



REGIONAL COUNCIL

ORDINARY MEETING OF COUNCIL

AGENDA

16 DECEMBER 2015



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

TABLE OF CONTENTS

Item	Subject	Page No.
	Table of Contents	1
1.	Meeting Opened	3
2.	Leave of Absence	3
3.	Condolences/Get Well Wishes	3
3.1	Condolences/Get Well Wishes.....	3
4.	Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers.....	3
5.	Mayoral Minute	4
5.1	Mayoral Minute	4
6.	Confirmation of Minutes	4
6.1	Confirmation of Ordinary Meeting Minutes of 25 November 2015	4
6.2	Confirmation of Special Meeting Minutes of 3 December 2015	4
6.3	Receival of the Minutes of the Lake Apex Community Advisory Committee Meeting held on 15 September 2015	5
6.4	Receival of the Minutes of the Gatton Revitalisation Project Steering Group held on 10 November 2015.....	5
7.	Business Arising from Minutes.....	6
8.	Committee Reports	6
9.	Deputations/Presentations	6
10.	Executive Office Reports	7
10.1	Chief Executive Officer's Report	7
11.	Governance and Performance Reports	12
11.1	Gatton Glenore Grove Rifle Club Inc - Approval of Changes to Firing Rights Agreement.....	12
11.2	Request for Lease Over Part of Lot 50 on RP807891 to NBN Co. Limited.....	15
12.	Organisational Development and Engagement Reports.....	18
12.1	Executive Manager Organisational Development and Planning Monthly Update.....	18
13.	Corporate and Community Services Reports	24
13.1	Summary of Council Actual Financial Performance vs Budget - 30 November 2015	24
13.2	Executive Manager Corporate and Community Services Monthly Update.....	28
13.3	Local Disaster Manager Update.....	32



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

14. Planning and Development Services Reports	35
14.1 Resolution to Adopt a Temporary Local Planning Instrument Regulating Planning and Development Controls in Flood Inundation Areas.....	35
15. Infrastructure Works and Services Reports.....	39
15.1 Downs South West Principal Network Cycle Plan	39
15.3 Executive Manager Infrastructure Works and Services Montly Update	41
16. Items for information.....	45
16.1 2015 Business Awards Post Event Report.....	45
16.2 Queensland Urban Utilities (QUU) Progress Report	48
16.3 2015 Audit Closing Report	51
17. Confidential Items	53
17.1 Insurance Claims for Damage to Property & Motor Vehicles.....	53
17.2 Old Gatton Pool Site	53
17.3 2016 Australia Day Award Judging	54
17.4 Proposed Compliance Action for Development Offences Against the Gatton and Laidley Shire Planning Schemes and Update on ongoing Land Use Compliance Matters.....	54
17.5 Planning and Environment Court Appeal No. 2652 of 2015 - Drywound Pty Ltd v Lockyer Valley Regional Council & Ors.	55
17.6 Pedersen Road Alignment.....	55
17.7 Toowoomba Second Range Crossing Local Roads Design - Package 1	56
17.8 Lockyer Valley Showgrounds & Events Precinct.....	56
17.9 Bremer Street, Laidley - Flood Mitigation Investigations Update	57
17.10 Technical Review of Recent Flood Studies - Update	57
17.11 Community Memorial.....	58
18. Meeting Closed.....	58



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

1. MEETING OPENED

2. LEAVE OF ABSENCE

No Leave Of Absence

3. CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 09 December 2015
Author: Susan Boland, Council Business Support Officer
Responsible Officer: Ian Flint, Chief Executive Officer

Officer's Recommendation:

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

4. 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.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

5. MAYORAL MINUTE

5.1 Mayoral Minute

Date: 09 December 2015
Author: Jason Cubit, Manager Marketing, Communications and Events
Responsible Officer: Ian Flint, Chief Executive Officer

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes of 25 November 2015

Date: 09 December 2015
Author: Ian Flint, Chief Executive Officer
Responsible Officer: Ian Flint, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on 25 November 2015 be taken as read and confirmed.

6.2 Confirmation of Special Meeting Minutes of 3 December 2015

Date: 09 December 2015
Author: Ian Flint, Chief Executive Officer
Responsible Officer: Ian Flint, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Special Meeting of the Lockyer Valley Regional Council held on Thursday 3 December 2015 be taken as read and confirmed.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes

8. COMMITTEE REPORTS

No Receiving of Committee Reports as Minutes

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

10. EXECUTIVE OFFICE REPORTS

10.1 Chief Executive Officer's Report

Date: 10 December 2015
Author: Ian Flint, Chief Executive Officer
Responsible Officer: Ian Flint, Chief Executive Officer

Summary:

This report is to update Council on the key issues currently being actioned and on the significant items of information presently to hand.

Officer's Recommendation:

THAT Council receive and note the Chief Executive Officer's Report.

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

Queensland Government Update

New Cabinet Announced

Premier Anastacia Palaszczuk has announced a new look and expanded Cabinet. There is an increase from 14 to 17 Ministers and an addition of 2 Assistant Ministers. Jackie Trad continues as the Deputy Premier and Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment. The Transport portfolio has been moved from Minister Trad to Stirling Hinchcliffe. Jennifer Howard has been appointed as the Assistant Minister for Local Government.

The list of the new Cabinet is attached.

Crime and Corruption Amendment Bill 2015

The Legal Affairs and Community Safety Committee has been referred this Bill for consideration and is to report to the Parliament by 1 March 2016. Some of the objectives of



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

the Bill would restore provisions of the Act to their pre-2014 status. The Committee is inviting submissions from Council as an identified stakeholder by 22 January 2016.

LGAQ News

- Shifting goal posts in Industrial Relations saga - new Local Government Industrial Award still in limbo
- New Planning Bills Introduced to State Parliament
 - LGAQ reviewing with Councils during consultation period and will provide a submission to the Parliamentary Committee which is to report back to Parliament by 21 March 2016.
- LGAQ Submission to Review of the Crime and Corruption Commission: Unfounded Claims Burden Councils
- LGAQ Raises Capital's Awareness of Queensland Issues
 - LGAQ Officers met with key ministerial advisers in Canberra.
- Local Government Being Taken Seriously at National Local Roads and Transport Congress
- Infrastructure Upgrade to Drive Job Creation (launched at National Local Roads and Transport Congress)
 - ALGA has proposed a Local Government Community Infrastructure Program of \$300 million per annum for five years to fund the renewal and maintenance of existing community infrastructure and promote economic development opportunities where they are needed most, particularly in rural and regional communities.
- Minister's Partnership Pledge
By Paul Fletcher, Minister for Major Projects, Territories and Local Government
- Council Elections V State Referendum
 - A referendum on State four-year parliamentary terms is to be held at the same time as council elections on 19 March 2016, despite strong objection from LGAQ.
- State Referendum date to cause havoc for local government elections
- State must compensate Local Government for Referendum Imposition
- State Referendum and Council Elections must be separate
- Policy Executive picks up conference overflow - motions from LGAQ Annual Conference in October which were unable to be debated.
- SEQ Mayors push priorities in Canberra
- QAO Report prompts changes to scheme - former Royalties for the Regions scheme refers.



ORDINARY MEETING OF COUNCIL AGENDA 16 DECEMBER 2015

ALGA News

- 2015 National Local Roads and Transport Congress
 - highlighted the importance of Federal funding to local government in overcoming road and infrastructure challenges and of local roads being part of the national productivity narrative.
 - support by the Government and the Opposition to the theme, Connecting Communities: Driving the Nation in the lead up to the next Federal election in 2016.
- Call for a Local Government Communities Infrastructure Program.
- Call for intergovernmental plan to address national productivity.
- New Austroads framework relevant for Councils.
- Infrastructure Australia has new Statement of Expectations and Australian Infrastructure Plan to be available for public release in early 2016.
- Government accepts Harper Review on road pricing.
- States and Territories set \$25 Million for planning better national water infrastructure.
- Paul Fletcher writes about importance of local government in Turnbull Ministry.
- Warren Truss delivers second Annual Infrastructure Statement
 - Commonwealth infrastructure funding investment of over \$9.75 billion forecast next financial year.

Council of Mayors (SEQ) Update

- SEQ Mayoral delegation to Canberra
- SEQ Mayors meet with Deputy Premier
- Lockyer Valley and Mid Brisbane catchments first for Resilient Rivers Initiative
- Final Board Meeting for 2015 held

2016 Local Government Quadrennial Election

The Electoral Commissioner has begun notifying electors of the Local Government Elections on Saturday 19 March 2016 and distributing public information about the Local Government Elections. A page on Council's website has been dedicated to providing the public with this information as it comes to hand.

Local Government Professionals Australia Management Challenge

As Council is aware each year we send a group of selected staff to participate in the Local Government Professionals Australia Management Challenge. Once again we called for nominations to participate in this highly successful learning event and received a large



ORDINARY MEETING OF COUNCIL AGENDA 16 DECEMBER 2015

response. We had a strong number of candidates nominated this year which is a reflection on the quality of staff we have here at Council. I would like to take this opportunity to congratulate the successful nominees in Council's team which will participate at the 2016 Local Government Professionals Australia Management Challenge.

The 2016 team will be made up from the following team members:

- Caroline McGahey – (Administration Officer – Plumbing and Building Services)
- Chris Stokes – (Plumber)
- Danielle Ellicott – (Corporate Applications Officer)
- Julianne Bachmann – (Library Assistant)
- Tim Petersen (Mechanic)
- Trevor Greaves (Information Management Coordinator)

For the last five years we have participated in the challenge, our Council has experienced a number of benefits throughout the organisation. The competition allows employees to gain a broader knowledge across Council and helps to build stronger ties throughout our workplace. It is also a great opportunity for staff to achieve personal growth through participation in the event.

The challenge is scheduled to take place in late March next year.

Annual Report

I commend the Lockyer Valley Regional Council 2014/15 Annual Report which production has now been completed and congratulate all involved in producing a quality product we can all be proud of.

Organisational Structure

The revised structure headed by the CEO and the 3 Executive Managers for Organisational Development and Planning Services, Corporate and Community Services, and Infrastructure Works and Services is being rolled out as from next week to be fully operational as from 4 January 2016. There will be mostly changes in reporting lines and some accommodation changes, however changes have been minimised in consultation with relevant staff to ensure business as usual as much as possible.

CEO Message

As I will be on leave until 4 January 2016, I take this opportunity to wish you and your families an enjoyable break over the Christmas/New Year period and a healthy and safe return in 2016. I thank the Mayor and Councillors, the Executive Leadership Team, Managers and officers and staff across the organisation for their support and our achievement in 2015.

Upcoming Events

December 17

December 18

December 24 (1pm onwards) – January 4

January 26

January 27

2015 End of Year Function

Gatton Christmas Carnival

Christmas Closedown

Australia Day

Council Meeting



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

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.

8. Conclusion

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

Attachments

1 [View](#) Cabinet 1 Page



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

11. GOVERNANCE AND PERFORMANCE REPORTS

11.1 Gatton Glenore Grove Rifle Club Inc - Approval of Changes to Firing Rights Agreement

Date: 09 December 2015
Author: Caitlan Natalier, Solicitor/Legal Services Coordinator
Responsible Officer: Ian Flint, Chief Executive Officer

Summary:

The Gatton Glenore Grove Rifle Club Inc. has advised Council that it has now negotiated a new Firing Rights Agreement with the Department of National Parks, Sport and Racing. The purpose of this Report is to consider the changes that have been made and whether Council will approve them as requested by the Club.

Officer's Recommendation:

THAT with respect to the amendments made in the new Firing Rights Agreement negotiated between the Gatton Glenore Grove Rifle Club Inc. and the Department of National Parks, Sport and Racing, Council resolves to approve the following amendments:

- (a) The Firing Rights Agreement over Lot 192 NPW765 has been extended to 2025.**
- (b) The current start times shall be as follows:**
 - (i) from the first Saturday in October to the last Saturday in March – noon until sunset;**
 - (ii) from the first Saturday in April to the last Saturday in September – 11am until sunset.**
- (c) A prize shoot will be conducted on the second Sunday in March each year from 9am until sunset.**

Report

1. Introduction

The purpose of this Report is to consider the changes negotiated by the Gatton Glenore Grove Rifle Club Inc. and the Department of National Parks, Sport and Racing in the new Firing Rights Agreement for the Club's activities on Lot 192 on NPW765.

2. Background

On 30 June 2015 the Department of National Parks, Sport and Racing wrote to Council advising that the Club was due to have its Firing Rights Agreement reviewed and updated by 30 June 2015. As changes were proposed, the Department of National Parks, Sport and Racing agreed to extend the Club's existing agreement for six months to enable the new Firing



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

Rights Agreement to be negotiated and approved by Council. By letter of 4 August 2015 the Mayor supported this approach.

The new Firing Rights Agreement has now been negotiated and the Club has requested that Council consider the changes made and advise whether it will approve them.

3. Report

The Gatton Glenore Grove Rifle Club Inc. manages the shooting range on Lot 2 on RP212028 and Lot 3 on RP210318. The shooting range danger area extends into the Gatton National Park described as Lot 192 on NPW765 and the Chief Executive of the Department of National Parks, Sport and Racing has restricted public access to this part of the Gatton National Park. Barriers and restricted access signs have also been installed on all tracks leading to the danger area.

The **attached** Aerial Plan shows the lots used by the Club bordered in yellow, and the Gatton National Park bordered in red. A second Plan showing the restricted access danger area, and the location of signage and fencing is also **attached**.

The new Firing Rights Agreement contains the same terms as the existing agreement with the following changes:

1. The new agreement has a term of 10 years ending on 30 June 2025.
2. Shooting activities can occur on:
 - (a) any Saturday between the hours of 12pm and sunset from the first Saturday in October to the last Saturday in March each year; and
 - (b) from 11am to sunset from the first Saturday in April to the last Saturday in September each year.
3. A prize shoot can be conducted on the Sunday of the second weekend in March each year between the hours of 9am and sunset.

This changes the existing arrangements to provide for an extra hour for shooting activities to occur each Saturday between April and September, and an extra day in March for a prize shoot to be conducted.

As these changes are minimal, the Recommendation made in this Report is to approve them.

4. Policy and Legal Implications

No policy or legal implications for Council have been identified.

5. Financial and Resource Implications

No financial or resource implications for Council have been identified.

6. Delegations/Authorisations

The Chief Executive Officer, through the Legal Services Unit, will respond to the Gatton Glenore Grove Rifle Club Inc. and the Department of National Parks, Sport and Racing to advise of Council's resolution.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

7. Communication and Engagement

Council's Planning and Environment Manager has been consulted in the preparation of this Report and has made no objection to the proposed changes to the Firing Rights Agreement.

8. Conclusion

The Recommendation in this Report will enable the Firing Rights Agreement to proceed for another 10 years.

9. Action/s

1. Provide written advice of Council's resolution to the Gatton Glenore Grove Rifle Club Inc. and the Department of National Parks, Sport and Racing.

Attachments

- 1 [View](#) Plan 1 Page
- 2 [View](#) Aerial Plan 1 Page



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

11.2 Request for Lease Over Part of Lot 50 on RP807891 to NBN Co. Limited

Date: 09 December 2015
Author: Caitlan Natalier, Solicitor/Legal Services Coordinator
Responsible Officer: Ian Flint, Chief Executive Officer

Summary:

Council has previously considered a request by NBN Co. Limited to lease part of Lot 50 on RP807891 and indicated their preferred option was to lease a smaller part of Lot 50 and have NBN co-locate their infrastructure on the existing Telstra telecommunications tower on the land. NBN have now advised that the existing tower is not tall enough and have requested a larger lease area to establish its own taller tower. The purpose of this Report is to reconsider this request.

Officer's Recommendation:

THAT with respect to the request from NBN Co. Limited to lease part of Lot 50 on RP807891 and establish their own telecommunications tower, Council resolves to authorize the Chief Executive Officer to negotiate a lease with NBN Co. Limited over an area of approximately 100m² in the area proposed by NBN Co. Limited on terms satisfactory to Council.

Report

1. Introduction

The purpose of this Report is to reconsider a request by NBN Co. Limited (NBN) to lease an area of Lot 50 on RP807891 (the Land) of approximately 100m² to enable NBN to establish its own, taller telecommunications tower to deliver fast broadband services to the local area.

2. Background

At Council's Ordinary Meeting held on 24 June 2015, Council initially considered a request from NBN to lease part of the Land to either co-locate its infrastructure on the existing Telstra telecommunications tower or establish its own tower. At that time, Council indicated that it was their preferred outcome that NBN explore the option for co-location and lease a smaller area of the Land.

NBN advised that co-location was also their preferred outcome, and investigations into the capacity of the existing Telstra telecommunications tower were undertaken. Whilst Telstra was co-operative, it was ultimately determined that the existing telecommunications tower is not tall enough for NBN's purposes.

NBN have now approached Council seeking to lease the larger area of the Land, being 100m², originally proposed and establish its own telecommunications tower.

3. Report

An Aerial Plan showing the Land and the location of the existing Telstra telecommunications tower is **attached** to this Report. Council's mapping boundaries are out in this location and it has been confirmed that the Telstra tower is actually within the Land.

The location of the proposed NBN tower is shown below as point D, closer to the quarry site:



The Telstra telecommunications tower is 30m high. NBN require a tower that is 40m high for their infrastructure. NBN have now confirmed that they will need to construct their own tower, at least 50m from the site of the Telstra tower, and are requesting a lease of 100m² in the area proposed on the second Plan to enable this.

Photographs provided by NBN showing how the tower and lease area will look are also **attached** for reference.

The Coordinator Infrastructure Planning and Design has reviewed this Report and has no issues or concerns with the NBN proposal.

If Council accepts the Recommendation made, NBN intend to commence construction in mid to late 2016.

4. Policy and Legal Implications

By resolution of 24 June 2015 Council has already discharged its statutory obligations to enable it to enter into a lease for disposal of part of the Land to NBN and delegated authority to the Chief Executive Officer to negotiate satisfactory lease terms.

5. Financial and Resource Implications

NBN has proposed to pay an annual lump sum commercial rental of \$10,000, increased by a fixed rate of 2.5%. The initial rental offered aligns with the rental being paid by Telstra for their lease for a similar purpose, however the Telstra lease provides for a 3% fixed rate increase annually.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

To provide consistency it is intended that Council will push for a 3% fixed rate annual increase from NBN as part of any lease negotiations.

Council will not incur any lease preparation costs. NBN will be responsible for all survey and registration costs. Electricity costs and insurance will also be the responsibility of NBN.

6. Delegations/Authorisations

The Chief Executive Officer has already been granted delegated authority to negotiate satisfactory lease terms with NBN and finalise the lease.

7. Communication and Engagement

The Manager Planning and Environment Services and the Executive Manager Infrastructure Works and Services have been given the opportunity to review and comment on this Report.

The Chief Executive Officer, through the Legal Services team, shall be responsible for engaging with NBN in relation to the request.

8. Conclusion

The Recommendation in this Report will enable Council to proceed with lease negotiations with NBN to improve broadband internet services for ratepayers in the vicinity of the lease area.

9. Action/s

1. Advise NBN of Council's resolution.
2. Commence lease negotiations.

Attachments

- 1 [View](#) Plan 1 Page
2 [View](#) Tower Images 3 Pages



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

12. ORGANISATIONAL DEVELOPMENT AND ENGAGEMENT REPORTS

12.1 Executive Manager Organisational Development and Planning Monthly Update

Date: 09 December 2015
Author: Dan McPherson, Executive Manager Organisational Development & Planning
Responsible Officer: Dan McPherson, Executive Manager Organisational Development & Planning

Summary:

This report is to update Council on key issues currently being actioned within the Organisational Development and Planning group.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Organisational Development and Planning Monthly Update.

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 November 2015.

3. Report

LEARNING & DEVELOPMENT

Courses Ran since last Report

- Confined Space
- Leadership Session – Paul Heggerty
- Minute Takers
- Procurement Training (In House)
- Provide Cardio Pulmonary Resuscitation – 4 & 12 November
- Operate and Maintain Chainsaws and Tree Felling – 4,5,11 & 12 November
- Health and Safety Representative Training – 9,10 & 11 November
- Provide First Aid – 11 & 25 November
- Practical People Management – ELT and Managers – 18 November
- Corporate Induction – 24 November



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

- Code of Conduct – 24 & 26 November

Currently Scheduling

- Intermediate Excel Training
- Difficult Conversations Training for Field Staff
- Snake and Insect Awareness Course
- Workplace Bullying, Harassment and Discrimination
- Asbestos Awareness
- Adult Numeracy and Literacy
- Code of Conduct
- Microsoft Office Suite
- Youth Council Training
- Professional Development under CSQ funding

WORK HEALTH & SAFETY

Injuries/ Incidents

- There have been four (4) notifications of injuries received during this reporting period.

Plant Vehicle incidents

- There have been two (2) notifications of plant vehicle incidents received during this reporting period.

Near Miss Incidents

- There have been nil (0) notifications of near miss incidents received during this reporting period.

Workers Compensation Claims / Injury Management LTI

- There are nil (0) pending workers compensation applications
- There is one (1) Common Law claim pending
- There is one (1) Workers compensation claim pending
- There is one (1) employee on a suitable duties plan

SPORTS, RECREATION AND COMMUNITY

The Community Grants Program report was endorsed by Council during the October meeting giving out \$36,000 in financial assistance to thirteen different community groups across the region. Council has also provided \$1000 to each high school to be awarded to the schools senior dux person and a total of \$600 has been granted towards sporting ambassador funding.

As part of the ongoing support to improve the sporting grounds throughout the region, Laidley Junior Rugby League and Laidley Touch Football have each been sent a \$2500 invoice which will go towards the cost of top dressing the two fields located at the Laidley Recreation Reserve. All other clubs located at the Laidley Recreation Grounds were given the chance to contribute towards the cost of top dressing their playing surface however these clubs weren't in a position to do so.

Community grant applications have been assessed with all successful and unsuccessful letters sent out to applicants with Council aiming to have all payments processed prior to the end of the year. A request has been sent to all community public hall committees to send in



ORDINARY MEETING OF COUNCIL AGENDA 16 DECEMBER 2015

their annual invoice for the Public Halls Assistance payment, currently 50% of committees have received their annual contribution.

Current update on the Cahill Park Sports Complex and the Laidley Recreation committee meetings:

Cahill Park Sports Complex committee meeting:

- The committee would like to meet with Council officers to discuss outgoings of the lease.
- Council in partnership with the Cahill Park Sports Complex will be holding a “Come & Try” sports day on 30 January 2016. The committee is currently in discussions with a number of sporting stars to come out and headline the event.
- The committee raised the idea of having an unpowered caravan park on site.

Laidley Recreation committee meeting:

- The two rugby league ovals will be closed for December and January due to renovation works.
- The Ipswich Jets are scheduled to play a trial game in Laidley in mid-February.
- The next committee meeting and AGM will be held on 2 February.

STAGING POST

November 2015 was a very successful month for the Staging Post with thousands of guests served through the large number of functions hosted at the centre as well as through normal café operations. Of significance, the Staging Post had a 16.5% increase in revenue on prior year and recorded their highest ever monthly revenue since the business opened in 2009.

Some of these functions were as follows:

- ABC Radio Show (Macca) – Sunday 1 November 2015
- Mercy Community Services Conference – Monday 2 – Thursday 5 November 2015
- Legends Dinner – Saturday 14 November 2015
- Faith Lutheran High School Formal – Wednesday 18 November 2015
- Lockyer District High School Formal – Friday 20 November 2015
- Nexus (Day and Night) – Tuesday 24 November 2015
- Our Lady of Good Counsel Primary School Formal – Thursday 26 November 2015
- Australian Certified Organic Awards Night and AGM – Friday 27 November 2015
- Arkwood Organic Recycling – Saturday 28 November 2015

DEVELOPMENT ASSESSMENT

- The following meeting has been held with proponents in the past month to discuss:
 - Future stages of the Maddison Ridge development at Plainland.
- The following development applications have been lodged during the past month:
 - Material Change of Use for a Hotel and Place of Worship at 66 Laidley-Plainland Road, Plainland.
 - Operational Works for Billboards at Warrego Highway, Helidon Spa.
 - Operational Works for Roadworks, Site Works and Earthworks at 1 Harch Street, Gatton.
 - Operational Works for Street Lighting at 1 Red Gum Drive, Woodlands.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

- Reconfiguring a Lot for a 1 into 3 lot subdivision at 30 Staatz Quarry Road, Regency Downs.
- Reconfiguring a Lot for a Boundary Realignment at 5029 Warrego Highway, Crowley Vale.
- Material Change of Use for a Service Trade use at 8575 Warrego Highway, Withcott
- Material Change of Use for a Dwelling House at 15 Oak Street, Brightview
- Material Change of Use for a Dual Occupancy at 8 Ash Avenue, Laidley
- Operational Works for subdivisional works at 374 Gatton-Esk Road, Lake Clarendon
- Reconfiguring a Lot for a 5 into 7 lot subdivision at Bentley Drive & Aspen Court, Regency Downs
- Reconfiguring a Lot for a 4 into 5 lot subdivision at Bentley Drive, Regency Downs
- The following request has been received during the month:
 - Change Material Change of Use approval for Transport Depot at 5029 Warrego Highway, Crowley Vale.
- The following development applications have been approved in the past month:
 - Material Change of Use for Dwelling in Flood Hazard Area at Portobello Road, Helidon Spa.
 - Material Change of Use for Catering Shop at 47 Railway Street, Gatton.
 - Reconfiguring a Lot for a 1 into 48 lot subdivision at O'Neils Road, Withcott.
 - Operational Works for Multiple Unit Development at 75-79 William Street, Gatton.
 - Material Change of Use for Dual Occupancy at 40 Allan Cunningham Drive, Gatton
 - Material Change of Use for Dual Occupancy at 42 Allan Cunningham Drive, Gatton
 - Material Change of Use for Catering Shop at 17A Railway Street, Gatton
 - Operational Works for Vegetation Clearing at 60 Staatz Quarry Road, Regency Downs
 - Operational Works for Advertising Billboards at Warrego Highway, Helidon Spa
- The following requests have been determined during the past month:
 - Change approval of building envelope plan at 4 Elliott Close, Preston.
 - Negotiated Decision for Multiple Dwellings at Golf Links Drive, Gatton.
 - Negotiated Decision for 12 lot subdivision at 20 Little Oakey Creek Road, Withcott.

Strategic Planning

- Council received notification from Jackie Trad MP, Deputy Premier, Minister for Transport, Minister for Infrastructure, Local Government and Planning and Minister for Trade on 8 December, providing Council with approval to adopt the proposed Temporary Local Planning Instrument (TLPI) 01/2016 Flood Regulation as it meets the requirements of section 105 of the Sustainable Planning Act 2009.
- The Coordinator Strategic Land Use Planning is currently assisting full-time in the Development Assessment Team.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

Environmental Planning

- Council officers met with Associate Professor Jacky Croke from the University of Queensland to assist in the preparation of her presentation to Council on the 'Big Flood' study for which Council is a significant contributor.
- Councillor Jim McDonald and a Council officer attended the Council of Mayors (SEQ) Waterways and Environment Committee meeting. The meeting discussed the strategic plan update, the Resilient Rivers Catchment Action Plans update, regional waste management approaches, the Rural Communities Special Interest Group, State-wide pest management and flexible stormwater management compliance.
- Council officers provided a briefing to Councillor Tanya Milligan and Manager Marketing, Communication and Events prior to the Council of Mayors (SEQ) Rural Communities Special Interest Group meeting that occurred on 30 October 2015. The briefing largely considered the overlap of the agenda of the Waterways and Environment Committee meeting but noting that the Special Interest Group's emphasis is necessarily focussed on the rural view of issues including waterway and catchment management, pest management and waste.
- Council officers attended the Lockyer and mid-Brisbane Catchment Action Plan team meeting held at the Council of Mayors (SEQ) offices. The meeting discussed the identified project tasks and Step Five or 'publishing' of the project process. This step requires the drafting of the catchment action plan. It is anticipated that this will be undertaken 'in-house' and not require the engagement of a consultant.
- Council officers attended the Catchment Action Plans Working Group at the Council of Mayors (SEQ) offices on 28 October. Peter Olah informed the meeting that a South East Queensland River Improvement Trust is the preferred governance model and is likely to be adopted. Representatives of the Port of Brisbane Pty Ltd provided a presentation to the meeting on a pilot project with Mulgowie Farms Pty Ltd and SEQ Catchments to mitigate the sedimentation of the shipping channels through upper catchment channel management works.
- Council officers attended the Lockyer Valley Wild Dog Committee at Forest Hill on 29 October. The meeting was also attended by representatives from AgForce, Biosecurity Queensland, QPWS and members of the community. The meeting discussed the Biosecurity Act 2014, the issues associated with 1080 baiting including the difficulty for some participants to notify neighbouring properties. It was agreed that another Predator Control workshop should be held for the region in 2016.
- Council officers visited the site of the Port of Brisbane's sediment mitigation pilot project at Mulgowie Farms, Mulgowie on 30 October. SEQ Catchment's Project Officer conducted a tour of the works and described how the project would function once completed. The CEO of the Port of Brisbane Pty Ltd also attended.
- Council officers met with Mayor Steve Jones to review the proposed actions for the draft Lockyer Catchment Action Plan. The proposed actions will be included in the presentation to the Resilient Rivers Task Force meeting scheduled for 27 November 2015.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

-
- The Coordinator Environmental Planning attended the joint meeting of the Healthy Waterways Network and Executive Science Advisory Committees at Griffith University on 6 November.
 - Discussions have been held regarding the Statement of Proposals to amend the Water Resource (Moreton) Plan with the decision being made to provide a submission to the State Government. Mayor Steve Jones and Council officers attended the public information session held in the Gatton Shire Hall on 17 November 2015.
 - Discussions have commenced with Alluvium Pty Ltd concerning the provision of GIS services for the development of the Lockyer Catchment Action Plan.
 - Council's Pest Management Officer and the Darling Downs Moreton Rabbit Board have begun preparations for an information display at the Laidley Saleyards to be held on 26 November 2015.
 - Mayor Steve Jones and Council's Pest Management Officer attended a media event at Herrons Road, Iredale on 18 November to highlight the impact of wild dogs. WIN News were told of the recent loss of 13 sheep from a property at Derrymore. The event was also attended by Tony Hopkins who is a professional dog trapper.
 - Work has commenced on the streamlining of the Herbicide Subsidy Programme. This process will include Council's Pest Management Officer visiting the property of a potential participant in the programme to discuss their issues, provide advice and develop a property pest management plan before issuing a voucher which can be redeemed for subsidised herbicide at a local provider.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

13. CORPORATE AND COMMUNITY SERVICES REPORTS

13.1 Summary of Council Actual Financial Performance vs Budget - 30 November 2015

Date: 09 December 2015
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

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 30 November 2015.

Officer's Recommendation:

THAT Council resolve to receive the Summary of Council Actual Financial Performance versus Budget to 30 November 2015.

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.

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 30 November 2015.

Operating Revenue - Target \$25.51 million Actual \$25.71 million or 100.79%

At 30 November 2015, overall operating revenue is on target against budget.

Operating grants and subsidies received equal \$6.16 million or 101.45% of the year to date budgeted revenue amount. The majority of these grants relate to the Commonwealth's Federal Assistance Grants which has been paid in advance. Council has also received \$2.54 million in NDRRA payments relating to the acquittal of the 2013 flood event. Final payments are still being received and advice is that they should now be finalised in December.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

Interest revenue is under target due to lower cash balances and interest rates not rising as anticipated and the budget for this line item will be amended as part of the December budget review. The remaining revenue items are slightly above target as a result of the timing of recoverable works invoices and operating contributions.

Operating Expenditure - Target \$23.25 million Actual \$24.47 million or 105.25%

At 30 November 2015, overall operating expenditure for the year is slightly over the budgeted target. This is because depreciation has now been applied for the year to date based on the asset values following the completion of 2014/15 audit. Excluding depreciation, expenditure remains largely on target.

Overall employee costs are slightly over target for the month by 7.39% and overall goods and services costs are 5.85% under the budgeted target. The variance in employee costs relates to the timing of the back pay, under recovery of on costs and the split of works between operating and capital. At 30 November, goods and services was less than budget mainly due to the timing of contractor costs and under expenditure in fuel, advertising and general materials.

Depreciation costs are now forecast to exceed the end of year budget amount by around \$2.40 million and this will be included in the December budget review. While the increase in depreciation will not adversely impact Council's cash position this financial year, it will present a challenge in relation to the formation of the 2016/2017 Budget.

Capital Revenue - Target \$1.96 million Actual \$1.88 million or 96.32%

Overall capital grants and subsidies revenue is less than budget for the year to date. The timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

Capital Expenditure – Target \$19.77 million Actual \$4.66 million or 23.57%

To 30 November 2015, Council has expended \$4.66 million on its capital works program and there is a further \$1.20 million in committed costs for works currently in progress. The capital works budget now includes approved carry forward works from the 2014/15 financial year; this has increased the capital works budget by \$3.44 million.

The main expenditures for the year to date are \$3.75 million within Infrastructure Services and \$0.67 million in Corporate and Community Services.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 30 November, Council had \$26.76 million in current assets compared to \$9.60 million in current liabilities with a ratio of 3.59:1. This means that for every dollar of current liability, there is \$3.59 in assets to cover it.

The opening balances for the year have been amended now that the 2015 audit is finalised.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 30 November, there has been a net cash inflow of \$2.07 million with \$4.96 million generated from operating activities and \$2.54 million spent on capital works and \$0.35M repaying Council's borrowings. Council's cash balance will now steadily decrease until the next instalment of rates is collected in February.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. In order to maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 30 November, the cash balance was \$23.20 million.

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

With the 2013 flood recovery works now complete, Council is returning to a "business as usual" situation and will have a much greater degree of control over its financial results. The significant ups and downs in Council's cashflows due to the timing of NDRRA expenditure and grant payments will no longer be experienced. The final payments of the 2013 recovery grants are now expected through to December 2015.

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2015-2016 Budget, and any variations or anomalies will need to be investigated and action taken as appropriate. A formal budget review has been completed and the budgets have been updated to reflect the amended budget. The next formal budget review will be undertaken at 31 December 2015.

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 30 November, Council's overall revenues are on target, and overall expenditure is over target mainly as a result of increased depreciation on Council's non-current assets.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

9. Action/s

1. Nil.

Attachments

1 [View](#) Council Monthly Financial Report - November 2015 18 Pages



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

13.2 Executive Manager Corporate and Community Services Monthly Update

Date: 10 December 2015
Author: David Lewis, Executive Manager Corporate & Community Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during November 2015.

Officer's Recommendation:

THAT the Executive Manager Corporate and Community Services Monthly Update be received and noted.

Report

1. Introduction

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during November 2015.

2. Background

Council should be aware of group activities to guide future decision making.

3. Report

A brief summary of the key outcomes for Corporate and Community Services during November 2015 by functional grouping follows.

FINANCE AND CUSTOMER SERVICES

Finance

The discount date for rate payments was 11 Sept with 69% of the rates collected. At the end of November 93% of the first rates issue had been collected. Collections will stabilise now until the issue of the second levy in January.

Queensland Treasury Corporation (QTC) has commenced the 2016 Credit Review Process which looks at Council's financial sustainability and financial plans. Responses have been sent to the initial questionnaire and a meeting between QTC staff and the Executive Team is scheduled for early December.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

Customer Services

This section of the report breaks down activity within the Customer Services Branch by service type.

Service Requests

Details of November 2015 customer service requests and recent trends in relation to same are detailed in the two attachments to this report.

Trends for 2015 are following similar trends for 2014 and it is pleasing to note that overall service request numbers are trending down. This may reflect an increasing overall satisfaction level for Council services within the community. However, further analysis of this issue is required with the results of this analysis to be presented to Council in a future workshop.

Councillor requests

During November there were 23 new councillor requests with 59 councillor requests remaining open at 30 November 2015.

Telephones

2,450 telephone calls attempted to connect with Council's telephone exchange in November 2015. During the month, Council's service level increased from last month to 89.2% against a service level target of 80%.

Council's "call back" function continued to be well used, with 70 calls logged in November 2015; 56 live chats were also performed during the month.

QGAP

There were 896 QGAP transactions processed by Council during November 2015.

COMMUNITY FACILITIES AND SERVICES

Facilities

- The Plaque commemorating the Dungarees Centenary ride from Warwick to Brisbane been installed at Anzac Park Forest Hill. The plaque will be unveiled in November 2015 and is dedicated to the 125 men who enlisted during the course of the march for service in the 'Great War'.
- Community facilities meet with a consultant to map out asset management practices based on the International Management Building Condition and Performance Assessment guidelines that allow these requirements to be incorporated into future budgets.
- Initial drawings for the RV Park were provided by Fulton Trotter Architects on 3 November 2015.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

- The car park on the former Geoff Udy Building site has been completed and is in use by both Council staff and the general public.
- The portable amenities were delivered to Council on 16 November 2015.
- Refurbishment of the Old Gatton Squash Courts is underway. External painting has been completed and disabled toilets installation, power points, lighting and internal painting is progressing

Libraries

- During November 2015, 150 new members joined our service with 10,793 items being issued.

Childcare

- Average occupancy rates for the month of November were Gatton 79.5% and Kensington Grove 54.5%.

HEALTH, WASTE & REGULATORY SERVICES

Waste

- An official opening of the Laidley Transfer Station occurred on 5 November 2015 with members of Council, Senior Management Executive officers, Council staff and contractors attending.
- The waste administration officer has recently rolled out the next stage of the internal waste & recycling bin system to the Cultural Centre and the Gatton Library. This program will be monitored over the coming months to assist with any matters or information to ensure a successful implementation.
- A new bakery was fitted out and opened at the Big Orange complex. A food licence has been issued.

Health and Regulatory Services

- Council have been approached by QLD Lost Pets Register Company (Not for Profit) offering a free microchipping event for dogs & cats in the Lockyer Valley Regional area for one day prior to Christmas 2015. A suitable site will be selected in Laidley and offered to all residents across the region. It is understood this program is likely to become an annual event and therefore locations will be negotiated each year. The main eligibility condition for receiving the free microchip is where the person can show their Centrelink card. Officers are in discussion with Corporate Communications and other Council units to bring this event to fruition.
- Gatton Caravan Park has now been inspected by Council's Environmental Health Officer in company with other Council officers. A report will now be prepared detailing findings.
- A RSPCA inspector has contacted Council officers seeking a statement in relation to the LVRC impounding (including history) of a Great Dane from 40 Sandpiper Drive Regency Downs. RSPCA are currently prosecuting the owner in relation to animal welfare issues.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

- Council officers have (finally) been able to negotiate with Department of Main Roads Toowoomba that overtime works for animals on roads under their control can now be claimed for work undertaken by Council's local laws officers. A full process is still to be detailed. Senior local laws officer will now work with Infrastructure Services administration to establish processes and protocols. This arrangement is effective from 18 November 2015.
- Two food establishments have recently reopened with new owners. Provisional food licences have been issued due to some outstanding food related matters.
- The bus in Howard Court was relocated onto the owner's property by the owner; however the clean-up of debris did not occur. As a result on 17 November Council infrastructure work crew removed all debris and contaminated soils.
- The dangerous dog seized from 32 Advance Court Regency Downs has been euthanized. The menacing dog was removed and officers were informed the owner was dealing with a death in the family. As a result officers did not pursue the issue; however, recent evidence has been received that the menacing dog may have returned to the property. Further investigation will be undertaken next week and the dog seized if observed on the property.
- Two dogs (allegedly linked to a number of dog attacks) from 18 Larkin Street, Gatton and impounded by QPS have been euthanized following failure by owners to assist Council with its ongoing investigations.

INFORMATION SERVICES

- The ICT Strategy was endorsed at the ICT Steering Committee held on the 4 November. Adoption of an ICT Strategy will provide clear direction to the organisation and the ICT Team for implementing ICT projects and day to day operations management.
- The Bring Your Own Device Guidelines were endorsed at the ICT Steering Committee held on the 4 November. This guideline will allow employees to bring their own device as a replacement for a Council issued device thus reducing the number of devices that Council needs to own and maintain, while allowing greater flexibility over what devices officers wish to use.
- RCD Safety Switch Testing of switchboards in the Gatton Administration building, Gatton Depot, and Lockyer Valley Cultural Centre has been completed. This was an identified as a major issue in previous WH&S audits.
- Automation of Dial Before You Dig (DBYD) requests is expected to be implemented by early December. This will allow customers using DBYD online to receive a response to their query including maps containing asset location information, within minutes of submitting their request. This service will be available 24/7 and reduces the workload on GIS staff. The implementation of this service places more reliance on having accurate Asset and location data as there will be no local (human) knowledge to ensure correct information is provided.

Attachments

- [1View](#) Statistics - Whold of Council - 201511 4 Pages
[2View](#) Statistics - Corporate and Community Services - 201511 6 Pages



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

13.3 Local Disaster Manager Update

Date: 10 December 2015
Author: Madonna Gibson, Business Support Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The Lockyer Valley Local Disaster Management Group (LDMG) comprises local and state agencies including emergency service organisations that are responsible for disaster management. Functions of a LDMG are identified within the Disaster Management Act 2003 and include the requirement to meet regularly and develop effective Local Disaster Management Plans encompassing the four aspects of Prevention, Preparation, Response and Recovery.

Officer's Recommendation:

THAT Council adopts the Local Disaster Management Plan Version 4.3 as endorsed by the Lockyer Valley Local Disaster Management Group at its meeting of 15 December 2015;

And further;

THAT Council acknowledges the Local Disaster Management Unit update Report.

Report

1. Introduction

This report addresses the LDMG meeting held on 15 December, 2015 and the endorsement of the updated Lockyer Valley Local Disaster Management Plan (Version 4.3) and the activities of Council's Disaster Management Unit for the period 16 October 2015 to 9 December 2015.

2. Background

The LDMG meets regularly in order to meet the legislative requirements of the Disaster Management Act 2003. The purpose of these meetings is to discuss current disaster management related topics, receive information from agencies and endorse updates of the Local Disaster Management Plan and its relevant Sub Plans.

3. Report

On Tuesday 15 December, 2015 the LDMG met to discuss items as outlined below:

- Resignation of Manager, Disaster Management
- Local Disaster Management Group Exercise
- Local Disaster Management Group 2016 Meeting Dates
- Updated Local Disaster Management Plan.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

Prior to the LDMG meeting, members were requested to review the draft Lockyer Valley Local Disaster Management Plan (Version 4.3) and submit in writing to the LDMG Secretariat any comments or changes required.

The review of the Lockyer Valley Local Disaster Management Plan was undertaken in consultation with LDMG members using a new process. The process involved workshops to review the Plan against the Shared Responsibilities as outlined in the Inspector General Emergency Management Assurance Framework. Key changes to the Plan include:

- Update of agency names (i.e. QFES, EMQ etc.)
- Update of agency roles and responsibilities
- Update to Annexure C – Risk Register with agency responses
- Review of demographic information
- Addition of LDMG Operational Plan

The Plan was endorsed by the LDMG at its meeting on 15 December 20165. The endorsed Lockyer Valley Local Disaster Management Plan Version 4.3 is attached.

Council should also be aware on the ongoing activities of Council's Disaster Management Unit as it prepares for future situations and monitors ongoing environmental conditions.

Attached is a report on the activities of Council's Disaster Management Unit for the period 16 October 2015 to 9 December 2015.

4. Policy and Legal Implications

Lockyer Valley Regional Council and the Lockyer Valley LDMG are compliant with their requirements under the Disaster Management Act 2003.

5. Financial and Resource Implications

Budget implications will continue to be addressed through existing allocations.

6. Delegations/Authorisations

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



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

7. Communication

Once the Lockyer Valley Local Disaster Management Plan Version 4.3 has been approved, communication will be through the channels outlined in the Plan.

8. Conclusion

That Council review and acknowledge the Local Disaster Management Group Update and adopt the Lockyer Valley Local Disaster Management Plan Version 4.3 as per the recommendations above.

9. Action/s

Implementation of the Lockyer Valley Local Disaster Management Plan Version 4.3

Attachments

- 1 [View](#) Lockyer Valley Local Disaster Management Plan Draft V4.3 with Annexures 188 Pages
2 [View](#) Local Disaster Management Updated 11 Pages



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

14. PLANNING AND DEVELOPMENT SERVICES REPORTS

14.1 Resolution to Adopt a Temporary Local Planning Instrument Regulating Planning and Development Controls in Flood Inundation Areas

Date: 10 December 2015
Author: Garath Wilson, Coordinator Strategic Land Use Planning
Responsible Officer: Dan McPherson, Executive Manager Organisational Development & Planning

Summary:

At the ordinary meeting of 14 October 2015, Council resolved to make *Temporary Local Planning Instrument 01/2016* and subsequently wrote to the Minister requesting consideration of the instrument. The Minister has written to Council advising that the local government must now decide whether to adopt the proposed local planning instrument or decide not to proceed.

On 2 January 2016 the current Temporary Local Planning Instrument (TLPI) regulating planning and development controls in flood inundation areas across the region will cease to have effect. To continue to have flood regulations in effect, Council will be required to adopt and have in force from this date, the proposed Flood inundation TLPI to ensure a continuance of controls.

This report seeks Council adoption of the proposed *Temporary Local Planning Instrument – 01/2016* in accordance with Statutory Guideline 04/14.

Officer's Recommendation:

THAT Council resolves to adopt the Temporary Local Planning Instrument – 01/2015 – Flooding Regulation as contained within Appendix 1 and as endorsed by the Deputy Premier and Minister for State Development Infrastructure and Planning;

Further;

THAT Council resolves to delegate authority to the Chief Executive Officer for the implementation of the Temporary Local Planning Instrument – Flood Regulation;

And further;

THAT Council resolves to delegate authority to the Chief Executive Officer for the notification of the adopted Temporary Local Planning Instrument in accordance with the requirements of the *Statutory Guideline 04/14 Making and amending local planning instruments*.

Report

1. Introduction

In order to avoid a situation where there is no statutory regulation of development in areas impacted upon by flooding it is proposed that a new TLPI: Temporary Local Planning Instrument – 01/2016 – Flood Regulation is implemented. At the ordinary meeting of 14



ORDINARY MEETING OF COUNCIL AGENDA 16 DECEMBER 2015

October, 2015 Council resolved to make a TLPI which continued the operation of the existing TLPI 01/2015 and wrote to the Minister on the 23 October, 2015.

After considering the TLPI, the Minister was written to Council advising that Council may adopt the proposed TLPI. Council must now decide under *Statutory Guideline 04/14* whether to adopt the proposed instrument or decide not to proceed.

2. Background

Since 2 January, 2013 Council has had in place a rolling series of Temporary Local Planning Instruments (TLPI) varying the effect of the existing Gatton and Laidley Shire Planning schemes. These instruments provide consistent regulation of development in flood inundation areas across the region and have been based on the technical outputs from the *Lockyer Creek Flood Study and Floodplain Risk Management Study* prepared by SKM consulting engineers. Whilst the regulations have been slightly varied over this time, including the risk reduction amendments included in TLPI01/2015, the underlying hazard mapping and Defined Flood Extent has remained unchanged from the SKM study.

At the ordinary meeting of 14 October, 2014 Council resolved to adopt Temporary Local Planning Instrument 01/2016 writing to the Minister on 23 October, 2015 requesting the Minister consider and approve the proposed TLPI.

3. Report

Statutory Guideline 04/14 defines a TLPI as a statutory instrument which assists in advancing the purpose of the SPA by protecting a local government area from adverse impacts.

The proposed TLPI is consistent with the current draft flood inundation overlay which consists of an overlay and supporting documentation allowing for both regional creek and local flooding. Various types of development and construction will be assessed against a number of considerations including flood hazard, proposed use, isolation, warning time, duration of flood and other factors considered acceptable practice. There is also constraint on filling as among other considerations when filling is allowed to occur consideration of the effect adequate management of the full developable area in the affected catchment should also take place (consistent with catchment development principles).

On 8 December, 2015 the Deputy Premier and Minister for Infrastructure Local Government and Planning and Minister for Trade wrote to Council confirming that the TLPI satisfied the requirements of section 105 of the Sustainable Planning Act, 2009 and that Council may proceed to adopt TLPI01/2016.

In accordance with step 5.1 of *Statutory Guideline 04/14* Council must now decide to either:

- (a) Adopt the proposed TLPI, or
- (b) Not proceed with the proposed TLPI.

4. Policy and Legal Implications

Council has complied with all relevant stages and steps for the making of a temporary local planning instrument in accordance with 4.2.1 of *Statutory Guideline 04/2014 – Making and Amending Local Planning Instruments*.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

5. Financial and Resource Implications

Not applicable. The continuation of the TLPI does not alter any current arrangements.

6. Delegations/Authorisations

As a consequence of the adoption of the TLPI as a new instrument, necessary delegations for the assessment of development applications is required. It is recommended that the decision making for applications received under the instrument be delegated to the Chief Executive Officer with the subsequent delegation to the Manager of Planning and Environment. This is consistent with current delegations for TLPI 01/2015 and for the assessment of development applications made under the *Gatton Shire Planning Scheme, 2007* and the *Laidley Shire Planning Scheme, 2003*.

In accordance with Statutory Guideline 04/2014, Council must notify the adoption of the TLPI. This report delegates the necessary steps to meet the requirements of the guideline to the Manager Planning and Environment.

7. Communication

Council is not required to undertake any consultation on the adoption of the TLPI. Council is required to publically notify the adoption of the instrument in accordance with Statutory Guideline 04/2014.

This will include the publication of notices in:

1. the Government Gazette;
2. a locally circulated newspaper; and
3. Council's website.

8. Conclusion

The current TPLI will cease to have effect 2 January, 2016. The Minister has approved the adoption of TLPI 01/2016. Council must now decide to formally adopt the instrument in accordance with 04/2014. This report recommends the adoption of the instrument and notification in accordance with the Statutory Guideline.

9. Action/s

1. That Council resolve to adopt Temporary Local Planning Instrument – 01/2016 Flood regulation providing planning and development controls in flood inundation areas across the region; and
2. That Council give the Chief Executive of the Department of State Development Infrastructure and Planning as soon as possible a copy of the public notices and an electronic copy of the TLPI; and
3. Publically notify the adoption of the instrument in accordance with Statutory Guideline 04/2014.

Attachments

- [1View](#) Letter 1 Page
[2View](#) Temporary Local Planning Instrument 49 Pages



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

15. INFRASTRUCTURE WORKS AND SERVICES REPORTS

15.1 Downs South West Principal Network Cycle Plan

Date: 10 December 2015
Author: Seren McKenzie, Coordinator Infrastructure Planning & Design
Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

The purpose of this report is to seek Council's endorsement of the Department of Transport and Main Roads' Principal Cycle Network Plan within the Lockyer Valley Region.

Officer's Recommendation:

**THAT Council resolves to endorse the Downs South West Principal Cycle Network Plan, and to advise Department of Transport and Main Roads of the endorsement. Furthermore;
THAT Council delegates authority to the Chief Executive Officer to apply for relevant funding for principal cycling routes.**

Report

1. Introduction

The Department of Transport and Main Roads has written to Council requesting endorsement of the Downs South West Principal Cycle Network Plan, specifically page 23 of the plan which is specific to the Lockyer Valley Region.

2. Background

The Principal Cycle Network Plan (the Plan) has been developed to identify core cycling routes that will make it easy to use a bicycle as an everyday mode of transport. The Plan emphasizes the need to construct routes that provide a transport solution and are economically advantageous.

The plan has been developed in consultation with Council officers to identify the priority routes, which will usually require further design and planning to determine the exact alignment of the route. The Plan attempts to identify 'desire lines' rather than specific routes where all of the construction challenges, e.g., flooding, services, safety, property impacts, etc., have been overcome.

3. Report

The identified routes are based on key origins and destinations, cycling demand, and knowledge from both local government officers and local cycling groups.

The plan for the Lockyer Valley Region shows links in and around Gatton, Gatton to the university, the university to Forest Hill, Forest Hill to Laidley, and Laidley to Plainland, as well



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

as around Laidley. It should be noted that different parts of the identified routes may be given priority over others, and the mapping is 'high level'.

Further assessment and prioritization will be undertaken by Department of Transport and Main Roads in conjunction with Council officers, which will result in a list of prioritized routes that will be published, and reviewed on a regular basis. The list of priority routes will assist in guiding and assessing applications for funding for cycle routes.

Local Governments can apply for funding for principal cycle networks through the Cycle Network Local Government Grant, which is a 50/50 funding arrangement, whereby the Local Government funding would be matched by State Government funding if successful. Currently the 2016-17 program of this funding is open for application, and upon endorsement of the Plan, Council is eligible for funding consideration. Additionally, Local Governments can utilize Transport Infrastructure Development Scheme (TIDS) funding for cycle networks.

4. Policy and Legal Implications

If endorsed, the Principal Cycle Network Plan should be integrated into any relevant future policies or strategies for active transport.

5. Financial and Resource Implications

If Council applies for State funding, a commitment of 50% of the project cost is required.

6. Delegations/Authorisations

The Chief Executive Office should be granted delegation to apply for funding under the Cycle Network Local Government Grant program.

7. Communication and Engagement

Council officers from various departments have met with Department of Transport and Main Roads officers in the development of the cycling priority routes.

8. Conclusion

The Downs South West Principal Cycling Network Plan identifies a number of key cycling routes in and around towns of the Lockyer Valley Region, which when endorsed, will allow Council to apply for grant funding to assist in the construction of the priority routes.

9. Action/s

1. Notify Department of Transport and Main Roads of Council's endorsement of the Downs South West Principal Cycle Network Plan.
2. Delegate authority to the CEO to apply for funding for priority cycle routes under grant programs.

Attachments

1 [View](#) Plan 1 Page



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

15.3 Executive Manager Infrastructure Works and Services Monthly Update

Date: 10 December 2015
Author: Myles Fairbairn, Executive Manager Infrastructure Works & Services
Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

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.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Update.

Report

1. Introduction

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services Group since Council's meeting of 25 November 2015.

2. Background

The previous Infrastructure Works and Services report to Council as described above.

3. Report

PARKS AND OPEN SPACES WORKS

- Gormans Gap Park – Sign has been installed with park name *Walter Brunner Park* and the official naming ceremony was carried out on 8th December 2015.
- Helidon streetscape – Old seats have been removed and replaced with new aluminium maintenance-free seats. Concrete slabs have been poured and the new seat installed. Backfill has been placed around the concrete slabs.
- ANZAC Park, Laidley – concrete slab, seats and memorial stone now in place.
- Laidley Recreation Reserve – aeration of football fields has been undertaken to improve the playing surface quality.
- Former cattle dip site, Lockrose – further site testing has been done. Options being assessed to determine if remedial actions are required and what they might be.
- Seasonal change – the recent rains have triggered a move in this unit's resourcing from the capital works projects to vegetation management, including mowing.
- Fire ant management – regular fire ant monitoring is being carried out by this business unit.
- Budget – is has tracked well in the first quarter of 2015-16, although the balance between plant labour and material expenditure will change through Q2 and Q3 due to seasonal change and the need to focus on vegetation management.

**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

- This unit has been providing significant event set-up assistance for Christmas celebrations in the towns across the Region.

ROADS AND DRAINAGE WORKS

- Silver Pinch Road bitumen sealing of the gravel road - works complete
- Spencer Street carpark, Gatton – Bitumen sealing and linemarking complete - now open.
- Murphys Creek State School parking and footpath (TIDS funding) – construction works underway, but making safe and closing down site for the Christmas period. Recommence works in January 2016.
- Topps Road bitumen sealing works programmed to be completed prior to Christmas, subject to weather.
- Motel site at Lakes Drive, Gatton - preliminary investigation and planning works, e.g., locating services. Now expecting main construction works to commence in mid/late January 2016.
- Forest Hill flood mitigation
 - (i) Gill Street – Drainage works at southern end of Gill Street are complete
 - (ii) Blacks Bridge to Gatton-Laidley Road channel construction is complete.
 - (iii) Laidley Creek / Sandy Creek confluence works
 - Clearing of Chinese Celtis (non-native) is complete within current DNRM requirements.
 - Application for a Riverine Protection Permit for widening of the creeks has been declined by DNRM.
- Road maintenance and 2014 NDRRA works have been recently undertaken on West Haldon Road, together with shoulder re-sheeting on Long Gully Road (chainage 0 to 600m)
- Gravel road material trial – has commenced. This will allow Council to gather in-service performance data over several years and achieve optimum value-for-money.
- Road maintenance (patching works) – Pothole repairs, sealing, edge repairs, surface corrections at various locations in LVRC zones 3, 4, 5, 11, 15 and 17.
- Road maintenance (roadside slashing works) – Zone 6 (Ingoldsby), Zone 1 (Lake Claredon)
- Road maintenance (vegetation management) – Mt Sylvia School and on part of Fairway Drive

2013 NDRRA PROGRAMME

A current financial summary of the 2013 NDRRA programme follows.

- All construction works were completed prior to 30 June 2015 as required by the guidelines
- All 2013 restoration submissions have been acquitted and Council has received final payments
- Final cost for Restoration projects = \$42.0 million (includes 2013 approved NDRRA Betterment projects)
- Final Cost for Emergent Works = \$14.8 million
- 2013 emergent works deemed ineligible by QRA = \$0.5 million
- 2013 restoration works Council complementary funding = \$2.2 million (including Council's Betterment Contribution)
- 2013 restoration works deemed as ineligible expenditure = \$95,000

INVESTIGATION, PLANNING AND DESIGN UNIT

- Regional and local flood studies
 - All reporting completed to meet State Government funding deadlines.
 - Third party technical review of all flood projects modelled in the last three years has been completed to draft reporting stage. LVRC has obtained clarification/feedback from Jacobs on some of the queries raised through the review. Ongoing discussions with RMA who have also done some of the modelling work.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

-
- Information is being utilised to assist the development industry in our Region.
 - Work to be done on identifying significant flood risk infrastructure in our Region and further flood mitigation measures required.
 - The flood modelling work is also being used to support further submissions to the State for flood mitigation.

 - Design of Capital Works
 - Salt Springs Road emergency access – preliminary design is complete
 - Jones Road, Withcott (partial footway construction) – design is complete for Stage 1 and Stage 2, with Stage 1 construction to commence over the next couple of months (after Murphys Creek State School project).
 - Tenthill Creek Road / Ingolsby Road intersection upgrade – design for this project has commenced (external consultant due to resourcing)
 - Old College Road / Allan Street – design for this project is underway.
 - Lake Apex BBQ and Dry Creek Bed Foreshore (Stage 1) – design has commenced
 - Middletons Bridge timber bridge strengthening design is underway.
 - Park area adjacent to Das Neumann Haus – concept design is complete (not yet adopted by Council). Awaiting feedback from the Das Neumann Haus volunteers on the concept.
 - Funding applications (awaiting decision in December 2015):
 - Application submitted in September for Community Resilience Fund – Laidley Flood Mitigation Works – drainage channel and associated levee construction.
 - Application submitted in September for Building Our Regions – Patrick Street bridge upgrade.
 - Federal Blackspot funding submissions - awaiting funding decision

 - Challenge Avenue flood modelling investigation and works
 - Construction proposal presented at Council Workshop in August and September 2014.
 - If any flood mitigation works are to proceed they would now need to be fully funded by Council.

 - Bridges and structures
 - Connoles Bridge on Postmans Ridge Road was recently assessed as being unable to safely carry the traffic using the bridge and so it has been changed to Give Way, one-way operation. Bridge maintenance works have simultaneously been done to replace degraded bridge elements.
 - Level 2 inspections have recommended Level 3 inspections for the following bridges:
 - Middleton Bridge has been load limited to 12t (positive funding outcome). Pile testing complete. Design progressing.
 - Willows Bridge: Engaging contractor to undertake Level 3 inspection. Retention money to be returned, attempted to reach Probuild, however contacts from earlier this year have moved on. To contact head office to progress.
 - Shirley Pitt bridge (Aluminium pedestrian bridge in Laidley). Written advice regarding a permanent repair to continual loosening of bridge deck screws has now been received and a trial section has been recommended for treatment.
 - Colquhouns Bridge. Level 2 inspections have identified some issues. Contractor to supply 'as constructed' drawings soon. Retention money to be returned, attempted to reach Probuild, however contacts from earlier this year have moved on. To contact Probuild head office to progress.

 - Toowoomba Second Range Crossing
 - Preferred consortia *Nexus* was selected by the State in August 2015.
 - Discussions with the Nexus design team and construction team are underway.
-



ORDINARY MEETING OF COUNCIL AGENDA 16 DECEMBER 2015

- As has always been the case, there remain significant concerns about Council's ability to influence the negative impact on our local road network during the three year construction period.
- 'Business as usual' activities
 - Customer Relationship Management (CRM) responses – significant portion of the workload
 - Issuing of Form 19s
 - Technical assistance to Council's Planning and Development Services Group
 - 'Working on road' permits
 - Heavy Vehicle Permits through NHVR
 - Traffic count program is ongoing

ASSET MANAGEMENT UNIT

- Stormwater system capacity and condition assessment, Gatton – Catchments have been determined and quotes will soon be called for this piece of work. Quotation and specification documentation is currently being prepared for the CCTV inspections that are programmed for early February 2016.
- Transport infrastructure asset management plan currently being updated to better match the long-term financial plan and importantly the condition of the assets. Not yet presented to Council.
- Road video capture of road network – Video survey has been completed and delivered to Council.
- OneCouncil asset inspection mobility solution operating in the field
 - Mobility solution for **defect** collection is being refined and field tested. Tablets rolled out to two staff to help with RMPC and traffic signs.
 - Asset **condition** inspections are underway. Council now has a system to inspect every infrastructure asset on a four-year cycle.
- Road pavement roughness assessment: Now using a 'Roughometer' from Australian Road Research Board. This will allow the in-house collection of roughness data and a rudimentary assessment of pavement condition when compared with defect and seal condition.
- Berlin Road geotechnical rehabilitation - asset condition monitoring contract has recently been awarded.

PLANT AND FLEET UNIT

- Two 100hp Kubota tractors have been delivered
- One water tanker trailer has been procured from Bendigo in Victoria. The trailer is currently being fitted with appropriate fittings to support the rural fire services and being registered. Anticipate it should be serviceable by the Christmas closedown. This will be available for providing large quantities of water in the event of bush fires in our region.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

16. ITEMS FOR INFORMATION

16.1 2015 Business Awards Post Event Report

Date: 09 December 2015
Author: Helen McCraw, Senior Economic Development Coordinator
Responsible Officer: Ian Flint, Chief Executive Officer

Summary:

The purpose of the report is to provide Councillors with an outcome report of the 2015 Lockyer Valley Business Training and Apprenticeship Awards.

RESOLUTION

**THAT Council receive and note the 2015 Business Awards Post Event Report;
And further;
THAT Council tentatively schedule the 2016 Awards Gala Presentation Dinner for
Saturday 22 October 2016.**

Report

1. Introduction

The 2015 Lockyer Valley Business Training and Apprenticeship Awards were conducted over a 12 week period, commencing in August 2015 and culminating in the gala presentation event held on 24 October 2015 with James Tobin officiating as Master of Ceremonies.

The awards provide an opportunity to showcase and recognise excellence in business and their respective employees, trainees and apprentices.

A project management methodology was successfully used to manage the intricacies of the awards, including sponsorship, advertising and promotions, nominations, judging and the gala presentation event.

2. Background

Council has undertaken the delivery of the Lockyer Valley Business, Training and Apprenticeship Awards for the last four years.

During this period the entire awards process has been reviewed and undertaken continuous improvements as opportunities have been identified and implemented. These improvements include the redesign of the nomination and judging process to ensure local businesses have confidence in the integrity of the assessment methods and streamlining the awards presentation process.

Council is able to host the awards due to the support received from sponsors and media partners.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

3. Report

The Business, Training and Apprenticeship Awards are a key initiative providing opportunities to recognise excellence in our local business community, and showcase the depth and diversity of the Lockyer Valley economy.

The 2015 awards were well supported by local business and the community, statistical highlights include:

- Support from one (1) Partner Sponsor, six (6) Major Sponsors, five (5) Category Sponsors and two (2) Media Partners in excess of \$57,000 in cash, over \$3,000 in contra printing, \$10,500 in prizes and \$25,000 in kind press and radio advertising;
- The Awards received 46 nominations across 13 categories;
- Over 1400 votes received for The People's Choice Award nominating a total of 27 local businesses for great customer service; and
- Attendance of 360 people at the gala presentation dinner.

Council has received very positive feedback from a number of different stakeholders, including sponsors, nominees and those who attended on the night. One example is the following comment from a nominee: *"May I congratulate you all on a fantastic and professional evening. Every detail of the evening was superb – the food, the wine, the venue and the entertainment. It was a pleasure to become acquainted with other business operators in the Lockyer Valley and to learn more about their areas of expertise. We certainly do live in a very blessed part of the world!"*

Editorial and media coverage of the awards has been valued at over \$136,000 including television, radio and print media. This editorial and media coverage resulted in exposure to an audience in excess of 220,000 people on Win News and in the Gatton Lockyer Brisbane Valley Star, Laidley Plainland Leader, Toowoomba Chronicle and Queensland Times.

Advertising and promotion commenced on 27 July 2015 and continued until the 7 October 2015, and included advertising in the Gatton Lockyer Brisbane Valley Star, Laidley Plainland Leader and on River 949 with an advertising value in excess of \$24,000 supplied to Council through sponsorship.

Workshops which are part of the prize package for winners of the business categories and finalists of the People's Choice Award are planned for February/March.

Looking Forward

The 2016 Awards Gala Presentation dinner has been tentatively scheduled for Saturday 22 October 2016.

Sponsors for the 2015 Lockyer Valley Business Training & Apprenticeship Awards have indicated that they will continue to support the event in the future, and will be contacted in April to confirm sponsorship arrangements for 2016.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

4. Policy and Legal Implications

This report and recommendations align with Council's Operational Plan.

5. Financial and Resource Implications

The 2015 Lockyer Valley Business Training and Apprenticeship Awards were primarily funded from sponsorship funds and delivered with the existing Council budget.

6. Delegations/Authorisations

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

7. Communication

All Sponsors of the 2015 event will be provided with a copy of the Sponsors Outcome Report for the 2015 Lockyer Valley Business Training and Apprenticeship Awards.

8. Conclusion

The Lockyer Valley Business, Training and Apprenticeship Awards have again been delivered at a very high professional standard, and continue to reward and recognise business success, and provide an opportunity to showcase local business.

9. Action/s

Council to undertake and deliver the 2016 Lockyer Valley Business Training and Apprenticeship awards in a similar format to that which has been used in the past, with the gala presentation dinner to be held on 22 October 2016.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

16.2 Queensland Urban Utilities (QUU) Progress Report

Date: 09 December 2015
Author: Ian Flint, Chief Executive Officer
Responsible Officer: Ian Flint, Chief Executive Officer

Summary:

Council has received an update in November from the Queensland Urban Utilities (QUU) Board which provided highlights from their Board Meeting.

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 information.

2. Background

Queensland Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked 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

The Queensland Urban Utilities (QUU) Board met for its final meeting of the year at Ipswich City Council. This year, QUU has realised a number of milestones and achievements, including receiving the following external recognition:

- 10th Most Innovative Company in Australia in the Business Review Weekly Awards,
- Australian Water Association Queensland Award for Program Innovation,



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

- Project of the Year at the Trenchless Australasia No-Dig Down Under Awards in the categories of 'Rehabilitation' (SI Main Sewer Upgrade) and 'New installation' (Woolloongabba Sewer Upgrade),
- Project Manager of the World and Project Manager of Asia Pacific for one of QUU's employees.

At the November meeting, the Board considered the following matters:

OPERATIONAL EXCELLENCE

Concealed leaks

Since formation, QUU has had policy position on concealed leaks on private property. This policy provides an ex-gratia reimbursement of up to 40 per cent of the concealed water lost for residential customers and, in exceptional circumstances, QUU can exercise its discretion to increase this reimbursement to 80 per cent for special needs customers, such as pensioners. Recognising that concealed leaks can cause distress and concern to customers, QUU have been working as a business to identify innovative ways to offer 'peace of mind' to customers who have a water leak on their private property. Over the next five months, QUU will be trialling a number of innovative solutions, including, but not limited to, on-site water-leak detection technology. The Board expect to be in a position to provide Council with an update on these products in early 2016.

Debt management update

The Board received an update from management on QUU's debt management profile. The Board was pleased to note that QUU continues to perform well compared to the industry average. Whilst this is encouraging, management has developed a more streamlined approach that balances those customers who are genuinely in hardship and vulnerable. This includes using Kildonan, a specialist and qualified organisation, to manage a number of complex cases.

2016/17 operational and capital budget

The Board received an update on the key underlying assumptions and approach for the development of the 2016/17 operational and capital budgets.

2015/16 capital budget

The Board received an update on the delivery of QUU's infrastructure program that is supporting population and economic growth across the five service regions. The Board acknowledged that QUU's capital program remains ahead of schedule and that a number of projects that were initially in scope for delivery this financial year will be accommodated during 2015/16. The projects that will be accelerated for delivery this year relate to the sewerage network and sewage treatment.

Drinking Water Quality Management Plan Report

The Board noted QUU's second annual Drinking Water Quality Management Plan Report, which has been produced for the period of 1 July 2014 to 30 June 2015 as a requirement of the Water Supply (Safety and Reliability) Act 2008 (Qld). This publicly available report details



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

how QUU's water schemes complied with the Australian Drinking Water Guidelines during the aforementioned period.

Summer preparedness

The Board received a briefing on QUU's preparedness for the upcoming storm season. Since the 2011 flood, QUU has matured its disaster-response framework and, as a result, QUU are well positioned and prepared to respond to and recover from natural disasters. Over the past five years, the Board have been investing in making QUU's assets more resilient, whilst exercising plans both internally and with external agencies to ensure continuity of supply to their customers and communities.

CUSTOMER

Customer experience

This month, the Board received a briefing on a number of organisational initiatives that have been implemented to improve the experience customers receive while interacting with QUU. Initiatives include, but are not limited to:

- expanding QUU's CustomerCARE training program,
- establishing a Customer Experience Council,
- forming a Customer Innovation Group embedded within the Core Customer Group,
- exploring opportunities to implement a Customer Relationship Management (CRM) system into the organisation,
- redesigning complex organisational processes to improve the customer experience, including on-boarding and faults and emergencies.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

3. Report

The Closing Report provides a review of the key matters considered as part of the audit and some commentary on Council's financial sustainability.

In completing the audit, Council's auditors have advised that:

- The audit procedures did not identify any audit adjustments greater than the audit differences threshold and no differences were identified as being material.
- There were no material or significant deficiencies in internal controls or any matters that impacted on the completion of the audit.
- The auditors were satisfied that accounting policies have been consistently applied and are appropriate.
- The financial statements were provided in a timely manner and were of good quality.
- All elements of internal controls were assessed as generally effective.

The report also provided comments on Council's financial sustainability which show that Council is at moderate risk of financial sustainability issues over the long term if current debt financing and capital investment policies continue. This is due to the net financial liabilities ratio exceeding the threshold as well as a history of operating deficits.

Whilst no matters were identified as part of the final audit visit, the interim audit made four recommendations for minor improvements in internal control processes:

- Payment Register Authorisation – a second review be completed prior to the payments being made. This recommendation has been implemented.
- Rates Reconciliations – a review by an officer external to the Revenue Section is conducted prior to the rates notices being issued. This recommendation has been implemented.
- Delegations Policy – a policy should be developed to clarify the financial delegations held and the process to change them. This recommendation has now been implemented.
- Travel Policy – a policy should be developed clarifying travel entitlements for staff when away on Council business. This recommendation has been accepted and a draft policy is awaiting ELT endorsement prior to approval by the CEO.

Attachments

1 [View](#) 2015 Audit Closing Report 23 Pages



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

17. CONFIDENTIAL ITEMS

17.1 Insurance Claims for Damage to Property & Motor Vehicles

Date: 09 December 2015
Author: Stephen Hart, Manager Administration & Executive Operations
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

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.

Summary:

The purpose of the report is to confirm that Council's handling of minor public liability claims through its current claims management approach is appropriate. This approach is to ensure claims are handled in a timely, professional and consistent manner. This approach also is to reduce Council's exposure to any potential allegation of the mishandling of claims and is consistent with the recommendation of Council's insurer - LGM.

17.2 Old Gatton Pool Site

Date: 09 December 2015
Author: Jason Harm, Manager Regional Development
Responsible Officer: Dan McPherson, Executive Manager Organisational Development & Planning

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.

Summary:

Council is in the process of decommissioning the old Gatton Swimming Pool facility on the southern end of reserve land described as Lot 11 CC 8078889 (William Kemp Park). The former pool site is due to be filled in for safety reasons and investigation has commenced for other potential uses.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

17.7 Toowoomba Second Range Crossing Local Roads Design - Package 1

Date: 10 December 2015
Author: Seren McKenzie, Coordinator Infrastructure Planning & Design
Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

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.

Summary:

The purpose of this report is to seek Council's endorsement of package 1 of design drawings of local roads and accesses affected by the Toowoomba Second Range Crossing.

17.8 Lockyer Valley Showgrounds & Events Precinct

Date: 09 December 2015
Author: Jamie Simmonds, Executive Policy Advisor Mayor/CEO
Responsible Officer: Ian Flint, Chief Executive Officer

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.

Summary:

This report is to provide an update on investigation into the location and development of the future Lockyer Valley Showgrounds and Events Precinct.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

17.9 Bremer Street, Laidley - Flood Mitigation Investigations Update

Date: 10 December 2015
Author: Quentin Underwood, Senior Engineer Water & Projects
Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

The Infrastructure Works and Services Group of Council has investigated flood mitigation options to protect a “slab on ground” residence adjacent to Narda Lagoon in Laidley that was severely affected by regional creek flooding in both 2011 and 2013. An external investigation was undertaken by Johnson Water Management. The investigation found that a wall or barrier type system, together with local drainage works, was the most appropriate and cost effective manner in which to provide flood mitigation.

Based on the consultant outcomes, with the provision of funding, further work remains to be undertaken to consolidate and refine a preferred option that can also incorporate the outcomes from the overall 2014 *Laidley Township Flood Protection Scheme* investigation.

17.10 Technical Review of Recent Flood Studies - Update

Date: 10 December 2015
Author: Quentin Underwood, Senior Engineer Water & Projects
Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

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.

Summary:

By resolution at the Ordinary Meeting of Council on 19 August 2015, Council requested that all flood modelling undertaken in the last three years be externally technically reviewed. Specific investigation items have been added to this requirement since this date. The process is still ongoing. A number of issues have been raised during the review and officers are proceeding with the management of these items within available resources.



**ORDINARY MEETING OF
COUNCIL AGENDA
16 DECEMBER 2015**

17.11 Community Memorial

Date: 10 December 2015
Author: Dan McPherson, Acting Chief Executive Officer
Responsible Officer: Ian Flint, Chief Executive Officer

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.

Summary:

Report to be provided.

18. MEETING CLOSED