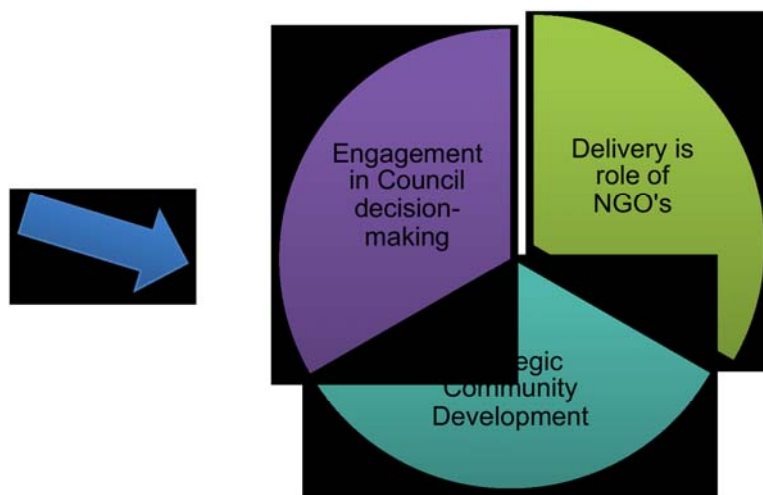


## 6. The model

The model for the Lockyer Valley is underpinned by the following considerations:

- To learn from the past three years in recovery
- To continue to build community resilience and position for the future
- To consider good practice and learn from others
- To tailor a model that recognises the size and unique characteristics of the Lockyer Valley

The diagram below depicts Councils role in Strategic Community Engagement and Development and acknowledges the intersection with the delivery role of NGO's. Service delivery is not the role of Council in this context.





Community Engagement in Council decision-making (purple)	
Focus area	Strategies
Councillor engagement with community	<ul style="list-style-type: none"> <li>• Provide resources and support to Councillors to engage community at the local level</li> <li>• Develop a process to collate and feed information back into Council decision making</li> </ul>
Engagement integration through Council units	<ul style="list-style-type: none"> <li>• Work closely with Marketing and Communications to coordinate messages and delivery</li> <li>• Develop training, awareness and support across Council business units to demystify community engagement</li> </ul>
Forward program of policy and strategy development	<ul style="list-style-type: none"> <li>• Establish engagement priorities that aligns Council planning and decision making priorities</li> <li>• Maintain close relationships with NGO's to ensure hard to reach groups are included in engagement activities</li> <li>• Deliver engagement activities</li> </ul>
Facilitation of community engagement structures	<ul style="list-style-type: none"> <li>• Facilitate regular Youth Council meetings and other opportunities targeting young people</li> <li>• Facilitate Community Reference Group and other established mechanisms</li> </ul>



Strategic Community Development (green)	
Focus area	Strategies
Support for NGO's	<ul style="list-style-type: none"> <li>• Work with NGO's to build their governance, priority setting and delivery capacity</li> <li>• Assist NGO's in better coordinating service delivery and community development activity across the region (some of these will be based in the region, some will be external but charged with delivery in Lockyer)</li> </ul>
Ongoing research	<ul style="list-style-type: none"> <li>• Establish a region-wide data collection program to ensure Council is abreast of trends and issues</li> <li>• Maintain close relationships with NGO's and other stakeholders to ensure Council's finger is always on the pulse</li> <li>• Partner external organisations such as universities and Regional Development Australia</li> </ul>
Advocacy for resources	<ul style="list-style-type: none"> <li>• Based on evidence, advocate to state and federal government for funding – either for Council or NGO's</li> <li>• Work with Council's Economic Development Team to investigate corporate partnerships</li> </ul>
Target community development delivery to meet gaps	<ul style="list-style-type: none"> <li>• Deliver community development activities to young people</li> <li>• Deliver community development that supports multiculturalism</li> <li>• Deliver community development events that promote connections between people (this needs focused discussion)</li> </ul>



## PART C: IMPLEMENTATION OF THE MODEL

### 7. Staffing model

The staffing model is based on the integration of community development and community engagement. It recognises Council's current resource constraints, whilst providing an opportunity for scalability should additional resources become available.

Currently there are eight positions in the Community Development team, two of which are funded by the state and federal governments. The proposed staffing model recommends reducing the team to five positions, including the current two externally funded positions.

- 1 x Community Development and Engagement Officer (regional strategy/senior position)
- 2 x Community Development and Engagement Officers (place based)
- 2 x Community Development and Engagement Officers (population based)

#### 7.1 *Community Development and Engagement Officer (regional strategy/senior position)*

- This position would focus on developing skills and capacity across Council/ Councillors in community engagement
- Working with larger NGO's that have responsibility for delivering services across the region
- Managing the research and analysis program
- Ensuring coordination and synergy across the team and Council

#### 7.2 *Community Development and Engagement Officers (place based)*

- The discrete communities of the Lockyer Valley lend itself to place based roles where Community Development and Engagement Officers work with geographic communities.
- A minimum of two positions is recommended. If resources allow, the number of these positions can be increased.

#### 7.3 *Community Development and Engagement Officers (population based)*

- These positions are population based roles
- Positions currently funded are the Youth Development Officer and LAMP Officer

#### 7.4 *Skills requirements*

The skills mix required across these positions include:

- Understanding of the NGO sector and ability to build strong working relationships
- Ability to work across and with Council business units
- Excellent engagement techniques and approaches



- Good communication skills – verbal and written
- Understanding local government policy development and planning process
- Strong political nous and ability to influence
- Strategic thinking and ability to apply this thinking to challenging situations
- Good research and data analysis skills

These will require further refinement during the development of position descriptions.

## 8. Implementation plan

If Council agrees to the proposed Strategic Community Engagement and Development model, then the next step is to develop an implementation plan. The implementation plan would include:

- Development of position descriptions
- Assessing the role of other Council business units eg Corporate Communications
- Training requirements across the organisation to assist in implementation and integration
- Identification of performance measures and evaluation framework



ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

*The Agenda returned to the Order of Business following the consideration of Item 11.2. The time being 11.36 am.*

*Councillor Cr Tanya Milligan returned to the meeting, the time being 11:37 am*

## 12.0 CORPORATE AND COMMUNITY SERVICES REPORTS

## 12.4 Regional Arts Development Fund Applications

**Date:** 15 April 2014  
**Author:** Linda Canning, Regional Libraries Coordinator  
**Responsible Officer:** David Lewis, Group Manager Corporate & Community Services  
**File No:** Formal Papers

### Summary:

At a meeting of the Regional Arts Development Fund (RADF) Committee on Wednesday 2 April 2014, five funding applications were presented for consideration. The applications were deemed suitable under the requirements for RADF funding and were approved by the Committee for recommendation to Council.

**Officer's Recommendation:**

**THAT Council approve the recommendations made by the RADF Committee at a meeting held on Wednesday 2 April 2014 to support five RADF applications under the Round Two funding offer and Council prepares and issues a media release in consultation with Arts Queensland once the successful applicants have been notified.**

**RESOLUTION:**

**THAT Council approve the recommendations made by the RADF Committee at a meeting held on Wednesday 2 April 2014 to support five RADF applications under the Round Two funding offer and Council prepares and issues a media release in consultation with Arts Queensland once the successful applicants have been notified.**

Moved By: Cr Holstein                      Seconded By: Cr Friend  
Resolution Number: 3397

CARRIED  
6/0

## Report

## 1. Introduction

The Regional Arts Development Fund (RADF) is a State and Local Government partnership in regional arts and cultural development which supports and promotes the professional development and employment of artists and arts workers in regional Queensland.

## 2. Background

The RADF Committee has reviewed applications received for RADF grant funding under the Round Two offer for the 2013/2014 financial year. All applicants complied with RADF Guidelines.

## 3. Report

The recommendation of the RADF Committee in relation to the five applications follows.

a) Laidley Dance Centre

*That the application by Laidley Dance Centre for funds to assist with the costs of hiring dance professionals for student tuition in preparation to performances at the Laidley Show be approved to the value of \$3,004.60, being 65% of the total costs of the project.*

b) Lockyer Valley Art Group

*That the application by Lockyer Valley Art Group for funds to assist with the costs of hiring a professional artist to host a painting workshop be approved to the value of \$1,950.00, being 65% of the total costs of the project.*

c) Lockyer Valley Celtic Pipe Band

*That the application by Lockyer Valley Celtic Pipe Band for funds to assist with the costs of hosting professional drum and music workshops to encourage new young members be approved to the value of \$6,110.00, being 65% of the total costs of the project.*

d) Lockyer Valley Libraries

*That the application by Lockyer Valley Libraries for funds to assist with the costs of hosting new media film-making workshops for the community's youth be approved to the value of \$5,045.00, being 65% of the total costs of the project.*

e) Lockyer Regional Performing Arts

*That the application by Lockyer Regional Performing Arts for funds to assist with the production and direction of the show "My Fair Lady" be approved to the value of \$1,200.00, being less than 65% of the total costs of the project.*

## 4. Policy and Legal Implications

Under Lockyer Valley Regional Council's Arts and Cultural Policy, Council recognises the importance of the development of arts and culture within the community and the role it plays in supporting individual and group initiatives while providing infrastructure support and leadership to allows people to enjoy opportunities for artistic expression and to explore their culture and heritage while promoting the diversity of the community.

## 5. Financial and Resource Implications





ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

In Council's 2013/2014 Budget, a provision of \$30,000 was made available for RADF funding. The five recommended applications total \$17,309.60 leaving a balance of \$12,690.40 for future funding applications.

**6. Delegations/Authorisations**

Responsibility for the processing the RADF paperwork lies with the Regional Library Coordinator. No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services will manage any further requirements in line with existing delegations.

**7. Communication and Engagement**

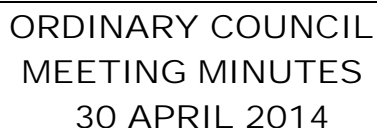
Once the officer recommendation has been approved by Council, the applicants will be notified by mail and a media release will be organised through Council's Communications Branch subsequent to approval by Arts Queensland.

**8. Conclusion**

RADF grant funds provide opportunities for individuals or small regional community groups to realise their potential through workshops and training options that they would not otherwise have access to. The officer recommendation of this report facilitates the development of arts and culture within the community.

**9. Action/s**

The successful applicants will be notified by mail.  
A media release will be organised through Council's Communications Branch subsequent to its approval by Arts Queensland.





## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

The Annual Report and certified statements provides a review of the tasks undertaken in maintaining the rabbit-proof fence and encouraging and assisting landowners to maintain their properties free of rabbits.

### **3. Report**

The Board is defined under the Land Protection (Pest and Stock Route Management) Regulation 2003 and is tasked to manage rabbits in the part of the State shown as the Darling Downs - Moreton Rabbit District (the rabbit district). Council has now been provided with a copy of the Annual Report for the financial year ended 30 June 2013 for information. The Board also provides Council with regular updates throughout the year regarding rabbit control within the Lockyer Valley area.

The report identifies that repairs to the rabbit proof fence and access tracks as a consequence of the damage from the 2013 floods is still ongoing. It also states that rabbit compliance monitoring and eradication will continue to receive top priority within the precepted operational area.

The latest Board update report identifies that there has been numerous recent sightings of rabbit activity in the Murphy's Creek, Helidon, Gatton, College View, Churchable, Spring Creek and Tenthill areas. However, the Board reported that the Lake Clarendon area had experienced the majority of rabbit infestations and in this location it destroyed 38 rabbits and fumigated 12 active burrows.

Council staff will continue to liaise closely with officers of the Board and investigate and report all sightings to the Board for further action as required.

### **4. Policy and Legal Implications**

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

### **5. Financial and Resource Implications**

Any budget implications will be addressed through existing allocations.

### **6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Services will manage any requirements in line with existing delegations.

### **7. Communication and Engagement**

The matters arising from this report that require further communication will be addressed through existing communication channels.

### **8. Conclusion**

Council is requested to note the contents of the Darling Downs - Moreton Rabbit Board (Board) Annual Report for the year ended 30th June 2013, and also note the update of current identified rabbit activity within the Lockyer Valley area.

**9. Action/s**

There are no officer actions associated with this report.



SCANNED

Exec Officer ✓

## Darling Downs-Moreton Rabbit Board

ABN: 44 509 080 794  
Cr Ross Bartley – Chairman  
Renée Mackenzie – Chief Executive Officer  
Telephone: 07 4661 4076  
Fax: 07 4661 4722  
Email Address: [ddmrbd@bigpond.com](mailto:ddmrbd@bigpond.com)  
Website: [www.ddmrbd.org.au](http://www.ddmrbd.org.au)

Board Office Location:  
26 Wood Street  
Warwick Q 4370  
Posting Address:  
PO Box 332, Warwick Q 4370



21st October 2013

Chief Executive Officer  
Lockyer Valley Regional Council  
PO Box 82  
GATTON QLD 4343

Dear Sir

**2012-2013 Annual Report – Darling Downs-Moreton Rabbit Board**

Please find enclosed a copy of the Annual Report and certified Financial Statements of the Darling Downs-Moreton Rabbit Board for the financial year ended 30<sup>th</sup> June 2013.

If additional copies are required please contact me on 07 4661 4076 or access copies from the Queensland Parliament website.  
<http://www.parliament.qld.gov.au/work-of-assembly/taled-papers/online-tabled-papers>

Yours sincerely

Renée Mackenzie  
Chief Executive Officer

TB896

2126413



***DARLING DOWNS-MORETON RABBIT BOARD***

**ANNUAL REPORT**

**FOR THE FINANCIAL YEAR ENDED 30-06-2013**

**Cr Ross Bartley**  
***Chairman***

**Renée Mackenzie**  
***Chief Executive Officer***

Darling Downs-Moreton Rabbit Board

## Financial statements for the year ended 30 June 2013

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### Principal place of Business:

26 Wood Street  
Warwick Queensland 4370

**DARLING DOWNS-MORETON RABBIT BOARD****CHAIRMAN'S ANNUAL REPORT 2012 - 2013**

The Honourable Dr John McVeigh MP  
Minister for Agriculture, Fisheries and Forestry

Dear Sir

It is my pleasure to present my report for the year ended 30th June 2013.

The optimism fuelled belief which I expressed in last year's annual report, that sanity and common sense would prevail, has come to pass. There is to be no abolition or amalgamation of our Board.

I thank you for your letter of 15<sup>th</sup> July 2013, conveying your thanks for past services and to notify me of my re-appointment as a Director of the new Board for a further term of three years. It is felt that the appointment of the new Board, consisting of local government nominated members, gives good representation for the precepted local authorities, who fund the Board's existence. The newly appointed Board gives the local authorities the opportunity to have a closer understanding of the Board's activities.

The Chief Executive Officer and I have visited most of the precepted local authorities to meet with elected members over the past twelve months. One issue that continually comes up for discussion, is the need for an in depth look at the precept percentages that the now eight local authorities pay. This is not an easy question, but one that some committee might investigate so as to explain better the precept payments allocations.

At the time of writing this Chairman's Annual Report, the newly appointed Board of Directors has not yet met, but will in the near future.

It should be mentioned that the Board's decision to appoint a Rabbit Compliance Co-ordinator and then to appoint a Rabbit Compliance Officer as well, has proved very successful. The interaction of these two officers with landholders and state and local government personnel has been exceptionally effective.

The Chief Executive Officer's Year in Review report contains many important issues and should be read in conjunction with my report.

**Rabbit-Proof Fence**

The rabbit fence commences at the back of the Lamington National Park near Mt Gipps and continues along the Queensland-New South Wales border until it reaches Cottonvale near Dalveen. From here it goes north-west along the Herries Range following the boundaries of the former Warwick-Stanthorpe, then Warwick-Inglewood Shires. It then passes through the former Millmerran Shire to the west of the township of Millmerran, through the Dunmore State Forest.



The fence then proceeds north-west through the State Forest on the western side of Cecil Plains onto the former Wambo Shire western boundary. From here it proceeds north-west through the Braemar Forest and then through the former Chinchilla Shire to Brigalow on the Warrego Highway. It then goes west following the Western Railway line to Goombi, between Chinchilla and Miles, and then proceeds north to link up with the Wild Dog Barrier Fence. At present there are 555 kms of rabbit fence and 184 kms of the fence is also top netted to exclude wild dogs.

The board maintained a workforce of fifteen full-time employees, and four casual employees during the 2012-2013 financial year. One full time Rabbit Compliance Co-ordinator, one Rabbit Compliance Officer and Pest Animal Management Qld (Rabbit Compliance contractors) assist Inspector Ridge with rabbit compliance and eradication programs.

Fifteen men, including the Inspector and the Leading Hands, patrol the fence and carry out general maintenance & construction projects along the fence. Employees equipped with four wheel drive vehicles maintained the sections from The Head east of Killarney to where the rabbit-proof fence links with the Wild Dog Barrier Fence north of Goombi, in the Western Downs Regional Council area. Patrolmen, either individually or in pairs, have an average of approximately 80 kilometres to maintain and repair. From The Head east to Lamington, patrols are much shorter and are carried out with 4wd utilities or all terrain vehicles. These shorter patrols on the eastern end of the fence are necessary due to the difficult terrain, coupled with lush growth in the Lamington National Park and Mt. Lindsay/Mt Gipps areas.

The part of Queensland protected by the rabbit-proof fence is approximately 28,000 sq kilometres in area and includes the local authority areas of Western Downs Regional Council, Toowoomba Regional Council and Southern Downs Regional Council. This is referred to as the Darling Downs Division. The Moreton Division consists of the local authority areas of Lockyer Valley Regional Council, Scenic Rim Regional Council, Ipswich City Council, Logan City Council and Gold Coast City Council.

### The Board

Composition of the Board of six members, as at 30 June 2013, is as follows:

Chairman	Mr Rodney N Towner "Par-Deux Park" Dippel Rd Thornton Joined the Board 27/09/1994
Members	Mr David M Lawler "Banbridge" MS 848 Warwick Joined the Board 09/11/2000
	Mrs P Ann Collins, MS 29 Clifton (Deputy Chair) Joined the Board 24/04/2002
	Mr Neville P Hartwig, Goombungee Joined the Board 23/04/2007
	Vacancy – due to passing of Mrs Paula Laing in July 2008
Bio-Security Qld Rep.	Mr Graham Hardwick, Zone Leader, Biosecurity Queensland - Joined the Board 23/04/2007

Total payments to board members for meetings, special assignments and expense reimbursements were \$ 6,390.25 for the 2012-2013 financial year.

The board met three times during the year and the Chairman and individual board members have made field excursions during the year to inspect the fence at various locations and to inspect workers' accommodation.

### **Staff**

The current staff of nineteen employees are engaged as follows; Chief Executive Officer, Inspector, one Rabbit Compliance Co-ordinator, one Rabbit Compliance Officer, two Leading Hand/Patrolmen, twelve fence maintenance/patrolmen (four of whom are casuals), and one casual administration officer. All fencing staff are expected to cope with any aspect of the maintenance and repair of the fence, especially during floods and fires. Teamwork is used whenever and wherever it can be used to advantage.

### **Maintenance of Rabbit Fence**

The fence has been satisfactorily maintained throughout the year, in spite of more flooding along western sections of the fence. The flood damaged sections were repaired immediately once flood waters receded, and new flood gates and floodways have been installed in the fence at key locations to reduce the impact of future floods.

The usual damage was sustained from falling trees and limbs as well as damage caused by motor vehicles, cattle, kangaroos, foxes, pigs, echidnas etc. In all cases repairs were carried out at short notice, in minimum time with great dedication. Some extra track maintenance and reconstruction work has been necessary, because of extensive periods of wet weather.

Slashing was carried out whenever necessary and possible. In the inaccessible sections annual cleaning was done using brushcutters, brushhooks and rake hoes. Hazard reduction burns and grading have been carried out in some sections to improve safety for employees, access to the fence and to facilitate fence maintenance.

The use of herbicides has continued during the year and the effects continue to be carefully monitored. The use of these herbicides is kept to a minimum. This work has relieved the risk of fire damage to the netting and improved the efficiency of fencing inspection by the patrolmen.

The Board continues to improve its methods of fencing, with the use of steel gate ends and concrete sills under gates, as well as steel mesh floodgates to allow a better flow of water through the rabbit fence. We also continue to improve the safety of areas around grids by removing large wooden posts and installing light mesh safety panels.

### **Field Operations**

Eradication and control work has continued and we have been successful in gaining improved co-operation from landholders, local authorities, natural resource management groups and landcare groups.

The board continues to initiate practices to enhance the health and safety of its employees. These include:

- training in the use of chainsaws and the wearing of protective clothing when using chainsaws;
- a performance appraisal system has been implemented
- purchasing new equipment as required;
- providing mobile phones, EPIRBs and UHF radios to all field staff due to remote area work;
- encouraging participation in relevant training; and
- conducting ongoing risk assessments of work practices and taking corrective action.

The board is fully committed to this aspect of employment and it will be an ongoing aim to educate all employees of their responsibilities for safety.

#### **Plant and Vehicles**

During the year the following plant and vehicle upgrades were made:

- 3 x Toyota HiLux 4x4 Utilities
- 1 x John Deere tractor
- 3 x Compressors & 5 Clip Guns
- Brushcutters, chainsaws & hand tools were replaced, as required.

The old vehicles were traded in at good prices or sold by private tender. The cost of replacement is mentioned elsewhere in the Financial Statements.

The board is continuing to review and upgrade the vehicles each year, so as to maintain a fleet of suitable and reliable vehicles. This policy continues to achieve the desired results in reducing the operation and maintenance costs.

#### **Finance**

The board's budget, which must be submitted in April each year for approval, receives consideration in the state budget for the ensuing financial year. Local authorities in the respective divisions of the board are levied a precept which is set and collected by the state government. As Chairman, I contacted all relevant local authorities and made them aware of the board's financial requirements for the year 2012-2013.

The board is wholly funded from local authority precepts from within the Rabbit District and I must reiterate here that my board plays no part in the manner or level of precepts on any council within its area. During the year under review, the board received budget approval for \$1,402,890 for reimbursement.

#### **Statutory Obligations**

The board has adopted a 3-year Business Plan, which is reviewed by the Inspector when formulating the annual works program and his 5 Year Works Plan.

As reported elsewhere, the board's operations are under a reviewed management approach with the duties and responsibilities of all employees being set down so that all concerned have a clear picture of the objectives of the board, and their respective roles in assisting the board to achieve its goals and objectives.

The economic and social objectives of the board are being achieved partly due to its sharp focus on its functions: i.e.

- To maintain the rabbit fence in rabbit-proof condition; and
- To ensure that land in the board's district is free of rabbits; and
- To endeavour to investigate any reports of rabbits within forty-eight hours.

### **Conclusion**

The rabbit-proof fence, which is under the Board's control, has been in existence for more than one hundred and twenty (120) years. This fence has proven to be the most effective, cost efficient way to keep rabbits out of Queensland. We must retain our vigilance as rabbits, we are told, are increasing in numbers over the southern side of our fence.

As Chairman of the Darling Downs-Moreton Rabbit Board, I would like to put on record that the capacity of the fence to work successfully has been brought about by the passion and dedication of the staff and members of the previous Board and Boards.

It has been my pleasure to work with these people and I look forward to continuing this service for the people of Queensland.

Rodney N Towner  
**CHAIRMAN**

"Par-Deux Park"  
Thornton Via  
**LAIDLEY Q 4341**

## Chief Executive Officer's Year in Review 2012 – 2013

The Darling Downs-Moreton Rabbit Board and management are united in our approach and are singularly focused on effective rabbit control within our defined operational area, which is approximately 28,000 square kilometres. We maintain the rabbit-proof fence and encourage and assist landholders to maintain their properties free of rabbits. With our limited resources, we are proud of what has been achieved over the last twelve months.

As mentioned in the Chairman's Report, the Board now has some certainty for the foreseeable future, with the announcement in October 2012 by Minister John McVeigh that the Board would not be amalgamated with the Wild Dog Barrier Fence. This announcement by Minister McVeigh was welcomed by all associated with the Board, and we can now implement our annual plan and five year works plan with confidence.

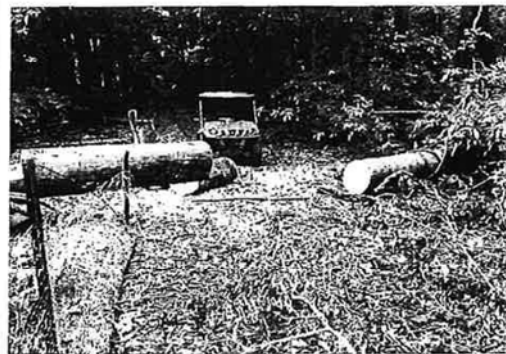
The Board of Directors provides strategic leadership to guide us forward each year. As part of the strategic future planning, in November 2012 the Directors considered our capacity to offer rabbit control advice and assistance to landholders. The outcome of this review was the decision to engage a second full time rabbit compliance officer. This officer commenced duty with the Board in January 2013 and he works under the supervision of the Rabbit Compliance Co-ordinator. These two officers interact with landholders, local authority pest management officers and state government pest management officers to achieve effective rabbit eradication outcomes.

The serious flood event in January 2013 presented several challenges and caused some interruption to the scheduled works program for the year. Regular fence inspections were maintained where possible and rectification works to repair flood damage were carried out in a timely manner. Various sections of the fence in the more flood prone areas were temporarily repaired and are still awaiting more permanent reconstruction by external contractors.



4WD all-terrain vehicles (Yamaha Rhinos) are used in the steeper sections to access the areas where the utilities cannot get through. During severe wind storms fallen trees block access along the tracks and cause damage to the fence. Patrolmen are expected to clear the tracks and repair the fence as part of their normal patrols.

**Erosion from floodwaters west of Chinchilla and clearing storm damage in the Mt Lindsay area**





During the past twelve months approximately 12.2 kilometres of new fencing have been constructed, under the supervision of Inspector Mark Ridge. This was done using a combination of external contractors and our own fencing staff.

*New sections of fence have been constructed in the following areas:*  
Kumbarilla 800m, Dalveen Reserve 1000m, Mt Leslie 2400m, Brigalow 400m, Red Tank 4200m, White Swamp 500m & Rywung 2900m.



In addition to this, 12.41 kilometres of footnetting was replaced during normal fence maintenance patrols. New floodways and floodgates have also been installed at key locations to try to reduce the impact of flood waters and flood debris on the fence.

Track maintenance grading was carried out along approximately 238 kilometres of the fence. Drain clearing and vegetation slashing has been carried out where possible and herbicide spraying has assisted to control vegetation regrowth on both sides of the fence.

#### **Fence patrols and fence maintenance**

Fourteen patrolmen (full-time permanents and casuals) carry out daily patrols along the fence, and each man completes a thorough inspection of his section each week, weather permitting. Patrols vary in length from 13 kilometres to 114 kilometres, depending upon terrain.

All patrolmen carry out maintenance and repairs to the fence on a daily basis and programs have been developed to replace plain wires and steel posts. Tree limbs and fallen trees are cleared from the fence and fence access tracks during normal patrols. Repairing damage from animals or vehicles, and the replacement of footnetting is done during the normal maintenance patrols.

Maintenance staff utilise various modes of transport to patrol along the rabbit-proof fence. Four wheel drive utilities, all terrain vehicles (Yamaha Rhinos) and 4wd tractors are used to

carry out fence maintenance patrols, track repairs and fence replacement work. Various sections of the fence along the Qld – NSW border traverse very steep extreme terrain and foot patrols are necessary along some parts of the fence, particularly in the Mt Gipps, Mt Clunie and Wilson's Peak areas.

#### **Grids and gateways**



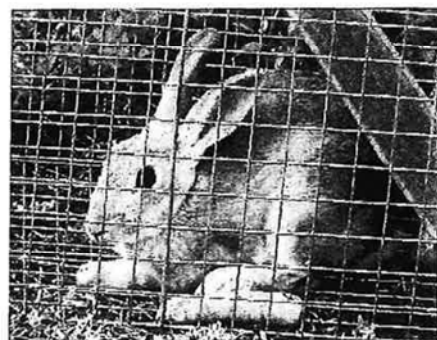
The grids and gateways maintenance or upgrade program has continued once again throughout the year. Two new gateways have been installed in the fence in the past twelve months and three gateways underwent a complete refurbishment.

Shown at the left is the new Dunmore Gate, which is located on the Millmerran patrol, near Dunmore Forest. We endeavour to encourage landholders and the public to assist us to ensure gates in the fence are kept closed at all times.

#### **Rabbit eradication and Pet rabbits**

The appointment of another full time rabbit compliance officer to assist the Rabbit Compliance Co-ordinator has greatly increased our capacity to effectively investigate any reports of rabbit infestations or pet rabbits.

The compliance officers have continued to work co-operatively with the precepted local authorities and they liaise closely with pest management officers to increase the capacity of landholders to effectively manage rabbit infestations on their land.



The Board responds to reports of illegal pet rabbits as a priority, with the emphasis being on confiscation and educating pet owners of the requirements of applicable legislation. We regularly utilise a professional contractor when dealing with pet rabbit reports. Local authority assistance with pet rabbit investigations can greatly reduce the amount of time spent dealing with pet rabbit reports, which at times can be resource intensive. The co-operation from local authority pest management officers with investigating and resolving pet rabbit reports is greatly appreciated by the board.

Our rabbit compliance team face the challenge of liaising with people who are often primary producers dealing with their own issues and priorities. Some landholders demonstrate little tolerance of what they perceive as intrusive bureaucratic process, but generally most people eventually understand the need for co-operative neighbourhood programs to manage rabbit infestations. The local authorities and their residents are beginning to recognise the tangible benefits of the work of our rabbit eradication and compliance efforts.

### **Investing in our people**

In a very competitive labour market, the Board has managed to attract and retain candidates of appropriate capacity and skills. Nonetheless, remuneration levels have at times been insufficient to retain highly skilled staff.

Team members regularly participate in training programs that are focussed on upgrading their skills and ensuring their safety and the safety of members of the public.

Over the last twelve months employees participated in and successfully completed:

- Chainsaw training
- Senior First Aid training
- ATV Training (4WD Yamaha Rhino)
- Certificate III in Agriculture (ChemCert) training
- 1080 Training (to allow them to use liquid pindone)
- Heavy Rigid driver licence training
- Firearms Competency and Humane Destruction training & assessment

### **Safety Performance**

Workplace health and safety remains the highest priority and our goal is to maintain a safe and rewarding working environment for our employees. The very low incidence of lost time due to injury is testament to the capabilities and safety focus of our employees, who work in a physically demanding environment on a regular basis.

All employees demonstrate a strong commitment to safety and the Chairman and Board of Directors wholeheartedly support the training program and the acquisition of updated equipment, which assists to provide a safe working environment.

### **Staff accommodation and cottage maintenance**

The provision of suitable housing in the more remote areas, as required under the relevant award, is a key factor in the recruitment and retention of experienced fencing staff. The regular maintenance program for board supplied housing has been carried out, with painting and renovations to various properties being completed during the year, as well as making improvements to rain water capture and storage tanks.

### **Working collaboratively**

We have worked very diligently over the past few years to liaise more directly with our key external stakeholders to achieve more effective rabbit eradication and compliance outcomes.



This has been greatly facilitated by the engagement of the full time Rabbit Compliance Officer to assist the Rabbit Compliance Co-ordinator.

We have put significant effort into communicating with landholders and local authority representatives to ensure they are provided with regular updates on works carried out by our fencing staff and our rabbit compliance officers. The Chief Executive Officer's & Inspector's Report, as well as the Rabbit Compliance Co-ordinator's Reports are distributed to all precepted councils, following endorsement by the Board of Directors.

The Annual Report is tabled in Parliament by our Minister each year and copies are freely available from the parliamentary website. Hard copies are distributed to Bills & Papers at Parliament House, the Queensland Premier, the Minister for Agriculture, Fisheries and Forestry, the Leader of the Opposition, State Libraries and each precepted local authority. Further copies are provided to members of the public upon request, at no charge.

The board has encouraged publicity of the pest status of rabbits in Queensland and the role of the board, by board representatives attending local authority meetings, local shows, agricultural field days e.g. AgShow & FarmFest, public forums, rabbit control field days and pest animal conferences or symposiums. We have also installed more signage at key entry points into the protected area, to raise public awareness of the pest status of rabbits.

#### **The year ahead and future planning**

As part of the annual works plan for the next twelve months we intend to continue with our fence replacement program as well as focusing on an accelerated footnetting replacement program, to ensure the fence is as rabbit-proof as possible at all times. Our rabbit compliance staff will continue to offer support to landholders to eradicate rabbits from their properties. My main focus as Chief Executive Officer is to assist the Chairman and Directors to provide responsible corporate and economic management, and to ensure that the Board supports our employees in their efforts to maintain the fence and to control rabbits.

Inspector Mark Ridge will ensure that we retain the capacity to deal with emerging issues, and that the rabbit-proof fence remains as effective as possible in preventing rabbit incursions into the protected area from the south.

#### **Acknowledgements**

I attribute our considerable achievements over the past year to the support of our Board of Directors, and the hard work and dedication of our staff. I would like to thank Chairman Rod Towner and the Board of Directors for their strategic advice throughout the past year, particularly in the area of forward planning.

I would also like to acknowledge the efforts of Inspector Mark Ridge and all employees in assisting myself and the Board to fulfill our responsibilities. We look forward to working with our team and with all our various stakeholder groups over the year ahead to meet the many challenges that await us and thank everyone for their support over the past year.

**Renée Mackenzie**  
**Chief Executive Officer**

## **FIVE (5) YEAR WORK PLAN**

### **2013 - 2014**

- Reconstruction of 1.5 km of fence (rabbit height) at Boonarga (between Brigalow & Chinchilla)
- Reconstruction of 1 km of fence (rabbit height) at White Swamp (Moreton Division)
- Replacement of 10 km of footnetting & bottom plain wire from Western Creek Grid to Wooden Gate (Millmerran Patrol)
- Replacement of two gateways – Darling Downs Division
- Upgrade fence access tracks and drainage systems along the fence
- A continuation of rabbit compliance and public education & awareness activities within the board area
- A continuation of maintenance and upgrading of board houses – painting of at least one house per year and renovations to bathrooms and kitchens as required.

### **2014 - 2015**

- Reconstruction of 5 km of fence – May Park area (Chinchilla)
- Replace 3 gateways - Darling Downs division
- Reconstruction of 3 km of fence between One Tree Hill and the top of Mt Leslie (Killarney area)
- Refurbishment of 7 km of fence on the eastern side of Mt Leslie towards Jenners Mountain (Killarney area)
- Upgrade fence access tracks and drainage systems along the fence
- Replace flood gates with floodways (Darling Downs division and Moreton Division)
- A continuation of rabbit compliance and public education & awareness activities within the board area

- A continuation of maintenance and upgrading of board houses – painting of at least one house per year and renovations to bathrooms and kitchens as required.

### **2015 - 2016**

- Replace 5 km fence from The Bluff heading north west towards Tin Hut Gateway (Spring Creek area)
- Replace 5 km footnetting from Many Springs heading east (Dalveen area)
- Replace Greymare Gate – gateway and 2 strain of fence
- Replace 2 km on Mt Glennie (Moreton Division)
- Upgrade fence access tracks and drainage systems along the fence
- A continuation of rabbit compliance and public education & awareness activities within the board area
- A continuation of maintenance and upgrading of board houses – painting of at least one house per year and renovations to bathrooms and kitchens as required.

### **2016 - 2017**

- Replace 5 km fence between Brigalow and Chinchilla along the Warrego Highway
- Replace 3 km fence from Redtank Grid to the east, towards Cameronian Grid
- Replace 5 km footnetting between the Tara Dog Fence and the Kumberilla Grid – Moonie Highway vicinity
- Replace 2 km fence between White Swamp & Mt Clunie (Moreton Division)
- Replace floodgates with floodways (Darling Downs & Moreton Divisions)
- Upgrade fence access tracks and drainage systems along the fence
- A continuation of rabbit compliance and public education & awareness activities within the board area
- A continuation of maintenance and upgrading of board houses – painting of at least one house per year and renovations to bathrooms and kitchens as required.

**2017 - 2018**

- Reconstruction of 5 km of fence (rabbit height) at Baking Board (West of Chinchilla)
- Reconstruction of 5 km of fence (wild-dog topnetted) from Cullendore Grid heading east
- Replace of two gateways – Darling Downs Division
- Replace peripheral fencing (wings etc) on three grid complexes – Darling Downs Division
- Upgrade fence access tracks and drainage systems along the fence
- A continuation of rabbit compliance and public education & awareness activities within the board area
- A continuation of maintenance and upgrading of board houses – painting of at least one house per year and renovations to bathrooms and kitchens as required.

**General Comments:**

Repairs to the rabbit-proof fence and access tracks as a consequence of the damage from the January 2013 floods is still ongoing. An insurance claim has been lodged and all repairs should be completed by December 2013.

Investigations are proceeding with relevant stakeholders to re-align a section of the rabbit-proof fence in the Chinchilla area. If this proposal proceeds this will reduce the impact of the rabbit-proof fence on future development on the southern side of Chinchilla.

Replacement of footnetting is also carried out as part of fence refurbishment or replacement projects. We will continue to improve safety standards and training for our employees.

Rabbit compliance monitoring and eradication will continue to receive top priority, within our precepted operational area. Promotion and publicity for the role of the Darling Downs-Moreton Rabbit Board will be actively pursued.

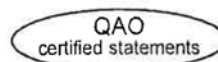
**Mark Ridge**  
**Inspector**

## Darling Downs - Moreton Rabbit Board

**Statement of Comprehensive Income  
for the year ended 30 June 2013**

	Notes	2013 \$	2012 \$
<b>Income from continuing operations</b>			
<b>Revenue</b>			
User charges	1	12,747	12,375
Grants and other contributions	2	1,402,890	1,329,755
Other revenue	3	76,388	209,494
<b>Gains</b>			
Gain on sale of property, plant and equipment	4	45,916	16,080
<b>Total Income from continuing operations</b>		<b>1,537,941</b>	<b>1,567,704</b>
<b>Expenses from continuing operations</b>			
Employee expenses	5	784,720	835,275
Supplies and services	6	302,367	329,722
Depreciation	7	360,935	307,041
Other expenses	8	51,476	68,603
<b>Total Expenses from continuing operations</b>		<b>1,499,498</b>	<b>1,540,641</b>
<b>Operating result from continuing operations</b>		<b>38,443</b>	<b>27,063</b>
<b>Other comprehensive income</b>			
Increase/(Decrease) in Asset Revaluation Surplus	15	-	2,542,416
<b>Total other comprehensive income</b>		-	2,542,416
<b>Total comprehensive income</b>		<b>38,443</b>	<b>2,569,479</b>

The accompanying notes form part of these statements.



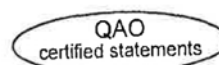
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## Darling Downs - Moreton Rabbit Board

*Statement of Financial Position  
as at 30 June 2013*

	Notes	2013 \$	2012 \$
<b>Current assets</b>			
Cash and cash equivalents	9	937,950	1,011,521
Receivables	10	122	9,043
Inventories	11	124,650	149,474
<b>Total current assets</b>		<b>1,062,722</b>	<b>1,170,038</b>
<b>Non-current assets</b>			
Property, plant and equipment	12	7,297,506	7,204,106
<b>Total non-current assets</b>		<b>7,297,506</b>	<b>7,204,106</b>
<b>Total assets</b>		<b>8,360,228</b>	<b>8,374,144</b>
<b>Current liabilities</b>			
Payables	13	8,200	8,000
Accrued employee benefits	14	54,132	118,198
<b>Total current liabilities</b>		<b>62,332</b>	<b>126,198</b>
<b>Non-current liabilities</b>			
Accrued employee benefits	14	203,121	191,614
<b>Total non-current liabilities</b>		<b>203,121</b>	<b>191,614</b>
<b>Total liabilities</b>		<b>265,453</b>	<b>317,812</b>
<b>Net assets</b>		<b>8,094,775</b>	<b>8,056,332</b>
<b>Equity</b>			
Accumulated surplus		2,881,674	2,843,231
Reserves:			
Asset Revaluation Surplus	15	5,213,101	5,213,101
<b>Total equity</b>		<b>8,094,775</b>	<b>8,056,332</b>

The accompanying notes form part of these statements.



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## Darling Downs - Moreton Rabbit Board

*Statement of Changes in Equity  
for the year ended 30 June 2013*

	Accumulated surplus		Asset Revaluation Surplus		Total	
	2013	2012	2013	2012	2013	2012
	\$	\$	\$	\$	\$	\$
Balance at 1 July	2,843,231	2,816,168	5,213,101	2,670,685	8,056,332	5,486,853
Operating Result from Continuing Operations	38,443	27,063	-	-	38,443	27,063
Total Other Comprehensive Income Increase/(Decrease) in Asset Revaluation Surplus	-	-	-	2,542,416	-	2,542,416
<b>Balance at 30 June</b>	<b>2,881,674</b>	<b>2,843,231</b>	<b>5,213,101</b>	<b>5,213,101</b>	<b>8,094,775</b>	<b>8,056,332</b>

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The accompanying notes form part of these statements.

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## Darling Downs - Moreton Rabbit Board

**Statement of Cash Flows**  
**for the year ended 30 June 2013**

	Notes	2013 \$	2012 \$
<b>Cash flows from operating activities</b>			
Cash receipts in the course of operations		1,431,447	1,474,312
Cash payments in the course of operations		(1,166,098)	(1,214,845)
Interest received		60,578	77,312
GST collected on sales		1,697	12,032
GST paid on purchases		(68,976)	(54,535)
GST remitted to the ATO		(1,687)	(12,032)
GST input tax credits from ATO		77,887	46,739
<b>Net cash provided by/(used in) operating activities</b>	16	<b>334,848</b>	<b>328,983</b>
<b>Cash flows from investing activities</b>			
Payment for property, plant, and equipment		(462,260)	(210,811)
Proceeds from disposal of property, plant and equipment		53,841	39,132
<b>Net cash provided by/(used in) investing activities</b>		<b>(408,419)</b>	<b>(171,679)</b>
Net increase (decrease) in cash and cash equivalents		(73,571)	157,304
Cash and cash equivalents at beginning of financial year		1,011,521	854,217
<b>Cash and cash equivalents at end of financial year</b>	9	<b>937,950</b>	<b>1,011,521</b>

The accompanying notes form part of these statements.

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**DARLING DOWNS - MORETON RABBIT BOARD****Notes to and Forming Part of the Financial Statements  
for the year ending 30 June 2013****A. Summary of Significant Accounting Policies****a. Objectives and principal activities of the Board**

The Board's role is to maintain the 555 km barrier fence in rabbit-proof condition and to monitor for compliance with the *Land Protection (Pest and Stock Route Management) Act 2002*.

The aim of the fence maintenance program and the compliance activities is to ensure, as far as practical, that the Darling Downs-Moreton Rabbit Board rabbit district, as defined by the Act, is maintained free of rabbits.

The Board achieves this by carrying out regular inspections and upgrades of the fence and conducting property inspections to assess for rabbit infestations. If rabbits are located on a property within the rabbit district the Board provides technical advice to landholders to ensure the most effective eradication techniques are utilised.

**b. Basis of Accounting**

This financial report has been prepared in compliance with section 43 of the *Financial and Performance Management Standard 2009* and section 240 of the *Land Protection (Pest and Stock Route Management) Act 2002*.

The financial report is a general purpose financial report, and has been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial report complies with Treasury's Minimum Reporting requirements for the year ending 30 June 2013, and other authoritative pronouncements.

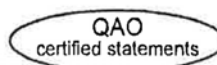
With respect to compliance with Australian Accounting Standards and Interpretations, the Board has applied those requirements applicable to not-for-profit entities, as the Board is a not-for-profit organisation. Except where stated, the historical cost convention is used.

**c. Funding of the Board's Operations**

The principal source of funding for the Board is by way of reimbursements received from the Land Protection Fund for which revenue (for the Board's purpose) is derived from Precept Levies issued by the Minister for Agriculture, Fisheries and Forestry upon Local Authorities within the Darling Downs - Moreton Rabbit District.

**d. User Charges**

User charges and fees controlled by the Board are recognised as revenue when received. The Board controls these revenues where they can be deployed for the achievement of the Board's objectives.



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**DARLING DOWNS - MORETON RABBIT BOARD****Notes to and Forming Part of the Financial Statements  
for the year ending 30 June 2013****e. Grants and Contributions**

Grants, contributions, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which the Board obtains control over them.

**f. Cash and Cash Equivalents**

For the purpose of the Statement of Financial Position, cash assets include all cash and cheques receipted but not banked at 30 June, as well as deposits at call with financial institutions.

**g. Receivables**

Receivables are recognised at the nominal amount due at the time of the transaction. The collectability of receivables is assessed periodically, with provision being made for impairment. Terms range from seven (7) days to a maximum of three (3) months. No interest is charged and no security is obtained.

**h. Inventories**

The materials on hand comprise of materials held at various locations for fence maintenance and are valued at the lower of cost and net realisable value.

**i. Acquisition of Assets**

Actual cost is used for the initial recording of all non-current physical acquisitions. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all costs incurred in getting the assets ready for use.

**j. Property, Plant and Equipment**

Items of property, plant and equipment with a cost or other value equal to or in excess of the following thresholds are recognised for financial reporting purposes in the year of acquisition:

Land	\$1
Buildings	\$10,000
Infrastructure	\$10,000
Plant and equipment	\$5,000

Land improvements are included with buildings. Items with a lesser value are expensed in the year of acquisition.



**DARLING DOWNS - MORETON RABBIT BOARD****Notes to and Forming Part of the Financial Statements  
for the year ending 30 June 2013****k. Revaluation of non-current physical assets**

Land, buildings and infrastructure are measured at fair value in accordance with AASB 116 *Property, Plant and Equipment* and Queensland Treasury's *Non-Current Asset Accounting Policies for the Queensland Public Sector*.

Plant and equipment is measured at cost.

Non-current physical assets measured at fair value are comprehensively revalued at least once every five years with interim valuations, using appropriate indices, being otherwise performed on an annual basis where there has been a material variation in the index.

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus of the appropriate class, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense, to the extent it exceeds the balance, if any, in the revaluation reserve relating to that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Crown reserve land is also made available, without charge, for use of the Board. As this land is not controlled by the Board it is not included in the financial report.

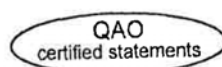
**l. Depreciation of Property, Plant and Equipment**

Land is not depreciated as it has an unlimited useful life.

Property, plant and equipment is depreciated on a straight-line basis so as to allocate the net cost or revalued amount of each asset, less its estimated residual value, progressively over its estimated useful life to the Board.

For each class of depreciable asset the following depreciation rates are used:

Asset Class	Asset Sub Class	Estimated useful life in years
Buildings and land improvements	Timber Residence	19 - 60
	Sheds	3 - 17
Infrastructure	Rabbit Proof Fence	25 - 50
Plant and equipment	Motor Vehicles	5 - 10
	Heavy Plant	1 - 10



**DARLING DOWNS - MORETON RABBIT BOARD****Notes to and Forming Part of the Financial Statements  
for the year ending 30 June 2013*****m. Impairment of Non-Current Assets***

All non-current physical assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Board determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

***n. Employee benefits******Wages, Salaries and Sick Leave***

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates.

Workers' compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee related expenses.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

***Annual Leave and Long Service Leave***

For unpaid annual leave and long service leave entitlements expected to be paid within 12 months, the liabilities are recognised at their undiscounted values. Entitlements not expected to be paid within 12 months are classified as non-current liabilities and recognised at their present value, calculated using yields on Fixed Rate Commonwealth Government bonds of similar maturity, after projecting the remuneration rates expected to apply at the time of likely settlement.

***Superannuation***

Employer superannuation contributions are paid to Sunsuper, at 9%. Contributions are expensed in the period in which they are paid or payable. The Board's obligation is limited to its contribution to Sunsuper.

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**DARLING DOWNS - MORETON RABBIT BOARD****Notes to and Forming Part of the Financial Statements  
for the year ending 30 June 2013*****o. Taxation***

The Board is a statutory body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax and Goods and Services Tax (GST). As such, GST credits receivable from/payable to the ATO are recognised and accrued.

***p. Contingent Assets or Liabilities***

There were no known contingent assets or liabilities of a significant nature at 30 June 2013.

***q. Comparative Amounts***

Comparative information has been restated, where necessary, to be consistent with disclosures in the current reporting period.

***r. Issuance of Financial Statements***

The financial statements are authorised for issue by the Chairman and Chief Executive Officer of the Darling Downs-Moreton Rabbit Board at the date of signing the Management Certificate.

***s. Accounting Estimates and Judgements***

The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions, and management judgements that have that potential to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year. Such estimates, judgements and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

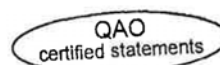
Valuation of Property, Plant and Equipment - note 12

The Australian government passed its Clean Energy Act in November 2011 with a start date of 1 July 2012. The legislation will result in the introduction of a price on carbon emissions made by Australian businesses from 1 July 2012.

The flexible market-based price phase of the carbon pricing mechanism will commence on 1 July 2015. It will be preceded by a three-year period during which the price of permits will be fixed at \$23 per tonne or carbon dioxide equivalent in year one, \$24.15 in year two and \$25.40 in year three.

Section 4.3.4 of Queensland Treasury's report on 'Carbon Price Impacts for Queensland' dated August 2011 indicates that, for non-residential construction

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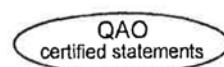
**DARLING DOWNS - MORETON RABBIT BOARD****Notes to and Forming Part of the Financial Statements  
for the year ending 30 June 2013**

activities, costs may increase by between 0.7 per cent and 0.8 per cent over the period 2012-13 to 2015-16.

On this basis and other information available, the introduction of the carbon pricing mechanism is not expected to have a significant impact on Board's critical accounting estimates, assumptions and management Judgements.

**t. New and Revised Accounting Standards**

The Board has not applied any Australian accounting standards and interpretations that have been issued but are not yet effective. The Board applies standards and interpretations in accordance with their respective commencement dates.	
<b>At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.</b>	<b>Effective for annual report periods beginning on or after:</b>
AASB 2010-2 <i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements (June 2010)</i>	1 July 2013
AASB 9 <i>Financial Instruments</i> (December 2010) and AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)</i>	1 January 2013
AASB 2011-10 <i>Amendments to Australian Accounting Standards arising from AASB 119 (September 2011)</i> [AASB 1, AASB 8, AASB 101, AASB 124, AASB 134, AASB 1049 & AASB 2011-8 and Interpretation 14]	1 January 2013
Initial application of the other Standards/Interpretations in issue but not yet effective is not expected to have any material impact on the Board's financial statements.	



## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

	2013 \$	2012 \$
<b>1. User charges</b>		
Fee for service - Fence Maintenance	12,747	12,375
<b>Total user charges</b>	<b>12,747</b>	<b>12,375</b>
<b>2. Grants and other contributions</b>		
Land Protection Fund	1,402,890	1,329,755
<b>Total grants and other contributions</b>	<b>1,402,890</b>	<b>1,329,755</b>
<b>3. Other revenue</b>		
Interest	60,578	77,312
Recoveries and Refunds	5,365	20,746
Qld Reconstruction Authority Reimbursement	-	76,635
QGC Pty Ltd Reimbursement	-	12,047
Paddock Lease and House Rent	10,377	19,304
Other Revenue	68	3,450
<b>Total other revenue</b>	<b>76,388</b>	<b>209,494</b>
<b>4. Gain on sale of property, plant and equipment</b>		
Plant and equipment	45,916	16,080
<b>Total gain on sale of property, plant and equipment</b>	<b>45,916</b>	<b>16,080</b>

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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

	2013 \$	2012 \$
<b>5. Employee expenses</b>		
Employee benefits		
Wages and salaries	657,216	732,093
Employer superannuation contributions	67,675	66,411
Long service leave	33,338	2,556
Director Fees and expenses	7,389	15,380
Other employee benefits	4,977	7,492
Employee related expenses		
Workers' compensation premium	14,125	11,343
<b>Total employee expenses</b>	<b>784,720</b>	<b>835,275</b>

The number of employees including both full-time employees and part-time employees measured on a full time equivalent basis is:

Number of Employees:	15	16
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	2013 \$	2012 \$
<b>6. Supplies and services</b>		
Safety equipment & clothing	4,806	9,032
Materials - Fencing	9,207	32,768
Materials - Other	6,920	14,987
Repairs & maintenance	116,786	95,862
Printing & stationery	2,641	3,523
Electricity & gas	2,091	2,163
Telephone & postage	17,025	17,150
Advertising & signs	1,542	2,770
Rates	13,125	12,421
Computer supplies	7,033	6,852
Motor vehicle expenses	83,867	90,142
Portable and attractive items	23,349	16,672
Other	13,975	25,380
<b>Total supplies and services</b>	<b>302,367</b>	<b>329,722</b>

**7. Depreciation**

Depreciation was incurred in respect of:

Buildings	48,821	43,885
Infrastructure - Rabbit Proof Fence	210,267	148,919
Plant and equipment	101,847	114,237

<b>Total depreciation</b>	<b>360,935</b>	<b>307,041</b>
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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

	2013 \$	2012 \$
<b>8. Other expenses</b>		
Insurance premiums & registrations	34,417	31,693
Audit fees*	8,400	15,400
Revaluation Fees	-	10,500
Conferences and Seminars	171	2,009
Accounting fee	4,500	1,680
Subscription fee	750	1,080
Miscellaneous expenses	3,238	6,241
<b>Total other expenses</b>	<b>51,476</b>	<b>68,603</b>
*Audit fees for 2013 included an amount of \$8,200 for the 2012-13 financial year in addition to the amount charged for 2011-12 of \$200. There are no non-audit services included.		
<b>9. Cash and cash equivalents</b>		
Cash on hand	75	75
Cash at bank	302,875	376,446
Cash on term deposit	635,000	635,000
<b>Total Cash and cash equivalents</b>	<b>937,950</b>	<b>1,011,521</b>
<b>10. Receivables</b>		
Receivable from the Australian Taxation Office	122	9,043
<b>Total receivables</b>	<b>122</b>	<b>9,043</b>
<b>11. Inventories</b>		
<i>Inventory not held for sale:</i>		
Materials and stores	124,650	149,474
<b>Total inventories</b>	<b>124,650</b>	<b>149,474</b>

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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

	2013 \$	2012 \$
<b>12. Property, plant and equipment</b>		
<b>12.1 Land</b>		
At fair value	328,000	328,000
<b>Total land</b>	<b>328,000</b>	<b>328,000</b>
<b>12.2 Buildings</b>		
At fair value	1,881,573	1,881,573
Less: accumulated depreciation	(1,098,598)	(1,049,777)
<b>Total buildings</b>	<b>782,975</b>	<b>831,796</b>
<b>12.3 Infrastructure - Rabbit Proof Fence</b>		
At fair value	10,745,363	10,513,366
Less: accumulated depreciation	(5,120,134)	(4,909,867)
<b>Total infrastructure - Rabbit Proof Fence</b>	<b>5,625,229</b>	<b>5,603,499</b>
<b>12.4 Plant and equipment</b>		
At cost	1,054,730	946,510
Less: accumulated depreciation	(493,428)	(505,699)
<b>Total plant and equipment</b>	<b>561,302</b>	<b>440,811</b>
<b>Total property, plant and equipment</b>	<b>7,297,506</b>	<b>7,204,106</b>

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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

## 12. Property, plant and equipment (continued)

## 12.5 Valuation of property, plant &amp; equipment

Property, plant and equipment have been valued in accordance with AASB 116 Property, plant & equipment and Queensland Treasury's Non-Current Asset Accounting Policies for the Queensland Public Sector.

## 12.5.1 Land, buildings and infrastructure

Land, buildings and infrastructure were comprehensively revalued as at 30 June 2012 by the Department of Environment and Resource Management using 'fair value' methodology. The valuation of land is based on current market values. For infrastructure assets and buildings, the basis for valuation is depreciated replacement cost. The Board has judged that these valuations, less an allowance for annual depreciation, materially represent fair value as at 30 June 2013.

## 12.5.2 Plant and equipment

Plant and equipment is valued at cost in accordance with Queensland Treasury's Non-current Asset Accounting Policies for the Queensland Public Sector.

## 12.6 Property, plant &amp; equipment movement reconciliation

	Land 2013 \$	Buildings 2013 \$	Infrastructure 2013 \$	Plant and equipment 2013 \$	Total 2013 \$
Carrying amount at 1 July 2012	328,000	831,796	5,603,499	440,811	7,204,106
Acquisitions	-	-	231,997	230,263	462,260
Disposals	-	-	-	(7,925)	(7,925)
Assets reclassified as held for sale	-	-	-	-	-
Capitalisation of assets expensed in prior periods	-	-	-	-	-
Transfers between classes	-	-	-	-	-
External transfers	-	-	-	-	-
Revaluation increments	-	-	-	-	-
Revaluation decrements	-	-	-	-	-
Depreciation / amortisation	-	(48,821)	(210,267)	(101,847)	(360,935)
Carrying amount at 30 June 2013	328,000	782,975	5,625,229	561,302	7,297,506

	Land 2012 \$	Buildings 2012 \$	Infrastructure 2012 \$	Plant and equipment 2012 \$	Total 2012 \$
Carrying amount at 1 July 2011	295,000	756,316	3,266,457	463,199	4,780,972
Acquisitions	-	-	95,910	114,901	210,811
Disposals	-	-	-	(23,052)	(23,052)
Assets reclassified as held for sale	-	-	-	-	-
Capitalisation of assets expensed in prior periods	-	-	-	-	-
Transfers between classes	-	-	-	-	-
External transfers	-	-	-	-	-
Revaluation increments	33,000	220,913	2,390,051	-	2,643,964
Revaluation decrements	-	(101,548)	-	-	(101,548)
Depreciation / amortisation	-	(43,885)	(148,919)	(114,237)	(307,041)
Carrying amount at 30 June 2012	328,000	831,796	5,603,499	440,811	7,204,106

The Board has property plant and equipment with an original cost of \$218,908 that has a written down value of zero still being used in the provision of services.

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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

	2013 \$	2012 \$
<b>13. Payables</b>		
<b>Current</b>		
Audit Fees	8,200	8,000
<b>Total payables</b>	<b>8,200</b>	<b>8,000</b>
<b>14. Accrued employee benefits</b>		
<b>Current</b>		
Accrued long service leave	-	34,423
Accrued annual leave	54,132	83,775
<b>Total current accrued employee benefits</b>	<b>54,132</b>	<b>118,198</b>
<b>Non-current</b>		
Accrued long service leave	112,560	100,293
Accrued annual leave	90,561	91,321
<b>Total non-current accrued employee benefits</b>	<b>203,121</b>	<b>191,614</b>

**15. Asset revaluation surplus by class**

	Land 2013 \$	Buildings 2013 \$	Infrastructure 2013 \$	Total 2013 \$
Balance 1 July 2012	123,000	679,961	4,410,140	5,213,101
Revaluation increments	-	-	-	-
Revaluation decrements	-	-	-	-
Impairment losses through equity	-	-	-	-
Impairment reversal through equity	-	-	-	-
<b>Balance 30 June 2013</b>	<b>123,000</b>	<b>679,961</b>	<b>4,410,140</b>	<b>5,213,101</b>
	Land 2012 \$	Buildings 2012 \$	Infrastructure 2012 \$	Total 2012 \$
Balance 1 July 2011	90,000	560,596	2,020,089	2,670,685
Revaluation increments	33,000	220,913	2,390,051	2,643,964
Revaluation decrements	-	(101,548)	-	(101,548)
Impairment losses through equity	-	-	-	-
Impairment reversal through equity	-	-	-	-
<b>Balance 30 June 2012</b>	<b>123,000</b>	<b>679,961</b>	<b>4,410,140</b>	<b>5,213,101</b>

The asset revaluation surplus represents the net effect of upwards and downwards revaluations of assets to fair value. The decrement, being a reversal of a previous revaluation increment in respect of the same class of assets, has been recognised as a reduction of the asset revaluation surplus for that asset class.

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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013*

	2013 \$	2012 \$
<b>16 Reconciliation of operating surplus to net cash from operating activities</b>		
Operating result from continuing operations	38,443	27,063
<b>Adjust for non-cash items</b>		
Depreciation	360,935	307,041
Gain on plant & equipment	(45,916)	(16,080)
<b>Changes in asset/liabilities</b>		
(Increase)/decrease in inventory	24,824	(18,246)
(Increase)/decrease in receivables	8,921	(7,796)
Increase/(decrease) in other liabilities	200	8,000
Increase/(decrease) in employee entitlements	(52,559)	29,001
Cash used/provided by operating activities	<b>334,848</b>	<b>328,983</b>

**17 Financial instruments****(a) Financial risk management**

The Board's financial instruments consist mainly of deposits with banks, accounts receivable and accounts payable. The directors' overall risk management strategy seeks to assist the Board in meeting its financial targets, whilst minimising the potential adverse effects on financial performance.

The Board does not have any derivative instruments at 30 June 2013.

The main risks the Board is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

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## Darling Downs - Moreton Rabbit Board

**Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013****17 Financial Instruments (continued)****(b) Market risk**

The Board does not trade in foreign currency and is not materially exposed to commodity price changes. The Board is exposed to interest rate risk through its cash deposited in interest bearing accounts.

**(c) Interest rate risk**

Interest rate risk is managed with a mixture of fixed and floating rate bank accounts and deposits.

There has been no change to the Board's exposure to interest rate risk or the manner in which it manages and measures the risk from the previous year.

The Board's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Rate %	Floating Interest Rate \$	Non-Interest Bearing \$	Total \$
<b>2013</b>				
<b>Financial Assets</b>				
Cash & cash equivalents	6.22%	937,875	75	937,950
		<b>937,875</b>	<b>75</b>	<b>937,950</b>
<b>2012</b>				
<b>Financial Assets</b>				
Cash & cash equivalents	8.29%	1,011,446	75	1,011,521
		<b>1,011,446</b>	<b>75</b>	<b>1,011,521</b>

**(d) Sensitivity analysis**

The following interest rate sensitivity analysis is depicting the outcome to Statement of Comprehensive Income should there be a 100 basis points movement in interest rates. It assumes that the rate would be held constant over the financial period, with the change occurring at the beginning of the financial period.

At reporting date, if the interest rate had been 100 basis points lower or higher on cash and cash equivalents the impact on profit and equity would be a corresponding movement in profit and equity of \$9,747 (2012 \$9,328).

**(e) Liquidity risk**

The Board manages liquidity risk by monitoring forecast cash flows and actual cash flows.

The Board is not exposed to any significant liquidity risk.

**(f) Credit risk**

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts indicated.

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## Darling Downs - Moreton Rabbit Board

*Notes to and forming part of the financial statements (continued)  
for the year ended 30 June 2013***17 Financial instruments (continued)**

The following table represents an analysis of the age of the Board's financial assets as at 30 June 2013.

	2013		2012	
	Gross	Impairment	Gross	Impairment
	\$	\$	\$	\$
Not past due	122	-	9,043	-
Past due 0 - 30 days	-	-	-	-
Past due 31 - 120 days	-	-	-	-
Past due 121 to one year	-	-	-	-
More than one year	-	-	-	-
	<b>122</b>	<b>-</b>	<b>9,043</b>	<b>-</b>

Based on the credit history of the receivables, it is expected that these amounts will be received when due.

**18 Commitments****(a) Capital expenditure commitments**

The Board had no capital expenditure commitments as at 30 June 2013.

**(b) Operating lease commitments**

Operating expenditure commitment contracted for but not brought to account in the financial statements. The commitment relates to photocopier service lease agreement.

	2013	2012
	\$	\$
Payable not later than one year	1,835	1,507
Payable later than 1 year but not later than 5 years	5,046	0
	<b>6,881</b>	<b>1,507</b>

**(c) Finance lease commitments**

The Board had no finance commitments as at 30 June 2013

**19 Events occurring after balance date**

On the 15th July 2013 the new Board of Directors was appointed by the Minister for Agriculture, Fisheries and Forestry, Dr John McVeigh. The first meeting of the new Board took place on the 22nd August 2013, and the new Chairman, Cr Ross Bartley, was elected as the Chairman of the Darling Downs Moreton Rabbit Board during this meeting.

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## DARLING DOWNS-MORETON RABBIT BOARD

## CERTIFICATE OF CHAIRMAN AND CHIEF EXECUTIVE OFFICER

These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009* (the Act), relevant sections of the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- (a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Darling Downs-Moreton Rabbit Board for the financial year ended 30 June 2013 and of the financial position of the Board at the end of that year.

  
CR ROSS BARTLEY  
CHAIRMAN

  
RENÉE MACKENZIE  
CHIEF EXECUTIVE OFFICER

26/08/2013  
DATE



## INDEPENDENT AUDITOR'S REPORT

To the Board of Darling Downs - Moreton Rabbit Board

I have audited the accompanying financial report of the Board of the Darling Downs - Moreton Rabbit Board, which comprises the statement of financial position as at 30 June 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Chairman and the Chief Executive Officer.

### *The Board's Responsibility for the Financial Report*

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements approved by the Treasurer for application in Queensland.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

### *Independence*

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised.

The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

*Opinion*

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
  - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Darling Downs – Moreton Rabbit Board for the financial year 1 July 2012 to 30 June 2013 and of the financial position as at the end of that year.



C F Dougherty CPA  
(as Delegate of the Auditor-General of Queensland)



Queensland Audit Office  
Brisbane



ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

## 13.0 PLANNING AND DEVELOPMENT SERVICES REPORTS

### 13.1 Implications of the Commencement on 14 May 2014 of the Requirement to Obtain a Development Approval to Construct a Levee or Modify an Existing Levee

**Date:** 23 April 2014  
**Author:** Trevor Boheim, Coordinator Development Assessment  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

#### Summary:

The purpose of this report is to inform Council of the 14 May 2014 commencement of a new requirement to obtain development approval for new levees and the modification of existing levees, provide details of how the assessment regime will operate, discuss the implications for Council and how it is proposed to address these matters and to amend the schedule of fees and charges to include an application fee for levees.

#### Officer's Recommendation:

**THAT Council note from 14 May 2014 it will be a requirement of State Legislation to obtain development approval for the construction of levees and the modification of existing levees and that Council will be the assessment manager for these applications.**

**And THAT;**

**Council recognises the impacts of this new requirement on landholders proposing to construct or modify levees and on Council as the assessment manager.**

**And Further THAT:**

**Acknowledges that Council does not possess the resources to undertake the technical assessment of these applications and endorses the proposal to outsource assessment to suitably qualified consultants.**

**And Further THAT:**

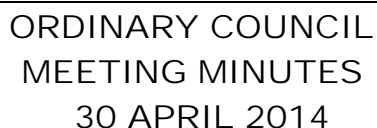
**Amends the Cost Recovery Fees and Charges to include a new fee for Operational Works for Levee with a base fee of \$2,000 to which is added the amount of technical assessment by a suitably qualified external consultant with this amount to be determined on an individual basis by means of a quotation.**

#### **RESOLUTION:**

**THAT Council contact LGAQ, Council of Mayors, Scenic Rim Regional Council and Somerset Regional Council seeking a meeting in regard to lobbying farmers in what they will be facing with the new requirements of State Legislation to obtain development approval for the construction of levees and the modification of existing levees;**

**And further;**

**THAT Council promotes awareness amongst the local farming community of the changes in legislation which may adversely affect them.**



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## 2. Background

On 25 February 2014 the Director-General, Department of Natural Resources and Mines (DNRM) wrote to Council to provide an update on the development of a framework for state-wide regulation of the construction and maintenance of levees, which is required to satisfy a specific recommendation contained in the Final Report of the 2011 Queensland Floods Commission of Inquiry. The letter advises that the Queensland Government has decided that local government will be the level of government that will be responsible for the assessment of applications for levees. The letter also advises that the framework will commence on 14 May 2014.

## 3. Report

### *Operation of the assessment regime for levees*

The Draft Assessment Code for the Construction of New Levee Banks or the Modification of Existing Levee Banks is provided as Attachment A.

This code, in addition to providing assessment criteria clarifies that the modification of an existing levee includes:

- raising or lowering the height of a levee bank;
- extending the length of a levee bank;
- demolishing the whole or part of a levee bank; and
- any other modification that influences the flow of water.

It also clarifies that if an existing levee is damaged by a flood event and is then rebuilt to the same specifications as before the flood event this is not modification.

A key element of the regime for the regulation of levees is that the *Land Water and Other Legislation Amendment Act 2013* amended Schedule 4 of the *Water Act 2000* to provide the following definitions of levee, levee related infrastructure and prescribed farming activities:

#### **levee —**

1. A levee is an artificial embankment or structure which prevents or reduces the flow of overland flow water onto or from land.
2. A levee includes levee-related infrastructure.
3. However, the following are not levees—
  - (a) prescribed farming activities;
  - (b) fill that is—
    - (i) deposited at a place for gardens or landscaping, including, for example, landscaping for the purposes of visual amenity or acoustic screening; and
    - (ii) less than the volume of material prescribed under a regulation;
  - (c) infrastructure used to safeguard life and property from the threat of coastal hazards;
  - (d) a structure regulated under another Act including, for example, the following—
    - (i) a levee constructed as emergency work under the Planning Act, section 584 or 585;
    - (ii) a structure constructed under an approved plan under the Soil Conservation Act 1986;

- (iii) a structure whose design takes into account the impacts of flooding or flood mitigation but which is not primarily designed for flood mitigation;

*Example — a public road within the meaning of the Transport Infrastructure Act 1994*

- (iv) a structure constructed within the bed, or across a bank, of a watercourse, including, for example, a weir or barrage, the construction of which was carried out under this Act and for which a development permit under the Planning Act was given;

- (v) an embankment or other structure constructed for long-term storage of water under the Water Supply Act;

*Examples — a ring tank or dam*

- (e) irrigation infrastructure that is not levee-related infrastructure.

**levee-related infrastructure**, for a levee, means infrastructure, including irrigation infrastructure, that is —

- (a) connected with the construction or modification of the levee; or  
(b) used in the operation of the levee to prevent or reduce the flow of overland flow water onto or from land. Examples of infrastructure for paragraph (b) — a channel, drain, outfall or pipe

**prescribed farming activities** means —

- (a) cultivating soil; or

*Examples — clearing, replanting and broadacre ploughing*

- (b) disturbing soil to establish non-indigenous grasses, legumes or forage cultivars; or  
(c) using land for horticulture or viticulture; or  
(d) laser levelling or contouring soil.

The primary effect of the above is that unless made exempt under sub-section (3) of the above definition of levee, any artificial embankment or structure which prevents or reduces the flow of overland flow water onto or from land is a levee. Of particular interest is sub-section (3)(a) of the definition of levee which exempts prescribed farming activities. However the definition of prescribed farming activities only extends to laser levelling or contouring soil and does not include the construction of an artificial embankment or structure that would commonly be understood to be a levee. The effect of this is that any levees constructed on farmland would fall within the definition of a levee and so would be regulated from 14 May 2014.

It should also be noted that road works undertaken by the State or Council which change the flow of water are not levees as a result of the exemption provided by sub-section (3)(d)(iii).

It is proposed that there will be three categories of levees:

- Category 1 – Levees with the greatest potential for impacts for which Council will be the assessment manager and the application is required to be referred to the State Government for assessment as a concurrence agency. These are levees that meet the criteria for being of State interest and/or which place a population at risk. Applications for this category will require impact assessment (i.e. they will require public notification and will attract third party appeal rights).
- Category 2 – Levees with impacts beyond the boundaries of the property on which they are located which do not meet the criteria for being of State interest or place a population

at risk. Applications in this category are code assessable and so do not require public notification.

- Category 3 – Levees which have no impacts beyond the boundaries of the property on which they are located and which are self-assessable. It is considered that very few levees will fall into Category 3.

The draft code (provided as Attachment A) contains guidance regarding the determination of whether a levee falls into Category 1 or 2 and notes that this will require a hydraulic assessment to be undertaken.

As all current planning schemes across the state do not contain criteria against which an application for a levee can be assessed, the State Government will bring into effect an Assessment Code for the Construction of New Levee Banks or the Modification of Existing Levee Banks. The code will be in two parts, being a self-assessable code for the assessment of Category 3 levees and an assessable development code for the assessment of Category 1 and 2 levees.

The commencement of the framework on 14 May 2014 dictates that Council must within a very short timeframe formulate and implement internal processes and requirements for the assessment and determination of applications for levees, amend the existing schedule of Cost Recovery Fees and Charges to set a fee for these applications.

*Implications for proponents – impact of additional obligations*

As the construction of levees is not currently regulated, proponents have been able to construct levees without having to evaluate the impacts of the levee on the flow of floodwaters or to ensure the levee is constructed to an appropriate standard.

From 14 May 2014, applications for a Category 1 or 2 levees will need to be supported by a hydrological study prepared by a suitably qualified Registered Professional Engineer of Queensland (RPEQ) that evaluates the impact of the proposed levee on the flow of floodwaters including the depth and velocity of floodwaters. Applications for Category 1 or 2 levees will also need to be supported by plans prepared by a suitably qualified RPEQ that show the location and design of the proposed levee. Given the above, the cost of compiling the necessary material to support an application for a levee will be considerable.

*Implications for Council – Additional Assessment Responsibilities*

As Council currently has no responsibility for the assessment and approval of applications for levees, the requirement to do so from 14 May 2014 will place an additional burden on Council's resources. This impact is difficult to quantify as it is unclear how many applications for levees are likely to be received. Of particular concern is that Council does not have in-house resources to undertake the technical assessment of these applications. The nature of levees and the risk of impacts on life and property if they are not properly designed means that applications will need to be assessed by an RPEQ.

To address this it is proposed that the assessment of applications for levees is outsourced to an appropriately qualified consultant, with the cost of this assessment to be borne in full by the applicant. To ensure applications can be processed in a timely manner, Council will need to have an agreement in place with an external consultant to undertake this work. The cost of the

assessment will vary depending on the nature of the levee and so a quote will need to be obtained for each application.

As the legislation makes Council the assessment manager, Council will need to receive the application, refer it to an external consultant for technical assessment and then determine the application and apply conditions based on the technical assessment undertaken by the external consultant and the conditions that have been recommended. There is no ability to Council to devolve its responsibility to decide and apply conditions to an external consultant.

*Implications for Council – Additional Compliance Responsibilities*

Council will be responsible for compliance matters relating to levees, both in relation to ensuring levees that have been approved are constructed in accordance with the approved plans and conditions of approval and in pursuing compliance action where new levees have been constructed or existing levees modified without the necessary approval. The only exception to this would be where the State Government as a concurrence agency gives approval for a Category 1 levee.

In relation to ensuring levees are constructed in accordance with approved plans and conditions, it will be necessary to attach conditions that require the proponent to ensure that an inspection of levees by a suitably qualified RPEQ is undertaken at critical stages of construction and provide evidence of this to Council in the form of a RPEQ endorsed Construction Certificate. Where a proponent fails to do this it would become a compliance matter for failure to comply with conditions of an approval.

In relation to levees constructed or modified without the necessary approval after 14 May 2014, this will be a compliance matter that will need to be pursued by Council under the relevant provisions of the *Sustainable Planning Act 2009*. This will involve the collection of evidence, the issuance of Show Cause Notices and Enforcement Notices and, if necessary, action in the Planning and Environment Court. Given the potential risk posed to life and property by poorly constructed or improperly located levees, it is considered that Council will need to take a proactive approach to levees that have been constructed without the necessary approval.

*Implications for Council – Cost Recovery Fees and Charges*

The current schedule of Cost Recovery Fees and Charges effective 1 July 2013 does not include a fee for operational works applications for the construction of levees. Furthermore, the current set of fees does not include any fee that is readily adaptable for use for levee applications. As a result it is necessary to set a new fee for operational works applications for the construction of levees.

As outlined above, it is proposed to outsource the technical assessment component of applications for levees with this cost to be met by applicants. There will however be additional workload for Council officers in receiving applications, coordinating the technical assessment and compiling approval documentation which should be recovered. It is recommended that the application fee for levees be set at a base fee of \$2,000 plus the cost of technical assessment to be undertaken by a suitably qualified external consultant.

**4. Policy and Legal Implications**





## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

The policy for the assessment of applications for levees is contained in the Assessment Code for the Construction of New Levee Banks or the Modification of Existing Levee Banks which has been prepared by the State Government. The draft planning scheme does not contain provisions that could be used in place of the State Government's assessment code. As the responsibility for assessment of applications for levees has been imposed on Council it is considered that this assessment should be undertaken against the State Government's assessment code.

The responsibility for the assessment and determination of applications for levees is accompanied by a number of potential legal implications including the potential for a new or modified levee that has been approved by Council to impact on other properties or through the failure of an improperly constructed or maintained levee that had been approved by Council. By requiring applications to be supported by technical material prepared by a suitably qualified RPEQ and outsourcing the technical assessment to a suitably qualified RPEQ as proposed the risk to Council is reduced.

Where after 14 May 2014 Council is made aware that a levee has been constructed or modified without the necessary approval or other than in accordance with an approval it will be necessary to initiate and pursue compliance action to reduce the risk of liability for the impact of unlawful or improperly constructed levees.

### **5. Financial and Resource Implications**

The inclusion of a fee for applications and a requirement that the cost of assessment by an external client will be met by the applicant will reduce but not eliminate the financial impact on Council. Council will have no mechanism to recover the cost of compliance action that may be required including the potential for costly compliance action in the Planning and Environment Court. The new responsibility to receive, outsource assessment and approve applications for levees will be able to be met by existing resources.

It is considered that there will be no implications for the 2013/14 budget from the requirement for approvals to be obtained for levees. Any implications for the 2014/15 budget will be given due consideration in the formulation of the budget.

### **6. Delegations/Authorisations**

As operational works, all development applications for levees will be covered by the existing delegations for actions under the *Sustainable Planning Act 2009*.

### **7. Communication and Engagement**

The decision to make the construction and modification of levees assessable and the allocation of the responsibility for assessment to local government has been a decision of the State Government. In this context it is considered that Council should not take on the responsibility for communicating information regarding these new requirements to the local community.

### **8. Conclusion**

The decision of the State Government that from 14 May 2014 a development approval will be required for the construction of new levees and the modification of existing levees has implications for Council. As Council does not have the resources to undertake the technical

assessment of applications for levees it is proposed to outsource the assessment to external consultants with the cost to be borne by the applicant.

**9. Action/s**

Council to note that from 14 May 2014 it will be necessary for development approval to be obtained for the construction of new levees and the modification of existing levees and the implications for both landholders and Council.

Council to adopt an amendment to the Schedule of Cost Recovery Fees and Charges to include a new fee for an Application for Operational Works for a New Levee or Modification of an Existing Levee with a base fee of \$2,000 and an additional amount to fully cover the cost of the technical assessment of the application by an external consultant with the amount to be determined by means of individual quotation.

Department of Natural Resources and Mines

## Regulation of levee banks in Queensland:

Draft assessment code for the construction of new levee  
banks or the modification of existing levee banks

Great state. Great opportunity.





This publication has been compiled by Strategic Water Programs, Department of Natural Resources and Mines.

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## 1. How to provide feedback

Feedback on this assessment code should be provided no later than 5pm Friday 26 March 2014.

Feedback should be provided to:

Email: [levees@dnrm.qld.gov.au](mailto:levees@dnrm.qld.gov.au)  
Mail: Floodplain Management Team  
Department of Natural Resources and Mines  
PO Box 15216, City East, Brisbane Qld 4002  
Fax: (07) 3181 5173

The *Right to Information Act 2009* provides for access to information held by government. You should consider the possible application of this legislation to any feedback you provide, which may be made public.

*Guidelines* to allow further interpretation of this code will be developed following community feedback on the draft code.

## 2. Draft self-assessable code for the construction of new levee banks or the modification of existing levee bank banks

(Category 3 Levee banks—Self assessable)

### *Purpose of the code*

This code applies to the construction of new levee banks and the modification of existing levee banks that do **not** have impacts that extend beyond the boundary of the property/ies on which the levee bank is located. These levee banks are defined as category 3 levee banks under the *Water Regulation 2002*.

This code is intended to ensure that the construction of new levee banks and the modification of existing levee banks that have no off-property impacts meet a set of criteria.

Where there is the potential for the levee bank or levee bank modification to cause impacts beyond the property boundary, the applicant should refer to the requirements under the *Sustainable Planning Act 2009* for assessable development of category 1 and 2 levee banks.

### *Overview of levee banks*

For the purposes of the *Water Act 2000*, *Sustainable Planning Act* and this code, a levee bank is defined as an artificial embankment or structure which prevents or reduces the flow of overland flow water onto or from land. Refer to the *Water Act 2000* for the full definition and exclusions.

Levee banks are constructed for the purposes of flood mitigation and protection. The levee bank may be designed to protect people, property or other assets. Existing levee banks are modified to increase or decrease the flood protection height or expand the area to be protected.

Levee bank impacts refer to the impacts that a levee bank causes during a design flood, when the levee bank overtops, or when the levee bank fails. Levee bank impacts can range from negligible to significant loss of life and economic damage.

This code refers only to levee banks and levee bank modifications that do not have any off-property impacts. It should be noted that in most cases levee banks will have off-property impacts and therefore be classified as assessable development in accordance with the *Sustainable Planning Act 2009*. Category 3 levee banks can only be located in rural zones, as defined in the local government planning scheme. Levee banks located in zones other than rural have impacts that are not considered to be limited to the property on which they are located, and are therefore assessable development.

Levee banks in a rural zone must also be located at a sufficient distance from neighbouring properties or watercourses so it can be reasonably assumed to not have any impacts beyond the property boundary during a design flood event or an overtopping or failure scenario. This distance will vary depending on the location and context for each levee bank, however the *Guidelines*<sup>1</sup> provides more information on minimum distances.

For existing levee banks that are modified, the applicant will need to show that the existing levee bank prior to modification does not have any off-property impacts and that the modification works will not result in any off-property impacts.

Modification includes the following:

- raising or lowering the height of the levee bank
- extending the length of the levee bank
- demolishing the whole or part of the levee bank
- any other modification that influences the flow of water.

If an existing levee bank is damaged by a flood event and rebuilt to the same specifications as before the flood event, this is not defined as a modification.

For more information on examples of self-assessable levee banks and other considerations, refer to the guidelines at the Department of Natural Resources and Mines (DNRM) website [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

#### ***Other legislative requirements***

Works constructed under this code are permitted only for the purposes of the *Sustainable Planning Act 2009*. Compliance with this code does not remove the landholder's obligation to fully comply with all other relevant legislation and instruments, including:

- *Sustainable Planning Regulation 2009*
- *Water Act 2000*
- *Water Regulation 2002*
- Applicable water resource plans
- *Soil Conservation Act 1986*
- *Transport Infrastructure Act 1994*
- *Water Supply (Safety and Reliability) Act 2008*
- *Coastal Protection and Management Act 1995*
- *Coastal Protection and Management Regulation 2003*—for development of prescribed tidal works
- *Vegetation Management Act 1999*—this Act places limitations on the clearing of native vegetation. A landholder must ensure they have any necessary permits prior to clearing a site for the construction or modification of a levee bank.
- *Environmental Protection Act 1994*—this act places obligations on landholders in respect of ensuring that their actions do not result in harm to the environment
- *Aboriginal Cultural Heritage Act 1994*—this Act places an obligation on people to take all reasonable and practicable measures to ensure an activity they are undertaking does not harm aboriginal cultural heritage
- *Wild Rivers Act 2005*
- *Land Act 1994*
- Local government planning schemes, operational works codes, flood overlay codes or other local government regulations, laws or codes.

<sup>1</sup> The *Guidelines* are currently being developed and will contain additional guidance material on how these codes may be interpreted.

### How to use this code

The code can be read in conjunction with the relevant sections of the *Water Act 2000*. An accompanying set of *guidelines*<sup>2</sup> will be provided to help the applicant meet the requirements of the self-assessable code.

The code comprises a set of mandatory requirements, including performance outcomes and acceptable outcomes. Levee bank compliance with the code is met if each performance outcome listed in the table below is achieved.

### Mandatory requirements

Self-assessable levee bank work constructed and modified under this code must comply with this code. It is an offence under section 574 of the *Sustainable Planning Act 2009* for a person to construct works that do not comply with this self-assessable code (maximum penalty—165 penalty units).

#### 1. Notification of works

For proposed self-assessable levee bank works that do not have off-property impacts, the applicant must notify the local government authority of the details of the constructed or modified levee bank including the location and dimensions of the works within five business days of completing the works.

Notification must consist of a completed copy of *Notification form self-assessable works for levee banks* (page 7).

#### 2. Performance outcomes and acceptable outcomes

Performance outcome	Acceptable outcome
<b>PO1</b> The levee bank is located in a rural zone  Editor's note: rural zone is defined in each local government planning scheme. If the planning scheme does not refer to rural zones, consult with the local government.	No acceptable outcome is prescribed
<b>PO2</b> The levee bank does not increase the potential for flood damage beyond the boundaries of the property in which it is located	<b>AO2</b> There must be no change in the hydraulic effects beyond the boundaries of the property as a result of levee bank construction or modification for any flood level. Hydraulic effects include: <ul style="list-style-type: none"> <li>• There is no change to the flow path of overland flow water where it enters or exits the property</li> <li>• There is no increase in the velocity of flood flow off-property</li> <li>• There is no increase in ponding off-property</li> <li>• There is no increase in flood peak height off-property</li> </ul>

For information on how to determine whether the hydraulic impacts of the levee bank extend off-property in line with performance outcome 2, refer to the *Guidelines*.<sup>3</sup>

<sup>3 3</sup> The *Guidelines* are currently being developed and will contain additional guidance material on how these codes may be interpreted.



### *Considerations*

The applicant should take into account the following factors when determining whether the levee bank meets the definition and requirements of a self-assessable levee bank:

- levee bank definition (refer to *Water Act 2000*)
- levee bank size (height, length, width)
- size of property
- area that is protected by the levee bank in relation to the size of the property
- flood protection height of the levee bank
- volume of floodwaters that is displaced under a design flood
- volume of displaced floodwaters as a proportion of the volume of floodwaters on the entire property at the same flood height
- proximity of the levee bank to:
  - neighbouring properties
  - watercourses
  - critical infrastructure
  - environmental assets
  - roads and railways
- hydraulic effects of the levee bank under:
  - design flood conditions
  - overtopping scenario
  - levee bank failure
- flow path across the property for a given set of flood events, including a flood that reaches the flood protection height of the levee bank and a flood that exceeds the flood protection height of the levee bank

### *Non-mandatory requirements*

It is recommended that the applicant consult with the immediate neighbours to indicate the plans for the levee bank and reach an agreement that it will not cause off-property impacts. If consultation has been undertaken and/or agreement has been reached, the applicant can record this on the notification form.





***Notification form self-assessable development of levee banks work***

**Purpose of this form**

To allow relevant persons to notify the department of the construction of new levee banks or modification of existing levee banks that are self-assessable development under the *Sustainable Planning Act 2009*.

Notification of works must be received within five business days after the works are completed.

**Part A: Owner details**

Name

Street address

Mailing address

Contact person's details

Privacy statement

**Part B Completion date**

Date works were completed: \_\_\_\_\_

**Part C: Location of works on property**

Sketch a plan showing site location and identifiers (e.g. name of watercourse, nearest road or landmark, address), and map series number and coordinates.



**Part D: Description of works**

Provide a brief description of the works, e.g. levee bank length, height, construction material, flood protection height

--

**Part E Consultation (optional)**

Provide any details of consultation that has been undertaken with neighbours or other persons regarding the levee bank works, including agreement if reached that there are no off-property impacts as a result of the levee bank being built.

--

**Part F Declaration**

All parties to complete and sign the declaration below

I declare that the information in the notification is true and correct.

**Individual**

Name

Signature

Position/Title

Date

**Corporation (executed for and on behalf of corporation)**

By (name)

Position

Signature

Date

Witnessed by

Witness signature

Date

### 3. Draft Assessable development code for the construction of new levee banks or modification of existing levee banks

(Category 1 and 2 Levee banks—Impact and code assessable)

#### *Purpose of the code*

This code applies only to the construction of new levee banks and the modification of existing levee banks that have impacts that extend beyond the boundary of the property/ies on which the levee bank is located. These levee banks are defined as category 1 and 2 levee banks under the *Water Regulation 2002*.

This code is intended to ensure that the construction of new levee banks and the modification of existing levee banks meet a set of criteria.

#### *Overview of levee banks*

For the purposes of the *Water Act 2000*, *Sustainable Planning Act 2009* and this code, a levee bank is defined as an artificial embankment or structure which prevents or reduces the flow of overland flow water onto or from land. Refer to the *Water Act 2000* for the full definition and exclusions.

Levee banks are constructed for the purposes of flood mitigation and protection. The levee bank may be designed to protect people, property or other assets. Existing levee banks are modified to increase or decrease the flood protection height or expand the area to be protected.

Levee bank impacts refer to the impacts that a levee bank causes during a design flood, when the levee bank overtops, or when the levee bank fails. Levee bank impacts can range from negligible to significant loss of life and economic damage.

This code refers to levee banks and levee bank modifications that have off-property impacts. It should be noted that in most cases levee banks will have off-property impacts and therefore be classified as assessable development in accordance with the *Sustainable Planning Act 2009* and subject to this code.

Levee banks that do not comply with the self-assessment code (for example, levee banks that have off-property impacts) are subject to this code. For more information on the self-assessment refer to DNRM website [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

This code applies to the construction of new levee banks and to the modification of existing levee banks. Existing levee banks that are not modified are not subject to this code. Modification of existing levee banks includes, but is not limited to, the following examples:

- raising or lowering the height of the levee bank
- extending the length of the levee bank
- demolishing the whole or part of the levee bank
- any other modification that influences the flow of water.

If an existing levee bank is damaged by a flood event and rebuilt to the same specifications as before the flood event, this is not defined as a modification.

For more information on levee banks and their impacts, refer to the *Guidelines*<sup>4</sup> at the DNRM website [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

<sup>4</sup> The *Guidelines* are currently being developed and will contain additional guidance material on how these codes may be interpreted



### *Other legislative requirements*

Works constructed under this code are permitted only for the purposes of the *Sustainable Planning Act 2009*. Compliance with this code does not remove the holder's obligation to fully comply with all other relevant legislation and instruments, including:

- *Sustainable Planning Regulation 2009*
- *Water Act 2000*
- *Water Regulation 2002*
- Applicable Water Resource Plans
- *Soil Conservation Act 1986*
- *Transport Infrastructure Act 1994*
- *Water Supply (Safety and Reliability) Act 2008*
- *Coastal Protection and Management Act 1995*
- *Coastal Protection and Management Regulation 2003*—for development of prescribed tidal works
- *Vegetation Management Act 1999*—this Act places limitations on the clearing of native vegetation. A landholder must ensure they have any necessary permits prior to clearing a site for the construction or modification of a levee bank.
- *Environmental Protection Act 1994*—this act places obligations on landholders in respect of ensuring that their actions do not result in harm to the environment
- *Aboriginal Cultural Heritage Act 1994*—this Act places an obligation on people to take all reasonable and practicable measures to ensure an activity they are undertaking does not harm aboriginal cultural heritage
- *Wild Rivers Act 2005*
- *Land Act 1994*
- Local government planning schemes, operational works codes, flood overlay codes or other local government regulations, laws or codes

### *How to use this code*

The code can be read in conjunction with the relevant sections of the *Water Act 2000*. An accompanying set of *guidelines*<sup>5</sup> is also provided to help the applicant meet the requirements of the code. Refer to the department's website [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au) for the *guidelines* and other supporting information.

The code comprises a set of requirements, including performance outcomes and acceptable outcomes. The code is complied with for levee banks work if each performance outcome applying to the work is achieved.

### *Assessment manager*

Local government is the assessment manager for levee banks that are assessable development, i.e. category 1 and 2 levee banks.

For category 1 levee banks, the state government (Department of State Development Infrastructure and Planning (DSDIP) ) will act as the referral agency to assess matters that are of state interest. Applicants for a category 1 levee bank must ensure they also meet the requirements in the State Development Assessment Provisions (SDAP) code.

### *Mandatory requirements*

Assessable development levee bank work constructed and modified under this code must comply with this code. It is an offence under section 579 of the *Sustainable Planning Act 2009* for a person to construct works that do not comply with this assessable code (maximum penalty – 165 penalty units).

<sup>5</sup> <sup>5</sup> The *Guidelines* are currently being developed and will contain additional guidance material on how these codes may be interpreted.

1. Performance outcomes and acceptable outcomes

Performance outcome	Acceptable outcome
<p><b>PO1</b> Any off-property impacts from the levee bank are minimised and acceptable</p> <p><i>Editor's Note: A hydraulic study certified by a suitably qualified person may be requested to identify the change in flood hazard caused by the proposed levee bank and the impacts on people and property</i></p>	<p><b>AO1.1</b> The levee bank does not result in an unacceptable change in flood hazard impacts offsite by way of increased depth, duration or velocity of floodwaters, or a reduction in warning times for properties external to the development site.</p> <p><b>and</b></p> <p><b>AO1.2</b> The levee bank does not impact in an unacceptable way on:</p> <ul style="list-style-type: none"> <li>• population at risk</li> <li>• community infrastructure</li> <li>• areas identified for future residential development in a local planning instrument</li> <li>• agriculture/agricultural land</li> <li>• waterways, wetlands, riparian zones or other matters of state environmental significance</li> </ul>
<p><b>PO2</b> The design and construction standard for the proposed levee bank is appropriate for the materials used and its intended function</p>	No acceptable outcome is prescribed
<p><b>PO3</b> The levee bank functions as designed during flood events</p> <p><i>Editor's note: an operations and maintenance manual may be requested that shows how the levee bank will be operated during flood events and maintained over the design life</i></p>	No acceptable outcome is prescribed
<p><b>PO4</b> An emergency management plan is in place for events that might exceed the design limit and/or where levee bank failure might occur</p> <p><i>Editor's note: this PO will not be required for Category 2 levee banks</i></p> <p><i>Editor's note: details of what an emergency management plan may include are described in the guidelines.<sup>6</sup></i></p>	No acceptable outcome is prescribed

<sup>6</sup> <sup>6</sup> The *Guidelines* are currently being developed and will contain additional guidance material on how these codes may be interpreted.

## 2. Categories of levee banks

For assessable development, there are two categories of levee banks that are based on the level of impact and whether the impacts are matters of state interest. Note: there is a third category of levee bank (Category 3) that is self-assessable that has no off-property impacts, refer to *Self-assessable code for the construction of new levee banks or the modification of existing levee banks*.

Key aspects of the two assessable development categories are:

	Category 1 levee bank	Category 2 levee bank
Off-property impacts	Yes	Yes
Population at risk	Yes	No
Matters of state interest	Yes	No
Level of assessment	Impact	Code
Public notification required	Yes	No
Third party appeal rights	Yes	No
Assessment manager	Local government	Local government
Referral agency	Yes—DSDIP	No
Applicable codes	Code for assessable development; SDAP provisions	Code for assessable development
Impact assessment required, including failure impact	Yes	Yes
Design and construction standards required	Yes	Yes
Operation and Maintenance Plan required	Yes	Yes
Emergency Management Plan required	Yes	No

### Category 1 levee banks

If a levee bank is categorised as a Category 1 levee bank, the following applies:

- the application will be both code and impact assessable
- the local government will assess the application against this code
- the application will be referred to the State Government for assessment as the concurrence agency against the relevant State Development Assessment Provisions
- the application will be subject to public notification with third party appeal rights in line with Part 4 of the *Sustainable Planning Act 2009*.

### Category 2 levee banks

If a levee bank is categorised as a Category 2 levee bank, the following applies:

- the application will be code assessable
- the local government will assess the application against this code.

## 3. Hydraulic assessment

A hydraulic assessment is required to determine the impacts of the levee bank and identify the levee bank category. The hydraulic assessment will identify the impact zones of the levee bank under three scenarios, which will be used to see if there is population at risk or if matters of state interest are triggered.

It is recommended that the hydraulic assessment is certified by a suitably qualified person.

## 4. Calculating the population at risk

The population at risk is one basis for distinguishing between a levee bank as category 1 or 2—the other is whether there is a matter of state interest—see next section.

To determine the population at risk, a hydraulic assessment is required to determine the impact zones of the levee bank. The *Guidelines*<sup>7</sup> provide more information on how the applicant can undertake the assessment.

People are considered part of the population at risk (PAR) if they occupy buildings or other places of occupation that lie within the impact zone of a levee bank and

- the flood level after the levee bank is built exceeds the height of the floorboards in the occupied buildings or
- there is an increase in the velocity of floodwaters that flow above the height of floorboards in occupied buildings.

Note: for privately built levee banks, only those occupied buildings outside of the property boundary on which the levee bank is located are part of the population at risk. For levee banks built or funded by a government body, for example to protect part of a town, all occupied buildings should be counted.

The population at risk must be assessed for all the following scenarios:

- under a design flood where the flood level reaches but does not exceed the flood protection height of the levee bank
- under a flood that exceeds the flood protection height of the levee bank resulting in overtopping
- levee bank failure, for example, a breach in the levee bank structure.

If there is any population at risk under any of the above scenarios, then the levee bank will be classified as a category 1 levee bank subject to impact assessment.

Scenario	Flood height	PAR
Flood at protection height	Flood protection height of the levee bank	Difference between PAR with levee bank in place and PAR prior to levee bank being built
Overtopping	Flood that exceeds the flood protection height of the levee bank	Difference between PAR for a flood that overtops the levee bank and PAR for same flood height prior to levee bank being built
Failure	Flood protection height of the levee bank	Difference between PAR for a specific levee bank failure and the PAR had failure not occurred

To assess the population at risk, the applicant will need to know the flood heights and behaviour before the levee bank is built and the changes to the flood heights and behaviour as a result of the levee bank being built.

If any occupied buildings outside of the property/ies on which the levee bank is located lie within the impact zone of the levee bank under any of the scenarios, then there is a population at risk and the levee bank is categorised as Category 1 levee bank and subject to impact assessment. The number, location and nature of buildings and other places of occupation must be identified as part of the impact assessment.

The *Guidelines* provide information on suitable methodologies to calculate the population at risk.

## 5. Matters of state interest

The impact zones of the levee banks will also help the applicant to determine whether any matters of state interest are triggered which would categorise the levee bank as Category 1.

Matters of state interest include:

<sup>7 7</sup> The *Guidelines* are currently being developed and will contain additional guidance material on how these codes may be interpreted.

- matters of state environmental significance, such as a wetland protection area
- emergency management
- natural hazards
- critical infrastructure
- strategic cropping land.

Where the impacts of a levee bank cross jurisdictional boundaries, such as local government or state government boundaries, this will also trigger a category 1 levee bank.

Matters of state interest can be identified through:

1. Schedules 3, 6 and 7 of the *Sustainable Planning Regulation 2009*
2. **SARA mapping online system**, available on the Department of State Development Infrastructure and Planning website [www.dsdip.qld.gov.au/about-planning/sara-mapping-online-system.html](http://www.dsdip.qld.gov.au/about-planning/sara-mapping-online-system.html).

### Definitions

**Defined flood event:** Defined flood event (DFE) is the flood event selected for the management of flood hazard to new development. DFEs do not define the extent of the floodplain. [see Draft State Planning Policy Guideline: State interest—natural hazards, Dec 2013]

**Design flood:** a flood of known magnitude or average recurrence interval, or a historic event which is selected for land use planning, emergency planning and engineering design purposes. Note that the design flood does not define the maximum extent of land liable to flooding, which is defined by the Probable Maximum Flood (PMF). (adapted from [www.floodvictoria.vic.gov.au/centric/learn\\_about\\_flooding/glossary\\_and\\_abbreviations/glossary\\_of\\_terms.jsp](http://www.floodvictoria.vic.gov.au/centric/learn_about_flooding/glossary_and_abbreviations/glossary_of_terms.jsp))

**Existing levee bank:** a levee bank that was constructed or before the commencement date for the regulation of 14 May 2014.

**Flood protection height:** The maximum flood height that the levee bank will protect the areas it was designed to protect.

**Incremental effect:**

- a) the difference between the flood impact that would occur under a given set of conditions with no levee bank in place and the flood impact under the same set of conditions with the levee bank in place
- b) the difference between the flood impact that would occur under a given set of conditions with the levee bank in place and the flood impact under the same set of conditions with a levee bank failure. (adapted from Guidelines for Failure Impact Assessment of Water Dams (DEWS))

**Levee bank:** an artificial embankment or structure which prevents or reduces the flow of overland flow water onto or from land. (see *Water Act 2000*)

**Levee bank failure:** deterioration of or a break in the levee bank structure or its foundation, leading to the inability to achieve its function. (adapted from International Levee Banks Handbook glossary)

**Lot:** means a separate, distinct parcel of land created on the registration of a plan of subdivision. (*Land Title Act 1994*)

**Modification of existing levee bank:** modification of a levee bank can include the following:

- raising or lowering the height of the levee bank,
- extending the length of the levee bank
- demolishing the whole or part of the levee bank
- any other modification that influences the flow of water.

**Overland flow water** (from overland flow code):



1. Overland flow water means water, including floodwater, flowing over land otherwise than in a watercourse or lake:
- after having fallen as rain or in any other way
  - after rising to the surface naturally from underground
2. Overland flow water does not include:
- water that has naturally infiltrated the soil in normal farming operations, including infiltration that has occurred in farming activity such as clearing, replanting and broad-acre ploughing
  - tailwater from irrigation if the tailwater recycling meets best practice requirements or
  - water collected from roofs for rainwater tanks.

**Overtopping:** passing of water over the top of the levee bank structure as a result of a water level higher than the crest of the structure. (adapted from International Levee Banks Handbook glossary)

**Premises:** means:

- a building or other structure
- land, whether or not a building or other structure is situated on the land. (*Sustainable Planning Act 2009*)

**Property:** applications for levee banks are property-based, that is, made in relation to one or more whole properties. A 'property' means contiguous lots or parcels of land or tenure under the same land ownership of tenure holder. Levee bank applications can be made for one or more contiguous properties by one or more property owners, if the properties are contiguous and not separated by watercourses or roads. (adapted from overland flow code)

**Rural zone:** as defined in the local government planning scheme.

**Self-assessable development:** one which is identified by an assessment manager as not needing a development or compliance permit. (see *Sustainable Planning Act 2009*)

**Watercourse:** a river, creek or other stream, including a stream in the form of an anabranch or a tributary, in which water flows permanently or intermittently, regardless of the frequency of flow events—

- in a natural channel, whether artificially modified or not
- in an artificial channel that has changed the course of the stream. (*Water Act 2000*)



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*That given the scheduled presentation at 12.00 pm the Order of Business from the Agenda was changed to enter Closed Session and to seek additional Late Items for consideration.*

Item Number:	16.0
File Number:	Formal Papers
Councillor:	Cr Steve Jones
<b>SUBJECT:</b>	<b>ADDITIONAL (LATE) ITEMS</b>
<b>THAT the following items, not included in the agenda, be brought forward for discussion and subsequent consideration, as these include matters need to be responded to at this meeting of Council.</b>	
<ul style="list-style-type: none"><li>• Stormwater Infrastructure – Planning Laidley</li><li>• Forest Hill Flood Study</li></ul>	
Moved By:	Cr McDonald
Seconded By:	Cr Holstein
Resolution Number: 3401	
CARRIED	
5/0	

*The meeting Chair forecast his intention to leave the scheduled Closed Session briefing and asked that the meeting be adjourned for the presentation.*

*Given the timing scheduled for an external presentation the Order of Business was changed to incorporate the presentation on the Toowoomba Range Second Crossing at which time after some discussion the Council moved to enter Closed Session Meeting.*

## 16.0 CONFIDENTIAL ITEMS

Item Number:	16.1
File Number:	Formal Papers
Councillor:	Cr Steve Jones
<b>SUBJECT:</b>	<b>CLOSED SESSION</b>
<b>THAT Council move into Closed Session at 12.24pm to the exclusion of the press and public, in accordance with section 275 (1) (h) of the Local Government Regulation 2012 for discussion of the matters to be discussed involves 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.</b>	
Moved By:	Cr McDonald
Seconded By:	Cr McLean
Resolution Number: 3402	
CARRIED	
6/0	

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*Cr Peter Friend left the meeting, the time being 12:15 pm  
Cr Peter Friend returned to the meeting, the time being 12:17 pm*

*Cr Kathy McLean left the meeting, the time being 12:15 pm  
Cr Kathy McLean returned to the meeting, the time being 12:19 pm*

*Cr Steve Jones left the meeting, the time being 12:23 pm  
Cr Tanya Milligan left the meeting, the time being 12:23 pm  
Cr Janice Holstein left the meeting, the time being 12:23 pm*

*The presentation on Item 16.1 for the Toowoomba Second Range Crossing was received by the Councillors and Senior Officers present.*

*The meeting adjourned for lunch, the time being 1.35 pm.*

*Cr Steve Jones returned to the meeting, the time being 02:10 pm  
Cr Tanya Milligan returned to the meeting, the time being 02:10 pm  
Cr Janice Holstein returned to the meeting, the time being 02:10 pm*

*The meeting resumed in Closed Session, the time being 2.10 pm.*

*Council received a presentation on the Land Valuation recently undertaken on the Local Government Area.*

*After the Presentation Council stayed in Closed Session and resumed the meeting.*

*Cr Steve Jones left the meeting, the time being 02:39 pm*

*Cr Peter Friend left the meeting, the time being 02:43 pm*

*Cr Steve Jones returned to the meeting, the time being 02:48 pm*

*Cr Jones advised of a possible perceived conflict of interest in Item 16.6 "Temporary Landfill – Remediation Works". Cr Jones advised the Council that members of his family have association with the company involved in delivering the works.*

*Cr Steve Jones left the meeting, the time being 03:23 pm  
Cr Steve Jones returned to the meeting, the time being 03:33 pm*

*Cr Steve Jones left the meeting, the time being 03:33 pm  
Cr Steve Jones returned to the meeting, the time being 03:37 pm*

*After the presentation and discussion, Council remained in Closed Session and resumed the meeting to address Closed Session Agenda Items, and the additional late items.*



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Item Number:	16.2
File Number:	Formal Papers
Councillor:	Cr Steve Jones
<b>SUBJECT:</b>	<b>OPEN SESSION</b>

**THAT Council move into Open Session, the time being 4.57 pm.**

Moved By: Cr McDonald                      Seconded By: Cr McLean

Resolution Number: 3403

**CARRIED**

5/0

Moved By: Cr McDonald                      Seconded By: Cr McLean  
Resolution Number: 3403

CARRIED  
5/0

### 16.3 Proposed Toowoomba Second Range Crossing Presentation

**Date:** 07 April 2014  
**Author:** Ian Flint, Chief Executive Officer  
**Responsible Officer:** Ian Flint, Chief Executive Officer  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

*The following resolution was proposed, and not voted upon.*

**RESOLUTION:**

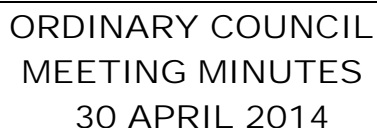
**THAT Council forward correspondence to the Premier of Queensland regarding the presentation from Projects Queensland on the Toowoomba 2nd Range Crossing and the requirement to read and sign a confidentiality and conflict declaration prior to attending to probity briefing, outlining councils disappointment regarding the concerns over confidentiality given council was considering this matter in closed session which is Closed to the Public and considered confidential.**

***An amendment resolution was proposed.***

***The amendment resolution was accepted and put to the vote.***

**AMENDMENT RESOLUTION:**

**THAT Council forward correspondence to the Premier of Queensland regarding the presentation from Project Queensland on the Toowoomba 2nd Range Crossing and the requirement to read the project probity code of practice and sign a confidentiality and conflict declaration prior to attending to probity briefing, outlining Council's**



**Against the Motion:** Councillors McDonald and McLean.



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16.4

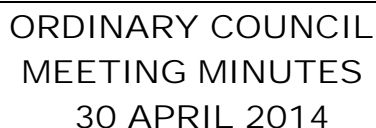
**Land Valuation Presentation**

**Date:** 07 April 2014  
**Author:** Ian Flint, Chief Executive Officer  
**Responsible Officer:** Ian Flint, Chief Executive Officer  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

**RESOLUTION:**

**THAT Council receive and note the presentation from State Valuation Services of the Valuer General's Office on 2014/2015 land valuations for the region.**



**Application for Temporary Road Closure - Part of the Road off Woodlands Road, Blenheim Separating Lot 178 on CH312420 from Lot 1 on RP180167**

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

**THAT with respect to the correspondence received from the Department of Natural Resources and Mines on 28 March 2014 advising of the application for temporary closure of part of the unconstructed section of road off Woodlands Road, Blenheim, separating Lot 178 on CH312420 from Lot 1 on RP180167, Council resolves to write to the Department of Natural Resources and Mines advising that:-**

- a) unless the applicant is the owner of Lot 178 on CH312420, Council objects to the application on the basis that the road sought to be closed is required to provide legal and practical access to the adjoining Lot 178 on CH312420; and
- b) the following views and requirements should be taken into consideration when assessing this application:-
  - (i) the adjoining Lot 178 on CH312420 requires access to their property through this unformed road, as practical access is not available directly from Woodlands Road due to the topography of the land and road safety concerns; and
  - (ii) as the road extends to National Park managed by the Environmental Protection Agency consultation should be undertaken to determine whether this road is required for fire and emergency access.

**THAT Council undertake additional consultation with the neighbouring landholders in regard to the application for Temporary Road Closure – Part of the Road off Woodlands Road, Blenheim.**

CARRIED

5/0





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## 16.6 Application for Permanent Road Closure - Part of the Unnamed Road off Scenic Drive, Silver Ridge

**Date:** 23 April 2014  
**Author:** Caitlan Natalier, Solicitor  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

**RESOLUTION:**

THAT with respect to the correspondence received by the Department of Natural Resource and Mines on 24 March 2014 advising of the application for permanent closure of part of the unconstructed section of road off Scenic Drive, Silver Ridge, Council resolves to advise the Department of Natural Resources and Mines that it has no objection to the application and is not aware of any views or requirements that should be considered when assessing the application.

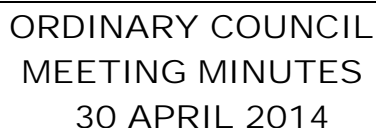
## And further:

**THAT Council undertake additional consultation with the Emergency Services including Rural Fire Brigade to ensure there are no requirements for access in times of disaster.**

Moved By: Cr McDonald                      Seconded By: Cr Holstein  
Resolution Number: 3407

CARRIED

5/0



### Transfer of Sundry Debtors to Rate Record - March 2014

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (d) of the Local Government Regulation, 2012, as the matter involves ratings concessions.*

**THAT the amount contained in the Schedule of outstanding debtor accounts totalling \$262.19 be noted and applied to the respective property rate record.**

Moved By: Cr Holstein                      Seconded By: Cr McDonald  
Resolution Number: 3408

CARRIED  
5/0



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# Progress Report on the Preparation of the Lockyer Valley Regional Council Planning Scheme

**Date:** 23 April 2014  
**Author:** Garath Wilson, Senior Strategic Planner  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (g) of the Local Government Regulation, 2012, as the matter involves any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.*

**RESOLUTION:**  
**THAT Council receive the report and adopt its contents as a record of the workshop sessions in April 2014.**

Moved By: Cr Milligan                                      Seconded By: Cr Holstein

Resolution Number: 3409

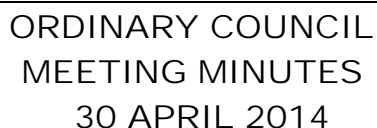
**CARRIED**

5/0

**THAT Council receive the report and adopt its contents as a record of the workshop sessions in April 2014.**

Moved By: Cr Milligan                      Seconded By: Cr Holstein  
Resolution Number: 3409

CARRIED  
5/0



*Cr Jones advised of a possible perceived conflict of interest in Item 16.6 "Temporary Landfill – Remediation Works". Cr Jones advised members of his family have association with the company.*

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

CARRIED  
4/0



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## 16.10

## NDRRA Program Update

**Date:** 23 April 2014  
**Author:** Anthony Trace, Manager Business Improvement & Program Performance  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

**RESOLUTION:**

**THAT Council receive the NDRRA Program Gate 2 Report for the period to 30 March 2014.**

Moved By: Cr McDonald                      Seconded By: Cr McLean  
Resolution Number: 3411

CARRIED

4/0

*Cr Steve Jones returned to the meeting, the time being 05:01 pm*

16.11

**Laidley Futures Report**

**Date:** 23 April 2014  
**Author:** Mark Piorkowski, Executive Manager Planning & Development Services  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves 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.*

**RESOLUTION:**

**THAT Council formally endorse the actions as recommended by the Laidley Futures Project Working Group that the Council further investigate economic development opportunities to utilise the Council Building in Patrick Street;**

**Further;**

**THAT a concept proposal from the investigations be brought to a workshop for whole of Council consideration;**

**Further;**

**THAT Council require an assessment as a priority to be undertaken of the library operation in the Council building on Spicer Street, with respect to improving its functionality, aesthetics & connectivity with the town centre;**

**And further;**

**THAT Council investigate a proposal for a purpose built building to house a new Council Library & Offices in Laidley.**

Moved By: Cr Milligan

Seconded By: Cr Holstein

Resolution Number: 3412

CARRIED

5/0



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*Given the sensitive and emerging nature of the discussions, the matter of confidentiality was reinforced by the Meeting Chair on this matter.*

## 16.12 Stormwater Infrastructure - Laidley

**Date:** 02 May 2014  
**Author:** Trevor Boheim, Coordinator Development Assessment  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

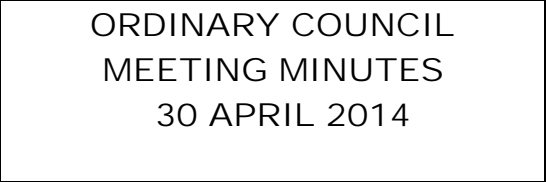
*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

**RESOLUTION:**

**THAT Council receive and note the Stormwater Infrastructure – Laidley Report.**

Moved By: Cr Milligan                      Seconded By: Cr Holstein  
Resolution Number: 3413

CARRIED  
5/0



## Land Resumption - NDRRA - April 2014

**Date:** 28 April 2014  
**Author:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (f) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving the local government.*

**THAT Council authorises the commencement of compulsory acquisition of land by resumption of property necessary to relocate Lefthand Branch Road between ch5700m and ch6700m with progress to be reported to a future meeting before any final resumption is approved.**

Moved By: Cr McDonald                      Seconded By: Cr Milligan  
Resolution Number: 3414

5/0





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Item Number: 16.14  
File Number: Formal Papers  
Councillor: Cr Steve Jones  
**SUBJECT: FOREST HILL FLOOD STUDY**

**THAT at this time, Council advise the Forest Hill Progress Association that Council is not in a position to release the Flood Study Report and when received and adopted it will be released as a confidential document for limited use.**

Moved By: Cr Holstein                      Seconded By: Cr McDonald  
Resolution Number: 3415

CARRIED  
5/0

### FURTHER:

**THAT Council provide a donation of up to \$5,000 upon receipt of a request from the Forest Hill Progress Committee to undertake a peer review by a reputable company of the SKM Forest Hill Flood Study Report.**

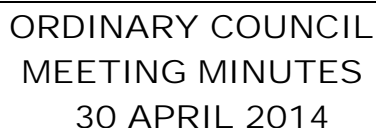
Moved By: Cr Milligan                      Seconded By: Cr Holstein  
Resolution Number: 3416

CARRIED  
3/2

## Voting

**For the Motion:** Councillors Holstein, Jones and Milligan.

**Against the Motion:** Councillors McDonald and McLean.





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## 12.2

## Quarterly Budget Review - March 2014

**Date:** 24 April 2014  
**Author:** Tony Brett, Manager Finance  
**Responsible Officer:** David Lewis, Group Manager Corporate & Community Services  
**File No:** Formal Papers

### Summary:

In accordance with Section 170 of the Local Government Regulation 2012, Council may amend the budget for the financial year at any time before the end of the financial year.

This report has reviewed the actual versus budgeted performance of Council to 31 March 2014 for areas where amendments are required.

**Officer's Recommendation:**

**THAT Council resolve to amend its 2013/2014 Annual Budget to:**

- (a) Increase the budget for Legal Fees Expense by \$650,000 from \$360,000 to \$1,010,000;
- (b) Decrease the budget for Other Revenue by \$400,000 to \$2,609,300;
- (c) Decrease the operating surplus by \$1,050,000 to \$3,441,936

**And resolve to transfer \$150,000 from the Legal Expenses Reserve to Retained Earnings to partially fund the increased legal expenses.**

**PROCEDURAL MOTION:**

**THAT Council resolve to amend its 2013/2014 Annual Budget to:**

- (a) Increase the budget for Legal Fees Expense by \$650,000 from \$360,000 to \$1,010,000;
- (b) Decrease the budget for Other Revenue by \$400,000 to \$2,609,300;
- (c) Decrease the operating surplus by \$1,050,000 to \$3,441,936

**And resolve to transfer \$150,000 from the Legal Expenses Reserve to Retained Earnings to partially fund the increased legal expenses.**

Moved By: Cr Holstein                      Seconded By: Cr Milligan  
Resolution Number: 3418

CARRIED

## Report

## 1. Introduction

In accordance with Section 170 of the Local Government Regulation 2012, Council may amend the budget for the financial year, at any time before the end of the financial year.

## 2. Background

Reviewing Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation.

## 3. Report

The following report provides a summary of areas where amendments are required to Council's 2013/2014 Annual Budget, based on actual results to 31 March 2014. These amendments were identified during a high level review of Council's financial performance. Amendments to the 2013/2014 capital works program were not considered in this review, as any carry-over works will be incorporated into the 2014/2015 Capital Works Budget.

### **Legal Fees Expense – Budget \$360,000 Actuals \$996,884**

At 31 March 2014, Council's legal fee expense was \$996,884.

There has been an increase in the number of claims against Council that has resulted in larger than expected litigation costs. These include planning approvals, workers compensation matters, CMC matters and property transfers.

With a number of large planning approvals still in the negotiation stage, the legal fees expense budget will need to be increased above \$360,000 for the 2014/2015 financial year budget.

### **Other Revenue - Budget \$3,009,300 Actuals \$1,844,021**

With the exception of the Staging Post Cafe, at 31 March 2014, all revenue lines are forecast to meet annual budgeted amounts for Other Revenue. The amount of revenue received at the Staging Post Café is less than originally budgeted and will remain so.

The Staging Post Café is on track to reach \$755,000 in revenue for the 2013/2014 financial year, compared to a budget of \$1,155,000. The revenue for the Staging Post Café for 2011 was \$546,000, for 2012 was \$652,000 and for 2013 was \$798,000. This reduction in revenue is in line with previous year actual results.

### **Legal Expenses Reserve**

Council has a legal expenses reserve totalling \$150,000. This is to cover years where there is an abnormal increase in legal costs. This financial year, legal costs are approximately three times as much as what was budgeted. As these legal costs have been expended, they may be transferred to retained earnings.

## 4. Policy and Legal Implications

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

## 5. Financial and Resource Implications

Council's operating surplus will decrease in line with the actual expenditure and reduction in revenue by \$1,050,000 to \$3,441,936.



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This will also impact on Council's cash financial position at 30 June 2014. There will be a corresponding decrease in Cash at Bank by \$1,050,000 to a forecast balance totalling \$30,864,302.

Total Reserves will also decrease by \$150,000 with the transfer of the Legal Expenses Reserve to Retaining Earnings. The impact of the decrease in the surplus, and the transfer of the Legal Expenses Reserve, will see Retained Earnings decrease by \$900,000 to \$311,345,981.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Service will manage the requirements in line with existing delegations.

**7. Communication and Engagement**

The matters arising from this report that require further communication will be addressed through existing communication channels.

**8. Conclusion**

At 31 March, Council appears to be on target to meet most of its budgeted outcomes. Adjustments need to be made for the actual expenditure and revenue for Legal Fees Expense and Staging Post Revenue. These adjustments will lead to a decrease in the budgeted surplus, with a corresponding reduction in Council's cash position.

**9. Action/s**

Advise business units of revised budgets.

Lockyer Valley Regional Council  
Statement of Income & Expenditure  
2014 to 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenue</b>										
<b>Recurrent revenue:</b>										
Net rates and utility charges	31.79M	33.15M	34.64M	36.72M	38.74M	41.07M	43.53M	45.93M	48.91M	51.85M
Fees and charges	3.33M	3.78M	3.94M	4.09M	4.26M	4.43M	4.60M	4.79M	4.98M	5.18M
Sales - contract and recoverable works	0.63M	0.95M	0.98M	1.01M	1.04M	1.07M	1.10M	1.13M	1.17M	1.20M
General purpose grants	48.12M	35.05M	5.69M	5.72M	5.75M	5.77M	5.80M	5.83M	5.86M	5.89M
Interest received	2.65M	2.64M	2.53M	2.47M	2.58M	2.67M	2.80M	2.93M	3.13M	3.39M
Other recurrent income	2.61M	1.69M	1.95M	2.45M	2.60M	2.55M	2.76M	2.83M	2.90M	3.08M
<b>Total recurrent revenue</b>	<b>89.13M</b>	<b>77.26M</b>	<b>49.72M</b>	<b>52.47M</b>	<b>54.97M</b>	<b>57.57M</b>	<b>60.59M</b>	<b>63.44M</b>	<b>66.94M</b>	<b>70.59M</b>
<b>Capital revenue:</b>										
Capital Grants	4.73M	2.03M	1.73M	1.73M	1.87M	1.72M	1.73M	1.54M	1.54M	1.54M
Gain on sale of property, plant and equipment	0.55M	0.21M	0.57M	0.35M	0.29M	0.42M	0.38M	0.21M	0.35M	0.14M
<b>Total capital revenue</b>	<b>5.28M</b>	<b>2.25M</b>	<b>2.30M</b>	<b>2.08M</b>	<b>2.16M</b>	<b>2.14M</b>	<b>2.11M</b>	<b>1.74M</b>	<b>1.88M</b>	<b>1.68M</b>
<b>Total income</b>	<b>94.41M</b>	<b>79.50M</b>	<b>52.02M</b>	<b>54.55M</b>	<b>57.13M</b>	<b>59.71M</b>	<b>62.70M</b>	<b>65.18M</b>	<b>68.82M</b>	<b>72.26M</b>
<b>Expenses</b>										
<b>Recurrent expenses:</b>										
Employee benefits	29.66M	31.21M	23.00M	24.19M	25.16M	26.41M	27.70M	28.53M	29.58M	30.66M
Materials and services	48.56M	32.84M	12.87M	13.39M	13.92M	14.48M	15.06M	15.66M	16.29M	16.94M
Depreciation and amortisation	11.00M	13.02M	13.22M	13.24M	14.05M	13.71M	13.18M	13.66M	13.60M	13.61M
Finance costs	1.75M	2.08M	2.01M	1.94M	1.86M	1.78M	1.70M	1.61M	1.51M	1.41M
<b>Total expenses</b>	<b>90.97M</b>	<b>79.15M</b>	<b>51.10M</b>	<b>52.75M</b>	<b>54.99M</b>	<b>56.38M</b>	<b>57.63M</b>	<b>59.45M</b>	<b>60.98M</b>	<b>62.63M</b>
<b>Result from ordinary activities</b>	<b>3.44M</b>	<b>0.35M</b>	<b>0.91M</b>	<b>1.79M</b>	<b>2.14M</b>	<b>3.33M</b>	<b>5.07M</b>	<b>5.73M</b>	<b>7.84M</b>	<b>9.64M</b>
<b>Operating Result</b>										
<b>Adj for Capital Income</b>	<b>(1.84M)</b>	<b>(1.89M)</b>	<b>(1.38M)</b>	<b>(0.29M)</b>	<b>(0.02M)</b>	<b>1.19M</b>	<b>2.96M</b>	<b>3.99M</b>	<b>5.96M</b>	<b>7.96M</b>

Lockyer Valley Regional Council  
Statement of Financial Position  
2014 to 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Current assets</b>										
Cash assets and cash equivalents	30.86M	26.02M	22.97M	24.11M	26.04M	27.60M	29.72M	32.18M	37.05M	43.69M
Inventories	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M	0.85M
Receivables	4.98M	4.05M	2.55M	2.72M	2.86M	2.98M	3.14M	3.29M	3.47M	3.65M
Other current assets	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M	0.49M
<b>Total current assets</b>	<b>37.18M</b>	<b>31.41M</b>	<b>26.86M</b>	<b>28.17M</b>	<b>30.24M</b>	<b>31.92M</b>	<b>34.20M</b>	<b>36.81M</b>	<b>41.85M</b>	<b>48.68M</b>
<b>Non-current assets</b>										
Land held for development or sale	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M	3.22M
Receivables	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M	1.50M
Investments	26.28M	27.34M	28.41M	29.13M	29.70M	30.64M	31.58M	32.51M	33.42M	34.33M
Property, plant and equipment	441.59M	480.18M	479.68M	479.08M	514.02M	514.21M	515.46M	552.08M	552.86M	553.57M
Intangible assets	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M	0.43M
Capital works in progress	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M	6.08M
Other non-current assets	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M	14.73M
<b>Total non-current assets</b>	<b>493.82M</b>	<b>533.48M</b>	<b>534.04M</b>	<b>534.17M</b>	<b>569.68M</b>	<b>570.81M</b>	<b>573.00M</b>	<b>610.55M</b>	<b>612.25M</b>	<b>613.85M</b>
<b>Total assets</b>	<b>531.01M</b>	<b>564.89M</b>	<b>560.90M</b>	<b>562.34M</b>	<b>599.92M</b>	<b>602.73M</b>	<b>607.19M</b>	<b>647.36M</b>	<b>654.10M</b>	<b>662.53M</b>
<b>Current liabilities</b>										
Trade and other payables	7.66M	5.42M	2.14M	2.22M	2.31M	2.41M	2.50M	2.60M	2.71M	2.82M
Borrowings	4.07M	1.27M	1.35M	1.43M	1.51M	1.61M	1.70M	1.80M	1.91M	1.74M
Employee payables/provisions	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M	0.48M
Other provisions	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M	0.08M
<b>Total current liabilities</b>	<b>12.29M</b>	<b>7.26M</b>	<b>4.05M</b>	<b>4.22M</b>	<b>4.39M</b>	<b>4.57M</b>	<b>4.77M</b>	<b>4.97M</b>	<b>5.18M</b>	<b>5.12M</b>
<b>Non-current liabilities</b>										
Borrowings	31.07M	31.30M	29.95M	28.52M	27.01M	25.40M	23.70M	21.90M	19.98M	18.24M
Employee payables/provisions	16.47M	15.87M	15.12M	15.62M	15.87M	16.37M	16.87M	16.37M	16.57M	16.77M
<b>Total non-current liabilities</b>	<b>47.54M</b>	<b>47.16M</b>	<b>45.07M</b>	<b>44.14M</b>	<b>42.87M</b>	<b>41.77M</b>	<b>40.57M</b>	<b>38.26M</b>	<b>36.55M</b>	<b>35.01M</b>
<b>Total liabilities</b>	<b>59.82M</b>	<b>54.42M</b>	<b>49.12M</b>	<b>48.35M</b>	<b>47.26M</b>	<b>46.34M</b>	<b>45.33M</b>	<b>43.23M</b>	<b>41.73M</b>	<b>40.13M</b>
<b>Net community assets</b>	<b>471.18M</b>	<b>510.47M</b>	<b>511.79M</b>	<b>513.98M</b>	<b>552.65M</b>	<b>556.39M</b>	<b>561.86M</b>	<b>604.12M</b>	<b>612.36M</b>	<b>622.40M</b>
<b>Community equity</b>										
Asset revaluation reserve	130.89M	167.02M	167.02M	167.02M	203.15M	203.15M	203.15M	229.29M	239.29M	239.29M
Other reserves	28.95M	28.72M	27.64M	28.18M	28.87M	28.87M	28.87M	28.87M	28.87M	28.87M
Retained surplus (deficiency)	311.35M	314.72M	317.13M	318.78M	320.63M	324.36M	329.83M	335.97M	344.21M	354.25M
<b>Total community equity</b>	<b>471.18M</b>	<b>510.47M</b>	<b>511.79M</b>	<b>513.98M</b>	<b>552.65M</b>	<b>556.39M</b>	<b>561.86M</b>	<b>604.12M</b>	<b>612.36M</b>	<b>622.40M</b>

Lockyer Valley Regional Council  
Statement of Changes in Equity  
2014 to 2023

	Total \$	Retained surplus \$	Asset revaluation reserve \$	Other reserves \$
<b>Balance at 30 Jun 2013</b>	<b>440.74M</b>	<b>310.52M</b>	<b>103.89M</b>	<b>26.33M</b>
Net result for the period	3.44M	3.44M		
Transfers to reserves	0.00M	(6.00M)		6.00M
Transfers from reserves	0.00M	3.38M		(3.38M)
Asset revaluation adjustment	27.00M		27.00M	
<b>Balance at 30 Jun 2014</b>	<b>471.18M</b>	<b>311.35M</b>	<b>130.89M</b>	<b>28.95M</b>
Net result for the period	0.35M	0.35M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.37M		(0.37M)
Asset revaluation adjustment	36.13M		36.13M	
<b>Balance at 30 Jun 2015</b>	<b>510.47M</b>	<b>314.72M</b>	<b>167.02M</b>	<b>28.72M</b>
Net result for the period	0.91M	0.91M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	1.09M		(1.09M)
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2016</b>	<b>511.79M</b>	<b>317.13M</b>	<b>167.02M</b>	<b>27.64M</b>
Net result for the period	1.79M	1.79M		
Transfers to reserves	0.00M	(0.55M)		0.55M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2017</b>	<b>513.98M</b>	<b>318.78M</b>	<b>167.02M</b>	<b>28.18M</b>
Net result for the period	2.14M	2.14M		
Transfers to reserves	0.00M	(0.69M)		0.69M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	36.13M		36.13M	
<b>Balance at 30 Jun 2018</b>	<b>552.65M</b>	<b>320.63M</b>	<b>203.15M</b>	<b>28.87M</b>
Net result for the period	3.33M	3.33M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2019</b>	<b>556.39M</b>	<b>324.36M</b>	<b>203.15M</b>	<b>28.87M</b>



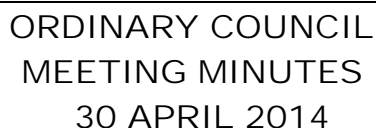
	Total \$	Retained surplus \$	Asset revaluation reserve \$	Other reserves \$
Net result for the period	5.07M	5.07M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2020</b>	<b>561.86M</b>	<b>329.83M</b>	<b>203.15M</b>	<b>28.87M</b>
Net result for the period	5.73M	5.73M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	36.13M		36.13M	
<b>Balance at 30 Jun 2021</b>	<b>604.12M</b>	<b>335.97M</b>	<b>239.29M</b>	<b>28.87M</b>
Net result for the period	7.84M	7.84M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2022</b>	<b>612.36M</b>	<b>344.21M</b>	<b>239.29M</b>	<b>28.87M</b>
Net result for the period	9.64M	9.64M		
Transfers to reserves	0.00M	0.00M		0.00M
Transfers from reserves	0.00M	0.00M		0.00M
Asset revaluation adjustment	0.00M		0.00M	
<b>Balance at 30 Jun 2023</b>	<b>622.40M</b>	<b>354.25M</b>	<b>239.29M</b>	<b>28.87M</b>

Lockyer Valley Regional Council  
Statement of Cash Flows  
2014 to 2023

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cash flows from operating activities:</b>										
Receipts from customers	91.27M	74.48M	47.63M	49.10M	51.67M	53.83M	56.70M	59.43M	62.72M	66.11M
Payment to suppliers and employees	(79.15M)	(63.61M)	(38.90M)	(36.74M)	(38.50M)	(40.05M)	(41.93M)	(43.86M)	(45.34M)	(47.08M)
Interest received	2.79M	2.64M	2.53M	2.47M	2.58M	2.67M	2.80M	2.93M	3.13M	3.39M
Finance costs	(1.72M)	(1.94M)	(1.86M)	(1.79M)	(1.71M)	(1.62M)	(1.53M)	(1.43M)	(1.33M)	(1.22M)
Other	(0.60M)	(0.60M)	(0.75M)	0.00M	0.00M	0.00M	0.00M	(0.50M)	0.00M	0.00M
<b>Net cash inflow (outflow) from operating activities</b>	<b>12.59M</b>	<b>10.96M</b>	<b>8.65M</b>	<b>13.05M</b>	<b>14.05M</b>	<b>14.83M</b>	<b>16.04M</b>	<b>16.57M</b>	<b>19.17M</b>	<b>21.20M</b>
<b>Cash flows from investing activities:</b>										
Payments for property, plant and equipment	(21.62M)	(15.24M)	(12.80M)	(12.50M)	(12.64M)	(13.82M)	(14.30M)	(13.86M)	(14.23M)	(13.96M)
Subsidies, donations and contributions for new capital expenditure	1.09M	1.58M	1.23M	1.23M	1.37M	1.22M	1.23M	1.04M	1.04M	1.04M
Proceeds from sale of property, plant and equipment	0.50M	0.43M	1.14M	0.71M	0.58M	0.84M	0.75M	0.41M	0.69M	0.28M
Net transfer (to) from cash investments	15.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M
<b>Net cash inflow (outflow) from investing activities</b>	<b>(5.04M)</b>	<b>(13.23M)</b>	<b>(10.43M)</b>	<b>(10.56M)</b>	<b>(10.69M)</b>	<b>(11.75M)</b>	<b>(12.32M)</b>	<b>(12.41M)</b>	<b>(12.50M)</b>	<b>(12.64M)</b>
<b>Cash flows from financing activities</b>										
Proceeds from borrowings	6.80M	1.50M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M	0.00M
Repayment of borrowings	(0.63M)	(4.07M)	(1.27M)	(1.35M)	(1.43M)	(1.51M)	(1.61M)	(1.70M)	(1.80M)	(1.91M)
<b>Net cash inflow (outflow) from financing activities</b>	<b>6.17M</b>	<b>(2.57M)</b>	<b>(1.27M)</b>	<b>(1.35M)</b>	<b>(1.43M)</b>	<b>(1.51M)</b>	<b>(1.61M)</b>	<b>(1.70M)</b>	<b>(1.80M)</b>	<b>(1.91M)</b>
<b>Net increase (decrease) in cash held</b>	<b>13.72M</b>	<b>(4.84M)</b>	<b>(3.05M)</b>	<b>1.14M</b>	<b>1.93M</b>	<b>1.56M</b>	<b>2.12M</b>	<b>2.46M</b>	<b>4.86M</b>	<b>6.64M</b>
Cash at beginning of reporting period	17.14M	30.86M	26.02M	22.97M	24.11M	26.04M	27.60M	29.72M	32.18M	37.05M
<b>Cash Balance</b>	<b>30.86M</b>	<b>26.02M</b>	<b>22.97M</b>	<b>24.11M</b>	<b>26.04M</b>	<b>27.60M</b>	<b>29.72M</b>	<b>32.18M</b>	<b>37.05M</b>	<b>43.69M</b>

Lockyer Valley Regional Council  
Relevant Measures of Sustainability  
2014 to 2023

	Target	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Average
Operating Surplus Ratio	Between 0% and 10%	(2.4)%	(2.1)%	(2.5)%	(2.8)%	(0.5)%	(0.0)%	3.1%	4.9%	4.3%	8.9%	11.3%	0.6%
(Net Operating Surplus / Total Operating Revenue) (%)													
Net Financial Asset / Liability Ratio	<= 60%	15.3%	22.7%	23.0%	44.0%	38.9%	31.0%	25.1%	18.4%	10.1%	10.2%	(12.1)%	23.5%
(Total Liabilities - Current Assets) / Total Operating Revenue													
Asset Sustainability Ratio	>90%	77.8%	85.3%	71.7%	71.1%	72.4%	60.8%	104.3%	89.8%	83.2%	86.2%	84.2%	84.2%
(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)													



*After considering all matters from Closed Session, the meeting returned to the Ordinary Agenda recommencing at the Infrastructure Reports.*

## 14.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

#### 14.1 Drainage Issue - Berghofer Drive, Withcott

**Date:** 22 April 2014  
**Author:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers

### Summary:

This Report provides Councillors with background information relating to the existing drainage issues on at a property on Berghofer Drive and proposed reparation works. Damage to the property has been caused by the concentration of flows at the outlet of the piped drainage system that drains the road reserve.

**Officer's Recommendation:**

**THAT Council repair the scour downstream of the outfall of the existing stormwater pipe, install low flow pipes to minimise future scour, clean out the sediment that has deposited in the dam located on the property and take a drainage easement over the overland flow path. If Council is unable to secure a drainage easement over the subject property, the proposed works will not proceed.**

**RESOLUTION:**

**THAT Council in this instance commit to repair the scour downstream of the outfall of the existing stormwater pipe, install low flow pipes to minimise future scour, clean out the sediment that has deposited in the dam located on the property subject; to a drainage easement being secured over the overland flow path.**

Moved By: Cr Holstein                      Seconded By: Cr McDonald  
Resolution Number: 3419

CARRIED  
4/1

## Voting

**For the Motion:** Councillors Holstein, Jones, McDonald and Milligan.  
**Against the Motion:** Councillor McLean.



## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

### 1. Introduction

The subject property is similar to many properties within the Region where pipes discharge concentrated stormwater flows off road reserves into private properties without there being easements or engineered scour protection. Flows are concentrated at the outlets causing damage to property, usually scour. Scour is exacerbated with the presence of sodic soils.

### 2. Background

When the land was first developed a pipe that drains the gully pit on the opposite side of the road was designed to discharge into the property. At some time after this Council constructed a large drop structure using gabion baskets and concrete lined an open drain that carries the water past the line of the house before the drain stops and the flows spills across the backyard to an existing dam.

The soil appears to be sodic and the land is steep down to the dam accordingly, the flowpath down the yard is badly scoured due to the concentrated discharge.

In addition, the dam has filled with sand that is largely due to the scouring of the yard.

### 3. Report

There are a number of aspects to the establishment of a permanent solution;

1. Sodic soil – The yard is badly scoured with the scour showing typical signs of a failed sodic soil structure. The main aim in controlling scour in sodic soil is to stop water from getting to the soil. This is achieved by capping the vulnerable soil with a non-dispersive fill, topsoil and revegetate.
2. Managing low flows – The constant low flows will initiate scour and are particularly damaging in sodic soils. So, it is proposed to pipe the low flows from the end of the existing concrete lined drain, down the slope to the existing dam. The water will be collected in a field inlet and carried in two 150mm diameter uPVC pipes.
3. Establish an easement – There is no guarantee that future costs will not be incurred without an easement. The agreement on the property repairs can be made with the current owner. Future owners will not be bound to the type or location of the repair works without an easement being in place. It is envisaged that the current owner would allow the easement to be taken out in return for the repairs, but this is yet to be discussed with the owner.

### 4. Policy and Legal Implications

Instances where changes in surface water over and above those naturally occurring that cause a direct impact to another person's land from Council's land or infrastructure pose a potential liability to Council in the form of injunctions and damages claims.

Taking an easement over the flow path will;

- a) Provides a level of protection to Council assets
- b) Ensure that Council's rights over the use of the land is perpetual
- c) Limit future claims against Council
- d) Flowpath is still maintained by the property owner

## **5. Financial and Resource Implications**

The proposed property repairs comprise the following work items;

1. Install field inlet
2. Pipe low flows to dam
3. Reinstate scoured ground
4. Cap flow path with non-sodic soil and grass seed
5. Clean the silt out of the dam
6. Establish drainage easement within the property (legal and survey costs)

Repair cost will be in the order of \$30,000 including easement costs of approximately \$10,000.

## **6. Delegations/Authorisations**

None required.

## **7. Communication**

Liaison with the property owner only.

## **8. Conclusion**

The proposed works, totalling approximately \$30,000 (excl GST) are anticipated to repair the existing damage and provide a low flow piped system that will minimise further scour.

In addition, an easement would be taken over the overland flow path to mitigate the risk of future claims against Council.

Rights to the land for purposes of drainage to be provided at no cost in return for the property repairs. Easement establishment cost would be paid by Council.

## **9. Actions**

Construct works as described in Section 5 above, potentially tying them in with other works in the area to improve efficiencies of delivery.



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## 14.2

## Drainage Issues - Clive Crescent

**Date:** 24 April 2014  
**Author:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers

### Summary:

This Report provides Councillors with background information relating to the existing drainage issues on at a property on Clive Crescent, Withcott, and proposed reparation works. Damage to the property has been caused by the concentration of flows at the outlet of the piped drainage system that drains the road reserve.

**Officer's Recommendation:**

**THAT Council repair the scour downstream of the outfall of the existing stormwater pipe, install low flow pipes to minimise future scour, clean out the sediment that has deposited in the dam located on the property and take a drainage easement over the overland flow path. In addition, surface flows from the road reserve are to be directed to the open drain. If Council is unable to secure a drainage easement over the subject property, the proposed works will not proceed.**

**RESOLUTION:**

**THAT in this instance Council repair the scour downstream of the outfall of the existing stormwater pipe, install low flow pipes to minimise future scour, clean out the sediment that has deposited in the dam located on the property; subject to securing a drainage easement over the overland flow path. In addition, surface water that flows from the road reserve is to be re-directed to the open drain and further repairs completed to the existing driveway.**

Moved By: Cr Holstein                      Seconded By: Cr Milligan  
Resolution Number: 3420

CARRIED  
3/2

## Voting

**For the Motion:** Councillors Holstein, Jones and Milligan.

**Against the Motion:** Councillors McDonald and McLean.

## Report

## 1. Introduction

The subject property at Clive Crescent is similar to many properties within the Region where pipes discharge concentrated stormwater flows off road reserves into private properties

without there being easements or engineered scour protection. Flows are concentrated at the outlets causing damage to property, usually scour. Scour is exacerbated with the presence of sodic soils.

## **2. Background**

When the land was first developed a pipe that drains the gully pit on the opposite side of the road from the subject property was designed to discharge into the property. From the outlet endwall an open drain was formed that is concrete-lined. The concrete drain carries the water past the line of the house before the drain stops and the flows spill across the backyard to an existing dam.

The soil appears to be sodic and the land is steep down to the dam. Accordingly, the flowpath across the yard is badly scoured due to the concentrated stormwater discharge. The dam has filled with sand that is largely due to the scouring of the yard.

In addition, there is no table drain on the low side of Clive Crescent at the site. Stormwater ponds on the verge, eventually spilling into the front yard and making its way under the house to scour the soil structure below.

## **3. Report**

There are a number of aspects to the establishment of a permanent solution;

1. Sodic soil – The yard is badly scoured, showing typical signs of a failed sodic soil structure. The main aim in controlling scour in sodic soil is to stop stormwater from getting to the soil in the first instance. This is achieved by capping the vulnerable soil with a non-dispersive fill, topsoil and revegetate.
2. Managing low flows – The constant low flows will initiate scour and are particularly damaging in sodic soils. It is therefore proposed to pipe the low flows from the end of the existing concrete lined drain, down the slope to the existing dam. The water would be collected in a field inlet and carried in two 150mm diameter uPVC pipes.
3. Establish a drainage easement – There is no guarantee that future costs will not be incurred without an easement. The agreement on the property repairs can be made with the current owner. Future owners will not be bound to the type or location of the repair works without an easement being in place. It is envisaged that the current owner would allow the easement to be taken out in return for the repairs, but this is yet to be discussed with the owner.
4. Verge works – As previously described there is no table drain in front of the subject property. To ensure that flows leave the road reserve in a controlled manner, an open drain could be cut through the front yard to link to the concrete lined drain. This would mitigate any future claims against Council associated with any potential damage caused by the currently uncontrolled flows.

## **4. Policy and Legal Implications**





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Instances where changes in surface water over and above those naturally occurring that cause a direct impact to another person's land from Council's land or infrastructure pose a potential liability to Council in the form of injunctions and damages claims.

Taking an easement over the flow path will;

- a) Provides a level of protection to Council assets
- b) Ensure that Council's rights over the use of the land is perpetual
- c) Limit future claims against Council
- d) Flowpath is still maintained by the property owner

**5. Financial and Resource Implications**

The property repairs comprise the following work items;

- 1. Install field inlet
- 2. Pipe low flows to dam
- 3. Reinstate scoured ground
- 4. Cap flow path with non-sodic soil and grass seed
- 5. Shape verge to control outlet and direct it into the concrete lined drain
- 6. Clean the silt from the dam
- 7. Establish drainage easement within the property (legal and survey costs)

Repair cost will be in the order of \$33,000 including easement costs of approximately \$10,000.

**6. Delegations/Authorisations**

None required.

**7. Communication**

Liaison with the property owner only.

**8. Conclusion**

The proposed works, totalling \$33,000 (excl GST) are anticipated to repair the existing damage and provide a low flow piped system that would minimise further scour.

In addition, an easement would be taken over the overland flow path to mitigate the risk of future claims against Council. Rights to the land for purposes of drainage may be provided by the existing owner at no cost in return for the property repairs, but this has not been raised with the owner. Easement establishment cost would be paid by Council.

**9. Actions**

Construct works as described in Section 5 above, potentially tying them in with other works in the area to improve efficiencies of delivery.





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Through the subject road section the road had been washed away during the flood. The enveloper pipe was not reinstated by Council during the 'emergent works period' after the storm, as it was a private asset and most of the pipe had been washed away and/or damaged.

**3. Report**

The farmer in question has requested assistance from Council in re-establishing the irrigation operation to enable watering of the land to the east of the road, some of which was also washed away during the storm event.

The farmer would undertake any other work associated with the irrigation pipes, pumps, etc.

After installation, it is intended that the enveloper pipe would become the responsibility of the farmer and not be maintained by Council. The farmer would be advised of this maintenance obligation.

As part of the due diligence process, there is no record of PUP services in the area.

**4. Policy and Legal Implications**

Policy and legal implications will be addressed through existing financial allocations and re-prioritisation will occur as required.

**5. Financial and Resource Implications**

Council officers have visited the site and it is estimated that to install approximately 15m of 300mm reinforced concrete piping with a gully pit at each end would cost in the vicinity of \$5,200 (excl GST).

**6. Delegations/Authorisations**

No further delegations are required to manage the matters raised in this report.

**7. Communication**

The outcome of the Council Meeting will be communicated to the farmer in question.

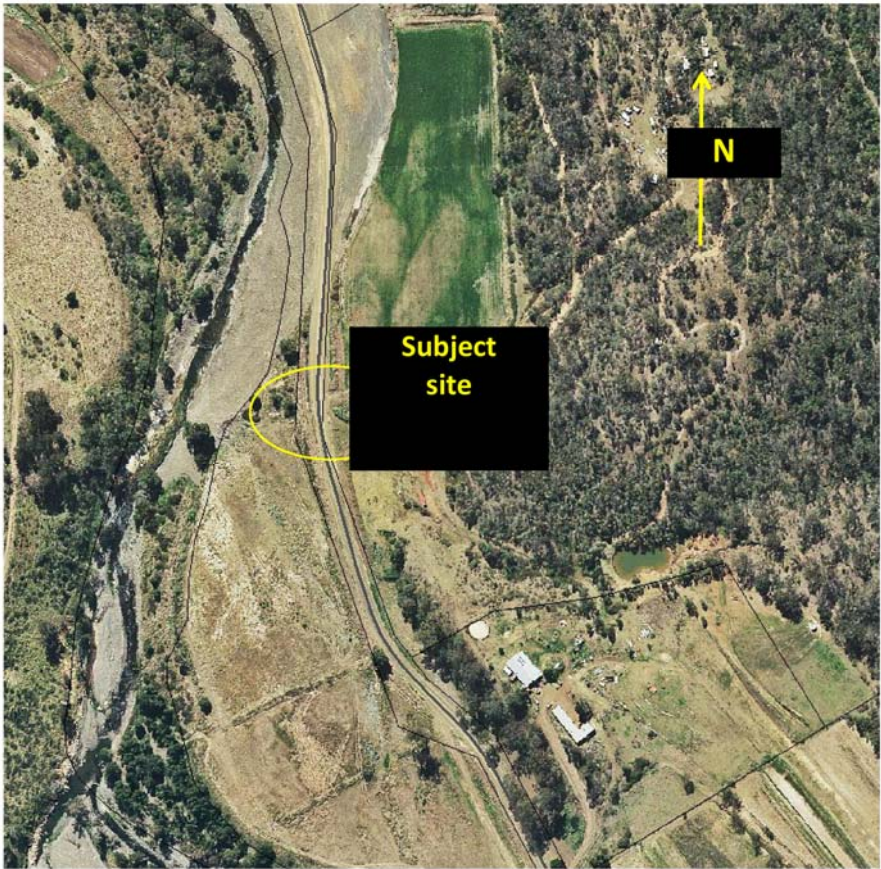
**8. Conclusion**

The January 2013 flood event washed away East Haldon Road in the subject area, and with it, the farmer's irrigation system. During the reconstruction of East Haldon Road in the 'emergent period' the farmer was not in a position to supply a replacement enveloper pipe.

Council is in a position to install a new 300mm diameter enveloper pipe, with due consideration being given to the upcoming 2013 NDRRA works along East Haldon Road in this specific area.

**9. Action(s)**

Proceed in accordance with the Council Resolution.





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## 14.4

## Fords Road Options

**Date:** 24 April 2014  
**Author:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers

### Summary:

This report provides council with a summary of options for the upgrading of a gravel road at Ringwood, known as Fords Road, to a sealed bitumen road.

**Officer's Recommendation:**

**THAT Council commence the planning and design of the sealing of Fords Road during May 2014, for construction delivery in 2014-15.**

**RESOLUTION:**

**THAT Council commence the planning and design for Option 2 as outlined for the sealing of Fords Road for construction in 2013/14.**

Moved By: Cr Jones                      Seconded By: Cr Holstein  
Resolution Number: 3422

CARRIED  
3/2

## Voting

**For the Motion:** Councillors Holstein, Jones and Milligan.

**Against the Motion:** Councillors McDonald and McLean.

*Following further discussion on the matter Council reconsidered its priority.*

**THAT Council reallocate funds from the existing capital works program budget 2013/14 to fund the Fords Road Project.**

Moved By: Cr McDonald                      Seconded By: Cr Milligan  
Resolution Number: 3423

CARRIED  
5/0

*Cr McDonald requested it be noted in the Minutes that he voted against this motion on the grounds that the works should be started in the 2014/2015 financial year.*

## Report

### 1. Introduction

The sealing of the existing Fords Road at Ringwood between Ringwood Road and Forestry Road has been included in a past Council budget, but is yet to be constructed. This has led to complaints about non-delivery and ongoing concerns regarding dust emanating from the road.

### 2. Background

The unsealed portion of Fords Road to the east of Ringwood Road is approximately 1.5km long and includes five causeways and an intersection at the west.

Fords Road provides an east-west linkage on the northern side and parallel to the Warrego Highway. It is a 'third order' road providing a link in this direction and therefore carries only local traffic accessing residences or business in this area. The most recent traffic count data from December 2011 shows an average of just 125 vehicles per day with 3.1% heavy vehicles.

The road in this section is currently unsealed, i.e., gravel, on a narrow formation. The traffic volume is not considered excessive for an unsealed road and the terrain and geometry of the road do not make it especially dangerous at the speeds recorded on the traffic count data.

Four residential properties front this section of road. There are two other properties on Ringwood Road, including one trucking business, that use this section of road. All of these properties and businesses were established with Fords Road in its current condition.

There are two high pressure gas mains, one on either side of the road which would most likely constrain the road alignment and also impact upon the construction methodology due to vibration limitation requirements.

#### ***Maintenance Costs***

In the past four financial years Council has spent the following amounts maintaining Fords Road. It should be noted that this is for the entire unsealed length of Fords Road (5.7km), not only the section under consideration in this report. Council's costing system does not allow for any more detailed breakdown on exactly where monies were spent.

2010/11	9,746.59
2011/12	65,601.51
2012/13	66,268.92
2013/14	17,393.52

In addition to the maintenance spend, significant NDRRA funds have been spent through emergent and restoration works on Fords Road.

	Emergent	Restoration
2010/11	589,520.43	12,302.18
2011/12	4,482.00	10,493.39



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2012/13 22,162.81 -

**Customer Requests**

In the past two and one half years there have been 12 customer requests lodged in relation to the maintenance of Fords Road. About half of these relate to the section of road under question and the balance is more generic in nature.

**3. Report**

**OPTION 1 – MAINTAIN AS UNSEALED ROAD**

**Description**

Continue to maintain the road as an unsealed gravel road in its current form.

**Benefits**

- No upfront capital cost
- The profile of the road remains in line with the function it performs within the road network.
- No excavation or vibration work required in the vicinity of the high pressure gas mains

**Costs**

- This section of unsealed road account for 20% of the unsealed section Fords Road. Based on the last four years of maintenance spend averaging \$40,000 per year, it is reasonable to assume that this section of road costs approximately \$8,000 per year to maintain.

**Risks**

- Continued complaints from the public regarding dust and vehicle wear and tear.

**Issues**

- No capital budget is available for 2013/14 to complete this work. A budget amendment would be required to proceed.

**Assumptions**

- There will be no significant increase in traffic volumes or vehicle types using the road.

**OPTION 2 – DUST SEAL**

**Description**

Scope of works would include preparing the existing road surface for a seal and then applying a single coat bitumen seal. This option would require minimal design input and would not be a certified design. It would retain the narrow cross-section and sub-standard geometry, including the causeways.

**Benefits**

- No dust
- Short delivery timeframe

**Costs**

- Estimated cost is \$80,000
- Maintenance costs of \$1,000-2,000 per year can be expected within 2-3 years.

**Risks**

- Existing gravel pavement is not constructed to a specified standard for geometry, materials or construction practices. This is normal for an unsealed road.
- The existing formation is narrow, so edgebreak and sinking of the left-hand wheel paths could be expected.

- The pavement could be expected to fail. The likelihood of failure increases if traffic volumes increase as a result of a seal being provided. This is a significantly more expensive problem to fix than maintenance grading of an unsealed road.
- It is likely that potholing would occur, especially after rain events, requiring maintenance. Pothole patching does not return the road to a uniform surface in the same way a maintenance grade does an unsealed road.
- If this section is sealed there will be an expectation to seal Fords Road further west and Ringwood Road.
- Sealing a road provides the travelling public with a perception that the road is a higher standard and therefore they are likely to travel more quickly. Without ensuring the geometry of the road is appropriate there is an increased risk of speed related crashes, particularly at the causeways.

#### ***Issues***

- This option provides a short term fix to dust complaints and reduces vehicle operating costs
- No improvement of flood immunity
- No improvement to the geometry of the road
- Potentially making road safety worse

#### ***Assumptions***

- Providing a seal will reduce the level of complaint and reduce maintenance costs

### **OPTION 3 – RECONSTRUCT TO DESIRED STANDARD**

#### ***Description***

Fords Road is currently classified as a 'rural collector' road. Based on the traffic volumes and road hierarchy, a 6m seal on an 8m formation is an appropriate road profile. All five causeways would also require upgrading to incorporate the upgraded geometry and provide a higher level of immunity.

#### ***Benefits***

- Improved vertical geometry
- Increase flood immunity
- No dust
- Reduced maintenance costs
- Constructed to the currently desired standard

#### ***Costs***

Costs will be heavily dependent on the standard of causeway / floodways selected but are estimated to be in the order of \$1.0-1.4 million

#### ***Risks***

- Presence of high pressure gas mains may constrain the design horizontally and vertically and increase the cost of construction

#### ***Issues***

- No budget is approved to commence this work. It has been included in the draft 2014/15 capital budget for consideration by Council.



### ***Assumptions***

- The location of the high pressure gas mains will not prevent construction in accordance with the design
- Changing the height of the road will not alter flood water movements and levels to cause damage to surrounding dwellings

## **OPTION 4 – RECONSTRUCT TO PREVIOUS DESIGN**

### ***Description***

A design exists to upgrade this section of Fords Road. It is not dated, nor is it clear who completed the design. A search of the RPEQ number on the design returns no matches with the Board of Professional Engineers. In other words, its integrity is under question.

The scope of works includes upgrading the five floodways to seven-cell box culverts and significantly raising the road above the existing level.

### ***Benefits***

- Improved vertical geometry
- Increase flood immunity
- No dust
- Reduced maintenance costs

### ***Costs***

Based on the schedule of quantities included with the design it is estimated that it would cost \$1.5 million to construct. This clearly does not match the figure that appeared in a previous Council budget of \$185,000.

### ***Risks***

- Location of the high pressure gas mains has not been considered
- Raising the road will alter the flow path of floodwaters

### ***Issues***

- Digital file does not exist for the design, making it difficult to tweak the design without having to start again
- Survey file is not available
- A significant volume of fill will need to be imported to site
- Engineering certification would need to be sought

### ***Assumptions***

- The location of the high pressure gas mains will not prevent construction in accordance with the design
- Changing the height of the road will not alter flood water movements and levels to cause damage to surrounding dwellings

## **TIMEFRAME FOR DELIVERY**

Timing for delivery depends on which option is selected. Note that in the following estimates no allowance is made for potential relocation of other public utilities which can add months to the pre-construction phase of the project. In addition, liaison with the owner of the gas pipeline could be a drawn-out process.

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**Option 1**

This is business as usual and the road will be maintained in accordance with current maintenance scheduling.

**Option 2**

Works could commence one to two months after the budget amendment is approved.

**Option 3**

1. Approve budget
2. Survey + 1 month
3. Design + 2-3 months
4. Pre-Construction + 1 month (dependent on delivery method)
5. Construction + 5 months

**Option 4**

1. Approve budget
2. Check/Revise Design + 1-2 months
3. Pre-Construction + 1 month (dependent on delivery method)
4. Construction + 5 months

**PROCUREMENT OPTIONS**

Option 1 or 2 can be delivered using Council resources and existing supply contracts.

There are four key areas to be procured to deliver option 3 or 4, namely project management, survey, design and construction. All of these services can be delivered using existing in-house or contracted resources by reprioritising them from other projects, most notably NDRRA works. Alternatively any or all services could be procured externally, e.g., separate design and construction contracts or a combined contract.

**Project Management**

Project management is best handled using existing resources with background in the project to look after Council's interests.

**Survey**

Only one internal survey resource is available and it is already working above capacity to keep up with NDRRA projects and other Council capital works.

External survey services are relatively easy to procure and can be used for the initial engineering survey and then transferred to the internal surveyor for construction, if required.

**Design**

There is only one internal design resource. Significant external design resources are already in use on NDRRA and other capital works to keep ahead of delivery program. It is recommended that an additional external resource is used for this project so as not to impact the delivery of other key design projects.

**Construction**



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Construction of rural roads is core Council business and should only be contracted out as a last resort. If option 3 or 4 are selected then Council resources would need to be reprioritized from NDRRA works or construction of this project delayed until the NDRRA program is substantially complete later in the 2014/15 financial year. Resources will be available to construct this project at that time.

Constructing using Council workforce removes the need for running a tender process which saves at least 2 months on the project. Risks around the gas pipeline, i.e., costs, would be better managed through the Council workforce than an external contractor.

Delivery by contract would require contract supervision which would require additional resources.

### ***Design then Construct***

Using a design then construct method, the design will be complete with a full schedule of quantities on which to base a construction estimate or tender documents. This provides more surety on cost prior to commencing the most expensive phase of the project.

This will allow for the survey and design to be delivered externally without committing to a construction contract, leaving the option open for council to construct.

### ***Design and Construct***

There is a limited market of contractors with the capabilities to design and construct a project of this size. It is too small to interest the big contractors and the smaller contractors don't tend to have in-house design capability. This may lead to non-competitive tendering and a higher contact price for Council.

The project manager would need to prepare an extensive project brief and tender document prior to going to market for pricing. This would possibly include some preliminary design work. The tender process could be expected to take 2 months at the front end of the project.

#### **4. Policy and Legal Implications**

Policy and legal implications will be addressed through existing allocations and re-prioritisation as required.

#### **5. Financial and Resource Implications**

If options 2, 3 or 4 are endorsed by Council a matching budget amendment will be required.

#### **6. Delegations/Authorisations**

No further delegations are required to manage the matters raised in this report.

#### **7. Communication**

The matters arising from this report that require further communication will be addressed through existing communication channels.

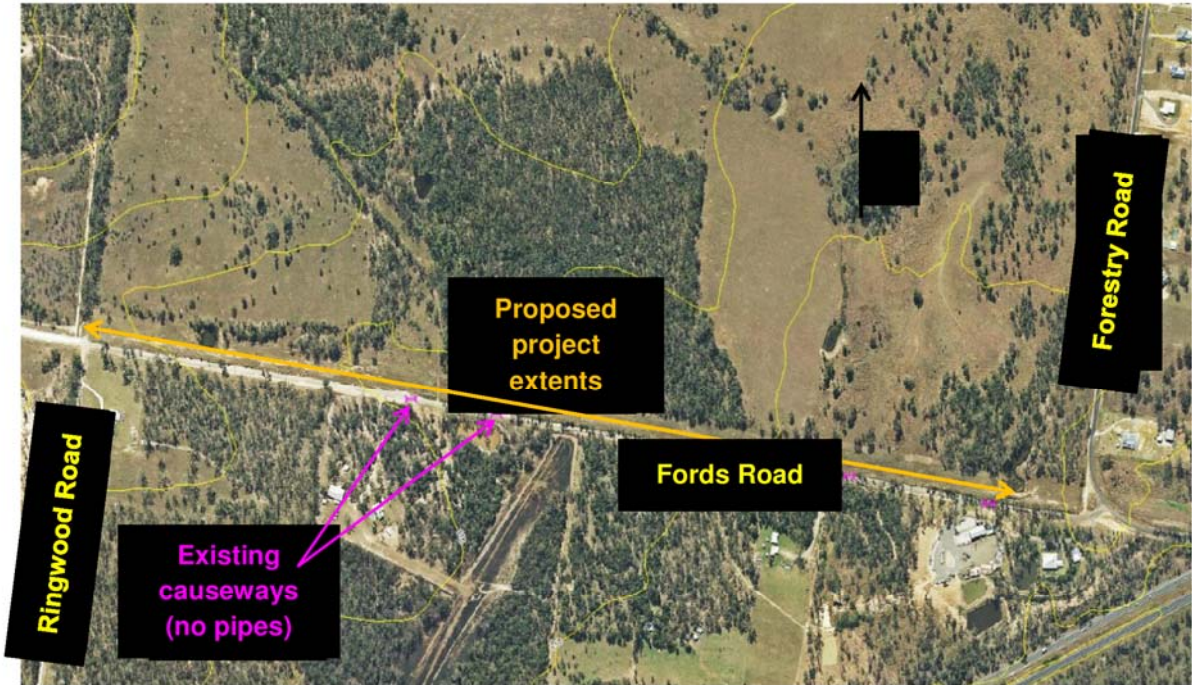
#### **8. Conclusion**

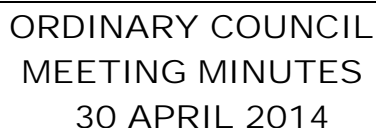
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There is an expectation amongst many users of Fords Road that it would be sealed by now after having appeared in an early budget, albeit at an unrealistic figure of \$185,000. The key decision is around whether sealing of this road is of sufficient priority to elevate it before other roads in our Region.

**9. Action(s)**

Proceed in accordance with the Council Resolution.





**Date:** 22 April 2014  
**Author:** Joshua Ellis, Civil Planning Engineer  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers



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### Report

#### 1. Introduction

The purpose of this report is for the approval of budget amendments to the 2013-14 budget program.

#### 2. Background

In the 2013-14 budget, one of the projects to be delivered was an extension to the Lockyer District High Schools bus zone at a total project cost of \$103,000 with a 50% contribution from the Department of Transport and Main Roads (TMR).

#### 3. Report

During the assessment of the project it was found that there were Telstra and water services in the ground which would need to be relocated. Quotes were received for this and were very high, therefore making the project financially unviable. A meeting was had with the school and the agreed outcomes were to look at a larger project that incorporates all the traffic needs rather than just the needs of the bus operation. The school was very supportive of this approach. At this stage the current expenditure to date on the project is \$4,492 which includes 50% TMR subsidy.

As these funds are required to be spent by the end of the financial year, it is proposed that the funds be reallocated. The first part of the funds would be reallocated to the Laidley District State School carpark project as this project has gone over the forecast cost. The reallocation amount for this project is proposed to be \$44,007.70 which includes \$23,003.85 TMR subsidy.

The rest of the funds would be allocated to the construction of a footpath on John Street South Stage 2 (in Laidley), as this project fits the rest of the funding allocation and is a priority project. The project cost is \$52,000 which includes \$26,750 TMR subsidy.

#### 4. Policy and Legal Implications

Policy and legal implications will be addressed through existing allocations and re-prioritisation as required.

#### 5. Financial and Resource Implications

Budget amendment is required to reflect the changes that have been proposed.

#### 6. Delegations/Authorisations

No further delegations are required to manage the matters raised in this report.

#### 7. Communication

The matters arising from this report that require further communication will be addressed through existing communication channels.

**8. Conclusion**

In conclusion, this report has made a recommendation to amend the budget due to issues arising within existing projects and a need to spend all funds allocated to Council from external sources.

**9. Action(s)**

1. Reallocate funds as described in the Recommendation,
2. Construct the John Street South footpath and
3. Work with the Lockyer District High School and other stakeholders to formulate a good long-term solution for the transport operations around the school.





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## 14.6

## Unsealed Roads Maintenance

**Date:** 24 April 2014  
**Author:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers

### Summary:

Over the past few months, Council officers have received feedback that the quality of the gravel road maintenance activity falls below the community's expected service levels. This Report outlines the current unsealed road maintenance operation as well as presenting an alternative approach.

**Officer's Recommendation:**

**THAT an additional road maintenance gang be formed from within existing Council resources to increase the level of service provided on the unsealed road network, recognising the significant implications of this decision, and that a budget amendment is made to the Roads and Drainage budget to increase it by \$325,000.**

**RESOLUTION:**

**THAT an additional road maintenance gang be formed from within existing Council resources to increase the level of service provided on the unsealed road network, recognising the significant implications of this decision, and that a budget amendment is made to the Roads and Drainage budget to increase it by \$325,000.**

## And further:

**THAT Council reallocate funds from existing capital works program budget to fund this project.**

Moved By: Cr Holstein                      Seconded By: Cr Milligan  
Resolution Number: 3425

CARRIED

5/0

## Report

## 1. Introduction

Complaints over recent months have indicated that there is an apparent dissatisfaction with the level of service being provided by Council with its gravel road maintenance operations.

## 2. Background

Council maintains around 1400km of road, broken down as follows;

- Sealed roads = 922km
- Unsealed roads and tracks = 470km

The maintenance of the unsealed road network is being undertaken within a funding envelope of \$2,150,000 for 2013-14. Up to mid-April 2014, the Roads and Drainage Unit has spent \$1,484,000 on this operation this financial year.

The level of service provided thus far has been determined in accordance with the funding allocation, but feedback received would indicate that this funding level is insufficient.

### **3. Report**

The Roads and Drainage Unit within the Infrastructure Works and Services Group currently has two gangs undertaking maintenance operations, four construction gangs and one concreting gang. One of the maintenance gangs is wholly dedicated to gravel road maintenance and the other undertakes maintenance activities relating to complaints such as drainage issues.

Over the past month a dedicated gravel road maintenance gang has been formed, whereas this service had previously been provided by a gang that also handled complaints.

The number of telephone calls logged through Council's call centre concerning gravel road maintenance that result in a new Works Order being created is very low and is outweighed five-fold by drainage maintenance complaints.

To form a new maintenance gang, operating under an existing Foreman would require the following resources:

- Ganger
- Labourer
- Grader + operator
- Roller + operator
- Watertruck + driver
- Truck and dogs (2 No.) + drivers

The costs to operate this gang would be in the order of:

- Plant and labour = \$6,300 per day, or approximately \$226,800 for the remainder of this financial year
- Materials (importation of minor gravel amounts to 'top up' as required) = \$10,300 per day, or approximately \$370,800 for the remainder of this financial year
- Subject to seasonal fluctuations, this equates to approximately \$2 million per year.

Since 2011, significant labour resources of Council have been utilised in the 2011 and 2013 NDRRA (Natural Disaster Relief and Recovery) programmes through what is referred to as the Day Labour model. Under this model, 90% of the base salary of staff undertaking NDRRA works can be reimbursed through the programme. Redeploying labour resources away from the NDRRA programme to gravel road maintenance will have a negative impact upon Council's Day Labour model utilisation.

### **4. Policy and Legal Implications**

Policy and legal implications will be addressed through existing financial allocations and re-prioritisation will occur as required.



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**5. Financial and Resource Implications**

The formulation of another gravel road maintenance gang would attract an additional cost of approximately \$66,400 per week, or \$600,000 to 30 June 2014. There is currently \$870,000 available in budget allocations for gravel road maintenance for this financial year. To place another maintenance crew on grading gravel roads between now and the end of June will require another \$325,000 to be allocated towards this task. This level of funding is not available in the existing 2013-14 Roads and Drainage budget and will therefore require a budget amendment.

**6. Delegations/Authorisations**

No further delegations are required to manage the matters raised in this report.

**7. Communication**

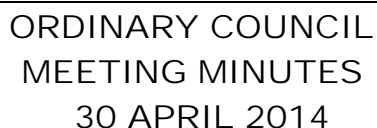
Not applicable.

**8. Conclusion**

To form another gravel road maintenance gang is a significant financial commitment, but without it there remains a level of dissatisfaction with the level of service being provided.

**9. Action(s)**

Proceed in accordance with the Council Resolution.





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**15.1 Executive Manager Governance & Performance Monthly Update**

**Date:** 23 April 2014  
**Author:** Jason Bradshaw, Executive Manager Governance & Performance  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

**Summary:**

This report is to update Council on the key issues currently being actioned.

**RESOLUTION:**  
**This document is for Council's information only.**

**RESOLUTION:**  
**This document is for Council's information only.**

**Report**

**1. Introduction**

This report provides an update on key matters arising and being addressed since the last report.

**2. Background**

The previous reports provide the background information to date and only progress is being reported for the month.

**3. Report**

*Governance*

A review has been commenced on updating the Corporate Plan to include those functions and activities that are core services of local government, that are not clearly reflected in the existing format of the plan. This update will include ensuring all existing priorities are recognized and those that are completed have been removed as the refresh will extend to the life of this Council and support the update of the Operational Plan also to reflect the services and functions that Council undertakes. The Draft refresh of the Corporate Plan and the Draft 2014/15 Operational Plan will be presented to Council for review during May 2014, to align with the preparation of the Budget.

The Delegations Register has been updated to reflect the changes in legislation and updates that were approved at the last Council meeting. Again, the process for updating this Register is being reviewed to ensure an efficient and effective approach is maintained. Updated forms have been circulated to all Councillors' and Senior Staff to ensure that all Registers of Interests are being kept current and that all changes are reported in a timely manner.

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With the review of Council Decision Making ongoing and the introduction of new agenda reporting, the current system of delivering the agenda and minutes of Council is being reviewed, to look at both the current (newest) version of the software and addressing changes required to business process to become more efficient at delivering the documentation to Council, either in electronic or traditional paper form.

#### *Legal Services*

A draft project plan and proposal has been defined for a review of all current local laws, and this will commence with an analysis of current gaps and alignment to the proposed Planning Scheme to establish priorities for both local laws and policies that need to be developed. When the project commences, an update will be provided to a Council Workshop outlining the approach and importance of the local law making process.

There has been a priority on addressing matters in respect of Contracts – either Council entering into for works or contracting to others for works to be done. This has drawn further resources as we seek to minimize the exposure of the already overrun legal budget.

The Right to Information (RTI) process requires a review to address staff knowledge and understanding regarding Council's legal requirements regarding the searching and handover of documentation, and this can be supported by the Office of the Information Commission (OIC).

There continue to be legacy land matters that have to be addressed and while these are progressing, they are taking some time to move forward. Where possible, internal work on investigating the history and current status is being undertaken to bring forward reports to Council for decisions as needed.

#### *Major Projects and Funding*

The project management framework has been finalized and training will be progressively undertaken throughout the organization. Ongoing assistance and support has been directed to developing draft policy positions on climate change and to procedures to support the waste activities and potential development of a business unit for Waste Services. These matters remain ongoing.

#### *Internal Audit and Risk Management*

An internal audit was undertaken on reviewing the Information (Records) Management framework, processes and compliance with expected standards and to identify improvements where these can be applied to either employees' skills, work processes and systems, and the use of technology for greater efficiency. This internal audit will be discussed at the next meeting of the Audit and Risk Management Committee in May. Urgent attention has been directed to the completion and update of the Risk Registers across Council, in order to meet our compliance requirements for Audit and complete the substantial work already undertaken in developing a coordinated approach.

#### *Business Improvement*

The 'Services Review' project has commenced with the assessment being undertaken of all Council services – internal and external with pilots and samples across all of the organization underway. This work is being lead to support and confirm the budget for 2014/15 and the



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allocation of resources, so that it also reconciles to the draft work completed for the workforce plan. The 'Services Review' will be progressed to a draft form and then brought forward for Council to review. It is intended that this will occur in June prior to the finalization of the budget.

A number of ongoing projects associated with the restoration works are ongoing, along with the oversight of the restoration works, both of which have been reported in detail to Council this month.

*Corporate Communications*

Significant time and resources have been dedicated to supporting the Sydney Show project and in managing the media and associated activities. As part of Corporate Communication's involvement in promoting Council's attendance at the Sydney Royal Easter Show, a number of media releases were written and distributed. Video footage was taken of the Producers Dinner and field trip as well as the handing over of a Gold Award, all of which appeared on WIN television in Toowoomba. At this stage, there are stories are still to run in some national magazine publications. Nineteen stories ran on the following news outlets; 612 ABC, 4WK Toowoomba, WIN TV Toowoomba, Queensland Times Ipswich, 2GB Sydney, 4BC Brisbane, 4GR Toowoomba, River 949 Ipswich, The Courier Mail, 2HC Coffs Harbour. The estimated return on media is in the order of \$294,000 with an estimated audience reach of 1.1 million people at this stage.

A separate report on communication activity for the month is attached.

**Media and Communication Report – 21 April**

Below are some key statistics of media coverage and communications initiatives since 19 March.

**Media and PR**

The table below shows media releases prepared and issued since **19 March** on the following topics:

Media release title / topic	Print	Radio/TV
Council burrows into the Sydney Royal Easter Show		1
Rickuss abuses parliamentary privilege to defame	3	3
Everybody rip it up!	3	
Funding success for Clarke's Bridge	2	
Big Day In just got BIGGER!	3	
Give Me the Lockyer Valley any day	1	1
Plans progressing for Laidley Multipurpose Sporting Facility	3	1
A shining light for the region	2	
Help is available for new arrivals	1	1
Dam proposals a good idea	3	3
Boredom busted	1	
Council briefs	5	4
Celebrate Laidley's heritage	2	1
Time to get creative	1	
Find a gem this Easter	1	
Health and Wellbeing Expo is back and it needs exhibitors!		
Access Council from your own home or business	1	2
We will remember them	1	
Lockyer Valley says 'we are back'	1	3
Graffitibusters	2	1
Lockyer Valley's attendance at the Sydney Royal Easter Show proves to be a major hit	1	3



Floodway restoration for Lefthand Branch Road	1	1
Lockyer Valley wins GOLD in Sydney	1	4

CHANNEL	Amount
CEO Announcements	<ul style="list-style-type: none"> <li>Your responsibilities on Council policies and guidelines</li> <li>Gatton Administration Building – meeting room changes</li> <li>LGMA Management Challenge Day</li> <li>Michelle Brown</li> <li>Grantham Butter Factory</li> <li>Producers Tour and Producers Dinner</li> <li>Royal Easter Show update</li> <li>Golden effort</li> </ul>

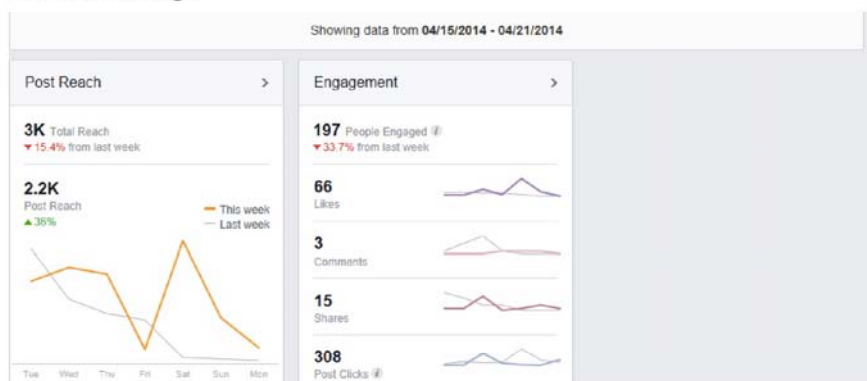
#### Strategies/Media events

- ☐ The rollout of a communication strategy for the Sydney Royal Easter Show. This contained communication for the trip to the show and the producer's dinner.
- ☐ Flying Fox Roost Mitigation – A media campaign surrounding the removal of bats from problem areas in Laidley and Gatton.

#### Marketing/Collateral Development/Awards

- Planning Scheme – Corporate Communications is working with the Planning department to develop marketing collateral which will accompany the Planning Scheme.
- Sport and Rec Plan – the first draft of the Lockyer Valley Sport and Rec Plan has been put together for review.
- Waste education – Working with the Waste team to develop marketing collateral which can be used at schools and throughout other waste education opportunities. To begin, red and yellow balloons have been created with separate messages promoting Council's stance on waste in the region.

#### Facebook usage



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## 15.2 Executive Manager Organisational Development and Performance

**Date:** 24 April 2014  
**Author:** Dan McPherson, Executive Manager Organisational Development & Engagement  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Engagement  
**File No:** Formal Papers

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### Summary:

This report is to update Council on key issues currently being actioned.

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**RESOLUTION:**  
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**RESOLUTION:**  
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### Report

1. **Introduction**  
This report provides an update on key matters arising and being addressed since the last report.
2. **Background**  
The previous reports provide the background information to date and only progress is being reported during April 2014.
3. **Report**

#### *COMMUNITY ENGAGEMENT*

On the 5 April 2014, Bendigo Bank Laidley held its Flood Appeal Showcase Day, involving the Mayor and Councillors and seven SES unit members to form part of a combined emergency services community education program for the Laidley community. In addition the bank as part of the funds raised via the Appeal handed over a cheque symbolising the donated goods to the Community, SES and Council.

The next public meeting for Community Engagement Forest Hill will be held on 22 April. Letters have been sent to Forest Hill residents and posters have been placed in the local shops.

On Saturday 28 March 2014, Community Engagement (CE) Officers held an engagement stall outside of Woolworths Plainland and talked to a number of people including, single mothers with no transport, young adults and elderly people.

In addition the CE Team hosted consultation sessions at Withcott (Monday night) and Hatton Vale (Wednesday night) for the Social Plan with external consultant Tim Eltham. These consultations were attended by six community members each.

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## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

The Community Engagement Team is assisting Infrastructure Works & Services Group on a number of projects and working well together.

Following the rain event of 27 March 2014, the CE Team-Leader spent several hours in Laidley to check how the businesses and residents were feeling and responding to the rain event. Feelings ranged from "very anxious" to "not too concerned". There was less angst about Council, and appreciation that Council had come to check on them following such event.

### *Youth*

On the 5 April 2014, the Youth Council held the "Big Day In" event, with over 800 youth from the region attending and participating in the fun activities including rock wall climbing, dancing, a giant slide and many more activities to entertain the youth of our region. Once again the event was a huge success, and our thanks go out to all the staff and Youth Councillors who assisted on the day.

It is with regret that Council has unfortunately received the resignation of Janis Hall Community Youth & Engagement Officer who has helped establish the Youth Council and has made it what it is today. Janis will be sorely missed by all including the Youth Council, Councillors, the Executive and Management Teams of Council and staff.

The good news is that Janis will continue on with the Youth Council until a suitable replacement is found.

### *Multicultural*

The Homework Club has finished Term One, with an average of 20-30 students attending each session.

A "Driving for new arrivals" information session was held in the cultural centre in cooperation with MDA Toowoomba

Council Multicultural Officers are currently preparing for a community meeting under the banner "let's talk English for adult" in cooperation with ADCQ (Anti-Discrimination commission Queensland).

### *ORGANISATIONAL DEVELOPMENT*

*LGMA Challenge Team: "The Minions in the Valley".*

The Lockyer Valley Regional Council LGMA Challenge Team "The Minions in the Valley", attended the LGMA Excellence Awards Night 16 April 2014, unfortunately we did not win but again the team and relationship building that this Challenge offers both pre and post competition cannot be faulted. The Team will continue with open dialogue and communications across Council and its functions, assisting in breaking down silos and working as a true cross functional organisation. Next year the Team will mentor the 2015 Team and Council will have 24 mentors that have participated in the Challenge.

A presentation will be organised for Councillors at a workshop mid to end May 2014.

### *Organisation & People Development Quarterly Report*

A separate report from Manager Organisation & People Development, Shane Browne has been submitted on this subject matter.

*RECOVERY AND RESILIENCE*

A separate report from Manager Disaster Management (Recovery & Resilience) & Community Engagement, Dave Mazzaferri has been submitted on this subject matter.



ORDINARY COUNCIL  
MEETING MINUTES  
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**15.3**

**Recovery & Resilience Monthly Update**

**Date:** 22 April 2014  
**Author:** David Mazzaferri, Manager Disaster Management (Recovery & Resilience) & Community Engagement  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Engagement  
**File No:** Formal Papers

**Summary:**

The purpose of this report is to advise Council of the progress of recovery and the implementation of resilience following the January, February and March 2013 flooding events.

**RESOLUTION:**

**This document is for Council's information only.**

**RESOLUTION:**

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**Report**

**1. Introduction**

As a result of the devastating 2013 flood events and in consultation with Councillors and ELT Lockyer Valley Regional Council has adopted the Recovery & Resilience Model based on task force meetings and monthly reporting.

**2. Background**

Information for this report has been provided by Infrastructure Services, Community Development & Engagement, Regional & Economic Development, Environment & Regulatory and Disaster Management.

**3. Report**

An executive brief from each Recovery & Resilience Taskforce, for the period ended 17 April, 2014 is listed below:

**Infrastructure Works & Services**

*NDRRA Program*

- Clarke Bridge tender award awaiting signoff from CEO. Should be on site end of May and completed late October.
- IWS are still to put in submissions for Left Hand Branch around Goltz crossing and East Haldon Road. Re-scoping works along lines of restoration with asset resilience. Have possible option of some betterment funding reallocation. 1<sup>st</sup> crossing at Left

Hand Branch considered bridge installation but flood modelling showed potential adverse impacts and has now been re-scoped to a floodway restoration.

- Infrastructure Works & Services (IWS) are trying to get works done by 30 June 2014 deadline. Horsefall Lane landslips & Rockmount Road bridge are at risk of not being completing on time.

#### *Narda Lagoon Levee and Storr Street Drain*

- Site works to commence in May 2014. IWS recognise that some community members feel Council are not doing enough regarding the levee bank constructions. IWS very cognisant around the liability issues around levee bank construction. Main issue is managing risk regarding levee construction work.

#### *27 March 2014 rain event*

- It is still unclear if NDRRA trigger point will be reached and IWS have adopted approach of assuming spending council money. Inspections are still being completed and have identified some damage not identified from 2011 & 2013 events.

#### *Helidon Quarry Remediation*

- 1<sup>st</sup> stage approval for Helidon quarry remediation to build a waste mono cell. Additional funding is being sought to transfer contaminated material from other parts of site to mono cell. Soil testing and quantity surveying being undertaken to further validate original submission to QRA. To be completed by 30/6/2014. Major risk is completion within timeframe.

### **Community Development & Engagement**

#### *Engagement in Laidley during recent rain event*

- CE Team attended Laidley CBD during the recent rain period to listen to selected business owners assessment of the mood / anxiety levels within town. Responses range from people having had "sleepless nights" through to "not too concerned". The key issue was media reports talking about "major flooding expected in Laidley" which were inconsistent with actual creek levels. The majority of people responded positively to Council demonstrating interest in their welfare early in the process.

#### *Proposed Forest Hill Levee*

- Next public meeting in Forest Hill to be held on Tuesday 22 April 2014.

#### *Community Engagement for NDRRA Projects*

- CE Team is working closely with the NDRRA IWS Team and Comms on approx 18 distinct projects. Role includes identifying likely community outrage issues and triggers, and recommending mitigating options.

#### *Liaison and Support for 2011 flood affected property owner in Helidon*

- CE Officer providing direct liaison between property owner and BSA as the resident's house repairs have not been completed adequately since the 2011 event.

#### *Wellbeing information sessions*

- A series of community presentations and a Council workshop have been proposed for mid-May. Dr Gordon is Australia's leading disaster recovery psychologist.



## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

### *Challenge Avenue*

- Council has some money to build levees on 11 individual properties in the Challenge Avenue area of Kensington Grove. Council have done the research, history, planning and design, and now Projects Coordinator has started one on one meetings.

### *Grantham asbestos removal*

- Grantham asbestos removal completed except for one residence in William Street where house is to be removed as soon as weather permits.

### *LDCCC Liaison*

- The CE Team is providing a liaison role with LDCCCs in Mt Sylvia and Grantham. A range of issues have come from the meetings including declared weed management, recent flood damage to infrastructure, rain/creek gauges, etc. These issues are referred to the appropriate unit through CRM.

## **Regional & Economic Development**

### *Sydney Easter Royal Show*

- Lockyer Valley Regional Council's tourism stand at the Sydney Royal Easter Show has won a prestigious Gold Award in the Home, Garden and Lifestyle category. The Gold Award, which was accepted on behalf of Council by Executive Manager Planning and Development Services, Mark Piorkowski, will be on display at the stand for the remainder of the Show before being brought back to Council. To date approximately 1000 tourism guides have been handed out with the old Ferguson T20 tractor drawing a crowd. There are speakers located underneath the engine with the sound of a real T20 idling, with a large number of people believing our display tractor is actually running. People are still flocking to our stand after hearing the Mayor on 2GB radio with Alan Jones and commenting on our recovery from the two flood events and on how wonderful our display looks.
- Taskforce is now in Recovery Alert status.

## **Environment and Regulatory**

### *Building and Plumbing*

- Building team assisting 2 land swap property owners having difficulties with some compliance issues.

## **Disaster Management**

### *State Funding*

- The State Government has announced a round of funding under the Queensland disaster mitigation & resilience program. The closing date for applications is 12 May 2014. Applications require a detailed project plan, cost benefit analysis (\$500,000.00 or more), project cost breakdown and other supporting documentation. It is expected that projects will be able to be delivered in 2014/15 financial year.

### *Flood Warning System - Woodlands Road*

- Flood Warning System – Woodlands Road update – rain/river height gauge has been installed and waiting on configuration of Toowoomba repeater to be operational. Smart

signage and camera expected to be installed in next few weeks and project completed by end of May 2014.

*Flood Emergency Warning System – Mulgowie Cameras*

- Site visit with Moreton Bay Systems. Trialled various lenses including telephoto wide angle to improve the visual capacity in assisting Flood Engineers and Disaster Management with real time flood data of low lying and possible bank breaches along the Laidley Creek at Mulgowie.

*Laidley Narda Lagoon Liaison*

- Met with Wendy Dodge to discuss last week's event and community networks and messaging shared between neighbours. Demonstrated accessing Lockyer Valley Regional Council website and shortcut to Alert Gauges.

*Strategic Bushfire Trails*

- Workshop held with Rural Fire Service Qld, Infrastructure Works and Services and Disaster Management on Wednesday 19 March 2014 to review Fire Trails and priorities identified and mapped in previous workshop. Next step is to collate and map additional information provided with a view to developing strategic bushfire trail maintenance plan.

*Blue Care*

- Manager Disaster Management attended new Blue Care Facility to tour venue and discuss options such as utilising it a possible location for evacuees from special care facilities. This venue would suit the requirements for this to occur and as a result a meeting has been set up to discuss partnerships during times of disasters.





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15.4

**Organisation & People Development Quarterly Report**

**Date:** 15 April 2014  
**Author:** Shane Browne, Manager Human Resources  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Engagement  
**File No:** Formal Papers

**Summary:**

The purpose of this report is to provide Council with a snapshot of the organisation from an Organisation & People Development perspective for the period 1 January 2014 to 31 March 2014.

**RESOLUTION:**

**This document is for Council's information only.**

**RESOLUTION:**

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**Report**

**1. Introduction**

The purpose of this report is to provide Council with a snapshot of the organisation from an Organisation & People Development perspective for the period 1 January 2014 to 31 March 2014.

**2. Background**

As at 31 March 2014, Lockyer Valley Regional Council had a budgeted staff number of 388 employees with actual staff numbers of 360 full time equivalent employees including senior contract staff, full time, fixed term, part time (FTE's), casual (FTE's), trainee, apprentice and cadet staff.

**3. Report**

Breakdown comparisons of Council's workforce for the period 1 January 2014 to 31 March 2014 by various classifications follows.

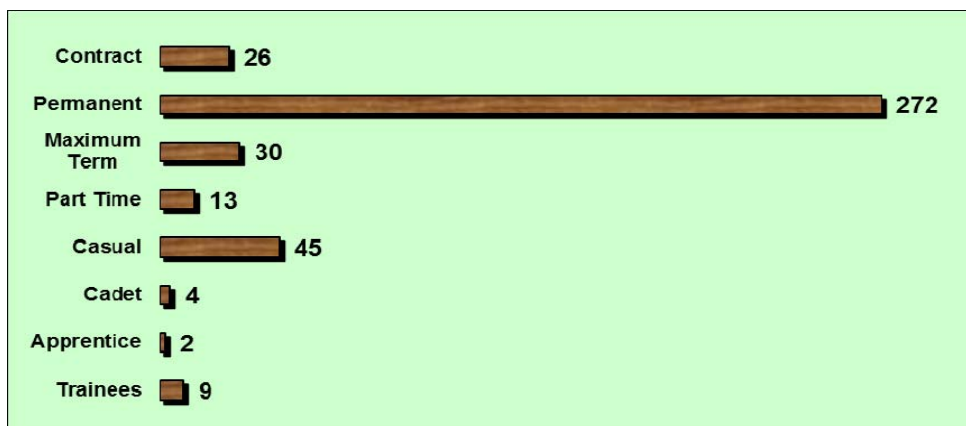
*EMPLOYEES BY EMPLOYMENT STATUS*

*Workforce as at 1 January 2014*

# ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014



*Workforce as at 31 March 2014*

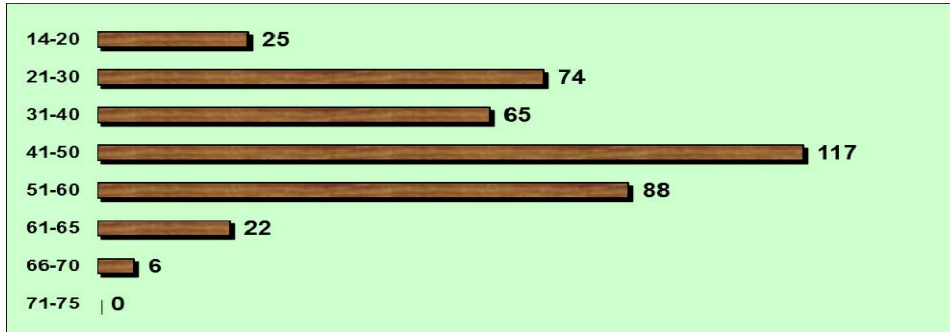


## EMPLOYEES BY AGE

*Employees by Age as at 1 January 2014*



*Employees by Age as at 31 March 2014*



These tables do not show any significant change in workforce demographics as they relate to age groups.

**EMPLOYEES BY GENDER**

As at 31 March 2014, 43% of Council staff is female, while 57% are male. This represents no change in gender comparison over last quarter.

**OVERTIME / TOIL / RDO BALANCES AS AT 31 MARCH 2014**

*Overtime Balances*

**From 1 January 2014 to 31 March 2014**

Number of Employees	OT Hours	OT Cost
146	5,423.12	\$276,537

Here has been a significant drop of \$586,358 in overtime since the last report.

**ORGANISATION AND PEOPLE DEVELOPMENT**

*Current Organisational Development Projects*

- ECM – Organisational Development Indexes
- Employee file transfer to electronic format – ECM
- Preparation for 2014 LGMA Challenge Team
- Culture Survey
- Workforce Plan
- Training Calendar and Associated Brochure / Newsletter
- General Events Calendar
- Wellbeing Program
- Contact Officer Program
- Leadership Program
- Good to Great strategic directions
- Safety hearing assessments
- Scheduling of Training based on Skills Gap Analysis / Performance Plans / PD's

- Ongoing Recruitment
- OD/OHS Policy Suite Review
- Preparations ongoing for Safety Assessment 2014
- Updating the Injury Management Master
- Safety Committee Process Review
- Tech 1 Data Input
- Coordination of Traineeship and Apprentice program
- Immunisation Procedure drafted for comments.
- Immunisation Policy developed.

#### *LEARNING & DEVELOPMENT*

- Courses have now been scheduled to September 2014.
- Qualifications, skills, competencies codes have been developed and tested in One Council.
- Road to Communication – A joint submission with the Bremer Institute of TAFE has been completed Workplace English Language and Literacy funding. Council is eligible for up to 75% funding of the cost of this program each year for 2 years and 50% funding for the third and final year.
- Reviewing and redesigning Managing People for Performance program.

#### **Next steps:**

- Continue Scheduling the following courses:
  - Hazard Control Critical Control Point
  - Handling Difficult and Aggressive Customers
  - Information Management & Record Keeping
  - Presenting Complex Content Clearly
  - Recruitment & Selection
  - Project Management Fundamentals
  - Security Awareness (Front Counter & Working Alone)
  - Right to Information
  - Governance in Local Government

#### *WORK HEALTH & SAFETY*

##### ***Injuries***

Between 1 January 2014 and 31 March 2014 there have been a total of 19 reported injuries.

##### ***Incidents***

Between 1 January 2014 and 31 March 2014 there have been a total of 11 incidents.

##### ***Workers Compensation Claims***

Council currently has six approved and six pending workers compensation claims.



ORDINARY COUNCIL  
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15.5

**3rd Quarter Investment Report**

**Date:** 07 April 2014  
**Author:** Tony Brett, Manager Finance  
**Responsible Officer:** David Lewis, Group Manager Corporate & Community Services  
**File No:** Formal Papers

**Summary:**

As outlined in Council's 2013/2014 Investment Policy, a quarterly report is required to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of the Statutory Bodies Financial Arrangements Act 1982 as well as Council's Investment Policy. As at 31 March 2014, Council had a total investment holding of \$36.7 million.

Overall our investments continued to perform well in comparison with targeted benchmarks with Council's investments exceeding these benchmarks.

**RESOLUTION:**

**This document is for Council's information only.**

**RESOLUTION:**

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**Report**

**1. Introduction**

As per the policy statement in Council's 2013/2014 Investment Policy, a quarterly report is required to be submitted, updating Council on the performance of its investment portfolio.

**2. Background**

As at 31 March 2014, Council had a total investment holding of \$36.7 million.

**3. Report**

Council's 2013/2014 Investment Policy sets out Council's investment guidelines including the time horizon, maximum exposure, credit risk guidelines and performance benchmarks of its investments.

**ANALYSIS OF INVESTMENT HOLDINGS**

The two following tables show the investment institution, credit rating and product type of our investment portfolio at 31 March 2014:

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<b>Table 1</b>			
<b>Institution</b>	<b>Amount \$</b>	<b>Percentage Holding</b>	<b>Credit Rating</b>
QTC	19,668,769	53.64%	AA
AMP Bank Pty Ltd	4,000,000	10.91%	A+
ING	4,000,000	10.91%	A-
Commonwealth Bank	1,000,000	2.73%	AA-
ME Bank	1,000,000	2.73%	A-
St George	1,000,000	2.73%	AA-
Bendigo Bank	1,000,000	2.73%	A-
Rural Bank	1,000,000	2.73%	A-
Bank of Qld	1,000,000	2.73%	A-
NAB	3,000,000	8.18%	AA-
<b>Total</b>	<b>\$36,668,769</b>	<b>100.00%</b>	

<b>Table 2</b>		
<b>Product Type</b>	<b>Amount \$</b>	<b>Percentage Holding</b>
Cash Fund - QTC	19,668,769	53.64%
Term Deposit	17,000,000	46.36
<b>Net Financial Liabilities Ratio</b>	<b>\$36,668,769</b>	<b>100.00%</b>

**Tables Showing Performance of Investments vs Benchmark Used**

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the UBS Bank Bill Index (UBS).

The tables compare the rate of return on Council's investments at 31 March 2014, against the benchmarks indicated above (BBSW and UBS).

Overall, the investments continued to perform well in comparison with these benchmarks.



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Table 3			
Cash Fund Performance Against RBA Cash Rate & UBS Bank Bill Index	QTC	RBA Cash Rate	UBS Bank Bill Index
Cash Fund Performance	3.29%	2.50%	2.79%

Table 4			
Term Deposit Performance Against BBSW Index & UBS Bank Bill Index	Av Return on Deposits	BBSW Index	UBS Bank Bill Index
Term Deposits	3.56%	2.65%	2.79%

TABLE 5			
Interest Income vs Budget	Actual YTD Mar 13	Original Budget	% Annual Budget
Interest Income on investments	\$1,030,816	\$1,320,000	78.01%

As reflected in table 5, interest revenue is on target for the year to date. However, as the Reconstruction and other major works proceed there will be a reduction in the cash balance available for investment which will reduce the interest earned over the balance of the year.

Interest rates are now stabilising although for most short term deposits the rate offered is only marginally better than the QTC cash rate. This situation is likely to continue in the medium term

TABLE 6				
Investment Policy Risk Compliance	Credit	Current Exposure	Allowable Exposure	Difference
Cash Funds				
QTC Cash Funds		53.64%	100%	46.36%
Term Deposits				
AAA to A+		24.54%	80%	55.46%
A to BBB+		21.82%	30%	8.18%
BBB to BBB		0.00%	10%	10.00%

The above table shows that Council's investments at 31 March 2014 complied with its 2013/2014 Investment Policy.

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**15.6 Executive Manager Planning and Development Services**

**Date:** 24 April 2014  
**Author:** Mark Piorkowski, Executive Manager Planning & Development Services  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

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**Summary:**

This report is to update Council on the big issues currently being actioned.

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**RESOLUTION:**

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**RESOLUTION:**

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**Report**

**1. Introduction**

This report provides an update on key matters arising and being addressed since the last report.

**2. Background**

The previous reports provide the background information to date and only progress is being reported during March 2014.

**3. Report**

**Council of Mayors (SEQ)** – A number of committees and taskforce groups met during the month of September. A separate, detailed report has been provided.

Regional Development

- Sydney Royal Easter Show 2014 planning progressed well with preparations made for the producer's tour of key Sydney retailers, the producers dinner and the lead up to the show itself. Logistics have been finalised for the transport of show material including promotions literature and fresh products from Lockyer Valley.
- Digital Local Government - Go to Meeting has been live to the public on council's website since 6 March. There has only been minimal inquiry so far while we are in the soft launch trial period. The 6 x 55 inch mono pads will be delivered by the end of March for the point to point system rollout. Key departments have been identified for equipment roll out and staff training.





## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

- National Food and Training Innovation Centre business case has been evaluated and work commenced on the project. Timelines have been amended to commence from 2 April to 30 June stage 1 and design and completed findings presented to council by September 2014.
- SEQ Water Meeting was held with Michael Fiechtner from SEQ Water to discuss the options for Lake Clarendon and Lake Dyer as well as council's position on these matters following the councillor workshop.
- One Stop Shop meeting was held with Director Craig Newell to discuss opportunities for a shared delivery model with regard to QGAP like services. Other potential service delivery methods were discussed and some possible locations for a local office in either Gatton or Laidley.
- Lockyer Better Business Facilitators report - received and noted with key points noted below:
  - Peter Buckley booked for March as keynote presenter
  - Bill Doyle booked for April as keynote presenter
  - May – President's luncheon May 9th for Administrative Professionals Day (previously Secretary's Day)
  - Finalise new logo with Committee
  - New website research and trials – Trial Wild Apricot
- Brisbane Marketing Campaign commenced on 14 March. Local billboards "Give me Lockyer Any Day" at Minden will be on display from the 21 March in support of the Brisbane Campaign.
- 2014 Tourism Guide advertising closed on 14 March with final draft edits completed in readiness draft prior to Michelle Brown's departure.
- Brisbane Ekka meeting was held with Alison Alexander, Scenic Rim and RNA on 25 March to discuss options for a regional tourism and food display area at the 2014 Brisbane Ekka. A proposal has been submitted to councils to deliver a joint stand with an external commercial provider featuring local product from the regions and a small stage presenting regional showcases.
- Billboard Advertising meeting held with Bishops Signs on 24 March to discuss continuing last advertising arrangement with regard to billboard advertising. For the past twelve months council has been running a regional promotional campaign on the main highways feeding into and around Brisbane. Four separate billboard skins have been rotated across twelve regional sites that have been very successful in supporting the Region's branding strategy.
- Brisbane Marketing's Hero Experience Workshop was held on 24 March for industry operators within the Lockyer Valley Region. Whilst total numbers were low those who attended participated strongly and contributed to the discussion.
- Senior staff attended a Queensland Government Statistical Network Meeting on 20 March in Ipswich where representatives presented information on the new Queensland Population Projections from Queensland Treasury and the Australian Bureau of Statistics. This included information on the rebasing of the Australian Bureau of Statistics population data, the assumptions used to determine the Queensland population projections and information on where to find the data and information. Queensland Treasury and Trade are in the process of arranging meetings with Lockyer Valley Regional Council to discuss the Lockyer Valley projection with key staff from Planning and Environment.

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### Plumbing and Building Services

#### Building Certification

- The value of buildings works for the Lockyer Valley Council Region for February is \$6,844,000.00.

### Planning and Environment Services

- Trevor Boheim has been confirmed as acting Manager Planning and Environment for the next six months with internal advertising to start for Coordinator Strategic Planning and Coordinator Development Assessment to replace Trevor.

#### *Environmental Planning Team*

- Council approved the report to adopt the Statement of Management Intent (SoMI) for the management of flying-fox roosts at the Council meeting on 26 March 2014. The working group for the implementation of the SoMI has already met and a detailed plan is being drafted.
- The Conservation Agreement for the Nature Refuge for Helidon Hills Alice Creek Reserve was signed by the CEO on 28 March 2014.

#### *Development Assessment*

- Approval of request to change conditions of development approval for Outdoor Entertainment for a property located in Helidon Dip Road.
- Agreement of council to support in principle the development of a neighbourhood shopping centre on land located in Patrick Street, Laidley, so as to settle the Planning and Environment Court appeal against Council's refusal of an application for a shopping centre.

#### *Strategic Planning*

- Senior staff participated in the Study Scoping Workshop for the Brisbane River Catchment Floodplain Management Study. The next meeting is scheduled on 8 April.
- Following the development of draft content for the brochures and material for community consultation, Senior staff provided feedback and review of the initial brochure designs for community consultation with Corporate Communications team and update on communications strategy. Full draft materials are expected week beginning 31 April.
- Senior staff met with Department of State Development Infrastructure and Planning (DSDIP) representatives regarding the State Interest comments on the planning scheme review and the management of the Regional Landscape and Rural Production Area within the existing and future regional planning frameworks. Outcomes of this discussion are scheduled for the upcoming councillor workshop in April.
- Meeting was held with DSDIP representatives regarding natural hazards state interest review comments continuing negotiations on planning scheme codes and controls for the management of natural hazards.
- Work has progressed on the Tech1 integration and transfer of new planning scheme data for community consultation and property system updates which will permit online integration of land and property holdings once the new planning scheme is in place.



ORDINARY COUNCIL  
MEETING MINUTES  
30 APRIL 2014

15.7

**Queensland Urban Utilities (QUU) Progress Report (March 2014)**

**Date:** 14 April 2014  
**Author:** Mark Piorkowski, Executive Manager Planning & Development Services  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

**Summary:**

Council has received an update in March from the Queensland Urban Utilities (QUU) board which provided highlights from their Board Meeting.

**RESOLUTION:**

**This document is for Council's information only.**

**RESOLUTION:**

**This document is for Council's information only.**

**Report**

**1. Introduction**

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

**2. Background**

QUU is:

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

**3. Report**

*Queensland Urban Utilities Board update - March 17 Board meeting*

- The Board held a separate strategic risk workshop with the Executive Leadership Team. At the Board meeting, the following matters were discussed.

*CUSTOMER*

*Commercial and developer customer segmentation*

In late 2013, the Board adopted a new operating model. One element of this model is a differential service strategy for commercial and developer customers. The Board supports a stronger focus on these customer segments and recognises it is critical to efficiently deliver a quality service that meets and keeps pace with their evolving needs. Progress to enable this segmentation is well advanced with the business structure being realigned, leadership capability being identified, and a Customer Segmentation and Commercial Customer Strategy and Action Plan being developed.

*e-Business Strategy*

The Board noted an update on the implementation of the e-Business Strategy, which was approved in June 2012. A key milestone will be reached in May 2014 when QUU launches its new website, which will provide additional functionality and the provision for greater self-service options in the future.

**OPERATIONAL EXCELLENCE**

*Board Crisis Management Plan and Resilience Policy*

Following consideration by the Audit and Risk Committee in February, the Board provided feedback on a Board Crisis Management Plan (BCMP). The intent of the BCMP is to assist Board members in the discharge of their responsibilities to prepare for, respond to, and recover from any emergency with an incident severity classification of moderate to severe. The Board also supported the revised Resilience Policy. This policy sets out the framework that QUU uses to prevent, prepare for, respond to, and recover from events that could disrupt our service to the community.

*Corporate Plan 2014/19*

The Board considered and provided feedback on the draft 2014/19 Corporate Plan, which will be provided to shareholders in late April for approval in accordance with the requirements set out in the Participation Agreement. Overall, our five-year strategic direction has not changed significantly from our current 2013/18 priorities, with our four strategic pillars of Customers, Shareholders and Communities, Operational Excellence and People remaining unchanged.

*2014/2015 Pricing*

The Board resolved its pricing policy position for 2014/15. In forming its decision, the Board was conscious of the need to minimise the price burden on customers while continuing to invest in infrastructure to support both population and economic growth across all service territories.

Queensland Urban Utilities will continue to keep prices as low as possible by limiting the increase to 4.5 per cent.

From July 1, 2014, the State Government's bulk water charge will also increase between 4% and 10.0% across Queensland Urban Utilities' five regions (Brisbane, Ipswich, Lockyer Valley, Somerset and Scenic Rim).

This will mean that overall average residential water and sewerage bill will increase in the Lockyer Valley on average \$1.38 per week.



ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014
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Further information on the proposed 2014/15 pricing and \$292 million capital expenditure program in 2014/15 is available in the attached media releases.

*State Borrowing Program*

The Board supported the submission of QUU's State Borrowing Program application to Queensland Treasury. This funding submission, which provides capital for QUU to deliver its infrastructure program, occurs annually and the application is in accordance with our requirements as a statutory body.

*Various capital projects*

The Board supported a number of capital feasibilities and projects moving ahead. The Board acknowledged that QUU is working collaboratively with shareholders on a number of projects to align our major capital infrastructure replacements with programmed council works. One example where this is occurring is the augmentation of the sewer along Kingsford Smith Drive.

*New utility model*

The Board noted that the program to establish the new utility model from 1 July 2014 is on-schedule. Prior to 'go-live', QUU has committed it will complete business rehearsal and readiness activities, as well as formally engage with the development sector through the QUU Developer Forum. The Board will provide further updates on this program closer to 1 July.



## MEDIA RELEASE

March 27, 2014

### Queensland Urban Utilities announces proposed 2014/15 prices

Queensland Urban Utilities will continue to keep prices as low as possible by limiting the increase of its proposed water and sewerage prices for 2014/15 to 4.5 per cent.

The proposed price change will apply from July 1, 2014 across Queensland Urban Utilities' five service regions including Brisbane, Ipswich, Lockyer Valley, Somerset and Scenic Rim.

From July 1, the State Government's bulk water charge will also rise between four per cent and 10.9 per cent.

This will mean the overall average residential water and sewerage bill will increase between 98 cents per week and \$1.57 per week, a combined rise of between 4.3 per cent and 6.4 per cent\*.

Queensland Urban Utilities CEO, Louise Dudley, said the price increase was kept as low as possible in the face of significant operating costs and the need for continued investment in new and existing infrastructure.

"We have a vast infrastructure network to operate and maintain including 9000km of water mains and 9200km of sewerage pipes," she said.

"It's also essential that we continue to replace ageing infrastructure and build for the future to ensure we have a sustainable water and sewerage network for many years to come."

Queensland Urban Utilities will spend \$292 million on 108 infrastructure projects in 2014/15 as part of its \$3.2 billion 10-year capital works program.

Ms Dudley said the rise in the State Government's bulk water charge was a significant contributing factor to the overall price increase.

"All water service providers purchase treated water from the Queensland Government and this year we expect to spend around \$337 million dollars on bulk water charges," she said.

"The bulk water charges are set and controlled by the State Government and we pass that cost on to customers."

Ms Dudley said Queensland Urban Utilities would continue to work hard to keep operating costs down and make savings to moderate prices and deliver good value.

"A one litre bottle of water from the supermarket costs around \$2.70 but for the same price we deliver 500 litres of clean, safe drinking water to your tap," she said.

"We also remove and treat all the sewage from your home for around \$1.60 a day. If you had to take away the same amount of waste water by tanker, it would cost up to \$10,000 per year."





Queensland Urban Utilities has shown its commitment to south east Queensland families by limiting price rises over the past four years.

In 2013/14, Queensland Urban Utilities' water and sewerage prices increased by 3.9 per cent. This followed a price freeze in 2012/13 and bill reductions in four out of five of our service regions in the year prior to that.

**Proposed price increases for 2014/15 based on the average residential consumption of 38kl per quarter (152kl per annum)**

	2013/14 Quarterly Bill	2014/15 Quarterly Bill	QUU Increase	State Government Bulk Water Charge Increase	Combined Increase*	Total Weekly Increase
<b>Brisbane</b>	\$280.85	\$298.84	4.5%	10.6%	6.4%	\$1.38
<b>Ipswich</b>	\$332.63	\$353.07	4.5%	10.9%	6.1%	\$1.57
<b>Lockyer Valley</b>	\$285.76	\$303.66	4.5%	9.8%	6.3%	\$1.38
<b>Scenic Rim</b>	\$334.28	\$354.18	4.5%	9.4%	6.0%	\$1.53
<b>Somerset – Esk</b>	\$321.04	\$334.99	4.5%	4.0%	4.3%	\$1.07
<b>Somerset – Kilcoy</b>	\$294.64	\$307.39	4.5%	4.0%	4.3%	\$0.98

The proposed tariffs for each region are available on our website at [www.urbanutilities.com.au/pricing](http://www.urbanutilities.com.au/pricing)

Audio grabs from Queensland Urban Utilities spokesperson Justin Poulus are available here: [www.soundcloud.com/urbanutilities](http://www.soundcloud.com/urbanutilities)

\*Please note the State Government bulk water charge is only applied to the water consumption component of the bill

**About Queensland Urban Utilities**

Established on July 1, 2010, Queensland Urban Utilities is one of the largest water distributor-retailers in Australia, providing water and sewerage services to more than 1.3 million residents across Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas. We are upgrading and improving the reliability of our infrastructure by investing \$3.2 billion in a 10-year capital works program. Our service territory covers 14,384 square kilometres and we employ around 1300 people.

**For media enquiries, contact:**

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## MEDIA RELEASE

March 27, 2014

### Queensland Urban Utilities builds for the future

Queensland Urban Utilities will continue to build for the future by investing \$292 million in water and sewerage assets in 2014/15.

The capital expenditure program will include 108 infrastructure projects across our five service regions - Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset.

Queensland Urban Utilities CEO, Louise Dudley, said a key focus of the capital works program was building new infrastructure to cater for south east Queensland's population growth.

"It is important that we continue to plan and build for the future to ensure we have a sustainable water and sewerage network for many years to come," she said.

"Queensland Urban Utilities determines capital expenditure in each region on a needs basis and one of our key considerations is population growth."

Some of the growth areas earmarked for new infrastructure include Rochedale in Brisbane, Rosewood in Ipswich, Plainland in the Lockyer Valley, Beaudesert North in the Scenic Rim, and Fernvale and Lowood in the Somerset region.

Ms Dudley said another major priority in 2014/15 was replacing ageing infrastructure in Queensland Urban Utilities' vast water and sewerage network.

"We have almost 9000km of water mains and 9200km of sewerage mains and the average age of the pipes in our network is between 20 and 50 years old," she said.

"Under our rolling renewal programs, we will replace 29km of water mains and reline 24km of sewerage mains in 2014/15."

Major projects to be undertaken by Queensland Urban Utilities in 2014/15 include:

- **Brisbane – Bulimba Creek Trunk Sewer Upgrade** – \$13.86 million spend in 2014/15, total project cost \$40.49 million. A new trunk sewer will be constructed between Wecker Road, Mansfield to the Pacific Golf Club at Carindale. The 2165m sewer line will operate in parallel with the existing trunk sewer and cater for the area's forecast population growth. **Rochedale Water Infrastructure Upgrade** – \$1.02 million spend in 2014/15, total project cost \$23.09 million. This project will include the construction of a new 10.8ML water reservoir, supply lines and booster pumps to cater for new residential development in Rochedale.
- **Ipswich – Rosewood Sewer Catchment Upgrade** – \$6.1 million spend in 2014/15, total project cost \$10.5 million. The project includes the construction of a new sewage pump station and sewer mains from Ipswich-Rosewood Road to Rosewood Sewage Treatment Plant. The upgrade will improve service to the existing network and cater for future growth in eastern Rosewood. **Ipswich Water Mains Renewal** – \$17.66 million spend in







2014/15. This project will involve replacing 13,591m of water mains at 18 sites throughout Ipswich.

- **Lockyer Valley – Sewage Treatment Plant Upgrades** – \$1.02 million spend in 2014/15, total project cost \$9.53 million. The capacity of the sewage treatment plants in Gatton, Forest Hill and Laidley will be increased to cater for population growth. Work will commence in 2014/15 with the project expected to take two years to complete.  
**Lockyer Valley Water Mains Renewal Program** – \$399,000 spend in 2014/15. This project will involve replacing 610m of water mains in Gatton, Laidley and Forest Hill.
- **Scenic Rim – Rathdowney Reservoir** – \$900,000 spend in 2014/15, total project cost \$1.65 million. The existing 50kl water reservoir will be replaced with a new 200kl reservoir on a new site on the northern side of Rathdowney. **Scenic Rim Water Mains Renewal Program** – \$429,000 spend in 2014/15. This project will involve replacing 510m of water mains at two sites in Beaudesert.
- **Somerset – Lowood Sewer Catchment Upgrade** – \$1.7 million spend in 2014/15, total project cost \$2.4 million. The Lowood sewerage network will be upgraded to cater for population growth in the Eagle Rise residential development. **Somerset Water Mains Renewal Project** – \$298,000 spend in 2014/15. This project will involve replacing 570m of water mains in the township of Toogoolawah.

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#### About Queensland Urban Utilities

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**15.8 Council of Mayors South East Queensland (CoMSEQ) Committee Report**

**Date:** 23 April 2014  
**Author:** Mark Piorkowski, Executive Manager Planning & Development Services  
**Responsible Officer:** Mark Piorkowski, Executive Manager Planning & Development Services  
**File No:** Formal Papers

**Summary:**

Current committee and taskforce activities for COMSEQ is reported.

**RESOLUTION:**  
**This document is for Council's information only.**

**RESOLUTION:**  
**This document is for Council's information only.**

**Report**

**1. Introduction**

Lockyer Valley Regional Council is an active member of COMSEQ and this report is intended to provide Council with a summary of activity and key matters focusing on the Committee and Taskforce meetings.

**2. Background**

For the month of March 2014 there were [number] COMSEQ meetings attended by Council staff and elected members. The following report outlines the key discussion points from each of those meetings and where appropriate the implications for Lockyer Valley.

**3. Report**

Since the last COMSEQ Report to Council the following update on activities have been provided to Council:

Infrastructure Committee – 21 March (Attended by Myles Fairbairn and Councillor Janice Holstein)

*Infrastructure Charges Framework update*

The anticipated announcement from the State Government around the draft Bill (which includes all the changes to the framework) has been delayed until early April 2014. It is expected that the Government will seek to have the Bill finalised by 01 July 2014. COMSEQ's submission to the Infrastructure Charges Framework was focused on looking at an alternative approach to funding infrastructure provision in SEQ. This is the proposed Economic Growth Partnership Model for Queensland (formerly UK Cities Funding Model). In partnership with DSDIP and the Property Council of Australia, COMSEQ has been reviewing the



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appropriateness of the UK Cities Funding Model and how it could be adopted for SEQ to fund the gap between what councils get from developer contributions and what councils spend on urban infrastructure while ensuring financial sustainability.

### *COMSEQ Strategic Plan update*

The Mayors held their annual Strategic Planning session in mid-February and agreed to a draft three year strategic plan with one year objectives. The final Strategic Plan will be presented for adoption at the April Board meeting, after which time the document will be a live document and accessible via an online portal. Presentations will be given at each Committee/Taskforce meeting. There is a continuation of the Catchment Management project commenced a few months ago. The objective is to have funded catchment management plans across SEQ and across the agencies involved with the waterways by the middle of 2015.

### *COMSEQ Committee Governance Structure*

A priority first quarter objective for 2015-2016 is a review of the COMSEQ committee and taskforce governance structures. The secretariat will be working on the development of a new Committee structure from mid-April 2014 in consultation with Councils.

Regional Plan and Growth Management Committee – 7 March (Attended by Mark Piorkowski, Councillor Kathy McLean was an apology)

### *SEQ Regional Plan (SEQRP) update*

Key discussion was about the Regional Plan review and where new residential green field development would be located particularly with respect to where employment areas were being proposed. A number of those at the meeting felt there was not enough consideration given currently through the regional planning process of the connection between where people would live and where they would work. At the time there was some suggestion also that the discontent was high enough that Councils through COMSEQ should consider rejecting any revised Regional Plan outright.

Another key issue discussed at the time was the issues around the communications and the lack of early engagement. A perceived issue also remains that there is a disconnect between the State Government bureaucrats and their political masters. State members particularly the Deputy Premier it was felt were making commitments around the intended flexibility of the new regional plan and empowerment of local government that were not being followed through or ignored by the Regional Planning Team. Councillors present at the meeting also expressed concern that State Government representatives were also visiting council staff to discuss and elicit positions on key issues without engaging the elected members themselves.

It is anticipated a draft SEQRP will be released for consultation mid-year. There is significant concern around the process undertaken by the State and their lack of engagement with Councils around the detailed thinking in the SEQRP. The removal of infrastructure planning in the SEQRP may result in no mid- or long-term commitment by the State to fund the larger infrastructure investments, thereby potentially creating much uncertainty for councils and the development industry.

Coordinators Meeting – 3 March (Attended by Jason Cubit)

### *High Level Agreement for Catchment Management*

This week we will have all the signatures to the Heads of Agreement, including SEQ Water, SEQ Catchments, Healthy Waterways, QUU, Unity water and Port of Brisbane. Next steps will

include a public signing of the Agreement (date known) and an invitation to the Mayors to attend this historic event will be sent. The key message or theme centred around the public signing will be 'all the key players in the SEQ water space are now focused on a key strategic water management plan'. The mayoral waterways taskforce (championed by the Lord Mayor and Mayor Steve Jones) will then be formed and meet with State Ministers McArdle, Cripps and Powell to discuss the States involvement and funding from the States direct action climate fund.

*Mayor's Strategic Planning Workshop*

The key milestones identified by the Mayors for the 2014-15 year include:

1. Achievements Promoted Internally and Externally;
2. Targeted Program of Lobbying Around Infrastructure Delivery;
3. Satisfactorily Impacted New Regional Plan;
4. Agreed Waterways Action Plan Include Appointment of Single Lead Agent;
5. Lobbied & Advocated CoM Position With Relevant Government (2 way);
6. Agreed DA Reform Targets Implemented by All Councils Including Reporting Process;
7. Reviewed & Adjusted Governance & Committee Structure; and
8. Finalised & Commenced Implementation of Regional Economic Development Plan



ORDINARY COUNCIL  
MEETING MINUTES  
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15.9

**Executive Manager Corporate and Community Services Monthly Update**

**Date:** 28 April 2014  
**Author:** David Lewis, Group Manager Corporate & Community Services  
**Responsible Officer:** David Lewis, Group Manager Corporate & Community Services  
**File No:** Formal Papers

**Summary:**

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during March 2014.

**RESOLUTION:**

**This document is for Council's information only.**

**RESOLUTION:**

**This document is for Council's information only.**

**Report**

**1. Introduction**

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during March 2014.

**2. Background**

Council should be aware of group activities to guide future decision making.

**3. Report**

A brief summary of the key outcomes of Corporate and Community Services during March 2014 by functional grouping follows.

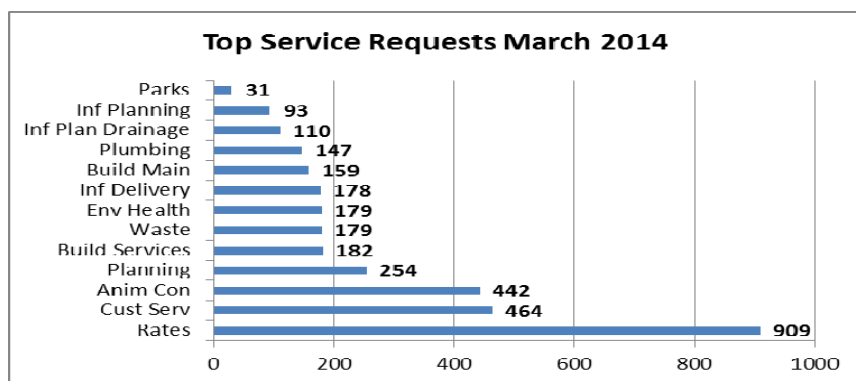
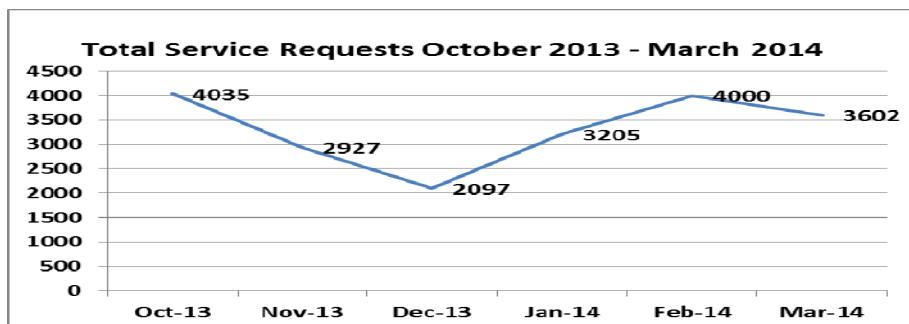
**CUSTOMER SERVICES**

This section of the report breaks down activity within the Customer Services Branch by service requests, telecommunications and QGAP.

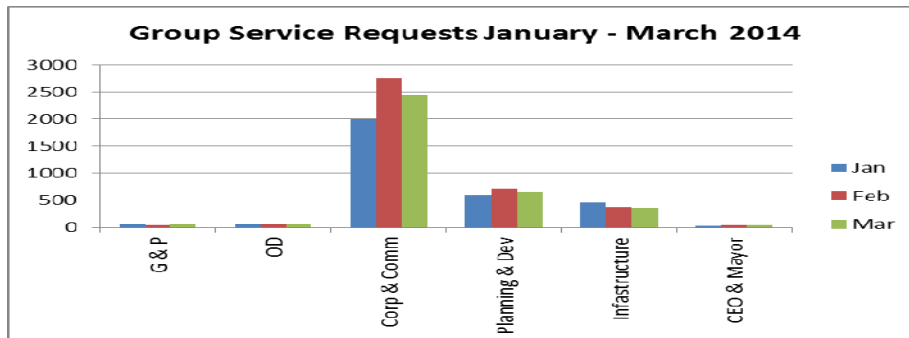
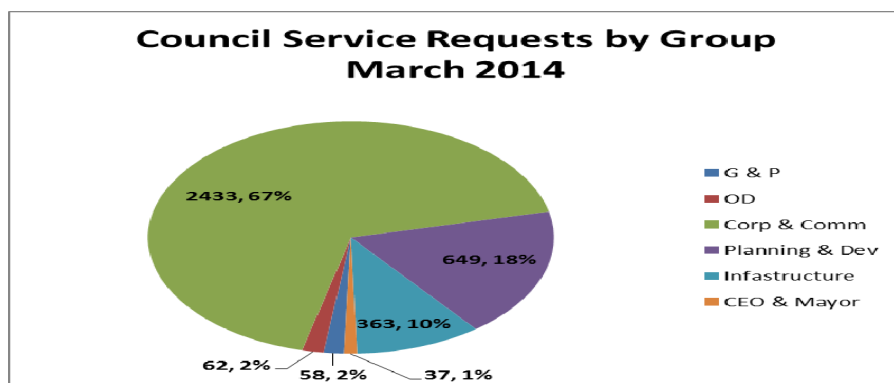
**Service Requests**

During March, 3,602 service requests were processed. The following two graphs show a recent history of total service requests and the March 2014 service requests by function or activity. As expected at this time in the rating cycle, rates issues continue to account for over 35% of all service requests raised.

# ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014



The following graph shows the March 2014 service requests by group with Corporate and Community Services accounting for 67% of all service requests raised followed by Planning and Development with 18%. The second graph in this series shows the last three months of service requests by functional group.



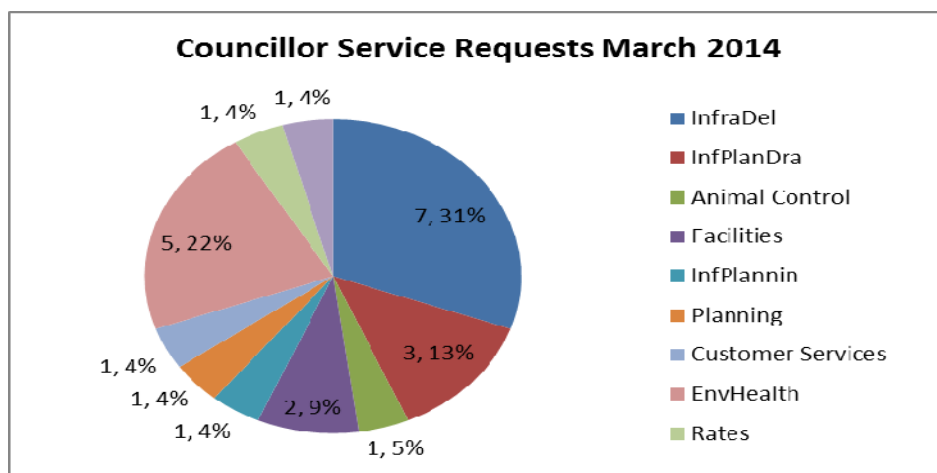
The following table shows

- open service requests as at 1 March 2014
- new service requests received
- those requests completed from prior months
- March requests completed
- service requests remaining open at 31 March 2014.

	C&CS	P&D	I,W&S	OD&P	G&P	CEO & Mayor
Service Requests Open as at 1/3/2014	720	162	357	41	54	31
New Service Requests in March	2433	649	363	62	58	37
<b>Total</b>	<b>3153</b>	<b>811</b>	<b>720</b>	<b>103</b>	<b>112</b>	<b>68</b>
Less Prior period requests Completed during March 14	389	120	136	27	36	19
Less New requests Completed during March 14	2041	554	172	44	39	25
<b>Service Requests remaining Open as at 31/3/2014</b>	<b>723</b>	<b>137</b>	<b>412</b>	<b>32</b>	<b>37</b>	<b>24</b>

### Councillor requests

There were 23 new councillor requests in March 2014 with 12 of those these remaining open at 31 March 2014.



### Telephones

## ORDINARY COUNCIL MEETING MINUTES 30 APRIL 2014

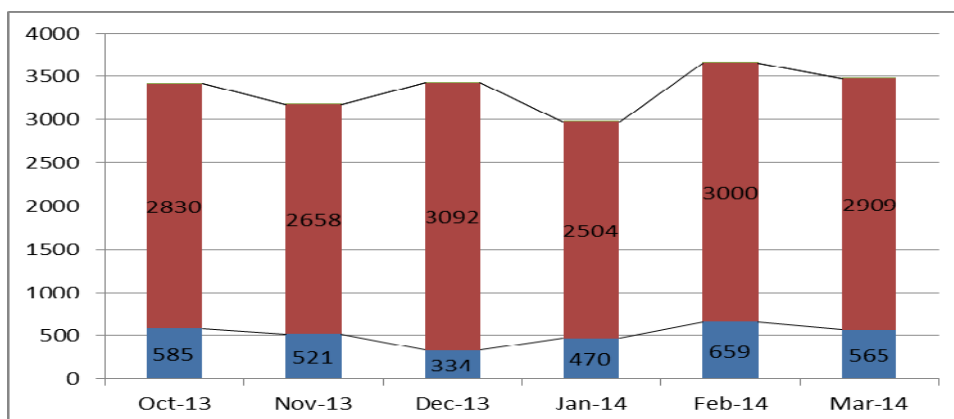
### Total Calls

3,474 calls were captured coming into Council's telephone system during March 2014 with 99 calls failing to make it into the system. Our service level averaged 77.7%. During this time, the maximum queued contacts at any one time were 11. There were a large number of calls concerning rates even though the rates.

In March the average length of each call, inclusive of post processing was 7minutes and 35 seconds.

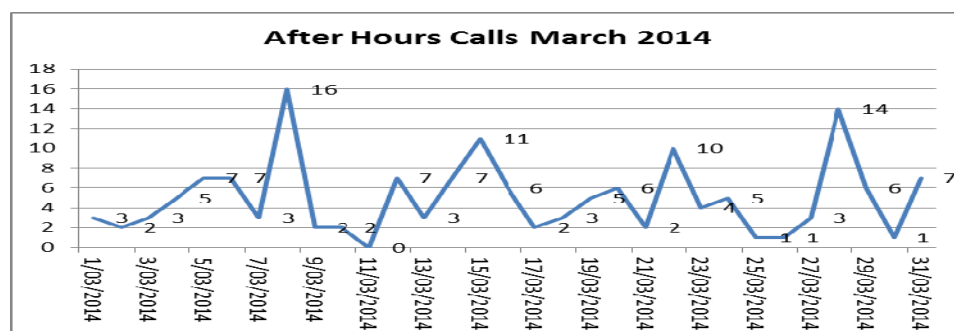
Call back was introduced during the last week in February. In March we had 148 calls logged via Callback. The average wait time for those to be answered was 4.54 minutes and the maximum wait time was 35.19 minutes. The feedback from customers has been very positive.

565 calls were transferred within the organisation in March. This includes those calls which were transferred directly when a named caller was asked for and all other calls that are transferred as part of the call process. The following shows the trend for the last 6 months between calls and calls transferred.



### After Hours Calls

The following graph shows the March 2014 afterhours calls from Brisbane City Council. There were a total of 154 calls in March. Animal Control continues to show high statistics for after hour calls.



### Live Chat

This service commenced via our Website during March. While numbers are still low the response again has been very positive. There were 21 sessions commenced with an average





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response time of 32 seconds. The longest “chat” was approximately 35 minutes. The public are now being advised that ‘Live Chat’ is up and running via media channels and brochures at both of our counters.

### **QGAP**

There were 968 QGAP transactions processed by Council during March 2014.

### **COMMUNITY FACILITIES**

The Southern and Western facades of the Laidley Cultural Centre have been completed as well as the repainting of the foyer ceiling. Work has commenced on the Function Room veranda and quotes are being obtained for the air conditioning of the Function Room.

Work on the Laidley CCTV project has commenced

Plans for the Toilet block at the Gatton Donations Building have been finalised and are now being lodged with Council.

The drainage rectification work at the Laidley Cultural Centre is nearly completed and should be finalised by 4 April. 2014

The disabled access ramp to the Grantham Butter Factory has been completed.

Maintenance work on the Lockyer Design building has been completed.

Alterations have been made to the ground floor entry area of the Gatton Administration building project to allow for the repositioning of the lift due to problems with the extent of the building footings in the original location. This will require a minor additional cost to the project. The project is currently 4 days behind schedule.

Tenders were advertised for the Laidley Multi Sport Clubhouse project on Saturday 29 March. Tenders close on 1 May and the project should start by the end of June 2014.

### **CULTURAL, HEALTH & REGULATORY SERVICES**

The first round of School Based Immunisation Program was held on 5 March at Faith Lutheran College. Vaccinations were administered to students in Years 8 & 10 with approximately 350 vaccines administered. The second round of clinics was held at Laidley State High School on 12 March, with the third round of clinics held at the Lockyer District High School on 27 March.

Animal Management continues to receive a large number of Customer Requests.

The Wild Dog Baiting program was advertised with orders closing at 5:00pm on 26 March 2014. The program is to be held on Wednesday 30 April 2014.

Approximately 9 applications for herbicide have been received from landholders in the Blenheim, Grantham, Ma Ma Creek and Ropeley areas.

Mobile Library services continue to flourish with the Library Truck out on the road visiting stops around the region five days a fortnight. Discussions are underway for the trial of another school stop at Helidon.

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WiFi services have been installed into the Laidley Library from grant funding, with the installation of WiFi at the Gatton Library to be completed in the near future.

The exhibition of works by inmates from the Southern Qld Correctional Centre finished in the last week of March after a successful showing.

Average child care occupancy rates were Gatton 80.8% and Kensington Grove 80.6%. The Gatton Child Care Centre has also received a notice of assessment by the Office of Early Childhood Education and Care against the National Quality Framework. This is a rating process which indicates our level of quality service provided to the community and continues over a period of several months. A final report will be produced to indicate our service standard.

### **INFORMATION SERVICES**

The cut over from the old server room to the new server room commenced on the weekend of 22/23 March and will continue until the weekend of 4/5 April.

Phase One of the One Council Project has now been formally completed with work now commencing on Phases 2 and 3 of the project. An update report on this project will be presented to Council in May 2014.

### **FINANCE**

No further issues associated with the new rates notices have come to light. The due date to receive the discount was 3 March. Letters will be sent to those ratepayers who have missed the discount as well as reminder letters for those who have not paid their instalment(s) in early April 2014.

As at the end of March, Council had received \$17.1M or 87% of the rates issued.

The introduction of the EMFRL has not been well received by the community with many queries and complaints about it. A total of 241 objections have been reviewed and responded to with the Revenue Coordinator working through objections on a daily basis. The number of objections received has now started to reduce. The majority of objections dealt with so far have been unspecified or an objection to paying the levy. Only 57 objections have resulted in changes to the levy amount.

Work continues within Council on the development of the 2014/2015 operating and capital budgets. It is envisaged that a series of Workshops will be held with Council throughout May and June 2014 with a target date of 30 June 2014 scheduled for budget adoption.

### **WASTE**

Final Queensland Reconstruction Authority (QRA) approval was received on 25 March 2014 for 2011 flood waste projects (Gatton landfill & Grantham transfer site) to a value of \$1.3M.

The Waste Coordinator has assisted with the progression of the Scotbar Pty Ltd waste monocell project funded by QRA as part of NQRRRA funding.



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A specialist contractor has been engaged to clear and test groundwater monitoring bores at Gatton and Laidley waste management sites. This contractor will also be engaged to oversight the installation of an additional ground water monitoring bore at the Laidley site.

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**15.10 Executive Manager Infrastructure Works and Services Monthly Update**

**Date:** 28 April 2014  
**Author:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services  
**File No:** Formal Papers

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**Summary:**

This report is to update Council on the emerging matters arising since Council last met in regards to the Infrastructure Works and Services Group.

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**RESOLUTION:**  
**This document is for Council's information only.**

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**RESOLUTION:**  
**This document is for Council's information only.**

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**Report**

**1. Introduction**

This report is to provide an update to Council on current matters arising for the Infrastructure Works and Services Group since Council's last meeting held on the 26<sup>th</sup> of March 2014.

**2. Background**

Previous Infrastructure Works and Services report to Council up to and including the 26<sup>th</sup> of March 2014.

**3. Report**

*NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (NDRRA)*

*2011 NDRRA program*

A current financial summary of the 2011 NDRRA programme follows.

- Current estimated final cost (EFC) = \$116 million
- 2011 emergent works (now paid and acquitted by QRA) = \$20.7 million
- Value of works completed to end of March = \$107.8 million
- Submissions forwarded to QRA awaiting acquittal = \$20 million
- Submissions that have been acquitted by the QRA = \$3 million

Projects of note:

- Rockmount Road bridge – construction has commenced on site

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- Asphalt works across the Region now complete. Majority of two-coat seal works and linemarking complete. Remainder of works scheduled to be completed before the end of June 2014.
- Jones Road floodway reconstruction project has commenced, with the work to create traffic diversion route along Roches Road underway. Jones Road floodway works to start mid-May.
- Flagstone Creek Road slips (Horsfalls Lane) contract awarded this week and works to start on site after Easter.
- Grantham Landfill tenders called. Work should commence early May.
- Sandy Creek Road floodway (north of Helidon) being reconstructed.
- Work will commence on Railway Street floodway at Grantham after Easter.

Key risks at the moment:

- Potentially ineligible works already constructed (ongoing discussions with QRA)
- Delays in Council making final submissions of projects for QRA acquittal
- Delays in subsequent QRA acquittal of Council submissions
- Project management office costs may be deemed by the QRA as being too great and therefore ineligible
- All of 2011 program not completed by the QRA deadline (June 2014)

*2013 NDRRA program*

A current financial summary of the 2013 NDRRA programme follows.

- Current estimated final cost (EFC) = \$63 million (includes 2013 approved Betterment projects – aimed at improving asset resilience in future events)
- 2013 emergent works (paid, but not yet acquitted by QRA) = \$14.7 million
- 2013 works completed to end March = \$5.7 million
- Submissions forwarded to QRA awaiting acquittal = \$0
- Submissions that have been acquitted by the QRA = \$0
- 2013 Betterment projects approved = \$6.4 million, Council contribution = \$1.3 million (needs to be included in the 2014-15 budget)
- Betterment projects need to be resubmitted and approved with funding reallocated to additional projects as Lefthand Branch Road Bridge not proceeding and Black Duck Creek Road realignment changing.

Projects of note:

- Thistlethwaite Bridge replacement at Grantham has commenced on site (with initial tree clearance works). Main works to commence in late April 2014.
- Clarke Bridge (at Thornton) contract has been awarded. Works should start on site late May.

Key risks at the moment

- Extent of complementary works, whilst good value, requiring Council contribution in 2014-15.
- Compliance with the Fisheries Act (floodways) has led to delays in commencing works. The Development Application for half of the floodways has been submitted to DAFF, with the remainder of the DAs to be lodged in next few weeks. This issue has pushed works to much later in the program than originally anticipated.
- Council didn't gain approval of some 2013 Betterment projects in the Three Valleys, meaning that the team is producing either the 'base case' of restoration or new Betterment submissions

- 'Emergent Works' claim has been reviewed by the QRA and based on questions and Council responses, there is work that is at risk of being considered ineligible for funding. Value unknown at this stage.
- All of 2013 NDRRA program may not be completed by the QRA deadline (30<sup>th</sup> June 2015)

#### *INVESTIGATION, PLANNING AND DESIGN UNIT*

##### *Laidley flood mitigation projects (DSDIP funding)*

- Narda Lagoon flood levee – Expecting to commence site works late April 2014.
- Storr Street drain – this 'missing link' in the drainage system is expected to be executed in conjunction with the Narda Lagoon levee (which will receive some of the excavated fill material).
- Laidley CBD preparatory works (service relocations, vegetation removal, but no earthworks) – forecast to commence in Q2 of 2014.
- Working on submissions for the next round of available funding through the Local Government Floods Response Subsidy, Royalties for the Regions, Natural Disaster Resilience Program. Applications close on 12 May 2014.

##### *Forest Hill flood levee*

- Design of levee progressing.
- Qld Rail has commissioned SKM to provide flood modelling expertise, and it is understood that Qld Rail has formulated a construction project.
- Community information evening held 22 April 2014 at Forest Hill School of Arts.

##### *Council's Planning Scheme*

- The Infrastructure Works and Services Group is supporting the Planning team through a review of the draft Planning Scheme.
- Works Manual draft for public consultation is complete and finalisation will occur once public consultation is finished

#### *ASSET MANAGEMENT UNIT*

- Asset inspection programme progressing well, but this is identifying a significant maintenance backlog for Council.
- Continuing with the development of process for the field capture of defect information for infrastructure assets to allow planned maintenance to occur.
- Developing the reporting to allow defects to be prioritised and repaired using planned maintenance processes.

#### *PLANT AND FLEET*

- Specification being developed for the purchase of 3 replacement utes for very high mileage existing fleet items.

#### *PARKS AND OPEN SPACES UNIT*

- The Lake Apex Community Service Worker Project (Corrective Services) began 11 March 2014. The initial crew of four participants has commenced work on the revegetation of the Lake's edge.
- Ongoing involvement through April in the Sydney Royal Easter Show Project to promote the Lockyer Valley Region's agriculture in the Council display.

#### *ROADS AND DRAINAGE UNIT*

- Cahill Park Drainage Upgrade - works have finished
- Laidley State School Carpark - works have finished



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- William St, Gatton - works have finished
  - Rosewood-Laidley Road - Blackspot Intersection upgrade has been completed (finalising costs and acquitting funding)
  - Council's Reseal Program - reseals being delivered in conjunction with ongoing seal works for NDRRA projects
  - Ongoing delivery of significant aspects of the 2011 NDRRA and 2013 NDRRA programmes
  - Recent review of the gravel road maintenance approach, with greater resourcing

**15.11**

**External Funding Update - Current Applications**

**Date:** 24 April 2014  
**Author:** Corrin Bischoff, Major Projects Officer  
**Responsible Officer:** Jason Bradshaw, Executive Manager Governance & Performance  
**File No:** Formal Papers

**Summary:**

The purpose of this report is to provide an update on the status of external funding applications submitted by Lockyer Valley Regional Council for the period January to March 2014.

**Officer's Recommendation:**

**THAT Council note the information update on external funding applications.**

**RESOLUTION:**

**THAT Council note the information update on external funding applications.**

**Report**

**1. Introduction**

This report provides an update on funding sought over the past three months from State and Federal Government agencies.

Council's external funding policy supports the Lockyer Valley Community Plan 2012 - 2022 strategic priority to uphold principles of good governance and transparency in decision making.

**2. Background**

A centralised grant application process is utilised to optimise funding secured by Council to support projects and activities. Over the past three months a number of applications have been submitted for funding from external sources.

A key part of the coordinated approach to seeking and managing external grants is to provide a regular update to Council on all funding applications submitted.

**3. Report**

Since December 2013, three funding applications have been submitted. In this period Council has been informed of the success of two grant application with three applications pending.

Below is the status of Council's external funding applications as at 22 April 2014:

STATUS as at: 22 April 2014	Funding Source	Project Title	Project Value	Amount applied for	LVRC Cash contribution	LVRC in-Kind contribution
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STATUS as at: 22 April 2014	Funding Source	Project Title	Project Value	Amount applied for	LVRC Cash contribution	LVRC in-Kind contribution
Pending	State Library Queensland - OPAL Grants Technology Trendsetters	Photographic History of the Lockyer Valley	\$50 000	\$25 000	0	\$25 000
Pending	NRMA - Community Grant	Lockyer Valley State Emergency Service Operational Readiness and Interoperability Program	\$5,000	\$5,000	0	staff time
Pending	Department of Aboriginal, Torres Strait Islander and Multicultural Affairs - Economic Participation Grant Program	Living, Learning and Working in the Lockyer Valley	\$53 600	\$25,320	0	staff time
SUCCESSFUL	SES Non-Recurrent Subsidy Program	Accommodation Upgrades 1) Forest Hill 2) Gatton 3) Laidley	\$27 324 TOTAL \$10 504 \$9920 \$6 900	\$20 493	\$6 831	0
SUCCESSFUL	Community Benefit Fund	Gatton SES Social Club - Sand bagging machine	\$26 295	\$26 295	0	0

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*After receipt of the information reports, and acknowledging that there was no further business to discuss. The Mayor called the meeting Closed, the time being 5.50 pm*

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