



ORDINARY MEETING OF COUNCIL

MINUTES

22 JUNE 2016



**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

TABLE OF CONTENTS

Item Subject	Page No.
Table of Contents	2
1.0 Meeting Opened	5
2.0 Leave of Absence	5
2.1 Leave of Absence	5
3.0 Condolences/Get Well Wishes	5
3.1 Condolences/Get Well Wishes.....	5
4.0 Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers.....	6
5.0 Mayoral Minute	6
6.0 Confirmation of Minutes	6
6.1 Confirmation of Ordinary Meeting Minutes of 25 May 2016.....	6
6.2 Confirmation of Ordinary Meeting Minutes of 8 June 2016.....	7
7.0 Business Arising from Minutes.....	7
8.0 Committee Reports	7
9.0 Deputations/Presentations	7
10.0 Executive Office Reports	8
10.1 Chief Executive Officer's Report	8
10.2 Queensland Urban Utilities (QUU) 2015-20 Corporate Plan	14
11.0 Organisational Development and Planning Reports	45
11.1 Request for Council Support for an Application to the Planning and Environment Court to Revive a Lapsed Development Approval - Woodlands Rise Estate	45
12.0 Corporate and Community Services Reports	49
12.1 Summary of Council Actual Financial Performance vs. Budget – 31 May 2016	49
12.2 Review of Customer Services Operating Hours and QGAP Service	70
12.3 Old Gatton Pool, East Street, Gatton	75
13.0 Infrastructure Works and Services Reports.....	78
13.1 Community Facility Signs Request.....	78
14.0 Items for information.....	93
14.1 June 2016 Rain Event Preparation and Response.....	93
14.2 Regional Weather Outlook for June to August 2016	97
15.0 Confidential Items	102



**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

15.1	Transfer of Sundry Debtor Accounts to Rates Assessments	103
15.2	Sundry Debtor Write-Off	104
15.3	Tender LVRC-16-16 Lease of Laidley Gym Facility, Lot 93 on SP140940	105
15.4	Request for Relief from or Deferment of Payment of Council Infrastructure Charges	106
15.5	Various Compliance Matters	107
15.6	Conditions of approval for installation of private watermain in the road	108
15.7	Land Rationalisation	109
16.0	Meeting Closed	109

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

ATTENDANCE:

Councillors Present

- Cr Jason Cook (Deputy Mayor) Acting Chairperson
- Cr Jim McDonald
- Cr Kathy McLean
- Cr Janice Holstein
- Cr Chris Wilson
- Cr Michael Hagan

Officers Present

- Dan McPherson, Acting Chief Executive Officer
- David Lewis, Executive Manager Corporate & Community Services
- Seren McKenzie, Coordinator Infrastructure Planning & Design
- Trevor Boheim, Manager Planning & Environment
- Stephen Hart, Manager Executive & Business Services
- Susan Boland, Council Business Support Officer
- Caitlan Natalier, Legal Services Coordinator/Solicitor (part of meeting)
- JessiLane Braswell, Communications Officer (part of meeting)
- John Eaton, Technical Officer (part of meeting)

Apology

- Cr Tanya Milligan (Mayor) (Chairperson)
- Myles Fairbairn, Executive Manager Infrastructure Works & Services



The Deputy Mayor, Cr Cook as Acting Chairperson opened the meeting and welcomed all present. Cr Holstein led the meeting in prayer, following a minute's silence for those persons recently deceased.

Date: 15 June 2016
Author: Dan McPherson, Acting Chief Executive Officer
Responsible Officer: Dan McPherson, Acting Chief Executive Officer

THAT Leave of Absence be granted to the Mayor, Cr Milligan due to her attendance at the National General Assembly in Canberra.

Moved By: Cr Holstein **Seconded By:** Cr McLean
Resolution Number: 16-20/0080

CARRIED
6/0

Date: 15 June 2016
Author: Susan Boland, Council Business Support Officer
Responsible Officer: Dan McPherson, Acting Chief Executive Officer

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

Moved By: Cr Holstein Seconded By: Cr McLean
Resolution Number: 16-20/0081

CARRIED
6/0



Page 6



Confirmation of Ordinary Meeting Minutes of 8 June 2016

Responsible Officer: Dan McPherson, Acting Chief Executive Officer

6/0

No Deputations/Presentations



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

July Council Meeting

Given the existing commitments for the Civic Leaders Summit, it is proposed to hold the Ordinary Meeting scheduled for Wednesday 13 July to be held Tuesday, 12 July 2016. All business will be referred to that date.

Strategic Planning – Road Map

On the 10 June, the Mayor, Cr Tanya Milligan, Cr McDonald and officers met to discuss the need for a strategic plan and a road map for Council. The discussion centred on the different tools and models available and how best to have a conversation going forward. A strategic plan can be described as an organisation's process of defining its strategy, or direction, and making decisions on allocating resources to pursue this strategy. The design element of the strategic plan lies in the important stages of conversation during the strategy development, implementation and learning process. A business Road Map can assist in arriving at a shared vision for the organisation, and its future and can provide an understanding of the key steps needed to realise that vision, presented in a way that is readily accessible to all stakeholders. A Council workshop(s) will be held in the near future to explore this topic in more detail.

Award Modernisation – update.

The Minister has amended the previous Ministerial Request to the Queensland Industrial relations Commission (QIRC) to now direct the QIRC to restore those conditions that the unions failed to convince the QIRC, at the two previous hearings on these matters. In effect, the variation:

- Extends the date for the review and variation of the Queensland Local Government Modern Award to 31 August 2016 and that the Award as varied be operative on and from that date.
- Deletes all previous references to the review of the Allowances and other provisions and classification in the previous Ministerial request variation
- Requires the Commission to again review the allowances and other provisions.
- Requires the Commission to restore locality allowance and additional annual leave provisions.
- Requires the Commission in reviewing the other allowances and provisions to make certain that the variation of the Award results in the reinstatement of allowances etc. as those that existed previously.
- Prescribes just how the QIRC is to structure the award. This happens to align with the requested award coverage submissions of the unions at previous hearings in which they were unsuccessful.

What does this mean for Enterprise bargaining?

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

Arguably, it suggests enterprise bargaining should begin again from early September. However, it has also been suggested that some unions might not want to begin bargaining immediately and would rather wait for the new Industrial Relations legislation due later this year, which is expected to favour unions.

Where to from here?

Queensland LG Council representatives (LGAQ), are reviewing the variation to the Minister's request and talking with their legal advisers. In addition LGAQ will examine in detail the variation and the options available to councils and continue to pursue before the QIRC a position that serves the interest of councils and their workers.

Australian Local Government's Women's Association Queensland Branch 2016 Conference -

Council has recently received advice of the upcoming State Conference for Australian Local Government Women's Association (ALGWA), which is to be held in Brisbane from 28 to 29 July 2016, and further to confirm any attendance from Council. It is recommended that Council be represented to support the local government industry.

The conference is themed Disruption, Agility and Resilience, Inspiring Women's Leadership in Local Government. Council generally adopts a corporate membership to cover any ongoing attendance at events.

The Australian Local Government Women's Association (ALGWA) was founded in 1951 during the Jubilee Year of the Commonwealth of Australia. ALGWA was formed as a non-party political organisation to support women's participation in Local Government. All branches of the ALGWA are autonomous; however, their aims and objectives are based on those of the National Association. Branches hold conferences, seminars and special meetings to advertise their work and educate women in Local Government. National Conferences are held biennially.

The conference program outlines a range of speakers, from within local government and the private sector and presents an opportunity to contribute to key issues in the broader local government environment, but also to address key issues specific to women in local government. A copy of the current program is attached for review. (Attachment 1).

There is no imperative for attendance and this report seeks Council support or otherwise of this annual conference. This year's agenda includes a range of activities and formal presentations on topical issues including Leadership lessons for the disrupted, agile and resilient, taking control of your own success and exploring the myths and the facts of why so few women make it to the top job in Australian companies.

Attachments

1 [View](#) ALGWA Program 3 Pages

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION

#ALGWA2016

Disruption, Agility and Resilience

*Inspiring Women's Leadership
in Local Government*

QUEENSLAND STATE CONFERENCE

BRISBANE | 28-29 JULY 2016

Hosted by Brisbane City Council
Level 16, Brisbane Square, 266 George Street, BrisbaneAUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
QUEENSLAND BRANCH

Attachment 1 10.1 Page 12

KEY PRESENTERS

**Louise Dudley**

Chief Executive Officer,
Queensland Urban Utilities

Louise was appointed Chief Executive Officer of Queensland Urban Utilities on 1 July 2012, having been part of the organisation since it was formed on 1 July 2010. Louise has held senior positions in a number of public and private sector organisations and is currently Board Chair of Horizon Foundation Inc, Chair of the Water Services Association of Australia Board, a member of Chief Executive Women, a WaterAid ambassador, and an alumni ambassador for the University of Queensland's School of Business, Economics and Law and a Graduate Member of the Australian Institute of Company Directors.

**Nicole Revell**

Manager Workforce
Analytics - Suncorp Group

Nicole is a results-focused leader with more than 15 years' experience in business intelligence and transformation in public and private sectors. She has a unique combination of commercial business, technical capabilities and finance understanding. Nicole joined Suncorp Group late 2013 and is currently leading the Workforce Analytics team in the Chief Data Office. As a passionate proponent of the benefits analytics can deliver, Nicole is identifying opportunities to raise the potential of Suncorp's workforce, allowing the Group to navigate future opportunities.

**Mayor
Karen Williams**

Mayor of Redland City
Council

Second term Mayor Karen Williams is passionate about promoting the Redlands as the best place to live, work, learn, play and to invest. She is determined to build a new economy based on innovation and to turn the challenges facing all local governments into opportunities for growth, job creation and economic development in the Redlands. Karen is a former small-business owner and member of the Australian Institute of Company Directors with a background in the domestic and foreign exchange markets.

**Dr Jeanette Young**
Queensland Chief Health
Officer

Dr Young has been the Queensland Chief Health Officer since 2005. Previously she worked in a range of positions in Queensland and Sydney. She has specialist qualifications as a Fellow of the Royal Australasian College of Medical Administrators and as a Fellow by Distinction of the Faculty of Public Health of the Royal College of Physicians of the United Kingdom. She is an Adjunct Professor in the Centre for Environment and Population Health at Griffith University and in the School of Public Health and Social Work at QUT. Dr Young is a member of numerous committees and Boards.

**Shannon Roberts**
Associate Director
at Hudson Talent
Management

Shannon currently leads the Hudson - Talent Management team in Queensland to assist organisations to achieve great performance through great people. A results driven leader, Shannon brings an energetic and innovative style to establishing strong client partnerships and delivering exceptional solutions to individuals and organisations. A registered Organisational Psychologist, Shannon possesses subject matter expertise in the areas of resilience, safety, leadership and innovation, and was recognised for her management achievements as a finalist in the Brisbane Young Manager of the Year awards (AIM) in 2012 and named on the inaugural '30 Under 30' list of young management talent across QLD and NT in 2013.

**Dr Terrence
Fitzsimmons**

Lecturer in Leadership,
University of Queensland

Terry is currently a lecturer in leadership with the University of Queensland Business School researching gender inequality in executive and board roles in Australia. He completed his PhD Thesis in 2011 titled 'Navigating CEO appointments: Do Australia's top male and female CEOs differ in how they made it to the top?' and recently completed an examination of gender inequality in Western Australia for the Committee for Perth, culminating in the 'Filling the Pool' report. Terry is also a management consultant and public speaker in the areas of leadership, strategy, gender diversity and management. He consults to the Education Departments of Queensland, NSW & Victoria in the delivery of the National History Curriculum and is currently President of the Queensland Living History Federation representing over 1200 members and 60 Associations. He has formerly sat upon listed public company boards in Australia and overseas.

REGISTRATION

EARLY BIRD REGISTRATIONS ARE NOW OPEN

<http://www.algwaqld.asn.au/events/conferences.php>

If you are unable to access the ALGWA website, please contact Jo Gibney or Karen Murray.

ACCOMMODATION OPTIONS

Brisbane offers over 230 hotels and 12,000 accommodation rooms. A variety of accommodation options are located within a short walking distance of Brisbane City Hall including the Pullman & Mercure King George Square, Hilton Brisbane, Sofitel Brisbane Central, NEXT Hotel, and the Ibis Brisbane. Refer to ALGWA website.

ENQUIRIES

Jo Gibney: jo.gibney@brisbane.qld.gov.au | 07 3403 4309
Karen Murray: karenmurray@logan.qld.gov.au | 0438 045 537

BOOK NOW!



AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
QUEENSLAND BRANCH

FOR MORE INFORMATION
www.algwaqld.asn.au



Queensland Urban Utilities (QUU) 2015-20 Corporate Plan

Summary:

Officer's Recommendation:

THAT Council approve the draft 2016-21 Corporate Plan for Queensland Urban Utilities.

THAT Council approve the draft 2016-21 Corporate Plan for Queensland Urban Utilities.

Moved By: Cr McDonald **Seconded By: Cr McLean**

Resolution Number: 16-20/0085

CARRIED

6/0

Report

1. Introduction

Lockerby Valley Regional Council maintains an ongoing shareholder relationship with QUU on both operational and strategic aspects of water and sewerage provision. This report is to seek Council approval for the Corporate Plan of QUU for which Council is a shareholder, and while Council is represented on the board and consulted with in regard to the key outcomes, the plan is presented for Council's attention.

2. Background

In accordance with the *Central SEQ Distributor-Retailer Participation Agreement (s.14.1)*, Queensland Urban Utilities is required to prepare a five-year Corporate Plan each year which is to be approved by special majority of participants.

Queensland Urban Utilities' updated Corporate Plan ("the Plan") for 2016/17 to 2020/21 is attached for approval.

3. Report

The Plan has been developed using a strategic planning framework endorsed by the Australian Institute of Company Directors, which also includes consideration of shareholders'

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

aspirations gathered from strategic plans and related documents, and ongoing engagement with Shareholders.

Queensland Urban Utilities' purpose and vision remain unchanged. The strategic pillars, which provide focus to what Queensland Urban Utilities' needs to achieve and where it needs to improve, have been adjusted as follows:

- Customers has been changed to **Customers and Communities** to reflect the relationship between them.
- Shareholders & Communities has been changed to **Shareholders & Strategic Stakeholders** to reflect the influence they will have on Queensland Urban Utilities achieving its objectives and strategies.

The Operational Excellence and People strategic pillars remain unchanged, and like all pillars, have been updated to reflect Queensland Urban Utilities' objectives and strategies for 2021.

The strategic success measures under each strategic pillar remain largely unchanged, except for:

- the inclusion of *First Call Resolution* (Customers and Communities) to reflect the importance we place on our customers' experience when they contact our Contact Centre, and
- *Greenhouse gas emissions* (Operational Excellence) replacing *Energy generated from waste* as a clearer reflection of our environmental aspirations and to align Queensland Urban Utilities' with local, national and international peers and entities.

Queensland Urban Utilities' five-year financial forecasts have been updated, based on updated challenges, assumptions and statistics, and planned capital investment. They also updated in consideration of the expected outcomes of the objectives and strategies within the strategic pillars.

Finally, Queensland Urban Utilities' strategic risk, which are the risks that will prevent them from achieving our purpose and vision, have been updated consider external opportunities and threats and internal strengths and weaknesses from their SWOT analysis, as well as the objectives and strategies within the strategic pillars.

4. Policy and Legal Implications

There are limited policy and legal implications, and these are governed through the Central SEQ Distributor Retailer Participation Agreement and any future matters that arise will be addressed through Council and by the Board. As a Shareholder, Council has certain obligations and fiduciary responsibilities which must be fulfilled, including strategic matters addressed through the Corporate Plan.

5. Financial and Resource Implications

There are no direct budget implications from this report, and the financial management aspects of the report address the key risks and challenges that will influence the ongoing financial sustainability of the entity.

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

The draft corporate plan provides for a reduction in operating profits after tax for 2017 due to an apparent reduction in developer charges. The profits then remain fairly steady increasing from \$188.2M to \$200.8M over the period of the forecast. Growth is based on state government planning forecasts adjusted for previous experiences while consumption demand is expected to stay steady apart from the impact of growth. The draft plan provides for small increases in price above inflation to move the revenue to the maximum allowable within the regulatory framework.

Expenses are expected to increase in line with inflation and usage although the main expense item is the bulk water charges which has been calculated based on the Government's forecast price path. The forecast capital expenditures focus on renewal and rehabilitation of existing assets for the majority of the plan although spending on assets due to growth and service enhancements increases significantly in the last two years.

QUU's cash reduces over the life of the plan due to an increase in expenditure on assets in the middle years of the plan. There appears to be borrowings forecast for the last three years of the plan which will bring the cash balance back up over the \$100M mark.

Based on the assumptions within the plan, Council's future returns from the QUU investment will be less than the current year however the investment will continue to provide better returns than Council's other investment options.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. The Chief Executive Officer will manage the requirements in line with existing delegations.

7. Communication and Engagement

The Board and CEO will be advised in writing of Council's decision, which is required to be provided by July 2015. Council will continue to support the Corporate Plan and publication from QUU in offices of Council and key shareholder and proud supporter of QUU.

8. Conclusion

That Council approve the QUU Corporate Plan and state an ongoing commitment to the partnership to delivering infrastructure that will cater to Lockyer Valley's planned growth. It is worth further noting the growth assumptions underlying their financial forecasts foreshadow better growth and development for Lockyer Valley beyond the next financial year.

9. Action/s

That Council advise Queensland Urban Utilities (QUU) that the Corporate Plan is approved in accordance with shareholder obligations under the participation agreement.

Attachments

1 [View](#) Corporate Plan 28 Pages



2015-20 CORPORATE PLAN

ENRICH QUALITY OF LIFE

FOR COUNCIL APPROVAL

FOR COUNCIL APPROVAL

TABLE OF CONTENTS

Executive summary	2
Our business	3
Who we are	3
What we do	3
Our assets and infrastructure	3
Our location	3
Our operating environment	4
Our strategic direction	5
Our purpose	5
Our vision	5
Our values	5
Our strategic pillars	5
Our strategy and risk management	6
Strategic framework	6
Risk framework	6
Customers	8
Opportunities and challenges	8
Our key outcomes	8
Shareholders and communities	9
Opportunities and challenges	9
Our key outcomes	9
Operational excellence	10
Opportunities and challenges	10
Our key outcomes	10
People	11
Opportunities and challenges	11
Our key outcomes	11
Prudent financial management	12
Financial challenges	12
Assumptions	12
Key servicing statistics	13
Infrastructure delivery	14
Capital program	16
Financial statements	18
Forecasted financial statements	18
Key financial measures	21
Shareholding rights on issue	21
Appendix 1	22
Risk profile	22

EXECUTIVE SUMMARY

Queensland Urban Utilities is pleased to present our *2015-20 Corporate Plan*, which has been prepared in accordance with the requirements of the Central SEQ Distributor Retailer Participation Agreement.

The plan reinforces our future direction, goals and priorities.

Our purpose, to “Enrich quality of life”, remains unchanged, as does our vision, to “...be recognised for our excellence in water and sewerage services that meet the evolving needs of our customers and enhance our communities”.

Our four strategic pillars also remain unchanged and continue to serve as a constant reminder of the priorities that will help us to achieve our purpose and vision.

The outcomes under each strategic pillar provide a clear focus on the outcomes our customers, communities, shareholders and other key stakeholders can expect as we work towards achieving our purpose and vision.

The strategic success measures linked with each strategic pillar clearly represent the outcomes we will achieve:

- **Customer** – We will continue to improve our understanding of our different customer segments, enabling us to deliver safe, reliable, customer-focused and valued services at a time and place of their choosing. Our work so far has seen our Brand Index grow 30% since May 2011 to the mid-60s, which is consistent with long-established large water service providers across Australia and higher than our Queensland peers. Our work over the next five years will help to sustain this result, and increase our Brand Index to the high 60s.
- **Shareholders and Communities** – We will continue to work with our shareholders to ensure that the services we provide support their expectations and are financially sustainable. This work will enable us to increase our already high shareholder satisfaction score of 78% to around 82% over the next five years.
- **Operational Excellence** – We will continue to focus on the key components of a water and sewerage business that make us efficient, effective and sustainable: investment planning; asset management; and environmental sustainability. We will continue to build on our strong culture of innovation to improve service delivery and drive down cost. We will also continue to focus our research and development to improve current industry capability and drive a sustainable water and sewerage industry. Our focus on prudent investment planning has resulted in a reduction of \$450m from our \$3.2b 2010-2020 capital investment program, while our focus on operating efficiencies will realise nearly \$50m in cost reductions to 2014/15, with a further \$49m planned.
- **People** – We will continue to focus on our leaders and our people. Their safety will always be our first priority. We will continue to support and develop our leaders to lead our business to achieve our purpose, vision and strategic outcomes. Our strong focus on safety has resulted in an 80% reduction in lost time injuries since July 2011. We will continue to focus strongly on safety, working towards no lost time injuries by 2019/20.

OUR BUSINESS

Who we are

On 1 July 2010, we were established as a distributor-retailer under the provision of the *South East Queensland Water (Distribution and Retail Restructuring) Act 2009* and as a service provider under the *Water Supply (Safety and Reliability) Act 2008*.

Our shareholders are the councils of Brisbane, Ipswich, Lockyer Valley, Scenic Rim, and Somerset, and we are governed by an independent Board.

What we do

We are primarily responsible for delivering drinking water, recycled water and sewerage services to over 1.4 million customers in South East Queensland.

To support these core services, we undertake the following functions:

1. Provision for water distribution, sewage transportation and treatment including:
 - demand forecasting and management,
 - asset planning,
 - asset management and alterations.
2. Customer interface and service provision relating to:
 - water meter management and data,
 - residential billing and customer management,
 - bulk water billing and contract management,
 - direct supply to large customers, including trade waste management,
 - development assessments.
3. Enabling functions for business sustainability including:
 - strategy deployment,
 - financial and people management,
 - legal, governance and risk management,
 - environmental management,
 - community and stakeholder management,
 - regulatory and legislative compliance,
 - information, communication and technology management,
 - procurement and contract management.

Our assets and infrastructure

We deliver our services via an extensive \$5 billion infrastructure network, comprising:

- 125 water reservoirs,
- 40 water pump stations,
- 110 water boosters,
- 331 sewage pump stations,
- 27 sewage treatment plants,
- 9,028km of water mains,
- 9,185km of sewerage mains.

Our location

Our 14,384km² geographic area is made up of five regions: Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset. This area equates to around two-thirds of South East Queensland.



OUR OPERATING ENVIRONMENT

We work closely with a number of organisations involved in managing and distributing water supplies within South East Queensland. The environment within which we operate can be seen in Figure 1.



Figure 1 – Our operating environment

OUR STRATEGIC DIRECTION

Our purpose

Enrich quality of life

Our vision

We will be recognised for our excellence in water and sewerage services that meet the evolving needs of our customers and enhance our communities.

Our values

We embrace and live our values every day:

PARTICIPATION

Activate • Collaborate • Accelerate

ACCOUNTABILITY

See it • Own it • Solve it

CUSTOMERS AND COMMUNITY

Listen • Understand • Respond

SAFETY

Everyone • Everywhere • Every day

DELIVER VALUE

Define it • Create it • Deliver it

CREATIVITY

Initiate • Create • Inspire

Our strategic pillars

Our strategic pillars support the delivery of our purpose and vision and guide our actions every day:

Customer

We understand our customers and deliver a quality service that meets their evolving needs.

Shareholders and Communities

We understand our shareholders' aspirations and are accountable to them and their communities.

Operational Excellence

We innovate to drive operational excellence to achieve outcomes at the lowest long-term cost.

People

We are safe, adaptable and capable, and committed to achieving our vision and living our values.

OUR STRATEGY & RISK MANAGEMENT

Strategic framework

Our Board sets our strategic direction, which is documented and formalised through our five-year Corporate Plan.

Our strategic direction is expressed through our strategic pillars, and describes what outcomes we need to deliver to achieve our purpose and vision.

Our strategic framework (Figure 2) supports the implementation of our strategic direction. Through our strategic framework, we are able to:

- integrate our strategic planning with our financial planning and management, risk management, organisational change management, and information and communication technologies investment,
- develop the plans we need to execute to achieve the outcomes under our strategic pillars,
- align our values to our purpose and vision, guiding our employees in the way they deliver the outcomes under our strategic pillars,
- enable ongoing reporting to employees, the Board, shareholders and the public regarding progress against our strategic direction.

Risk framework

Our risk framework ensures our ability to manage risk by embedding a culture and capability that can rapidly adapt and respond to dynamic changes, demands, opportunities and threats, thereby safeguarding the sustainability and reputation of the business.

Our risk framework was developed and implemented in accordance with the *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*. This enables the achievement of our strategic direction and compliance with relevant legal and regulatory requirements. It also facilitates risk-based planning and decision making, promotes and supports a risk-focused culture, and improves organisational resilience.

Our risks are managed at strategic, group and operational levels. Our strategic risks are reviewed and updated as part of the strategic planning process and have the potential to materially impact the achievement of our strategic direction.

Our current strategic risk profile is attached as Appendix 1.



Figure 2 – Our strategic framework

CUSTOMERS

We understand our customers and deliver a quality service that meets their evolving needs.

Opportunities and challenges

In planning for our future, we have identified opportunities to embrace and challenges to overcome. These include:

- gaining deeper insights into the evolving needs of our customers to drive ongoing service improvements and new product offerings,
- customers' increased expectations of the value of the services we provide,
- customers placing an increased emphasis on convenience, with the expectation that service and information be accessible at any time,
- developing tailored solutions to support the provision of future services to our communities.

Our key outcomes

Based on in-depth research, we have a thorough understanding of our residential and business customers, and align our services to meet their respective needs and expectations. This is reflected by our positive brand index and customer experience scores.

Our customers value the water and sewerage services we provide and consider them to be safe, reliable and essential. This is enabled by our favourable water and sewerage reliability scores and supported by our positive brand index score.

We understand that convenience is a critical element of our customers' service experience. They can interact with us through their choice of traditional and modern communication channels at any time of day, and receive the highest standard of customer service. This is evidenced by our positive customer experience score.

We build trust in our brand and engage with our customers and communities through targeted education and support programs.

Strategic success measure	2015/16	2016/17	2017/18	2018/19	2019/20
Brand index (Score out of 100)	63	64	65	65	66
Customer experience (Score out of 10)	6.9	7.0	7.1	7.2	7.3
Water services reliability (% properties where unplanned water interruption is restored within 5 hours)	92	93	93.5	94	94.5
Sewerage services reliability (% properties receiving an uninterrupted sewerage service)	99.74	99.75	99.76	99.77	99.78

SHAREHOLDERS AND COMMUNITIES

We understand our shareholders’ aspirations and are accountable to them and their communities.

Opportunities and challenges

In planning for our future, we have identified opportunities to embrace and challenges to overcome. These include:

- identifying sustainable solutions that enable our shareholders to realise their long-term community outcomes,
- delivering safe, reliable and secure infrastructure plans that cater for future population growth, while striving to reduce overall long-term community cost.

Our key outcomes

We provide a standard of service that is supported by our shareholders and reflected in our positive shareholder satisfaction score.

We work with our shareholders to understand their financial expectations and strategic community priorities, and develop solutions that assist them in achieving sustainable social and economic goals.

As a valued and trusted partner, we build and foster strong and open relationships with our shareholders and stakeholders, and work together to build a sustainable water and sewerage industry that enriches our shared communities.

We support our communities by participating in and sponsoring local events.

Strategic success measure	2015/16	2016/17	2017/18	2018/19	2019/20
Shareholder satisfaction (Score out of 100)	78	80	80	82	82

FUR COUNCIL APPROVAL

OPERATIONAL EXCELLENCE

We innovate to drive operational excellence to achieve outcomes at the lowest long-term cost.

Opportunities and challenges

In planning for our future, we have identified opportunities to embrace and challenges to overcome. These include:

- stronger alignment of asset investment and management decisions to customer-focused standards,
- economic drivers creating instability in development growth, impacting infrastructure planning and our just-in-time investment approach,
- the unprecedented speed of new technology is providing opportunities to make our operations more streamlined, robust and reliable, at a reduced cost,
- erratic weather conditions continue to threaten the continuity of our services, as well as impact our cost to serve,
- rapidly-increasing innovation and research and development opportunities are providing more innovative ways to deliver improved and new products and services, benefitting customers, communities and the environment,
- identifying service delivery strategies to meet growth challenges and build sustainable communities.

Our key outcomes

We are financially sustainable through our robust investment planning and focus on operational efficiencies. This is demonstrated by our strong capital investment delivery and reducing long-term operating cost.

Our return on assets represents the prudent and efficient management of our assets to support long-term regional growth and development, and ensures safe, reliable and customer-focused services at the lowest sustainable cost.

We value the health of the natural environment and work closely with regulators, our shareholders and the community to deliver sustainable solutions that result in positive environmental outcomes. We demonstrate our commitment to environmental sustainability and operational excellence through our strategies to convert waste to resources, including the generation of energy, which improves the environment and reduces operating costs.

We innovate to reduce costs and improve services to customers. We are recognised as an industry leader in research and development and preferred partners in the development of longer-term solutions that drive a sustainable water industry.

Strategic success measure	2015/16	2016/17	2017/18	2018/19	2019/20
Operating cost, excluding bulk (\$/property)	\$557	\$556	\$557	\$570	\$580
Return on asset (Score out of 100)	6.3%	6.2%	5.7%	5.5%	5.2%
Capital infrastructure program (% delivered against program)	100% (+/-5%)	100% (+/-5%)	100% (+/-5%)	100% (+/-5%)	100% (+/-5%)
Energy generation from waste ('000 MWh from cogeneration)	18.9	21.2	24.5	24.5	24.5
Water quality incidents (Number)	17	16	15	14	13
R&D investment (% of total revenue)	0.239%	.339%	.44%	.50%	0.54%

PEOPLE

We are safe, adaptable and capable, and are committed to achieving our vision and living our values.

Opportunities and challenges

In planning for our future, we have identified opportunities to embrace and challenges to overcome. These include:

- continuing to build a constructive organisational culture that increases the agility and adaptability of our people,
- improving systems to enable reliable and accurate data and analysis to enhance strategy development and intervention initiatives,
- utilising the skills, knowledge and wisdom of an increasingly experienced workforce while mitigating potential health and safety implications.

Our key outcomes

As health and safety is our number one priority, we continue to improve our systems to create a healthy and safe working environment for our employees, contractors and the community. Our commitment to health and safety is exemplified by our goal to achieve a zero-harm workplace.

We recognise that strong leadership is key to achieving our purpose and vision, and are dedicated to working with our leaders to give them the skills and confidence they require to constructively lead our people to deliver positive outcomes. The strength of our leadership is represented by our favourable employee engagement score.

We understand that change is a healthy part of our organisation's growth as it enables us to meet the emerging needs of our shareholders, customers and communities. We remain committed to creating a culture that encapsulates our values and embraces organisational change.

Strategic success measure	2015/16	2016/17	2017/18	2018/19	2019/20
Lost time injury frequency rate (<i>Rate</i>)	3	2	1	1	0
Total injury frequency rate (<i>Rate</i>)	25	20	15	10	10
Employee engagement (<i>Score out of 100</i>)	57.5	61.0	65.0	70.0	75.0

PRUDENT FINANCIAL MANAGEMENT

Financial challenges

Our financial performance will continue to be impacted by several factors, as outlined below.

We expect broad-based economic growth to continue into 2016. We expect this to transfer to development, with activity anticipated to continue trending upwards.

Revenue will also be impacted by an upward trend in the numbers of new connections.

Bulk water charges represent the single largest expenditure item. We are aware that the State Government is reviewing these charges.

We can also be impacted by local and national economic conditions and natural disasters. Our resilience to these factors is assessed and remedial actions are being planned for and incorporated into our processes and capital investment program.

Assumptions

The financial forecasts are based on a set of economic and operational assumptions. The forecasts are our best estimate at a point in time of what could occur in the future. These assumptions relate to the parameters for determining revenue and expense forecasts. The 2015/16 budget provides the base from which the future financial forecast is ascertained.

The key assumptions in respect to these parameters are outlined below:

Growth	Growth is expected as per planning assumptions based on the latest state government forecast, moderated in light of prior growth experience.
Consumption	Per capita demand is expected to remain stable at the 2015/16 budget level of 179 litres per person per day. No change is expected in non-residential demand apart from the impact of growth.
Prices	Small increases above inflation are forecast over the next five years moving revenue to be in line with the maximum allowable within the regulatory framework.
Expenses	<p>The majority of expenses are expected to increase in line with inflation and changes in usage. The exceptions to this are:</p> <ul style="list-style-type: none"> • bulk water charges – price changes as per the price path as advised by the State Government, • labour – indexation in line with inflation, • chemicals and electricity – cost increases based on specific industry analysis, • corporate costs – no expansion in operating capacity.
Operating efficiencies	Forecasts consider the outcomes of efficiency initiatives implemented, as well as the expected outcomes of initiatives currently being instigated to further improve efficiency.

Key servicing statistics

The following table presents the resulting forecast of population serviced, properties serviced and volumes based on the growth and demand assumption outlined on the previous page.

Statistic	Unit	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Serviced dwellings		538,325	551,276	563,392	575,775	588,452	600,928
Volume of water purchased	ML	140,263	143,716	145,389	147,659	149,977	152,322
Volume of water billed	ML	124,951	127,740	129,732	131,764	133,837	135,936

FOR COUNCIL APPROVAL

PRUDENT FINANCIAL MANAGEMENT

Infrastructure delivery

Our planning assumptions align with the Queensland Government's *South East Queensland Regional Plan 2010–2031*, the purpose of which is to manage regional growth and change in the most sustainable way and to protect and enhance quality of life.

Of particular importance to us is the population and housing projections and the guidance they provide for development in the region. The new generation regional plan for South East Queensland is currently being developed and will inform our servicing strategies. In our planning, we also consider the South East Queensland Water Security Program being developed by the bulk water service provider, Seqwater. This program identifies the level of service objectives for water supply security and the future investments in bulk water infrastructure.

At a local level, we work with the planning schemes adopted by our five shareholders, the Economic Development Queensland business unit, and other Queensland Government authorities. It is this information that provides us with the type, size, location, and timing of future development and growth. We adopt a strategic role to influence prudent capital planning and infrastructure delivery.

We plan our infrastructure to service growth, and to provide our customers with services to an agreed standard. We take a 'no gold-plating' approach to infrastructure delivery to ensure minimal price impacts on our customers.

We continue to monitor the needs of our customers and communities through regular consultation and engagement. Our Water Netserv Plan provides an overview of our infrastructure planning and development for the next 20 years. It supports and reflects the land-use planning undertaken by the Queensland Government and our five shareholders, and promotes greater transparency in the business' operations.

We provide strategic and specific input to state and local governments as they update their planning.

We manage our assets by using:

- contemporary approaches in whole-of-lifecycle asset management,
- efficient and effective capital investment through strategic procurement and 'just-in-time' delivery,
- the Water Services Association of Australia Asset Management Benchmarking, which gives:
 - proven "best value" effectiveness and efficiency to ratepayers/stakeholders,
 - asset performance levels and maintenance deployment aligned to service levels,
 - an opportunity to leverage processes across all service areas.



Figure 3 – Our approach to infrastructure planning, delivery and maintenance.

PRUDENT FINANCIAL MANAGEMENT

All dollar figures presented in this section are nominal, unless otherwise stated.

Capital program

The following tables set out the revised capital program from 2014/15 to 2019/20.

Total investment by QUU	Unit	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
\$real	\$m	254.4	227.8	215.8	255.4	325.0	361.0
\$nominal	\$m	254.4	227.8	220.5	266.5	346.3	392.9

Capital Program by Driver	Unit	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Investment for growth	\$m	33.8	19.8	79.1	96.7	123.7	135.6
Renewal and rehabilitation investment	\$m	147.1	134.3	101.1	134.8	154.7	201.5
Investments required by regulators	\$m	5.5	4.3	2.8	2.3	8.2	1.7
Investment for service enhancements	\$m	67.9	69.4	37.4	32.7	59.7	54.1
Total investment by QUU	\$m	254.4	227.8	220.5	266.5	346.3	392.9

FOR COUNCIL APPROVAL

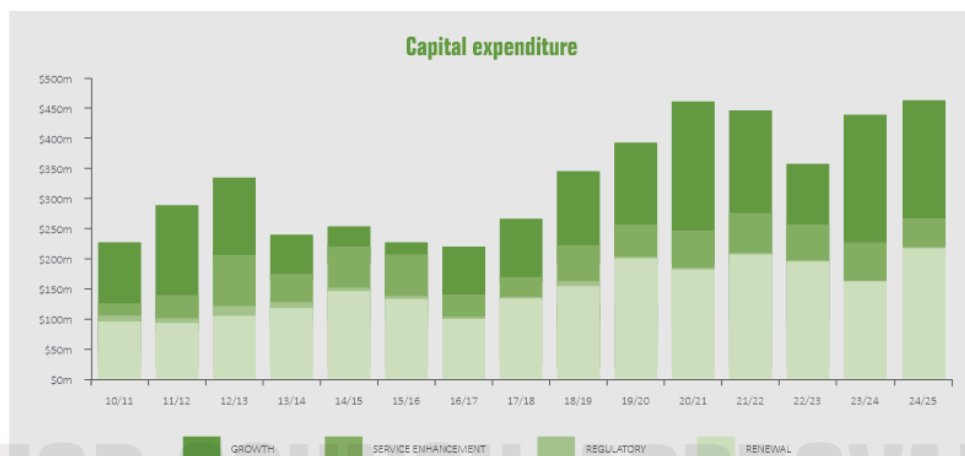


Figure 4 – Capital program by driver (see page 16).

FINANCIAL STATEMENTS

Forecasted financial statements

Income statement \$m	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Revenue						
Utility charges	964.6	1,005.7	1,060.5	1,075.4	1,113.7	1,153.2
Bulk water	(360.0)	(379.6)	(398.8)	(416.0)	(433.0)	(450.7)
Developer charges	66.9	89.8	82.6	83.1	83.9	85.0
Donated assets	89.4	92.4	92.8	98.4	103.4	109.1
Interest revenue	2.9	1.4	-	-	-	-
Other recurrent revenue	29.9	23.3	24.0	25.1	26.2	27.3
Non-recurrent revenue	0.1	-	-	-	-	-
Total revenue	793.8	832.9	861.1	866.0	894.2	923.9
Expenses						
Labour costs	112.7	107.5	106.5	108.3	111.1	113.9
Other operating costs	155.8	144.0	153.2	158.7	164.2	169.4
Capital program expensed	18.5	18.5	15.3	13.8	17.8	21.4
Non-recurrent expenses	-	-	-	-	-	-
Total expenses	287.1	270.0	275.0	280.8	293.2	304.7
Earnings before interest, tax, depreciation & amortization	506.7	563.0	586.0	585.2	601.0	619.1
Depreciation & loss on disposal	179.0	186.0	197.3	208.3	220.2	234.0
Earnings before interest & tax	327.7	377.0	388.7	376.9	380.8	385.1
Borrowing costs	105.6	106.2	109.9	112.2	115.5	122.0
Less borrowing costs capitalised	(2.6)	(0.9)	(0.8)	(0.4)	(0.4)	(2.2)
Operating profit before tax	224.6	271.7	279.7	265.1	265.6	265.3
Tax equivalents expense	67.4	81.5	83.9	79.5	79.7	79.6
Operating profit after tax	157.2	190.2	195.8	185.5	185.9	185.7

Balance sheet \$m	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Current assets						
Cash	81.1	132.1	165.7	156.2	144.2	132.5
Receivables	25.1	24.6	25.9	26.4	27.4	28.4
Unbilled revenue	135.5	143.5	149.6	156.1	162.6	169.4
Accrued capital revenue	20.1	18.0	8.3	-	-	-
Other current assets	2.5	2.5	2.5	2.5	2.5	2.5
Total current assets	264.4	320.7	352.0	341.2	336.8	332.9
Non-current assets						
Infrastructure	5,438.6	5,689.5	5,930.7	6,219.4	6,584.8	6,995.4
Other non-infrastructure assets	18.6	18.6	18.6	18.6	18.6	18.6
Total assets	5,721.6	6,028.8	6,301.4	6,579.3	6,940.2	7,346.9
Current liabilities						
Payables and accruals	126.9	116.8	115.2	125.4	141.4	151.9
Tax liability	11.4	14.8	15.5	14.2	15.5	15.4
Provision for dividend	45.8	66.1	69.6	58.9	55.8	51.8
Other provisions	50.6	50.6	50.6	50.6	50.6	50.6
Total current liabilities	234.7	248.3	250.8	249.0	263.2	269.6
Non-current liabilities						
Debt – shareholders	514.5	514.5	43.2	43.2	43.2	43.2
Debt – other long-term	1,560.4	1,590.4	2,061.7	2,061.7	2,121.7	2,221.7
Other non-current liabilities	145.2	167.5	189.6	212.4	229.9	247.9
Total liabilities	2,454.8	2,520.7	2,545.3	2,566.3	2,658.1	2,782.4
Net assets	3,266.8	3,508.1	3,756.1	4,013.0	4,282.1	4,564.5
Equity & reserves						
Equity & reserves	2,538.8	2,538.8	2,538.8	2,538.8	2,538.8	2,538.8
Retained earnings	325.0	432.0	540.3	651.7	767.5	888.1
Revaluation reserve	403.0	537.3	677.0	822.4	975.8	1,137.6
Total	3,266.8	3,508.1	3,756.1	4,013.0	4,282.1	4,564.5

FINANCIAL STATEMENTS

Forecasted financial statements

Cash flow statement \$m	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Cash flows from operating activities						
Receipts from customers	992.0	1,021.6	1,071.7	1,088.0	1,126.7	1,166.8
Payments to suppliers and employees	(625.9)	(632.2)	(651.2)	(674.8)	(699.9)	(725.3)
Borrowing costs	(104.3)	(109.3)	(112.0)	(112.2)	(115.5)	(122.0)
Tax equivalent payments	(43.1)	(55.8)	(61.2)	(58.0)	(60.8)	(61.8)
Net cash provided by/(used in) operating activities	218.8	224.3	247.3	243.0	250.5	257.7
Cash flows from investing activities						
Payment for infrastructure	(257.4)	(232.3)	(221.9)	(259.0)	(333.1)	(385.3)
Receipts from developers	68.6	91.9	92.3	91.3	83.9	85.0
Net cash provided from/(used by) investing activities	(188.8)	(140.4)	(129.6)	(167.7)	(249.3)	(300.3)
Cash flows from financing activities						
Movement in long-term debt	10.0	30.0	-	-	60.0	100.0
Dividend payments	(52.9)	(62.9)	(84.1)	(84.8)	(73.3)	(69.1)
Net cash provided from/(used by) financing activities	(42.9)	(32.9)	(84.1)	(84.8)	(13.3)	30.9
Net increase/(decrease) in cash held	(13.0)	51.0	33.6	(9.5)	(12.0)	(11.7)
Cash at beginning of financial year	94.0	81.1	132.1	165.7	156.2	144.2
Cash at end of financial year	81.1	132.1	165.7	156.2	144.2	132.5

Cash flow statement \$m	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Equity injections	-	-	-	-	-	-
Maximum dividend	57.6	83.2	87.6	74.1	70.2	65.1
Dividends	57.6	83.2	87.6	74.1	70.2	65.1
Return payout ratio	100%	100%	100%	100%	100%	100%
Forecast tax liability	45.6	59.2	61.8	56.7	62.1	61.7
Interest on long-term debt	75.6	26.2	2.3	2.3	2.4	2.4
Total return to shareholders	178.8	168.6	151.6	133.1	134.6	129.2

Key financial measures

Based on the management of our financial challenges and drivers, realisation of key assumptions and delivery of our capital investment, the following key financial measures are expected to be achieved.

Measure	Unit	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	2017/18 Forecast	2018/19 Forecast	2019/20 Forecast
Return on assets	%	5.7	6.3	6.2	5.7	5.5	5.2
Return on assets including capital gain	%	10.1	8.5	8.4	7.9	7.7	7.4
Return on equity	%	4.8	5.4	5.2	4.6	4.3	4.1
Debt as % of debt and equity	%	38.8	37.5	35.9	34.4	33.6	33.2
Current ratio		1.13	1.29	1.40	1.37	1.28	1.23
EBIT interest cover	times	2.93x	2.87x	3.04x	3.00x	3.01x	2.99x

Shareholding rights on issue

The proportion of shareholding rights held by each shareholder at the operative date is set out in the table below.

Participant	Participation rights as at the operative date
Brisbane City Council	85.007%
Ipswich City Council	12.222%
Lockyer Valley Regional Council	0.903%
Scenic Rim Regional Council	1.042%
Somerset Regional Council	0.826%

APPENDIX 1

Risk profile

Our strategic pillars, critical strategic risks, and key mitigation strategies are set out in the table below.

Strategic pillar	Strategic risk	Key mitigation strategies
Customers We understand our customers and deliver a quality service that meets their evolving needs.	<ul style="list-style-type: none"> Failure to deliver water quality that meets operating service standards and public health requirements. Failure to deliver quality services that are reliable, secure, financially viable, and meet customer needs. Failure to define the customer experience and support it with business processes that achieve customer expectations, brand objectives, and support and engage customers. Commercial customer segments and strategies do not align with the needs of customers and do not deliver benefits to QUU. 	<ul style="list-style-type: none"> Risk-based water quality management system compliant with Australian Drinking Water Quality Guidelines. Asset planning and management strategies aligned to customer service standards. 24/7 infrastructure monitoring and response capability. Customer and Community Reference Group. Continued implementation of Customer Experience Strategy and Brand Strategy. Continued implementation of Customer Segmentation Strategy.
Shareholders and Communities We understand our shareholders' aspirations and are accountable to them and their communities.	<ul style="list-style-type: none"> QUU does not establish and maintain collaborative stakeholder relationships. Loss or impairment of shareholders' trust or support. 	<ul style="list-style-type: none"> Continued implementation of Stakeholder Engagement Strategy. Shareholder approval of Corporate Plan (including key strategies and associated financial forecasts) and key customer strategies and policies. Ongoing reporting to shareholders on achievement of corporate strategies and associated financial management.

Strategic pillar	Strategic risk	Key mitigation strategies
Operational Excellence We innovate to drive operational excellence to achieve outcomes at the lowest long-term cost.	<ul style="list-style-type: none"> Asset planning and management strategies do not meet customer service standards, growth requirements and are not deemed prudent and efficient. Failure to achieve financial sustainability. Failure to prevent and manage significant environmental impacts. Failure to implement adaptation solutions relating to the environmental resilience of QUU's infrastructure and service delivery. Failure of internal controls leads to fraudulent or corrupt behaviour. IT security breach leads to extensive business interruptions and/or reputational impacts. ICT roadmap is not delivered on time and is not responsive to operational efficiencies, customer service improvements, and strategic growth opportunities. Failure to adopt innovative ideas that meet the evolving needs of customers, supported by targeted investment. 	<ul style="list-style-type: none"> Capital planning and investment program aligned to state and local government outcomes and customer service standards. Board and Executive governance of significant infrastructure and ICT investment decisions. Financial management practices manual aligned to <i>Financial Accountability Act 2009</i> and <i>Financial and Performance Management Standard 2009</i>. Queensland Competition Authority review of corporate and asset strategies and associated financial forecasts. 24/7 infrastructure monitoring and response capability. Emergency management and incident management frameworks. Environmental Resilience Strategy. Sustainability policy. Queensland Audit Office audit program. Internal audit program. ICT security framework. Code of Conduct & Ethical Standards framework. ICT Strategic Vision and Roadmap, aligned to corporate strategies. Innovation and Research & Development frameworks, aligned to corporate strategies.

APPENDIX 1

Strategic pillar	Strategic risk	Key mitigation strategies
People We are safe, adaptable, capable, and are committed to achieving our vision and living our values.	<ul style="list-style-type: none"> • Failure to achieve a workplace that supports employee wellbeing. • Failure to deliver a culture that achieves constructive behaviours, through improving leadership capabilities that support employee engagement, innovation and the achievement of the strategic pillars. • Failure to implement organisational change management effectively. 	<ul style="list-style-type: none"> • Safety management system accredited to AS4801 & OHAS18001. • Strategic Safety Committee and associated operational safety committees. • Leadership strategy and associated leadership development programs. • Culture change program, supported by culture and employee engagement surveys. • Change Management Framework, aligned to corporate strategies and key organisational change activities.

FOR COUNCIL APPROVAL

FOR COUNCIL APPROVAL

FOR COUNCIL APPROVAL



For more information visit
www.urbanutilities.com.au
or call 13 26 57

Queensland Urban Utilities
PO Box 2765 Brisbane QLD 4001

ABN 86 673 835 011

Q00877-2015 © Queensland Urban Utilities 2015





11.1 Request for Council Support for an Application to the Planning and Environment Court to Revive a Lapsed Development Approval - Woodlands Rise Estate

A request has been received for Council support for the making of an application to the Planning and Environment Court to extend the relevant period for a development approval that has lapsed. The request has been reviewed and it is recommended that Council support the request and provided written confirmation that can be lodged in the Court by the landowner's solicitors.

THAT Council resolves to support a request to the Planning and Environment Court to extend the relevant period of DA5200, being a Material Change of Use approval to override the Gatton Shire Planning Scheme 2007 to exclude land from the Emerging Communities and Rural Residential Zones and include in the Urban Residential, Commercial, Community Facilities and Open Space Zones for a Master Planned Community in respect of Lot 999 SP199151, Lot 109 CH31631, Lot 1 RP891046, Lot 2 SP182250 and Lots 104 & 105 CH31585, to 29 June 2018.

THAT Council resolves to support a request to the Planning and Environment Court to extend the relevant period of DA5200, being a Material Change of Use approval to override the Gatton Shire Planning Scheme 2007 to exclude land from the Emerging Communities and Rural Residential Zones and include in the Urban Residential, Commercial, Community Facilities and Open Space Zones for a Master Planned Community in respect of Lot 999 SP199151, Lot 109 CH31631, Lot 1 RP891046, Lot 2 SP182250 and Lots 104 & 105 CH31585, to 29 June 2018.

Moved By: Cr Holstein Seconded By: Cr Wilson
Resolution Number: 16-20/0086

CARRIED
6/0

Report

1. Introduction

This report provides relevant material so that Council is properly informed so as to be able to provide its support to an application being made to the Planning and Environment Court to extend the relevant period of DA5200.

2. Background

The lapsed development approval (DA5200) is undoubtedly the most significant approval in the Lockyer Valley being a Preliminary Approval for Material Change of Use for a Master Planned Community over what is known as the Woodlands Rise Estate. The extent of the area subject of the approval is shown below.

The approval, which was given on 29 June 2009, provides a framework for the future development of an urban growth area located to the south-east of the urban area of Gatton. This approval is consistent with both Council's and the State Government's forward planning.

The approval had a default relevant period of 4 years and so would have lapsed on 29 June 2013 however a request was made on 27 June 2013 to extend the period. On 1 July 2013 an extension of two years was given and so the relevant period was extended to 29 June 2015.



Land subject to Preliminary Approval DA5200

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

On 18 June 2015 a request was received from Just Planning on behalf of the former owners of the land to further extend the relevant period of the approval by two years which, if approved, would have extended the period to 29 June 2017.

Section 383(1) of the *Sustainable Planning Act 2009* (SPA) sets out the requirements to make a request to extend the relevant period of a development approval. The section is as follows:

If, before a development approval lapses under section 341, a person wants to extend a period mentioned in that section, the person must, by written notice –

- (a) advise each entity that was a concurrence agency that the person is asking for an extension of the period; and*
- (b) ask the assessment manager to extend the period.*

Council received the request before the approval had lapsed. The consultant however did not advise the State Assessment and Referral Agency (SARA) that an extension was being sought until 28 August 2015 and so did not satisfy the requirement of (a) to advise the concurrence agency before the application lapsed.

As a result on 25 September 2015 Council received correspondence from SARA which advised that the agency had no objection to the extension being given however Council could not grant the extension as the approval had already lapsed when SARA had received the notice under s.383(1)(a) of SPA.

It should be noted that the above occurred whilst the current landowners, Leda Developments Pty Ltd, were in the process of purchasing the land and the failure to give SARA notice of the request was made by consultants engaged by the former owner and not the current owner.

3. Report

As only the Planning and Environment Court has the ability to extend the relevant period of a development approval after it has lapsed, the current landowners have made a formal request to Council for its support for an application being made to the Court for this purpose. Given the fact that a period of almost 12 months has now passed since the approval lapsed, the request is for an extension to 29 June 2018.

Had the consultant not failed to advise SARA of the making of the request to Council by 29 June 2015 the request to extend the relevant period would have been granted under delegated authority.

Given the above, it is considered that Council should support the making of an application to the Planning and Environment Court to extend the relevant period of Development Approval DA5200 until 29 June 2018.

4. Policy and Legal Implications

The proposed development is consistent with Council policy as expressed in both the current planning scheme the draft Lockyer Valley planning scheme.

5. Financial and Resource Implications

There will be no impacts on Council from a financial or a resource perspective arising from supporting the extension of the development approval.

6. Delegations/Authorisations

As the request is to be made to the Court, the matter has been put before Council for resolution as there is no current delegation to support a request to the Court.

7. Communication and Engagement

There are no implications in respect of communication or engagement arising from Council providing its support for the request.

8. Conclusion

The responsibility to ensure that a request to extend the currency period of a development approval is made before it lapses rests with the proponent and their consultants. In this instance the sale of the property coincided with the making of the request and the failure to comply with the relevant provisions of SPA was the fault of the former rather than the current owner. Council should provide its support for a request to the Court to extend the currency period of the approval as the development is both logical and would be supported under Councils current and draft planning schemes.

9. Action/s

That Council resolves in accordance with the Officer's Recommendation.



**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

Operating Revenue - Target \$48.29 million Actual \$48.50 million or 100.43%

At 31 May 2016, overall operating revenue is on target for the budgeted amount.

Operating grants and subsidies received equal \$7.75 million or 100.11% 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 received the final \$2.54 million in NDRRA payments relating to the acquittal of the 2013 flood event and no more funding for this event will be received.

Interest revenue has now exceeded the target following the amendment of the budget in May.

Operating Expenditure - Target \$51.26 million Actual \$50.67 million or 98.85%

At 31 May 2016, overall operating expenditure for the year is on target. This is due to the amendments made at the April Budget Review.

Overall employee costs are slightly under target for the month due to the timing of the fortnightly superannuation payment and accrual adjustments. Overall goods and services costs are on target for the month.

Depreciation costs are on target, reflecting the actual amounts charged from the asset register.

Capital Grant Revenue - Target \$4.36 million Actual \$5.21 million or 83.68%

Overall capital grants and subsidies revenue is under the target 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 \$16.74 million Actual \$10.25 million or 61.21%

To 31 May 2016, Council has expended \$10.25 million on its capital works program with a further \$1.95 million in committed costs for works currently in progress. The capital works budget includes the approved carry forward works from the 2014/15 financial year and the revisions made at the April Budget Review.

The main expenditures for the year to date are \$7.43 million within Infrastructure Works and Services and \$1.77 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 31 May, Council had \$32.12 million in current assets compared to \$8.74 million in current liabilities with a ratio of 3.67:1. This means that for every dollar of current liability, there is \$3.67 in current assets to cover it.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 May, there has been a net cash inflow of \$4.90 million with \$8.97 million

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

generated from operating activities, a net \$3.89 million spent on capital works and \$1.06M repaying Council's borrowings. The loan relating to the construction of the land fill cell for \$0.89 million has now been received. The cash balance has peaked with the collection of the rates instalment in March. Council's cash balance will now decline until the first levy of the 2017 rates is collected at the end of August.

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 31 May, the cash balance was \$26.03 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 completed, 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 have been received.

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 amendments made as needed.

6. Delegations/Authorisations

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

7. Communication and Engagement

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

8. Conclusion

At 31 May, Council's overall revenues are on target, and overall expenditure is also on target as a result of the April budget review.

9. Action/s

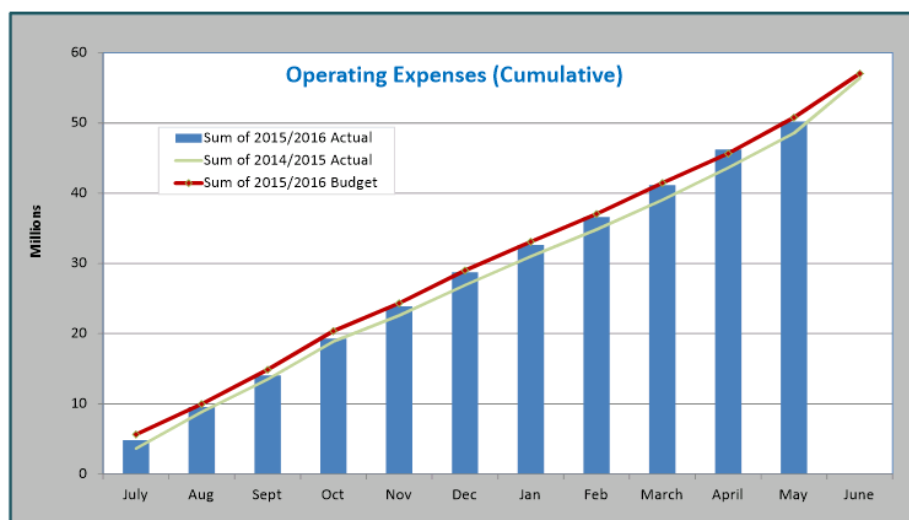
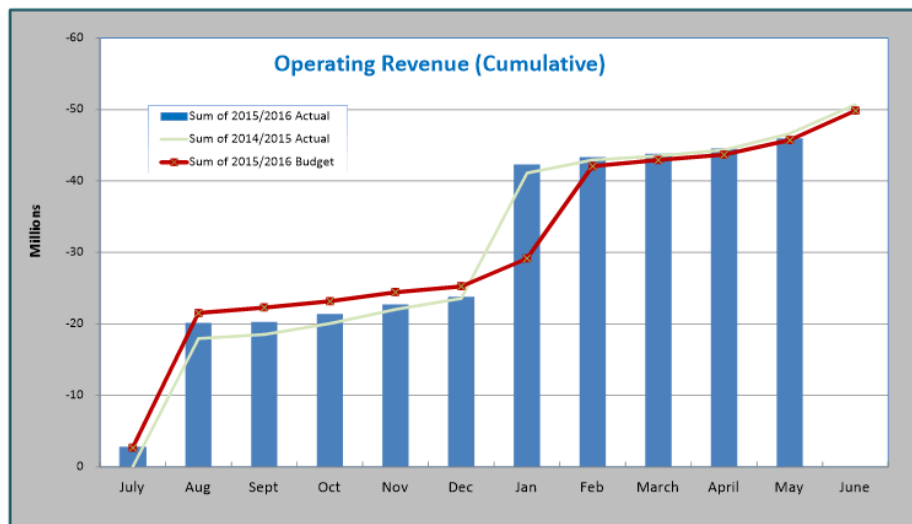
1. Nil

Attachments

1 [View](#) Monthly Financial Report to Council May 2016 18 Pages

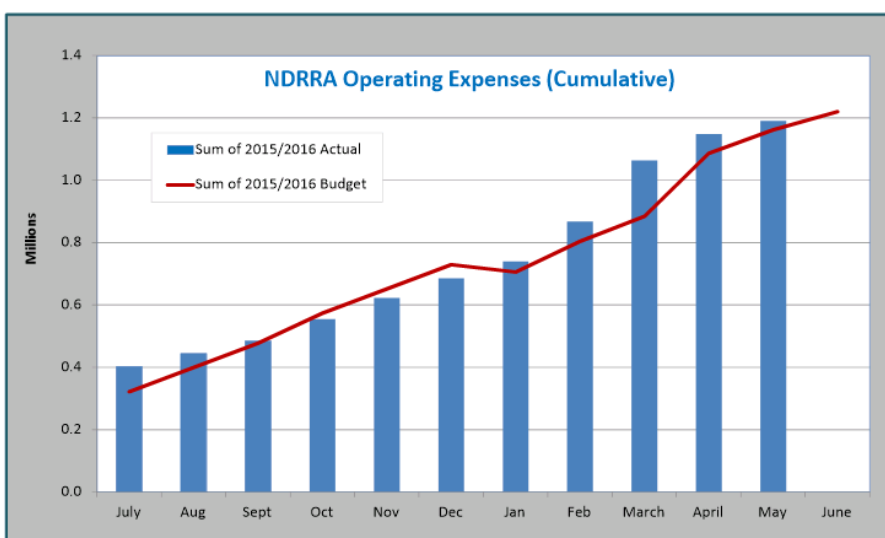
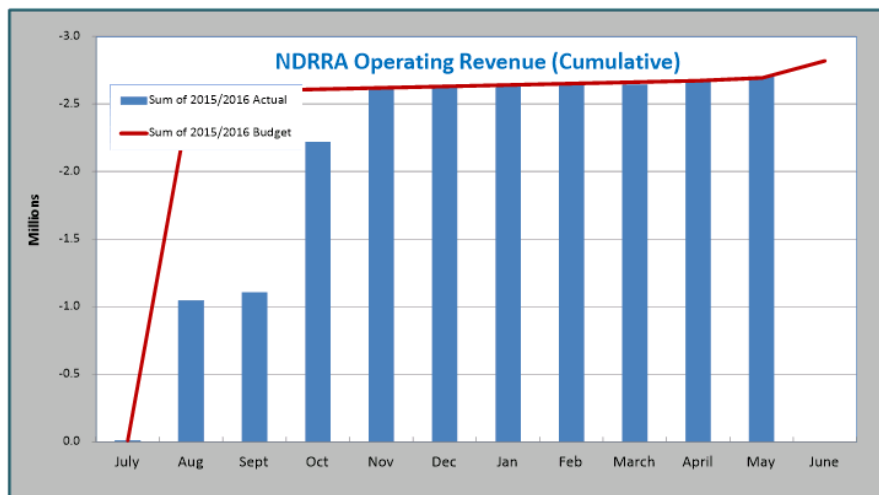
LOCKYER VALLEY REGIONAL COUNCIL

Total Council (excluding NDRRA) Operating Revenue and Expenses
For the Period Ended 31st May, 2016



LOCKYER VALLEY REGIONAL COUNCIL

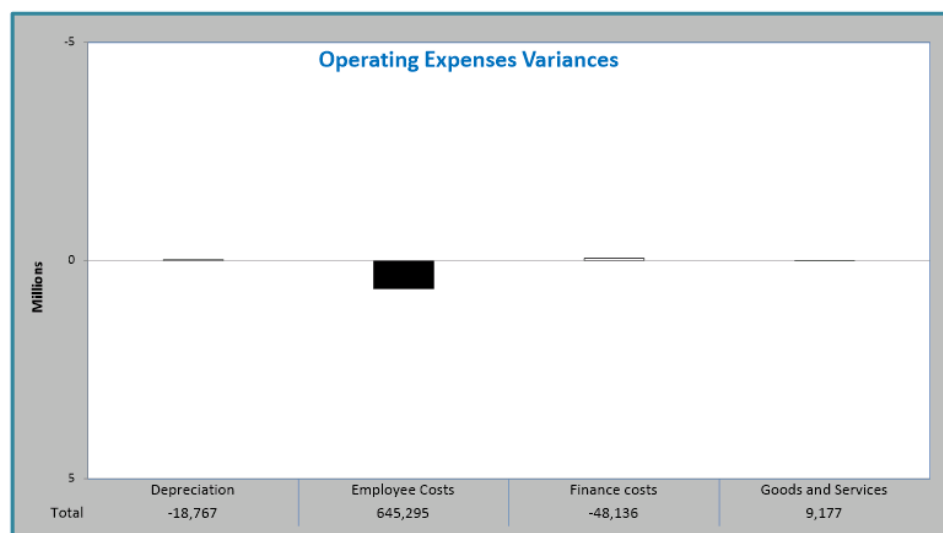
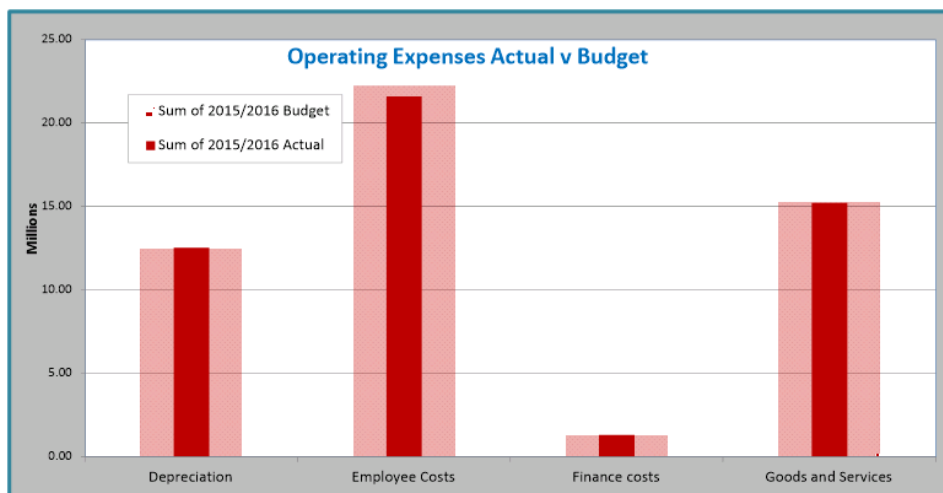
NDRRA Operating Revenue and Expenses
For the Period Ended 31st May, 2016



LOCKYER VALLEY REGIONAL COUNCIL

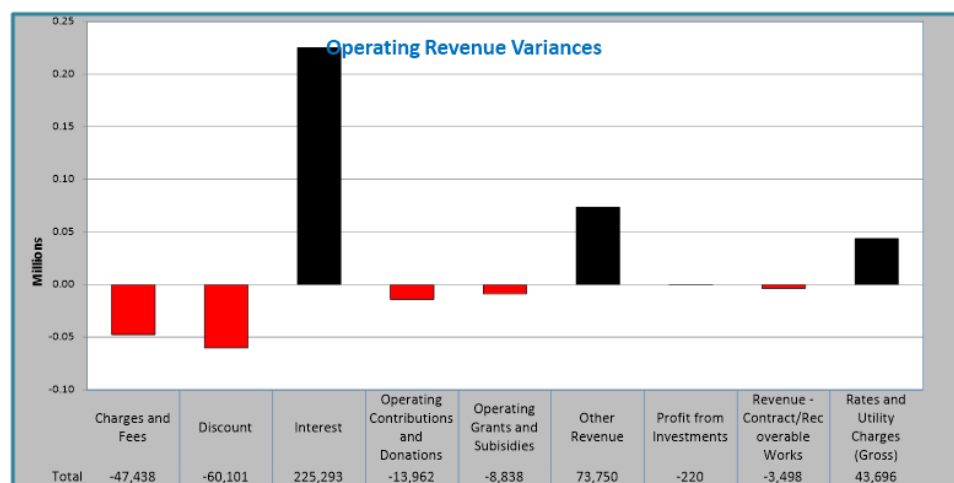
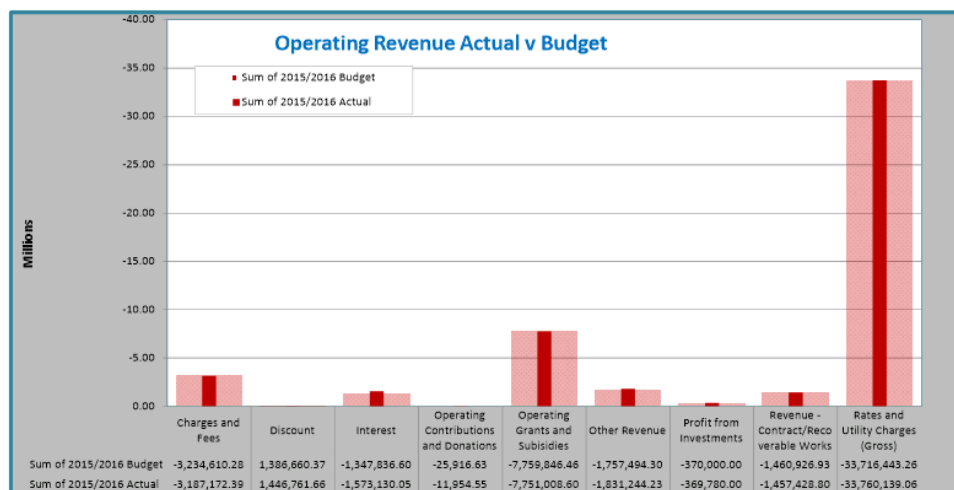
Operating Expenses

For the Period Ended 31st May, 2016



LOCKYER VALLEY REGIONAL COUNCIL

Operating Revenue
For the Period Ended 31st May, 2016



Lockyer Valley Regional Council (Whole Council)
Statement of Income and Expenditure
For Period Ending May 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	36,111,000	33,760,139	33,716,443	(43,696)	(0.13)
Discount	(1,380,827)	(1,446,762)	(1,386,660)	60,101	(4.33)
Charges and Fees	3,706,500	3,187,172	3,234,610	47,438	1.47
Interest	1,534,500	1,573,130	1,347,837	(225,293)	(16.72)
Operating Grants and Subsidies	7,995,980	7,751,009	7,759,846	8,838	0.11
Operating Contributions and Donations	31,000	11,955	25,917	13,962	53.87
Revenue - Contract/Recoverable Works	1,651,700	1,457,429	1,460,927	3,498	0.24
Other Revenue	1,968,950	1,831,244	1,757,494	(73,750)	(4.20)
Profit from Investments	916,000	369,780	370,000	220	0.06
Total Operating Revenue	52,534,803	48,495,096	48,286,414	(208,682)	(0.43)
Operating Expenses:					
Employee Costs	24,056,061	21,609,848	22,255,144	645,295	2.90
Goods and Services	18,088,492	15,224,293	15,233,471	9,177	0.06
Finance costs	1,735,400	1,307,779	1,259,644	(48,136)	(3.82)
Depreciation	13,644,326	12,526,066	12,507,299	(18,767)	(0.15)
Total Operating Expenses	57,524,279	50,667,987	51,255,556	587,569	1.15
Operating Surplus/(Deficit)	(4,989,476)	(2,172,891)	(2,969,142)	(796,251)	26.82
Capital Revenue:					
Capital Grants, Subsidies and Contributions	5,058,750	5,214,845	4,358,083	(856,762)	(19.66)
Profit (Loss) on Disposal of Non Current Assets	880,000	(3,206,364)	165,000	3,371,364	2,043.25
Total Capital Revenue	5,938,750	2,008,481	4,523,083	2,514,602	55.59
Operating Surplus/(Deficit) After Capital Items	949,274	(164,410)	1,553,941	1,718,351	110.58

Lockyer Valley Regional Council (Rest of Council)
Statement of Income and Expenditure
For Period Ending May 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	29,981,500	27,461,093	27,586,583	125,490	0.45
Discount	(1,227,527)	(1,290,990)	(1,233,360)	57,630	(4.67)
Charges and Fees	2,828,600	2,437,502	2,429,468	(8,034)	(0.33)
Interest	1,502,000	1,531,627	1,318,522	(213,105)	(16.16)
Operating Grants and Subsidies	4,719,450	4,651,462	4,658,776	7,314	0.16
Operating Contributions and Donations	11,000	11,955	10,917	(1,038)	(9.51)
Revenue - Contract/Recoverable Works	859,700	801,100	805,534	4,434	0.55
Other Revenue	1,816,450	1,686,545	1,613,239	(73,306)	(4.54)
Profit from Investments	916,000	369,780	370,000	220	0.06
Total Operating Revenue	41,407,173	37,660,073	37,559,678	(100,396)	(0.27)
<u>Operating Expenses:</u>					
Employee Costs	22,244,022	19,848,051	20,585,233	737,182	3.58
Goods and Services	12,420,092	10,290,295	10,337,790	47,494	0.46
Finance costs	1,614,900	1,211,164	1,169,074	(42,090)	(3.60)
Depreciation	13,337,326	12,256,954	12,225,882	(31,071)	(0.25)
Total Operating Expenses	49,616,340	43,606,464	44,317,978	711,514	1.61
Operating Surplus/(Deficit)	(8,209,167)	(5,946,391)	(6,758,300)	(811,910)	12.01
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	4,683,750	4,839,194	3,983,083	(856,111)	(21.49)
Profit (Loss) on Disposal of Non Current Assets	880,000	(3,206,364)	165,000	3,371,364	2,043.25
Total Capital Revenue	5,563,750	1,632,831	4,148,083	2,515,253	60.64
Operating Surplus/(Deficit) After Capital Items	(2,645,417)	(4,313,560)	(2,610,217)	1,703,343	(65.26)

Lockyer Valley Regional Council (NDRRA)
Statement of Income and Expenditure
For Period Ending May 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Operating Grants and Subsidies	2,695,530	2,568,056	2,568,530	474	0.02
Total Operating Revenue	2,695,530	2,568,056	2,568,530	474	0.02
<u>Operating Expenses:</u>					
Employee Costs	123,500	127,739	123,499	(4,240)	(3.43)
Goods and Services	355,000	337,858	335,417	(2,441)	(0.73)
Depreciation	0	0	0	0	0.00
Total Operating Expenses	478,500	465,597	458,916	(6,681)	(1.46)
Operating Surplus/(Deficit)	2,217,030	2,102,459	2,109,614	7,155	0.34
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	375,000	375,651	375,000	(651)	(0.17)
Total Capital Revenue	375,000	375,651	375,000	(651)	(0.17)
Operating Surplus/(Deficit) After Capital Items	2,592,030	2,478,110	2,484,614	6,504	0.26

Lockyer Valley Regional Council (Business Units)
Statement of Income and Expenditure
For Period Ending May 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	6,129,500	6,299,046	6,129,860	(169,186)	(2.76)
Discount	(153,300)	(155,772)	(153,300)	2,472	(1.61)
Charges and Fees	877,900	749,671	805,142	55,472	6.89
Interest	32,500	41,503	29,315	(12,188)	(41.58)
Operating Grants and Subsidies	581,000	531,491	532,541	1,050	0.20
Operating Contributions and Donations	20,000	0	15,000	15,000	100.00
Revenue - Contract/Recoverable Works	792,000	656,329	655,393	(936)	(0.14)
Other Revenue	152,500	144,699	144,255	(444)	(0.31)
Total Operating Revenue	8,432,100	8,266,967	8,158,206	(108,761)	(1.33)
<u>Operating Expenses:</u>					
Employee Costs	1,688,539	1,634,058	1,546,412	(87,646)	(5.67)
Goods and Services	5,313,400	4,596,140	4,560,264	(35,876)	(0.79)
Finance costs	120,500	96,615	90,570	(6,045)	(6.67)
Depreciation	307,000	269,113	281,417	12,304	4.37
Total Operating Expenses	7,429,439	6,595,926	6,478,662	(117,264)	(1.81)
Operating Surplus/(Deficit) before Capital	1,002,661	1,671,041	1,679,544	8,504	0.51
<u>Capital Revenue and Expenses:</u>					
	0	0	0	0	0.00
Total Capital Revenue	0	0	0	0	0.00
Operating Surplus/(Deficit) After Capital Items	1,002,661	1,671,041	1,679,544	8,504	0.51

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 May, 2016

	2015-2016 Full Year Budget	2015-2016 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	16,670,000	10,499,595
Cash investments	-	15,535,610
Trade and other receivables	2,780,000	2,759,356
Inventories	380,000	429,699
Non-current assets classified as held for sale	-	2,894,316
Total Current Assets	19,830,000	32,118,576
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	27,880,000	27,422,759
Investment properties	3,180,000	1,100,000
Property, plant and equipment	545,360,000	536,430,966
Intangible assets	5,710,000	4,242,953
Total Non Current Assets	596,870,000	583,931,647
TOTAL ASSETS	616,690,000	616,050,223
<u>Current Liabilities</u>		
Trade and other payables	3,970,000	4,643,574
Provisions	480,000	3,732,921
Borrowings	1,590,000	364,696
Total Current Liabilities	6,040,000	8,741,190
<u>Non Current Liabilities</u>		
Provisions	18,820,000	16,249,672
Borrowings	32,910,000	34,568,008
Total Non Current Liabilities	51,730,000	50,817,680
TOTAL LIABILITIES	57,770,000	59,558,870
NET COMMUNITY ASSETS	558,930,000	556,491,353
<u>Community Equity</u>		
Retained surplus (deficiency)	357,670,000	349,603,279
Asset revaluation surplus	200,320,000	199,995,793
Reserves	-	7,056,691
Current Surplus/(Deficit)	940,000	- 164,410
TOTAL COMMUNITY EQUITY	558,930,000	556,491,353

LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the period ended 31 May, 2016

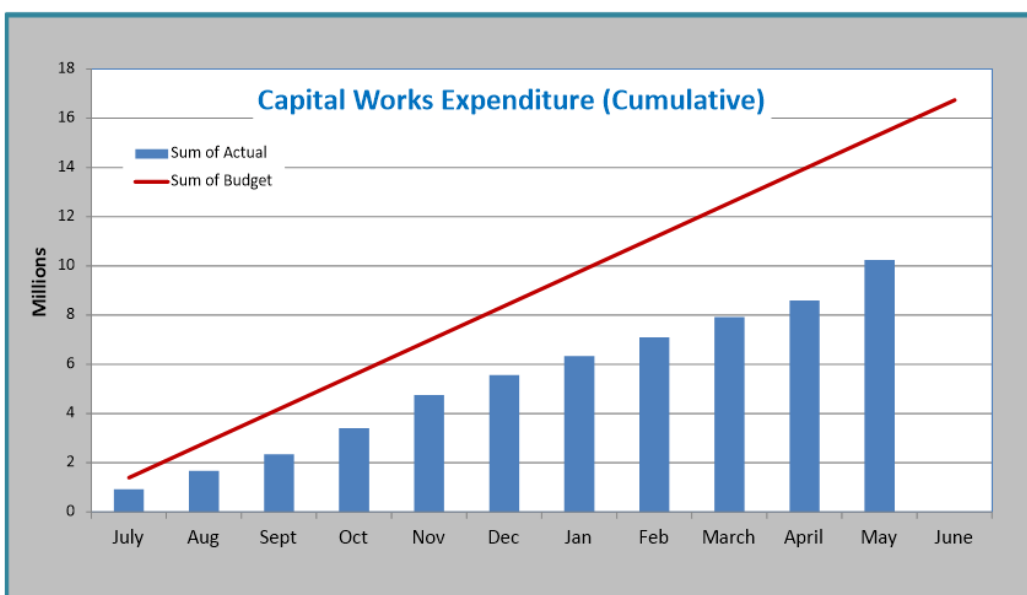
	2015-2016 Full Year Budget	2015-2016 YTD Actuals
<u>Cash flows from operating activities:</u>		
<u>Receipts</u>		
Receipts from customers	52,400,000	49,172,365
Dividend received	-	369,780
Interest received	1,750,000	1,573,130
<u>Payments</u>		
Payments to suppliers and employees	(45,570,000)	(40,931,775)
Interest expense	(1,630,000)	(1,218,218)
Net cash inflow (outflow) from operating activities	6,960,000	8,965,282
<u>Cash flows from investing activities:</u>		
Capital grants, subsidies and contributions	4,990,000	5,214,845
Payments for property, plant and equipment	(16,740,000)	(9,101,675)
Payments for investment property	-	-
Net transfer (to) from cash investments	460,000	-
Proceeds from sale of property plant and equipment	470,000	-
Net cash inflow (outflow) from investing activities	(10,820,000)	(3,886,830)
<u>Cash flows from financing activities:</u>		
Repayment of borrowings	(1,500,000)	(1,064,630)
Proceeds from borrowings	900,000	895,000
Net cash inflow (outflow) from financing activities	(600,000)	(169,630)
Net increase (decrease) in cash and cash equivalents held	(4,460,000)	4,908,823
Cash and cash equivalents at beginning of the financial year	21,130,000	21,126,382
Cash and cash equivalents at end of the financial year	16,670,000	26,035,205

LOCKYER VALLEY REGIONAL COUNCIL

CAPITAL WORKS BY GROUP

For the Period Ended 31st May, 2016

Group	Budget	YTD Expenditure	Percent Spent
Corporate & Community Services	4,770,999	1,774,675	37.20%
Executive Office	2,077,300	912,138	43.91%
Infrastructure Works & Services	9,678,950	7,429,547	76.76%
Organisational Development & Planning	214,500	131,611	61.36%
Grand Total	16,741,750	10,247,972	61.21%



**LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORK SUMMARY
May, 2016**

	2015-2016 Amended Budget	2015-2016 Expenditure	Committed	2015-2016 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Community Facilities Management	120,000	36,637	0	36,637	83,363
Disaster Management	137,000	15,094	29,850	44,944	92,056
Facilities	1,543,000	886,696	215,562	1,102,258	440,742
Information Technology	1,105,000	481,404	278,378	759,782	345,218
Public Order & Safety	120,000	0	0	0	120,000
SES	60,000	16,470	23,036	39,505	20,495
Transfer Stations	1,521,000	227,425	108,154	335,579	1,185,421
Gatton Child Care Centre	65,000	40,657	0	40,657	24,343
Waste Collection	30,000	13,650	0	13,650	16,350
Cemetery	70,000	55,731	1,818	57,549	12,451
Corporate & Community Services Total	4,771,000	1,773,763	656,798	2,430,561	2,340,439
Executive Office					
Regional Development Management	2,033,000	808,611	220,637	1,029,248	1,003,752
Tourism Initiatives	16,000	0	0	0	16,000
Legal Services	28,300	103,527	30,189	133,716	-105,416
Executive Office Total	2,077,300	912,138	250,826	1,162,964	914,336
Infrastructure Works & Services					
Capital Program Delivery	5,871,800	3,846,560	716,694	4,563,254	1,308,546
Fleet	1,127,000	912,065	70,281	982,346	144,654
NDRRA Program	1,350	1,343	0	1,343	8
Parks & Open Spaces	619,500	259,074	194,428	453,502	165,998
Roads & Drainage	1,925,800	1,699,248	56,199	1,755,447	170,353
Infrastructure Planning	133,500	711,258	0	711,258	-577,758
Infrastructure Works & Services Total	9,678,950	7,429,547	1,037,601	8,467,149	1,211,801
Organisational Development & Planning					
Staging Post Café	92,500	8,000	0	8,000	84,500
Planning & Environmental Management	90,000	91,975	1,375	93,350	-3,350
Environmental Corporate Program	32,000	31,636	0	31,636	364
Organisational Development & Planning Total	214,500	131,611	1,375	132,986	81,514
Grand Total	16,741,750	10,247,060	1,946,600	12,193,660	4,548,090

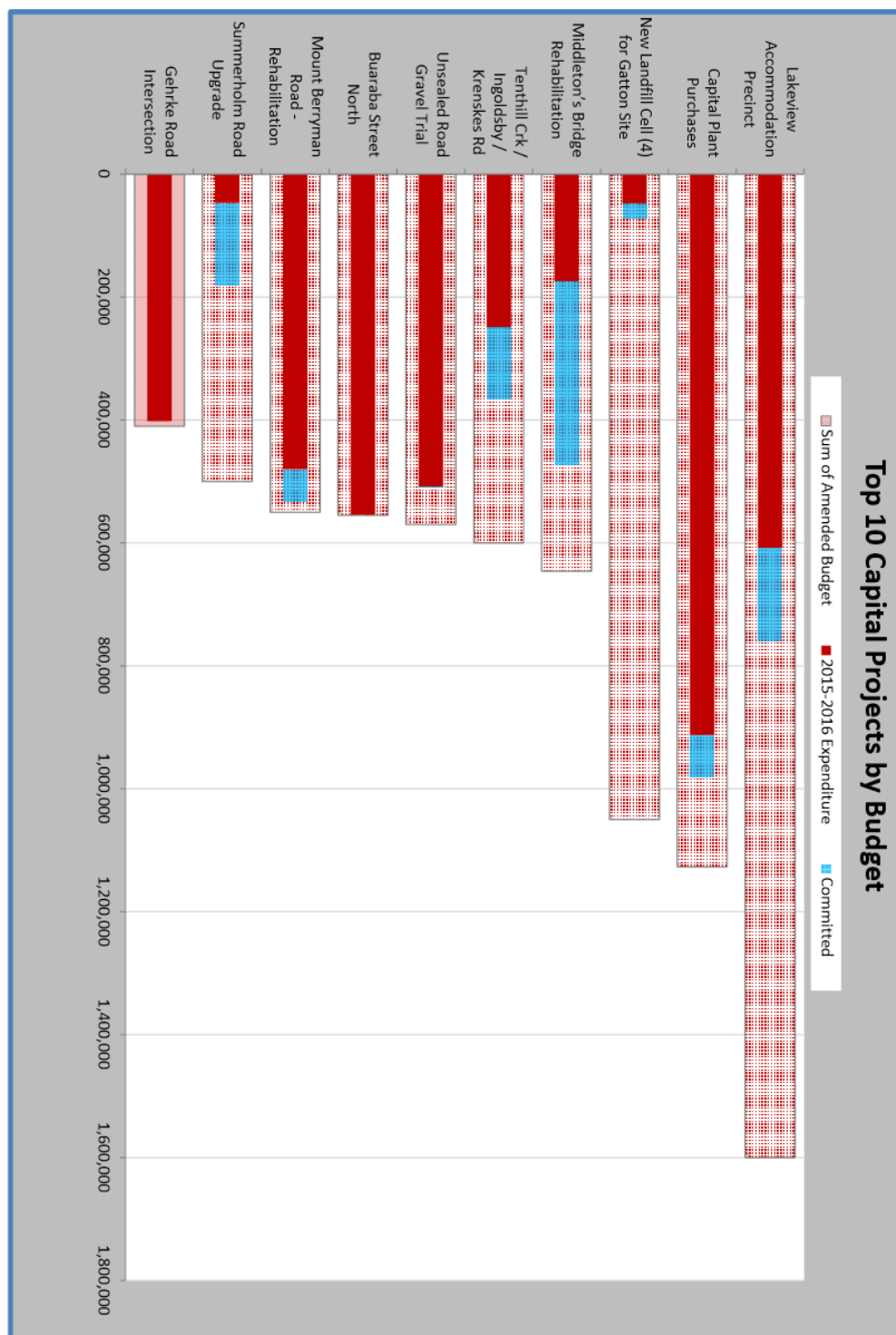
LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORKS DETAIL
May, 2016

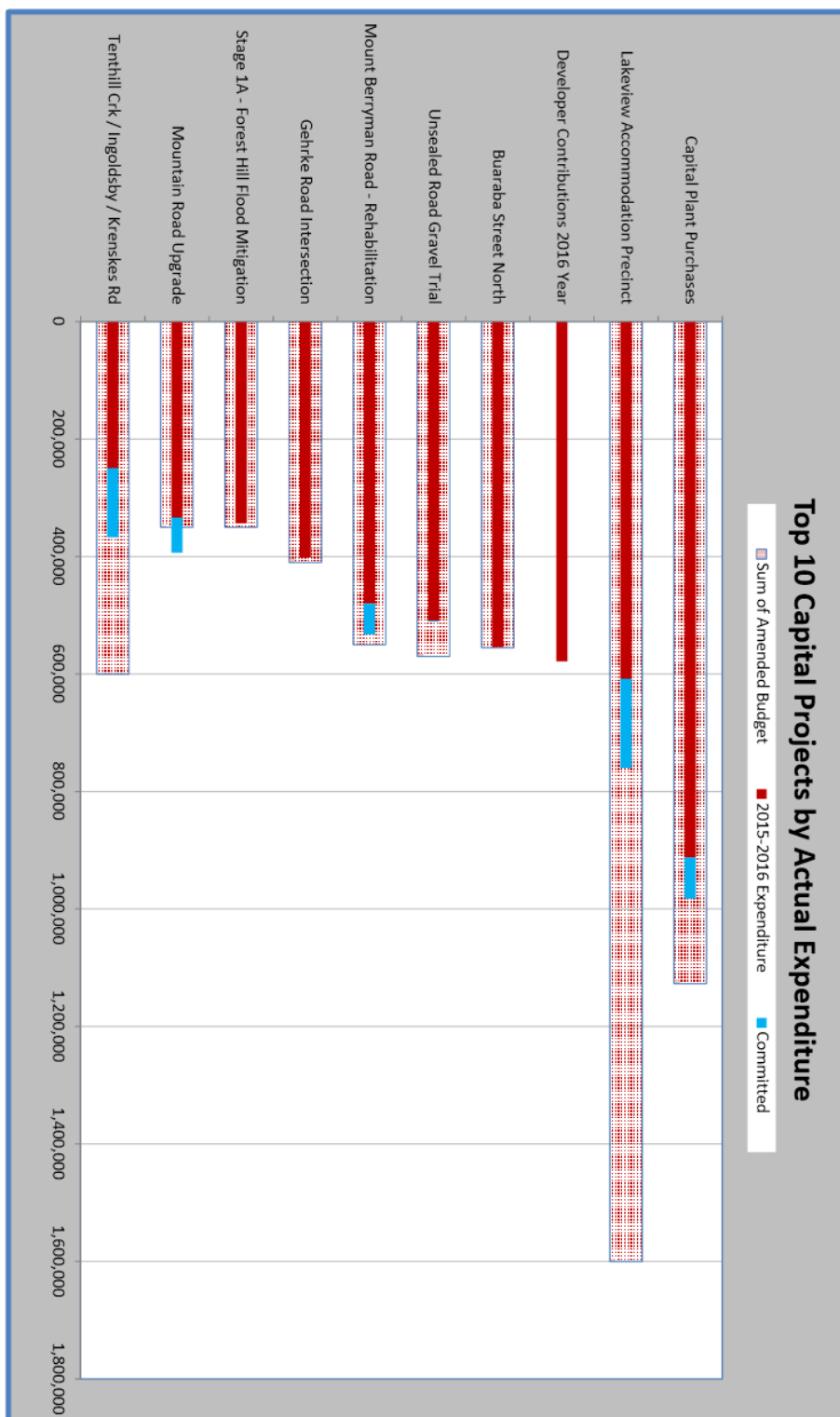
Row Labels	Amounts			2015-2016 Expenditure (including Committed)	Remaining Budget (including Committed)
	2015-2016 Budget	2015-2016 Expenditure	Committed		
Corporate & Community Services					
Community Facilities Management					
Buildings and Facilities Asset Replaceme	70,000	2,276	0	2,276	67,724
Implementation Sport & Recreation Report	50,000	34,361	0	34,361	15,639
Community Facilities Management Total	120,000	36,637	0	36,637	83,363
Disaster Management					
Mount Sylvia Warning System	45,000	2,033	0	2,033	42,967
Glenore Grove Camera System	55,000	0	29,850	29,850	25,150
Emergency Shed Security	15,000	13,061	0	13,061	1,939
Portable Communications Kit	22,000	0	0	0	22,000
Disaster Management Total	137,000	15,094	29,850	44,944	92,056
Facilities					
Cahill Park Netball courts Refurbishment	30,000	29,594	0	29,594	406
Gatton Aquatic Centre Complex	40,000	24,127	8,905	33,032	6,968
Laidley Admin Building Refurbishment	150,000	34,904	53,351	88,255	61,745
Laidley Multipurpose Centre	10,000	9,167	0	9,167	833
Laidley Saleyards	200,000	173,081	7,969	181,050	18,950
Lockyer Valley Cultural Centre	150,000	18,398	138,464	156,862	-6,862
Mining Camp Toilets for Events	100,000	99,723	0	99,723	278
Gatton Squash Courts Refurbishment	100,000	76,327	0	76,327	23,673
Forest Hill shops	70,000	8,639	0	8,639	61,361
Decommission Old Gatton Pool	250,000	51,079	1,091	52,170	197,830
Static safety lines - various facilitie	50,000	67,878	3,000	70,878	-20,878
Donga Sales & Relocation	150,000	52,410	2,782	55,192	94,808
Pioneer Village Improvements	28,000	28,850	0	28,850	-850
Replace chairs and tables at various hal	20,000	24,475	0	24,475	-4,475
Decommission Buildings	40,000	43,569	0	43,569	-3,569
Administration Buildings	40,000	39,386	0	39,386	614
Lake Dyer Caravan Park BBQ & Facilities	15,000	9,422	0	9,422	5,578
Cahill Park Lights	100,000	95,666	0	95,666	4,334
Facilities Total	1,543,000	886,696	215,562	1,102,258	440,742
Information Technology					
Data Centre Monitoring	30,000	0	7,721	7,721	22,279
MS Audit/Sware Lib Dev & Mgt	50,000	0	0	0	50,000
Technology One 'One Council' Project	350,000	147,130	225,287	372,418	-22,418
Technology One 'ECM Upgrade'	70,000	35,342	13,813	49,154	20,846
Website Upgrade	110,000	98,329	0	98,329	11,671
Windows 7	10,000	9,874	0	9,874	126
Wireless Network Secured	40,000	30,229	0	30,229	9,771
Gatton Hall Access Control	10,000	5,013	0	5,013	4,987
Laidley Culture Centre Access Control	20,000	0	11,077	11,077	8,923
Skype for Business	200,000	142,950	20,481	163,430	36,570
Council Chambers Audio Visual System	0	12,537	0	12,537	-12,537
Records Storage Solutions	215,000	0	0	0	215,000
Information Technology Total	1,105,000	481,404	278,378	759,782	345,218
Public Order & Safety					
Laidley CCTV Project	100,000	0	0	0	100,000
LVCC CCTV upgrade	20,000	0	0	0	20,000
Public Order & Safety Total	120,000	0	0	0	120,000
SES					
Block/Concrete Sand Bays x 3	10,500	54	9,785	9,840	660
Forest Hill S.E.S. Headquarter	9,300	2,723	0	2,723	6,577
Forest Hill SES Office Refurbishment	13,200	13,630	0	13,630	-430
Technology & Communications Improvements	27,000	63	13,250	13,313	13,687
SES Total	60,000	16,470	23,036	39,505	20,495
Transfer Stations					
Laidley Transfer Station Improvement	180,000	148,614	0	148,614	31,386
Supply IT Equipment	6,000	1,777	0	1,777	4,223
Survey and Fencing of Transfer Stations	20,240	19,904	0	19,904	336
Waste Disposal Sites Survey and Fencing	44,760	0	41,850	41,850	2,910
Electricity to Withcott Transfer Station	100,000	0	0	0	100,000
New Landfill Cell (4) for Gatton Site	1,050,000	47,736	24,152	71,888	978,112

Row Labels	Amounts		Committed	2015-2016 Expenditure (including Committed)	Remaining Budget (including Committed)
	2015-2016 Budget	2015-2016 Expenditure			
Gatton Landfill Capping - Western End	60,000	0	0	0	60,000
Digital Camera Replacement for 3 sites	40,000	9,395	19,517	28,912	11,088
Wheeler Bin Lifters (Electrical)	20,000	0	22,635	22,635	-2,635
Transfer Stations Total	1,521,000	227,425	108,154	335,579	1,185,421
Gatton Child Care Centre					
Gatton Child Care Centre	15,000	8,977	0	8,977	6,023
Child Care Centres	50,000	31,679	0	31,679	18,321
Gatton Child Care Centre Total	65,000	40,657	0	40,657	24,343
Waste Collection					
Garbage Truck Turnarounds	30,000	13,650	0	13,650	16,350
Waste Collection Total	30,000	13,650	0	13,650	16,350
Cemetery					
Gatton Cemetery Extension	50,000	23,078	1,818	24,896	25,104
Gatton Cemetery Sealing	20,000	32,653	0	32,653	-12,653
Cemetery Total	70,000	55,731	1,818	57,549	12,451
Corporate & Community Services Total	4,771,000	1,773,763	656,798	2,430,561	2,340,439
Executive Office					
Regional Development Management					
Lakeview Accommodation Precinct	1,600,000	607,955	151,721	759,676	840,324
LOTH Infrastructure Upgrades	60,000	0	0	0	60,000
Water Station (Events)	3,000	0	0	0	3,000
GWIZ	370,000	200,656	68,916	269,572	100,428
Regional Development Management Total	2,033,000	808,611	220,637	1,029,248	1,003,752
Tourism Initiatives					
Billboards	16,000	0	0	0	16,000
Tourism Initiatives Total	16,000	0	0	0	16,000
Legal Services					
Laidley Township 2013 Flood Land Swap	28,300	32,441	0	32,441	-4,141
Sale of Council Owned Land	0	71,086	30,189	101,274	-101,274
Legal Services Total	28,300	103,527	30,189	133,716	-105,416
Executive Office Total	2,077,300	912,138	250,826	1,162,964	914,336
Infrastructure Works & Services					
Capital Program Delivery					
Lakes Drive Drainage Upgrade	13,000	12,578	0	12,578	422
Narda Levee LGGSP	52,000	51,358	0	51,358	642
Storr Street Drain - LGGSP	15,000	14,168	0	14,168	832
Translink Bus Stop - Mary St, Laidley	100	90	0	90	10
Translink Bus Stop - Victoria St - North	100	90	0	90	10
Translink Bus Stop - Victoria St - South	0	-12,014	0	-12,014	12,014
Translink Bus Stop - William St, Laidley	100	7,491	0	7,491	-7,391
Laidley CBD Levee - LGGSP	93,000	92,769	0	92,769	231
Stage 1A - Forest Hill Flood Mitigation	350,000	343,448	0	343,448	6,552
Sippel Road Upgrade (950-2350) RTR	242,000	241,282	0	241,282	718
Salt Springs Road - Emergency Access	10,000	8,315	0	8,315	1,685
Middleton's Bridge Rehabilitation	646,000	174,315	300,096	474,411	171,589
14 Anzac Ave Grantham	3,000	2,785	0	2,785	215
Murphy's Creek Cycleway	75,000	70,460	0	70,460	4,540
1956 Flagstone Creek Road Flood Protecti	30,000	25,336	0	25,336	4,664
13 Wilson Court, Laidley	25,000	147	0	147	24,853
Jones Road Footpath	140,000	139,540	1,653	141,193	-1,193
Gravel Resheeting Program - RTR	380,000	176,726	0	176,726	203,274
Tenthill Crk / Ingoldsby / Krenskes Rd	600,000	249,452	117,758	367,210	232,790
Old College Road / Allan Street	110,000	70,331	4,778	75,108	34,892
Flagstone Creek Road Rehabilitation	0	327	0	327	-327
Moroney Road Rehabilitation	120,000	107,177	12,656	119,833	167
Silver Pinch Road Upgrade	190,000	176,339	19,835	196,175	-6,175
Mountain Road Upgrade	350,000	333,614	59,780	393,394	-43,394
Pooles Road Upgrade	35,000	33,992	0	33,992	1,008
Wallaces Road Upgrade	65,000	61,822	0	61,822	3,178
Summerholm Road Upgrade	500,000	46,651	135,571	182,222	317,778
Murphy's Creek State School Parking	190,000	185,075	0	185,075	4,925
Laidley Crk West Rd Culvert Replacement	0	483	0	483	-483
Kentville Road Culvert Replacement	0	778	0	778	-778
Lakeview Drive - Road Extension	40,000	38,574	0	38,574	1,426
Spencer Street Car Park	130,000	125,040	0	125,040	4,960
Harm Drive Culvert Replacement	0	327	0	327	-327

Row Labels	Amounts			2015-2016 Expenditure (including Committed)	Remaining Budget (including Committed)
	2015-2016 Budget	2015-2016 Expenditure	Committed		
Gehrke Road Culvert Replacement	0	805	0	805	-805
East Egypt Road, Seal	105,000	104,722	0	104,722	278
Topps Road Upgrade	105,000	96,122	10,903	107,026	-2,026
Back Flagstone Road Upgrade	190,000	176,648	18,050	194,698	-4,698
Crowley Vale Road Culvert Replacement	1,000	793	0	793	207
Allan Road, Blenheim	20,000	27,271	0	27,271	-7,271
Unsealed Road Gravel Trial	570,000	508,795	1,893	510,688	59,312
Derrymore Road Upgrade	15,000	14,601	0	14,601	399
Connole Bridge - Upgrade	45,000	41,651	0	41,651	3,350
Railway Stree Helidon - Drainage Repairs	55,000	29,723	4,058	33,781	21,219
73-77 Railway Street Gatton - Stormwater	12,000	12,000	0	12,000	0
Long Gully Road - Guard Rail	25,000	22,516	0	22,516	2,484
Forest Hill Flood Mitigation Stage 1B	20,000	16,159	558	16,717	3,283
Colquhouns Bridge	8,500	8,428	0	8,428	72
Krenskes Road Floodway	50,000	3,853	0	3,853	46,147
Advance Court	1,000	414	0	414	586
Lake Clarendon Way / Main Greenswamp Rd	0	196	1,890	2,086	-2,086
North St / William St, Gatton	0	166	0	166	-166
Tenthill Crk Rd / Winwill Connection Rd	0	287	1,490	1,777	-1,777
East St / Crescent St, Gatton	0	181	2,050	2,231	-2,231
Railway Street, Laidley	0	196	2,080	2,276	-2,276
Thallon Rd, Kensington Grove-Full Length	0	242	7,282	7,523	-7,523
Australia II Drive, Kensington Grove	0	106	4,708	4,813	-4,813
Old Laidley-Forest Hill Rd,Laidley North	0	373	0	373	-373
Gehrke Road, Regency Downs	0	332	0	332	-332
Markai Rd / Nangara Rd, Lockyer Waters	0	438	0	438	-438
William St / Orton St, Laidley	0	315	0	315	-315
Laidley Flood Mitigation Works	0	362	9,605	9,967	-9,967
Lake Apex Car Park	245,000	0	0	0	245,000
Capital Program Delivery Total	5,871,800	3,846,560	716,694	4,563,254	1,308,546
Fleet					
Capital Plant Purchases	1,127,000	912,065	70,281	982,346	144,654
Fleet Total	1,127,000	912,065	70,281	982,346	144,654
NDRRA Program					
NDRRA Work - East Haldon Road-Betterment	1,350	1,343	0	1,343	8
NDRRA Program Total	1,350	1,343	0	1,343	8
Parks & Open Spaces					
Centenary Park - Upgrade	5,000	2,670	0	2,670	2,330
Lake Apex Master Plan	40,000	35,516	0	35,516	4,484
Parks Infrastructure Replacement Program	40,000	36,111	5,102	41,213	-1,213
Centenary Park, Gatton - Landscape	20,000	17,221	0	17,221	2,779
Gatton CBD Revitalisation	130,000	21,635	88,467	110,102	19,898
Laidley Recreation Reserve, Anzac Park	25,000	20,440	1,870	22,310	2,690
McNulty Park, Laidley	12,000	0	10,931	10,931	1,069
Littleton Park, Gatton	27,500	22,457	782	23,239	4,261
Gatton & Laidley Streetlight Replacement	30,000	0	0	0	30,000
Lockrose Playground Equipment	50,000	11,173	957	12,129	37,871
Storage Shed for Mowers	25,000	18,986	0	18,986	6,014
Land Clearing, Grantham	60,000	38,774	3,955	42,729	17,271
Laidley Cemetery Storage Shed	35,000	34,090	0	34,090	910
Walter Brunner Park	120,000	0	82,365	82,365	37,635
Parks & Open Spaces Total	619,500	259,074	194,428	453,502	165,998
Roads & Drainage					
Blenheim Road Culvert #6279	95,000	92,925	0	92,925	2,075
Buaraba Street North	555,000	554,081	0	554,081	919
Church St, Forest Hill	20,000	17,110	0	17,110	2,890
Council Directed Capital Works	0	-782	0	-782	782
Flood Flow Management at Grantham	0	-73	0	-73	73
Gehrke Road Intersection	410,000	401,589	0	401,589	8,411
Harch Street Gatton footpath	13,000	12,770	0	12,770	230
Hatton Vale State School Parking	10,000	1,045	0	1,045	8,955
Mount Sylvia School Bus Set Down Area	5,000	4,239	0	4,239	761
Northern Goodwin Street Drainage Works	0	-3,299	0	-3,299	3,299
Patrick Street - William Street Upgrade	5,000	406	0	406	4,594
Spencer St, Gatton	5,000	4,229	0	4,229	771
Tenthill Creek Road Stormwater	1,300	0	0	0	1,300
Translink Bus Stops	0	-10,959	0	-10,959	10,959
Western Drive Shared Path	50,000	785	0	785	49,215
Long Gully Road Culvert	30,000	27,924	0	27,924	2,076

Row Labels	Amounts		Committed	2015-2016 Expenditure (including Committed)	Remaining Budget (including Committed)
	2015-2016 Budget	2015-2016 Expenditure			
6 Mountain Drive Drainage Improvements	1,500	1,354	0	1,354	146
Cummers Road	40,000	32,308	3,420	35,728	4,272
Summerholm Road Culvert	75,000	74,160	0	74,160	840
William Street Gaton Culvert Investigat	50,000	0	0	0	50,000
Stieler Drive Drainage Improvements	10,000	9,359	280	9,639	361
Mount Berryman Road - Rehabilitation	550,000	480,077	52,498	532,576	17,424
Roads & Drainage Total	1,925,800	1,699,248	56,199	1,755,447	170,353
Infrastructure Planning					
7 Clive Crescent, Withcott	50,000	49,664	0	49,664	336
Laidley Township - Flood Warning System	500	373	0	373	127
Forest Hill Township - Flood Warning Sys	6,000	5,957	0	5,957	43
Surveying Total Station	77,000	76,900	0	76,900	100
Developer Contributions 2016 Year	0	578,364	0	578,364	-578,364
Infrastructure Planning Total	133,500	711,258	0	711,258	-577,758
Infrastructure Works & Services Total	9,678,950	7,429,547	1,037,601	8,467,149	1,211,801
Organisational Development & Planning					
Staging Post Café					
WIFI	2,500	0	0	0	2,500
Mini Re-Model	90,000	8,000	0	8,000	82,000
Staging Post Café Total	92,500	8,000	0	8,000	84,500
Planning & Environmental Management					
Laidley Futures - Main Steet works	50,000	55,687	1,375	57,062	-7,062
Laidley Futures - Parkland Concepts	40,000	36,288	0	36,288	3,712
Planning & Environmental Management Total	90,000	91,975	1,375	93,350	-3,350
Environmental Corporate Program					
Pest Management Building Upgrades	32,000	31,636	0	31,636	364
Environmental Corporate Program Total	32,000	31,636	0	31,636	364
Organisational Development & Planning Total	214,500	131,611	1,375	132,986	81,514
Grand Total	16,741,750	10,247,060	1,946,600	12,193,660	4,548,090







**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

12.2 Review of Customer Services Operating Hours and QGAP Service

Date: 15 June 2016
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this report is for Council to approve a change in the opening hours of Council's Customer Service Centres in order to reduce costs and improve training outcomes. It is also proposed to reduce the costs to Council of providing QGAP services on behalf of the Queensland State Government.

Officer's Recommendation:

THAT Council resolves to:

- a) Amend the operating hours for Council's Customer Service Centres to 8:30am to 4:30pm on Monday, Tuesday, Thursday and Friday and 9:00am to 4:30pm Wednesdays; AND**
- b) Reduce the cost to Council of operating the QGAP service by limiting QGAP hours and staffing to match the funding provided by Smart Services Queensland. The amended operating hours will be 9:00am to 12:00pm Monday to Friday.**

RESOLUTION

THAT Council resolves to:

- a) Amend the operating hours for Council's Customer Service Centres to 8:30am to 4:30pm; AND**
- b) Reduce the cost to Council of operating the QGAP service by limiting QGAP hours and staffing to better match the funding provided by Smart Services Queensland. The amended operating hours will be 9:00am to 4:00pm Monday to Friday.**

Moved By: Cr McDonald Seconded By: Cr McLean
Resolution Number: 16-20/0088

CARRIED
6/0

Report

1. Introduction

This report proposes that Council approve a change in the opening hours of Council's Customer Service Centres in order to reduce costs and improve training outcomes. It is also

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

proposed to reduce the costs to Council of providing QGAP services on behalf of the Queensland State Government.

2. Background

Council customers now have more ways than ever before of communicating with Council. Council's improved technologies have seen the introduction of services such as Live-Chat, "Snap Send Solve", E-Requests and online payments. With these new methods of communication being introduced, opportunities have been created for savings in the more traditional means of customer contact.

A review has now been completed to determine if Council's Customer Service opening hours can be slightly reduced to save on overtime costs and to improve training within the Customer Service Team.

In providing the QGAP service at Laidley, Council incurs costs over and above the amount of funding received from the Queensland State Government. With Council's 2016 budget being focused on reducing costs where appropriate, and alternative service means being offered at other locations in the Region, an opportunity exists to reduce the level of QGAP services to match the funding provided by Smart Services Queensland.

3. Report

Customer Service Centre Hours

Customer Service staff have to be highly trained across all departmental functions of Council; it takes significant time to gain sufficient knowledge to undertake this function and apart from brief team meetings held once a week, most training is done individually or in groups of two so as to maintain counter and phone service at required levels.

To be able to improve training for the Customer Service Team it is recommended that Council offices open at 9.00 am rather than 8.30am one morning each week with this time to be spent on group training in Council business. The review of Council's Customer Service operations by Blackadder & Associates recommended increasing training times for staff in order to improve the level of first contact resolution and the National Local Government Customer Service Network Benchmark Survey shows that the amount of time spent in training could be higher. Statistics gathered on customer interaction with Council indicate that Wednesday mornings are quiet compared to other days of the week.

It is also recommended that Council closes its offices every day at 4.30pm instead of 4.45pm. This would save overtime costs as staff would be able to complete their end of day bankings during normal working hours. At present, officers routinely work late in order to finalise daily banking and investigate any anomalies as part of the end of day reconciliation process. The change in times would also allow more time for finalising customer requests at the end of the each day.

Customer visits at counters after 4.30pm generally range from one to two during normal times and up to five during the busy periods of dog registration or rates discount.

Statistic phone calls coming into Council between the times of 4.30pm to 4.45pm have also been monitored and during the period 11 May 2016 to 13 June 2016 totalled 60 calls which is

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

an average of just over two calls per business day. This was a similar result to a survey conducted at the same time last year.

Given the abovementioned limited “traffic” all call Centre phones would be forwarded to the after hour service which at present occurs at 4.45pm. Council’s technological innovation has improved communication channels with Customers by offering more on-line technology such as Live-chat, “Snap, Send, Solve” and E-request which has been made available to the public since August last year. It is anticipated that the reduction in opening hours by fifteen minutes per day will have a minimal impact on Council’s customers.

The temporary relocation of the Laidley Customer Service office and the pending online services advertising campaign provides an excellent opportunity to engage the community any make any changes to service delivery.

QGAP Service

The upgrade of QGAP services at the Gatton QGAP Office and the installation of two QGAP Kiosk’s in the Region, one in Council’s Laidley Office and the other situated at the Plainland Travel Centre, have established alternative forms of online services for the community. With these measures being introduced by the Queensland Government to save costs, it is appropriate for Council to undertake associated cost savings measures. Therefore it is recommended that the hours of operation for QGAP services be reduced to match the cost of providing the service with the funding received.

Reducing the hours of operation to 09:00am to 12:00pm daily would assist Council to minimise the expenditure of running the QGAP service as well as giving staff more time to undertake core Council business. The net cost to Council of operating the QGAP service is shown in the table below:

Year	Income	Expenditure	Net Cost
2014 Actual	\$49,367	\$89,742	(\$40,375)
2015 Actual	\$49,366	\$84,543	(\$35,177)
2016 (Budget)	\$53,000	\$83,000	(\$30,000)

The income received is a subsidy of \$23,000 plus commission generated on the transactions processed. The subsidy has not increased since 2011. The expenditure incurred is mainly staff wages with some minor stationery and printing costs.

By reducing these services Council staff will be able to concentrate on Council core business while still offering some QGAP services to the community in the areas of Transport, Births, Deaths and Marriages, Bonds, SPER payments, Public Housing Applications, Card Services, and Electoral Enrolments.

To train a new staff member in processing QGAP services an extensive “on the job” program over a three month period is required. QGAP does not offer any formal training in their systems or payment to Council to train staff and therefore an existing trained staff member is required to “buddy” the new member while they gain the required skills and knowledge. This method of training is labour intensive and at this point of time Customer Service is under resourced to continue to provide this service. At present Council has five trained QGAP

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

officers with four available for frontline service delivery and the fifth working in the Project Officer role.

Discussions with Smart-Services have taken place over the past 12 months for more funding to assist in covering the costs of the QGAP Service, and the latest advice is that although a financial review is being undertaken, it is unlikely that any further funding will be offered.

4. Policy and Legal Implications

There are no policy or legal implications arising from this report although the terms of the QGAP Service Agreement will need to be reviewed if the changes to QGAP services recommended in this report are adopted. The QGAP team at Smart Services QLD will need to be advised of the revised hours as well as the agencies being supported.

5. Financial and Resource Implications

Overtime costs are incurred from time to time in order to finalise the end of day reconciliation process. Issues identified during the reconciliation need to be investigated and the transaction correctly allocated so that banking reports match receipts taken. Due to the large volume of transactions, it is best to rectify any problems on the day that they occur which occasionally means that staff work past 5:00pm to achieve this goal.

By closing the offices at 4:30 pm and commencing the end of day process at that time, it is much less likely that staff will be required to work past 5:00 pm which will in turn reduce overtime cost to Council. It will also allow more time to finalise customer enquiries received during the day and to tidy up and prepare for the next business day.

Despite promises to review the funding level, the subsidy to operate the service has not increased since 2011. Once again it has been advised that a funding review is currently underway but no timeframe was given on when the review will be completed.

Council is subsidising the provision of QGAP services by around 40% each year and in providing these services, incurs additional costs relating to training. By reducing QGAP hours to match the funding provided, the cost savings will be transferred to Council's customer service operations to improve service levels on Council related customer enquiries.

6. Delegations/Authorisations

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

7. Communication and Engagement

Communication arising from this report will be managed through existing communication channels. Signage at Laidley will be required and the changes can be incorporated into other pending engagement activities such as the Council show stands.

The Manager Finance & Customer Services has met with the QGAP Services Manager and advised of the review of the operating hours and the potential for a reduction in service levels.

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

There was no objection to this proposal but formal notification of Council's decision will be required.

8. Conclusion

Statistics show that decreasing the hours of Council opening times on Wednesday mornings and closing earlier each day will have a minimal effect on Council clients. It would however have be a saving for Council as no overtime would be required to balance end of day operations.

A reduction to QGAP hours will also generate savings to Council as the Smart Services Levy does not pay for the hours that Council is staffing their services. This would allow Council staff to prioritise core Council business.

9. Action/s

1. A letter be sent to Smart Services advising of the reduction of hours for the QGAP service.
2. Information is provided to the Community on the amended opening hours for Council's Customer Service counters.

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

12.3 Old Gatton Pool, East Street, Gatton

Date: 15 June 2016

Author: Mike Lisle, Manager Community Facilities and Services

Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this report is to outline the dilapidated state of the change room and kiosk office building situated on the old Gatton pool site and to seek Council approval to amend the tender for demolition of these two buildings.

Officer's Recommendation:

That Council;

- a) Approve the demolition of the existing change room and kiosk office buildings situated in East Street Gatton as an amendment to the demolition tender; and**
- b) Seek a variation cost to demolish the change room and kiosk office buildings situated in East Street Gatton within the tender scope.**

RESOLUTION

THAT Council resolve that the existing change room and kiosk/office buildings situated in East Street Gatton not be demolished at this time;

Further;

THAT Council undertake a workshop on options for the future use of the Old Gatton Pool, East Street, Gatton.

Moved By: Cr McDonald

Seconded By: Cr Holstein

Resolution Number: 16-20/0089

CARRIED

6/0

Report

1. Introduction

The old Gatton pool located in East Street, Gatton was approved for demolition in May 2016. The tender documentation included the demolition scope, the civil earthworks scope and the services scope to return the pool site back to a public park area. A tender process was carried out and a decision on the successful contractor was finalised on 14 June 2016.

2. Background

With the opening of the Lockyer Valley Sports and Aquatic Centre on 7 February 2015, the old Gatton pool complex was closed to the public. Council provided an allowance in its 2015/16 financial year budget to provide for the demolition of the old Gatton pool and subsequently

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

also considered the establishment of a Recreational Vehicle (RV) park on the site to cater for the growing tourist and RV industry.

Council engaged Fulton Trotter Architects to prepare an RV design layout that would suit the existing location. The Architects inspected the site and had preliminary discussions with relevant Council officers in 2015. Subsequently due to the presentation of other competing site proposals to Council, the RV park concept for the site was subsequently indefinitely deferred.

3. Report

Council approved the demolition of the old pools and pool pump structure in May 2016. An Engineering Consultant operating locally was engaged to provide a detailed design on the demolition scope of works. A tender process was carried out and finalised on 3 June for the demolition of the 50m and 15m pools, the surrounding concrete hardstand, the light poles, the pool pump structure, the chainmesh fence and any remaining loose equipment items.

The proposal required that the grounds affected by demolition of the concrete hardstand are to be finished with topsoil and turf, with the necessary fall for site drainage.

A decision on the successful contractor has been finalised in accordance with Council's procurement policy for the demolition works and a pre-start meeting is to be arranged.

The existing change room and kiosk office buildings were initially intended to remain on the site as part of the tender documentation, for future use. It was considered that these buildings were to remain onsite to allow Council to retain control of the land for future development.

However, a more detailed inspection of the change room and kiosk office buildings revealed that they are in a poor state of disrepair and will require significant costs to maintain and reinstate to a usable condition. Once the balance of the site is cleared, the buildings will also be vulnerable to vandalism. These buildings are suffering from neglect and some of the building issues include but are not limited to the following:

- Rusted roofing iron
- Numerous water leaks
- Potential asbestos
- Cracks in walls and floors
- Deteriorated paintwork
- Missing doors
- Damaged wall linings
- Damaged joinery
- Security of building
- Untidy appearance.

In order to minimise public safety risks and Council's ongoing costs of maintaining these buildings, it is recommended that Council approve their demolishment whilst the pool demolition works are being carried out. Undertaking this process now will negate the need to call new tenders and will also improve the visual amenity of the area.

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

Any budget implications associated with this report will continue to be addressed through existing allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

Undertake communication with the successful tenderer.

8. Conclusion

To minimise public safety risks and Council's ongoing costs for maintaining these buildings, it is recommended that Council approve to have them demolished whilst the pool demolition works are being carried out.

9. Action/s

1. Arrange a variation to the tender for demolition of these buildings.

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

13.1 Community Facility Signs Request

Date: 31 May 2016

Author: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

The purpose of this report is to seek Council's review and endorsement of the recommendations for Community Facility Signage applications.

Council officers have reviewed the requests and made recommendations based on Council's *Community Facility Signs Guideline, October 2013* (see **Attachment 1**).

Officer's Recommendation:

THAT Council adopts the following recommendations:

Case 1: It is recommended that the three requested School signs for Hatton Vale State School are installed at the requested locations with the cost of the signs to be borne by the applicant, as per the Council guideline.

Case 2: It is recommended that in line with the Council guidelines, the signs requested by the Central Lockyer Rural Fire Brigade are not installed as a rural fire brigade is unlikely to be sought out by a significant number of visitors to the area.

Case 3: It is recommended that Council remove the faded Plaza Shopping Centre sign and advise the shopping centre that the sign will not be replaced because it does not meet the Council guideline.

Case 4: It is recommended that Council advise the applicant their request for directional signage for their Geranium Nursery does not meet the current Council Guidelines for road signage, and as such the request is declined.

RESOLUTION

THAT Council resolves that the three requested School signs for Hatton Vale State School are installed at the requested locations with the cost of the signs to be borne by the applicant, as per the Council guideline;

Further;

THAT Council resolves that the signs requested by the Central Lockyer Rural Fire Brigade be installed to enhance access and consistency with other brigades;

Further;

THAT Council remove the faded Plaza Shopping Centre sign and advise the shopping centre that the sign will not be replaced because it does not meet the Council guideline;

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

And further;

THAT Council advise the applicant that their request for directional signage for the Geranium Nursery does not meet the current Council Guidelines for road signage, and as such the request is declined.

Moved By: Cr Holstein

Seconded By: Cr McDonald

Resolution Number: 16-20/0090

CARRIED

6/0

Report

1. Introduction

Council is in receipt of three requests for directional signage, which have been assessed using the *Community Facility Signs Guideline* adopted by Council in December 2013.

2. Background

Blue and white directional signage can be used to direct drivers to community facilities, such as police stations, sports facilities, hospitals and other community facilities likely to be sought out by significant numbers of visitors to the Region. Generally, commercial establishments should not be considered for directional signage, although historically this has sometimes been allowed in this Region.

Council's *Community Facility Signs Guideline* takes its lead from Part 5 (*Street Name and Community Facility Name Signs*) of the *Manual of Uniform Traffic Control Devices*. It sets out the process for the assessment and installation of community facility directional signs across the Region. The guideline is intended to ensure signs are provided in a uniform and easily legible manner consistent with other Road Authorities.

3. Report

Council has recently received four requests for directional signage, as outlined below.

Case 1: Hatton Vale State School.

Request for three additional school signs.

Hatton Vale State School is located on Hannant Road, Hatton Vale. The school has requested signs at the following locations:

- Neimeyer Road at intersection with Warrego Highway (Figure 1)
- Fairway Drive at intersection with Warrego Highway (Figure 2)
- Roundabout of Fairway Drive and Hannant Road (Figure 3)

The guideline suggests that schools should only be considered for signage if they have a special facility sought by a large number of visitors to the area, or if they have a function such

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

as Electoral Centres, community meeting places or as Displace Community Shelters. The Electoral Commission Queensland lists Hatton Vale State School as a polling booth location.

There is adequate room on each of the street signs to accommodate the requested signs.



Figure 1: Existing signage at the Neimeyer Road intersection



Figure 2: Signage at Fairway Drive Intersection



**Figure 3: Signage at Hannant Road/
Fairway Drive roundabout**

Recommendation:

It is recommended that the three requested signs are installed with the cost of the signs to be borne by the applicant, as per the Council guideline.

Case 2: Central Lockyer Rural Fire Brigade

Request for two Rural Fire Brigade signs.

Central Lockyer Rural Fire Brigade is located on Brightview Road, Glenore Grove. The fire brigade has requested signs at the following locations:

- Forest Hill-Fernvale Road intersection with Brightview Road
- Gehrke Road intersection with Brightview Road

There is already considerable signage at the intersection of Forest Hill-Fernvale Road and Brightview Road (Figure 4). The existing signage would be considered of higher importance than the request for the Rural Fire Brigade signage, and the addition of further signage may be considered as a proliferation of signage which is not desirable for the ease of motorists reading the signs. There are no other street signs at this intersection on which to attach the sign.

The intersection of Gehrke Road and Brightview Road is shown in Figure 5. A rural fire brigade may not meet the criteria in the guidelines, which state a community facility is a facility which is likely to be sought by significant numbers of visitors to a district.



Figure 4: Forest Hill-Fernvale Road / Brightview Road intersection.



Figure 5: Gehrke Road and Brightview Road intersection.

Recommendation:

It is recommended that in line with the guidelines, the signs are not installed as a rural fire brigade is unlikely to be sought out by a significant number of visitors to the area.

Case 3: Gatton Plaza Shopping Centre

Request for replacement sign.

A request has been received from the company organising the redevelopment of the Gatton Plaza to replace the faded sign at the intersection of Spencer and William Street, Gatton (Figure 6).



Figure 6: Spencer Street and William Street Gatton intersection

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

A number of items regarding this sign are inconsistent with the Council guideline, including;

- Size of the sign where lettering should be 100mm in height, with the sign being 150mm total height when only one line of writing is used, or 240mm when two lines are used.
- A local shopping centre servicing a local community should only be signed if it is difficult to locate.
- If a facility abuts a major road, signage other than on the property should not be provided.
- A desirable maximum of two facilities and absolute maximum of three facilities should be signposted.

The guideline addresses pre-existing signs, stating that Council maintains the right to replace or remove any signs installed on roads under its control, including when a sign is in a poor state of repair and the facility no longer conforms with the conditions of the sign approval (if one existed).

Recommendation:

It is recommended that Council remove the faded 'Plaza Shopping Centre' sign and advise the shopping centre owner that it will not be replaced as it does not meet the requirements of the guideline.

Case 4: Geranium Nursery

Request for four Geranium Nursery signs

A request has been received from a commercial business for directional signage at four intersections:

- Mount Berryman Road and Berlin Road
- Tenthill Creek Road and Ropeley Rockside Road
- Ropeley Rockside Road and Hoger Road
- Ropeley Rockside Road and Rockside Mountain Road

The requested signage is clearly for a commercial business. Approval of signage for such a business would be in conflict with the Council Guidelines, which state that individual commercial businesses, such as the Geranium Nursery, should not have directional road signage.

Recommendation:

It is recommended that Council advise the applicant their request does not meet the Council Guidelines for road signage, and their request is declined.

4. Policy and Legal Implications

Applications were assessed in accordance with the Council guideline.

5. Financial and Resource Implications

Installation and removal of signs is included in Council operational budgets.

6. Delegations/Authorisations

Nil

7. Communication and Engagement

Discussions have been held with the applicants regarding their requests. Applicants will be advised of the outcome of the Council decision.

8. Conclusion

The implementation of the recommendations is in line with Council's adopted *Community Facility Signs Guideline, October 2013*, current standards and best practice for road safety

9. Action/s

1. Notify the applicants of Council's decisions.
2. Install and remove signage as appropriate.

Attachments

1 [View](#) Community Facility Signs Guideline, October 2013 8 Pages



Community Facility Signs Guideline

October 2013

Introduction

This guideline sets out the process for the installation of Community Facility Directional Signs within the Lockyer Valley Regional Council area.

It is the intent that the signs be provided in a uniform manner, consistent with other Road Authorities so that they are easily identified/located and understood by the motorist. Driving a car in any environment is a complex task requiring continuous and rapid decision making. This guideline seeks to provide a balance between overloading the road environment with generally superfluous information and assisting the motorist seeking a specific destination.

Scope

This guideline relates to road signage for Community Facilities located in the Lockyer Valley Regional Council area.

Road Signage

Road signage is provided for guidance to the motorist and to facilitate safe, efficient and orderly travel. It is not provided for promotional/advertising purposes.

It is neither desirable nor practical to install information signs for every business and activity that occurs along our streets. As such this document provides guidance for situations where signs are considered warranted on the basis of providing directional signage to community facilities and some high traffic generation activities which are located on a side street.

For traffic signs to be effective they need to:

- Cover an identified need;
- Catch the driver's attention;
- Communicate a simple and understandable message;
- Be respected by the driver;
- Be positioned to allow enough time for appropriate action;
- Be uniform in appearance.

A proliferation of community facility name signs, together with a street name sign at the same location can render all of the signs ineffective, as motorists will have difficulty scanning all the information and making decisions within the time available. Even in large urban areas where people are not familiar with all districts, street directories are available to the majority of road users and the addresses of commercial facilities are usually listed in telephone directories.

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 2 of 8

Guidelines

To maintain the effectiveness of community facility signage, the following guidelines are recommended:

- a) Where a community facility abuts a major road, signage other than on the property should not be provided.
- b) Where a community facility abuts a street which runs directly off a major road, no signage should be provided to it unless there may be uncertainty about the direction to take as may be the case where the street name is the same on both sides of the major road
- c) A desirable maximum of two facilities and absolute maximum of three facilities should be signposted at any location on a first-come, first-served basis and/or based on a priority basis decided by Council officers
- d) The number of signs provided for a facility should be kept to a minimum and should generally be only provided on the most direct access route. (A "major" road is defined as a road having an arterial function. These roads will normally be well defined in the road network and clearly identified with guide signs at significant intersections.)

Community Facilities

For the purpose of this document, community facilities are described as facilities that are likely to be sought by significant numbers of visitors to a district. Inclusion of group commercial centres, such as shopping centres, is acceptable, but not individual commercial establishments, with the exception of a local shop that may be sought after by people unfamiliar with the area.

Development of the guideline has been complicated by the greying of the distinction between community facilities and commercial facilities as Councils moved toward the competitive tendering of services.

Commercially run Council facilities are not necessarily considered to be "Community Facilities". As such, the facility should be assessed as to whether it provides:

- a broad community service function (as opposed to serving a select clientele on a commercial basis);
- is likely to be sought by significant numbers of visitors to a district; and
- has a difficult to identify access route, located without direct abuttal to a main road.

Types of Community Facilities:

Towns Halls and Community Meeting Rooms

May be signed by name.

Civic Centres, Municipal Offices, Depots

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 3 of 8

These are clearly community facilities, accessed for meetings, public functions and community information or services. Depot operations play an important function particularly during emergency response situations.

Refuse Disposal Facilities

Commercial disposal operations should be assessed on the basis of accessibility to and use by the general public, ease of identification of access route and traffic generation.

Hospitals

Private Hospitals should be assessed on the basis of accessibility to and use by the general public, ease of identification of access route and traffic generation.

Medical Centres

Local medical centres would not generally meet the guidelines however in the interest of maximising identification in an emergency, these facilities where located off a main road could be identified with a "MEDICAL CENTRE" sign.

Veterinary Clinic

Local veterinary clinics would not generally meet the guidelines.

Sporting and Recreational grounds and facilities

Commercial sporting facilities should be assessed on the basis of location/ease of access and their use of community based sporting clubs for inter-club competition. It is essential to identify the reserve/facility rather than individual clubs given the potential for a number of signs to be requested for some locations, and allocation of grounds varying from year to year.

Commercial Entertainment Venues

Commercial entertainment facilities should be assessed on the basis of location/ease of access and their use of community based clubs for interclub competition. They are not generally considered as a community facility.

Tertiary Education Facilities

Tertiary institutions have a regional function.

Schools

Primary and Secondary schools should only be included if they have some special facility sought by large numbers of visitors to the district. Consideration should include an assessment of their use as Electoral Centres, community meeting places or as Displace Community Shelters.

Preschool/Childminding Centre

Historically, these facilities were provided by Council as a community service. There are now commercial equivalents operating in the area. Whilst these facilities have been signed in the past, they provide a local service, have low traffic generation, and once located, visitors would usually continue to attend for the balance of term/year. They should only be included if they provide additional community services such as Community Health Centre or Senior Citizens Facilities, or visiting specialists.

Churches and Religious Institutions

A denominational name may be included on signs indicating church.

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 4 of 8

Other non profit institutions

In assessing facilities such as RSL Clubs, Bowling Clubs etc, consideration should be given to what component of the facility has a non profit basis and what is taken up by commercial operations. With the changes in gambling laws, some of these facilities may be no different to a commercial hotel facility.

Railway/Bus Interchanges

These may be signed where the interchange is not readily visible from the road.

Post Office

May be signed by name and may include a red Australia Post symbol.

Shopping Centres

The need for signs identifying the centre should be based on the expected catchment of the centre and the ease of locating the centre. A local shopping centre servicing a local community need not be signed unless difficult to locate. The signs should identify the precinct or centre, rather than individual commercial operations. (i.e. use "SHOPS" OR "PRECINCT NAME"). Retail outlets such as milk bars and take-away food outlets, particularly in industrial areas, do not meet the guidelines for a community facility sign, although consideration could be given to the provision of a "SHOP" sign as outlined above. Larger centres can be identified by name and if not on an arterial road, with a directional sign at the nearest arterial connection. As specific facilities are likely to be sought by name, the shortest name by which the facility is commonly known should be shown on signs.

Community Facility Signage RequirementsSign Shape and Colour

Community facility directional signs shall generally be of rectangular shape and in similar format to street name fingerboards. Colours used will be WHITE lettering on a BLUE reflective background. Where the facility name requires only a single line, the minimum depth of the sign shall be 150mm and the lettering used shall be series DN or CN at least 100mm in height. Where two lines are required, the minimum depth of the sign shall be 240mm. Where the orientation of the sign does not adequately indicate the direction to the street, e.g. at exits to some roundabouts, an arrow may be incorporated in the sign. (refer AS 1742.2 Clause 2.5.3.5 and AS 1742.5 Clause 6) Organisation Logos should not generally be used as they require larger sign plates, increase the costs due to additional artwork etc, and provide additional information that the motorists must interpret.

Location

Signs will be provided at intersections to direct road users to community facilities located on side streets. They are not normally provided for facilities which abut a major road. Signs are normally provided at a single location to indicate the most convenient route to the facility from the nearest major road. Signing at two or more locations should be used only when the facility generates an appreciable amount of traffic, where similar convenient routes originate at widely

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 5 of 8

separated points on major roads, or where a number of alternative routes are needed to accommodate the traffic volume.

Mounting

Signs are placed in the same location as the street name signs and are will be mounted immediately below the street sign.

Sign Posting to Major Facilities

At facilities which generate large amounts of traffic, such as universities, major sporting venues, or large regional shopping centres, conventional direction signage as described in AS 1742.2 Clause 2.5 using the G1 and G2 series signs may be required for proper traffic management.

Financial and Administrative Costs

Signs relating to community facilities under Council control shall be provided by Council at full Council cost.

Approved signs for other facilities shall be installed and maintained by the Responsible Highway Authority being either Council or TMR, at full cost to the respective organisation requesting the signs. Replacement for any reason shall also be at full cost to the organisation/facility associated with the sign. The Federal Government "Goods & Services Tax" will apply to these signs.

An administrative charge as set in Council's annual fees and charges review will be included in the cost of the sign applications.

Ownership of Signs

The applicant who pays for the provision of Community Facility Directional Signage remains responsible for their maintenance and upkeep, subject to and in accordance with the road authority's sign permit. The sign permit will detail a number of conditions including:

- Standards and specifications relating to sign construction, installation and maintenance;
- Responsibilities in relation to cost, maintenance and removal;
- Conditions under which the road authority may remove any sign; and
- Conditions relating to the continuing operation of the tourist or services establishment.

It is the applicant's responsibility to immediately notify the relevant road authority to arrange for the removal of all road signing to the property in the event of the facility closing or it is no longer an eligible community facility. Costs for undertaking this work will be charged to the facility operator.

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 6 of 8

Permit Period

The sign permit issued by Council, grants to the applicant the right to use the portion of roadside reserve for a period of 5 years, after which time the appropriateness and efficiency of the sign may be reassessed. However, Council maintains the right to replace or remove any signs installed on roads under its control when any of the following occurs:

- The facility no longer conforms to the conditions of the sign approval;
- The sign is in a poor state of repair;
- The facility no longer operates as an eligible community facility or the facility ceases to operate;
- There is a demonstrated need for aggregating signs in a particular location; or
- The road authority/Council needs to resume the land
- The sign is removed due to other Community Facilities of higher priority i.e. a new Police Station.

Costs for undertaking the first three instances above will be charged to the facility operator.

Approval to Install Signs

In accordance with the Transport and Main Roads guidelines for Tourist & Services Signing, where signs have been/are installed by Council, these signs may remain at Council's discretion until they are reviewed in accordance with this guideline, or are no longer considered serviceable. Upon review, signs that do not conform to the guideline will be removed by Council following appropriate prior notice being given to the respective organisation. Signs that are no longer serviceable will be accessed in accordance with the above guidelines prior to approval being considered for their replacement.

Installation and Maintenance

Installation and maintenance of the signs will be undertaken by the Responsible Highway Authority. The need for sign repairs or replacement shall be at the discretion of the Responsible Highway Authority. The cost of maintaining the signs including damage or vandalism, replacement, reinstatement and/or re-erection is the responsibility of the applicant, or in the case of Council facilities, Council.

Alternative Information Methods

Where requests for information signs are received from facilities that do not meet these guidelines, the existing Street Name signs in the area should be reviewed to ensure the streets are clearly identifiable. Signs should be clearly legible day and night from all directions, and free from obstructions such as trees etc. Where the existing signs are in poor condition, new signs with reflective materials should be installed.

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 7 of 8

Pre-existing Signs

Pre-existing signage will be allowed to remain at Council's discretion, however, Council maintains the right to replace or remove any signs installed on roads under its control when any of the following occurs:

- The facility no longer conforms with the conditions of the sign approval;
- The sign is in a poor state of repair;
- The facility no longer operates as an eligible community facility or the facility ceases to operate;
- There is a demonstrated need for aggregating signs in a particular location; or
- The road authority needs to resume the land. Replacement of any existing signage will be subject to the conditions of this Policy and will require a new application. Replacement signage will only be approved in accordance with this guideline and prior existence of signs does not infer.
- The sign is removed due to other Community Facilities of higher priority i.e. a new Police Station.

Group: Infrastructure Works and Services
Unit: Infrastructure Planning Services
Approved: Chief Executive Officer
Date Approved:

Effective Date:
Version: 1.0 Last updated
Review Date:
Related Policy:

Page 8 of 8

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

14.0 ITEMS FOR INFORMATION

14.1 June 2016 Rain Event Preparation and Response

Date: 14 June 2016
Author: Peter Hillcoat, Disaster Management Coordinator
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The June 2016 Rain Event saw the activation level of the Local Disaster Management Group (LDMG) and the Local Disaster Coordination Centre (LDCC) move to ALERT based on severe weather forecasts by the Bureau of Meteorology (BOM) to impact the region. The less than predicted rainfall experienced in some areas and rainfall in other areas combined, had no significant impact on the region.

This document is for Council's information only.

RESOLUTION

THAT Council receive and note the June 2016 Rain Event Preparation and Response report.

Moved By: Cr Holstein Seconded By: Cr Hagan
Resolution Number: 16-20/0091

CARRIED

6/0

Report

1. Introduction

Lockyer Valley Regional Council (LVRC) is dedicated to disaster management through all levels including prevention, preparation, response and recovery. The June 2016 Rain Event provided the opportunity to test Council's preparation and response capability, as well as communications with external agencies.

2. Background

The BOM forecasted that a strong upper trough would move east into the southern interior of Queensland on Friday, shifting into southeast Queensland on Saturday, before moving off the southern coast during Sunday. They expected the surface trough would deepen near the Capricornia or Wide Bay coast during Saturday, with a low pressure system possibly developing and slipping southwards over southern Queensland waters during Saturday and most likely moving offshore or into New South Wales late Saturday or early Sunday.

ORDINARY COUNCIL MEETING MINUTES 22 JUNE 2016

A moist easterly flow to the south of the surface trough was expected to combine with the upper feature to generate heavy rain, which may have led to flash flooding, over areas southeast of about Hervey Bay to Toowoomba to Warwick on Saturday 4 June 2016. 24 hour totals of 30 to 150mm were likely over inland parts, with falls in excess of 250mm possible nearer to the coast and ranges.

The heavy rain areas were expected to contract southeast during Saturday, gradually clearing the Gold Coast late Saturday night or very early Sunday.

Damaging winds, with peak gusts of around 90km/h, were possible near coastal areas and about the Scenic Rim as the surface trough or low developed on Saturday.



3. Report

Overview

Following the official BOM forecast, the LDCC activation level moved to ALERT at 1000hrs on Friday, 3 June 2016 and the LDMG activation level moved to ALERT from 1150hrs on Friday, 3 June 2016.

In preparation for the forecast rain event preparation activities were undertaken by teams from across Council.

Disaster Management staff

- liaised directly with BOM forecasters regarding possible impact on the Lockyer Valley region and briefed the Local Disaster Coordinator (LDC);
- participated in State Disaster Coordination (SDCC) Severe Weather Teleconference;
- activated the Guardian system;

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

- tested disaster management systems and equipment;
- checked staff availability for LDCC and Customer Service if required;
- checked and updated internal and agency contacts and distribution groups;
- set up work orders for cost capturing;
- liaised with State Emergency Service (SES) to check response capability;
- liaised with the XO District Disaster Coordinator (DDC);
- updated the LDMG Chair and Deputy Chair, LDC, Councillors, Executives and LDMG
- updated Queensland Fire and Emergency Services, Emergency Management (QFES EM).

Corporate Communications

- distributed Media Release “Council prepared for wet weather system”; and
- provided Social Media updates.

Infrastructure Works & Services (IWS)

- ensured IWS On Call officer briefed and backup staff on standby;
- liaised with Department of Transport & Main Roads regarding activities and monitoring of state controlled roads;
- fuelled and tested sandbagging machines;
- confirmed sand and sandbag caches were available;
- briefed LDCC on location of plant and equipment across the region at Buhse’s Hill, Lake Apex Drive Gatton, Gatton Council Depot, Murphys Creek and Tenthill; and
- liaised with Queensland Reconstruction Authority (QRA).

Animal Control

- briefed LDCC on Animal Control officer and back up on call.

The weather system impacted the Lockyer Valley early Saturday morning and had moved on by Saturday afternoon. No rises were seen in creeks at River Height ALERT stations across the region. No reports of damage or requests for assistance were received. During the course of Saturday, numerous Severe Thunderstorm Warnings were issued by BOM for the South-east corner; however, the Lockyer Valley region was not affected.

Rainfall from 0900hrs Friday, 3 June 2016 to 1640hrs Saturday, 4 June 2016 showed variable falls across the region with the highest falls in the Southeast of the region and along the ranges.

- | | |
|----------------|------|
| • Mt Castle | 90mm |
| • Townson | 61mm |
| • Thornton | 53mm |
| • Narda Lagoon | 37mm |

Lowest falls received were

- | | |
|--------------------|-------|
| • Sandy Creek Road | 10mm |
| • Junction View | 14mm |
| • West Woodbine | 17 mm |

**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

Key Activities during the rain event were:

- A LDCC staff member monitored conditions, liaised with LDC, Disaster Management Coordinator (DMC), XO DDC, Queensland Police Service (QPS), QFES, SES, Queensland Ambulance Service (QAS) and provided updates;
- Water over road Gehrke Road, Plainland was inspected by IWS but had cleared when inspected and rain stopped; and
- Lockyer Valley Regional Council social media updates

The LDMG activation level changed to STOOD DOWN from 0830hrs Monday, 6 June 2016.

The LDCC activation level changed to STOOD DOWN from 0830hrs Monday, 6 June 6, 2016.



Regional Weather Outlook for June to August 2016

Summary:

This document is for Council's information only.

CARRIED
6/0

1. Introduction

2. Background

Knowledge of weather outlook information is a useful tool for the general public, but of particular importance to the various response agencies, non-government agencies and government at all levels.

Local governments can use this information to plan for maintenance, manage resources and to maintain vigilance for Disaster Management purposes.

Lockyer Valley Regional Council should be equipped with this knowledge, and combined with lessons learnt from recent disaster events can feel confident that every reasonable step can be taken to plan and prepare for significant weather events.

3. Report

Overview

La Niña

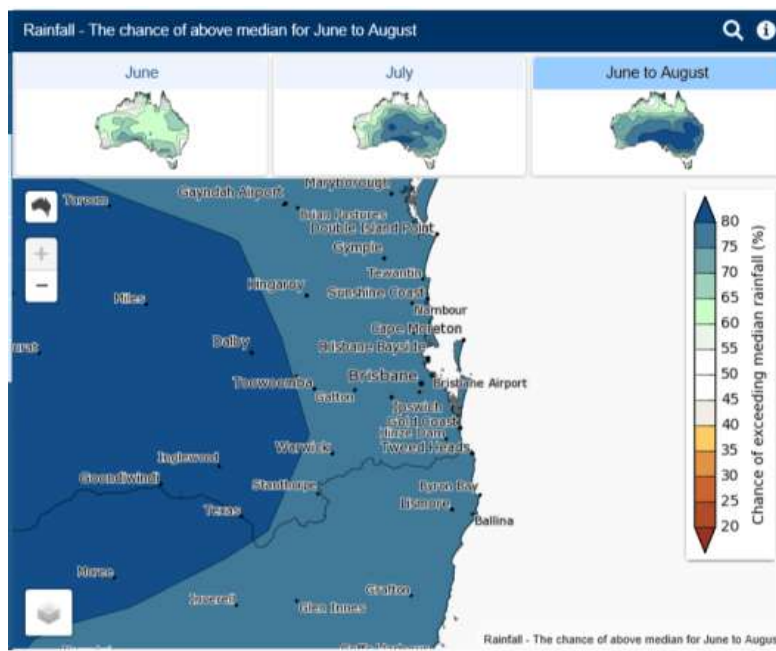
The Bureau's *ENSO Outlook* remains at La Niña WATCH. This suggests around a 50% likelihood of La Niña forming later in 2016. International climate models indicate the tropical Pacific Ocean will continue to cool, with six of eight models suggesting La Niña is likely to form during the austral winter (June–August). However, individual model outlooks show a large spread between neutral and La Niña scenarios. At least one model suggests La Niña conditions may be short lived, returning to neutral by October.

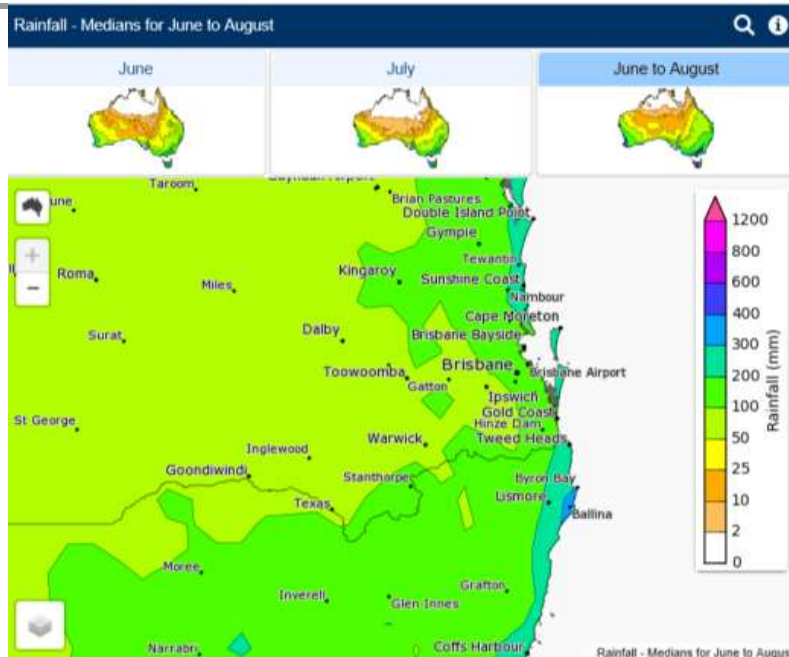
Typically during La Niña, winter-spring rainfall is above average over northern, central and eastern Australia.

Lockyer Valley Region

Rainfall

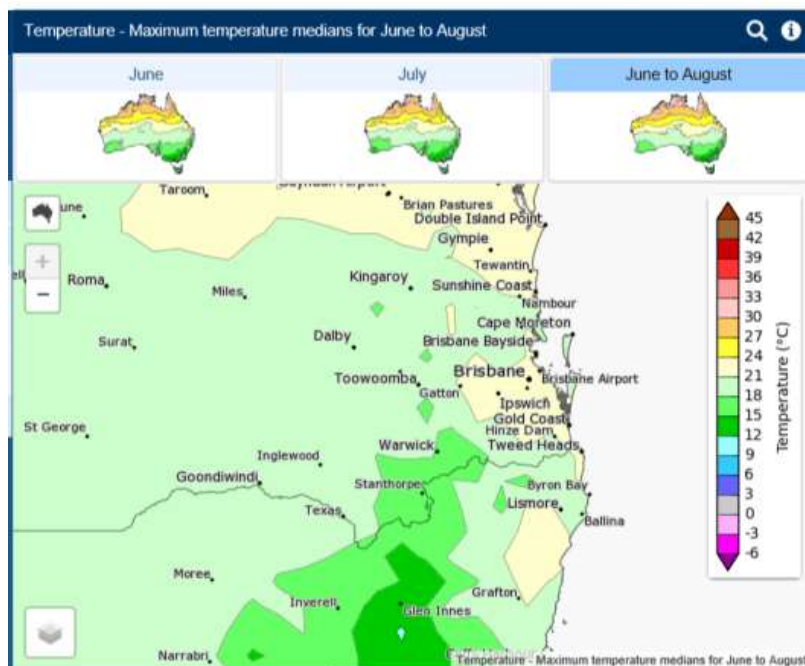
The June to August rainfall median for the region currently sits at around 100ml for the period. The chance of an above-average median occurring sits at around 75%, so there is a reasonable possibility that there will be above-average rainfall for the region until the end of August.



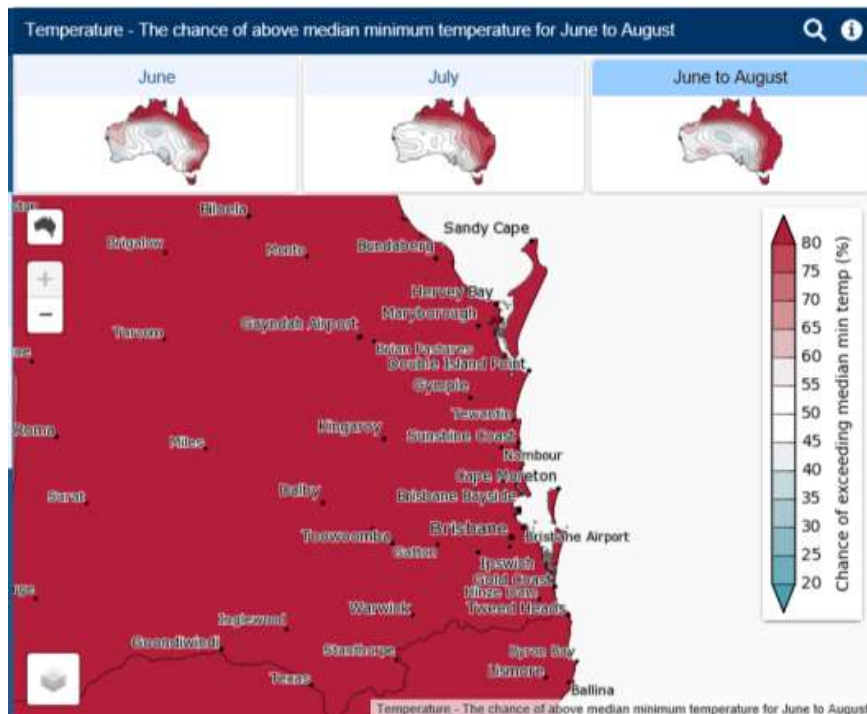
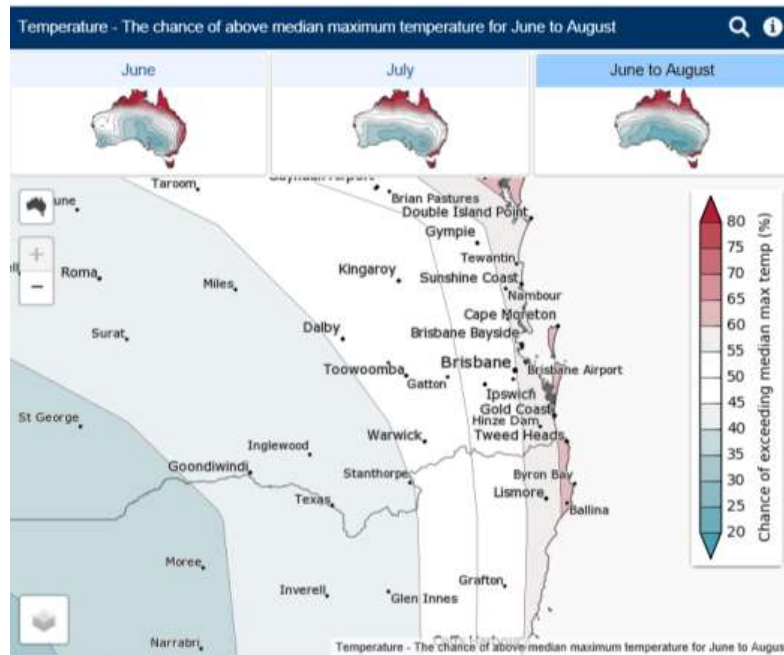


Temperature

The June to August maximum temperature medians for the region are currently 21° to 24°, and the minimum 3° to 9°. The chance of non-average maximum medians occurring is negligible (45-55%); however, there is an extremely high chance (80%) of higher than average minimum temperatures occurring.



ORDINARY COUNCIL MEETING MINUTES 22 JUNE 2016



Dam Levels

Dam levels in the Lockyer Valley at the time of writing are fairly low, while the levels for the main water supply dams for the South-east region remain high. Levels are as follows:



**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

Lockyer Valley

- Bill Gunn Dam: 6.9%
- Lake Clarendon Dam: 17.3%

Other Dams

- Somerset Dam: 78%
- Wivenhoe Dam: 82.2%
- Atkinson Dam: 5.7%

LVRC Disaster Management

The Disaster Management Team will continue to monitor weather events and report and act as required as the situation dictates.

ADDITIONAL ITEM FOR BUSINESS

THAT the following item not included in the agenda, be brought forward for discussion and subsequent consideration, as it is considered an urgent matter which needs to be responded to at this meeting of Council.

- **Asset Rationalisation Program Update (Closed Session, in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012)**

Moved By: Cr Holstein

Seconded By: Cr Wilson

Resolution Number: 16-20/0093

CARRIED

6/0









**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

15.3 Tender LVRC-16-16 Lease of Laidley Gym Facility, Lot 93 on SP140940

Date: 15 June 2016

Author: Mike Lisle, Manager Community Facilities and Services; Caitlan Natalier, Solicitor/Legal Services Coordinator; Sarah Lees, Procurement Coordinator

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) (e) of the Local Government Regulation, 2012, as the matter involves contracts proposed to be made by it.

Summary:

The purpose of this Report is to provide a recommendation to Council following the evaluation of tenders submitted in relation to Tender LVRC-16-16 Lease of the Laidley Gym Facility.

RESOLUTION

THAT with respect to Tender LVRC-16-16 Lease of Laidley Gym Facility, Lot 93 on SP140940, Whites Road, Laidley, Council resolves to accept the recommendations made by the Evaluation Panel and authorise the Acting Chief Executive Officer to:

- (a) offer the current manager an extension of the existing arrangement on the same terms and conditions for a period of three (3) months expiring on 30 September 2016 or until such time as a new lease has been negotiated in accordance with Tender LVRC-16-16, whichever is earlier;**
- (b) notify the preferred Tenderer that Council wishes to negotiate the terms of the lease to be entered into as not all aspects of the preferred Tenderer's Tender are acceptable to Council; and**
- (c) the Evaluation Panel and the Sport & Recreation Portfolio Councillor, negotiate a lease with the preferred Tenderer in-line with the following terms:**
 - (i) an appropriate rental, and annual CPI increases,; and**
 - (ii) the Lessee being responsible for the payment of outgoings charged in relation to the facility, including water and electricity costs**
 - (iii) a six (6) month trial for a 24hr Gym**

Moved By: Cr McLean

Seconded By: Cr McDonald

Resolution Number: 16-20/0098

CARRIED

5/0



**ORDINARY COUNCIL
MEETING MINUTES
22 JUNE 2016**

15.5 Various Compliance Matters

Date: 14 June 2016
Author: Trevor Boheim, Manager Planning and Environment
Responsible Officer: Dan McPherson, Acting 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) (f) (h) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it; AND 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:

A detailed report on nine current compliance actions for development offences is provided where Council agreement to a course of action is requested. An update of recent and current compliance matters is also provided for Council's information.

RESOLUTION

THAT Council resolves to receive and note the Compliance Matters report;

And further;

THAT for future compliance matters, Council directs the Chief Executive Officer to proceed in accordance with Council's current delegations.

And further;

THAT the Chief Executive Officer provide regular advice updating Council on compliance matters being undertaken.

Moved By: Cr Hagan

Seconded By: Cr McDonald

Resolution Number: 16-20/0100

CARRIED

5/0



Date: 21 June 2016
Author: Myles Fairbairn, Executive Manager Infrastructure Works & Services
Responsible Officer: Myles Fairbairn, Executive Manager Infrastructure Works & Services

Summary:

RESOLUTION

6. Should Council require removal of the pipeline from the road reserve, the owner will remove the private pipeline at their own expense."

“3. Location of the pipeline shall be installed at an offset distance from the neighbouring property boundary in accordance with drawing RS-100”.

Resolution Number: 16-20/0101

CARRIED

5/0



CARRIED
5/0