

# Minutes



## ORDINARY MEETING OF COUNCIL

### MINUTES

12 JUNE 2019

## TABLE OF CONTENTS

Item	Subject	Page No.
1.0	Meeting Opened.....	5
2.0	Leave of Absence.....	5
3.0	Condolences/Get Well Wishes .....	6
3.1	Condolences/Get Well Wishes.....	6
4.0	Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers .....	7
5.0	Mayoral Minute .....	7
6.0	Confirmation of Minutes.....	8
6.1	Confirmation of Ordinary Meeting Minutes 22 May 2019 .....	8
7.0	Business Arising from Minutes .....	9
8.0	Committee Reports .....	9
8.1	Receipt of the Minutes of the Audit and Risk Management Committee Meeting held on 23 May 2019 .....	9
8.2	Receipt of the Minutes of the Gatton Revitalisation Project Committee Meeting - 20 March 2019 .....	25
8.3	Receipt of the Minutes of the Lockyer Valley Traffic Safety Working Group Meeting - 20 March 2019 .....	28
9.0	Deputations/Presentations .....	45
10.0	Executive Office Reports .....	46
10.1	Chief Executive Officer's Monthly Update - May 2019.....	46
10.2	National Touch Rugby Association.....	55
10.3	Community Grants Procedure .....	68
11.0	Organisational Development and Planning services Reports .....	98
11.1	Executive Manager Organisational Development and Planning Monthly Report - May 2019 .....	98
11.2	New Plumbing Laws .....	110
11.3	Application for Material Change of Use for Intensive Agriculture (Hydroponics) .....	115
11.4	Natural Resource Management Plan Project.....	131
11.5	Helidon Hills Alice Creek Nature Refuge Landholder Grant Application .....	136
11.6	Application for Minor Change to Approval for Material Change of Use for Short Term Accommodation & Relocatable Home Park (MCU2017/0014, MC2017/0042, MC2018/0032) on Lot 1 SP270097 and Lot 2 RP204243 at 57 and 75 Philps Road, GRANTHAM .....	140
12.0	Corporate and Community Services Reports.....	166
12.1	Executive Manager Corporate and Community Services Monthly Report - May 2019.....	166

---

12.2	Summary of Council Actual Financial Performance vs. Budget - 31 May 2019 .....	183
12.3	Gatton Squash Courts .....	206
12.4	Library Books - Write Off .....	213
<b>13.0</b>	<b>Infrastructure Works and Services Reports .....</b>	<b>216</b>
13.1	Executive Manager Infrastructure Works and Services Monthly Report - May 2019 .....	216
13.2	Lockyer Valley Regional Council Cemetery Plan 2019-2029 .....	226
13.3	Lot 98 RP895297, Whipbird Lane Mount Berryman Property Addressing .....	257
13.4	Plant and Fleet Rationalisation .....	261
<b>14.0</b>	<b>Items for information .....</b>	<b>264</b>
14.1	Queensland Urban Utilities Monthly Report - May 2019 .....	264
14.2	Councillor Portfolio Report - May 2019 .....	268
<b>15.0</b>	<b>Confidential Items .....</b>	<b>276</b>
15.1	Queensland Urban Utilities Board Appointments .....	276
15.2	Fourth Quarter Legal Update .....	278
15.3	Sports and Aquatic Centre Management .....	279
15.4	Request for Rating Concession on Property ID 133260 .....	280
15.5	Approval of Queensland Urban Utilities Statement of Strategic Intent .....	281
<b>16.0</b>	<b>Meeting Closed.....</b>	<b>282</b>

## ATTENDANCE:

### Councillors Present

- Cr Tanya Milligan (Mayor) (Chairperson)
- Cr Jason Cook (Deputy Mayor)
- Cr Kathy McLean
- Cr Janice Holstein
- Cr Chris Wilson
- Cr Michael Hagan
- Cr Rick Vela

### Officers Present

- Ian Church, Chief Executive Officer
- David Lewis, Executive Manager Corporate & Community Services
- Angelo Casagrande, Executive Manager Infrastructure Works & Services
- Rick Machin, Manager Marketing, Communication & Engagement
- Lacey Buzza, Media & Communications Officer
- Corrin Bischoff, Coordinator Governance & Strategy
- Erin Carkeet, Governance & Strategy Officer
- Lyle Kajewski, Manager Plumbing & Building
- Miriam Sharp, Planning Officer
- Amanda Pugh, Manager Planning & Development
- Belinda Whelband, Coordinator Environment & Pest
- Tammee Van Bael, Graduate Planning Officer
- Brendan Sippel, Manager Parks, Gardens and Cemeteries
- Caitlan Natalier, Solicitor & Legal Services Coordinator
- Gordon Magann, Manager Building & Facilities
- Kerry Wicks, Community Facilities Business Coordinator
- Gabe Martin, Building Certifier / Regulatory Officer
- Neil Williamson, Community Development and Engagement Officer (Youth)

### Apologies

- Dan McPherson, Executive Manager Organisational Development & Planning Services



## **1.0 MEETING OPENED**

*The meeting commenced at 10:01am.*

*The Mayor, Cr Milligan as the Chairperson opened the meeting and welcomed all present. Pastor John Haigh led the meeting in prayer, following a minute's silence for those persons recently deceased.*

## **2.0 LEAVE OF ABSENCE**

*No Leave Of Absence.*

### 3.1 Condolences/Get Well Wishes

**Date:** 06 June 2019  
**Author:** Erin Carkeet, Governance and Strategy Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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

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

**Moved By:** Cr Holstein **Seconded By:** Cr Hagan  
**Resolution Number:** 16-20/1365

**CARRIED**  
**7/0**

---

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

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

Pursuant to section 175C of the *Local Government Act 2009*, a councillor or senior council officer who has a material personal interest in an issue to be considered at a meeting of a local government, or any of its committees must:

- (a) inform the meeting of the material personal interest in the matter, including the following particulars about the interest –
  - i. the name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
  - ii. how the person or other entity stands to gain the benefit or suffer the loss
  - iii. if the person or other entity who stands to gain the benefit or suffer the loss if the person or other entity is not the councillor or senior council officer—the nature of the relationship to the person or entity; and
- (b) leave the meeting room, including any area set aside for the public, and stay out of the meeting room while the matter is being discussed and voted on.

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

Pursuant to section 175E of the *Local Government Act 2009*, a councillor or senior council officer who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government or any of its committees must inform the meeting about the personal interest in the matter, including the following particulars about the interests:

- a) the nature of the interests
- b) if the personal interests arise because of the relationship with, or receipt of a gift from, another person:
  - i. the name of the other person; and
  - ii. the nature of the relationship or value and date of receipt of the gift; and
  - iii. the nature of the other person's interests in the matter.
- c) how the councillor or senior council officer intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

*No declarations were made by Councillors or Senior Officers at this time.*

**5.0 MAYORAL MINUTE**

*No Mayoral Minute*

## 6.0 CONFIRMATION OF MINUTES

## 6.1 Confirmation of Ordinary Meeting Minutes 22 May 2019

**Date:** 06 June 2019  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Officer's Recommendation:**

**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 22 May 2019 be taken as read and confirmed.**

## RESOLUTION

**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 22 May 2019 be taken as read and confirmed.**

**Moved By:** Cr Vela **Seconded By:** Cr Hagan  
**Resolution Number:** 16-20/1366

**CARRIED**  
**7/0**

*No Business Arising from Minutes*

## 8.1 Receipt of the Minutes of the Audit and Risk Management Committee Meeting held on 23 May 2019

**Date:** 06 June 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**THAT the unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 23 May 2019, as attached, be received and noted.**

**THAT the unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 23 May 2019, as attached, be received and noted.**

**Moved By:** Cr Wilson **Seconded By:** Cr Cook  
**Resolution Number:** 16-20/1367

**CARRIED**  
**7/0**



REGIONAL COUNCIL

# **AUDIT & RISK MANAGEMENT COMMITTEE**

## **MINUTES**

**23 MAY 2019**



**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 MAY 2019**

**TABLE OF CONTENTS**

<b>Item Subject</b>	<b>Page No.</b>
Table of Contents .....	2
<b>1.0 Meeting Opened .....</b>	<b>4</b>
<b>2.0 Apologies .....</b>	<b>4</b>
<b>3.0 Declaration of any Material personal interests/conflicts of interest by Members.....</b>	<b>4</b>
<b>4.0 Confirmation of Minutes .....</b>	<b>5</b>
4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes 8 March 2019 .....	5
<b>5.0 Business Arising from Minutes.....</b>	<b>6</b>
5.1 Review of Lockyer Valley Regional Shell Financial Statements.....	6
<b>6.0 Audit Committee Reports .....</b>	<b>7</b>
6.1 Chief Executive Officers Report .....	7
6.2 Risk Management Update .....	8
6.3 Review on the Performance of Internal Audit and Annual Review of the Internal Audit Charter .....	9
6.4 External Audit Update .....	10
6.5 Audit Register Progress Update .....	11
6.6 Fraud and Corruption Update.....	12
6.7 Committee Annual Self Assessment and Review of Committee Charter and Code of Conduct .....	13
<b>7.0 Items for information .....</b>	<b>14</b>
7.1 Internal Audit Contract.....	14
7.2 Financial Performance Report.....	15
<b>8.0 Meeting Closed.....</b>	<b>15</b>

**ATTENDANCE:**

**Councillor Members**

- Cr Tanya Milligan (Mayor) (ex officio)
- Cr Jason Cook
- Cr Chris Wilson

**Independent External Members (Voting)**

- Kerry Phillips (Chairperson)
- Alison D'Costa
- Mark Newton

**Attendees (non-voting)**

- Ian Church, Chief Executive Officer
- Madonna Brennan, Governance and Strategy Advisor
- Corrin Bischoff, Coordinator Governance and Strategy
- David Lewis, Executive Manager, Corporate & Community Service
- Tony Brett, Manager Finance & Customer Service
- Graham Cray, Manager Information Services (part of meeting)
- Marita Corbett, BDO Pty Ltd (Internal Audit)
- Junaide Latif, William Buck (External Audit)
- Chantelle Hanna, Queensland Audit Office (via teleconference)
- Erin Carkeet, Governance and Strategy Officer (Secretariat)



**1.0 MEETING OPENED**

*The meeting commenced at 1:39pm.*

**2.0 APOLOGIES**

**3.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY MEMBERS**

**3.1 Declaration of Material Personal Interest on any Item of Business**

Pursuant to section 175C of the *Local Government Act 2009*, a member who has a material personal interest in an issue to be considered at a meeting of a local government, or any of its committees must

- a) inform the meeting of the material personal interest in the matter, including the following particulars about the interest—
  - i. the name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
  - ii. how the person or other entity stands to gain the benefit or suffer the loss
  - iii. if the person or other entity who stands to gain the benefit or suffer the loss if the person or other entity is not the member —the nature of the relationship to the person or entity; and
- b) leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the matter is discussed and voted on.

**3.2 Declaration of Conflict of Interest on any Item of Business**

Pursuant to section 175E of the *Local Government Act 2009*, a member who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government or any of its committees must inform the meeting about the personal interest in the matter, including the following particulars about the interests—

- a) the nature of the interests
- b) if the personal interests arise because of the relationship with, or receipt of a gift from, another person—
  - i. the name of the other person; and
  - ii. the nature of the relationship or value and date of receipt of the gift; and
  - iii. the nature of the other person's interests in the matter.
- c) how the member intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

*Alison D'Costa declared a conflict of interest in relation to Item 7.1, "Internal Audit Contract", (as defined in Section 175D of the Local Government Act 2009), based on the fact that she has previously conducted work for O'Connor Marsden & Associates. Alison D'Costa advised that she would no longer conduct work for O'Connor Marsden & Associates whilst being an Independent Member on the Lockyer Valley Regional Council Audit and Risk Management Committee.*



**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 MAY 2019**

**4.0 CONFIRMATION OF MINUTES**

**4.1 Confirmation of Audit and Risk Management Committee Meeting  
Minutes 8 March 2019**

**Date:** 13 May 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Officer's Recommendation:**

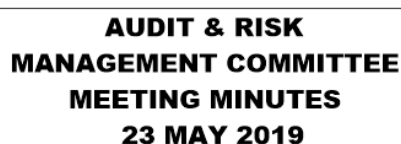
**THAT the Minutes of the Audit and Risk Management Committee Meeting held on  
Friday 8 March 2019 be taken as read and confirmed**

**RESOLUTION**

**THAT the Minutes of the Audit and Risk Management Committee Meeting held on  
Friday 8 March 2019 be taken as read and confirmed.**

**Moved By: M Newton                      Seconded By: Cr Cook**  
**Resolution Number: ARMC/0112**

**CARRIED**  
**5/0**



## 5.1 Review of Lockyer Valley Regional Shell Financial Statements

**Date:** 13 May 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**THAT the Lockyer Valley Regional Council shell Financial Statements for the 2018-19 financial year be distributed to the Audit and Risk Management Committee for review and feedback as required.**

**And further;**

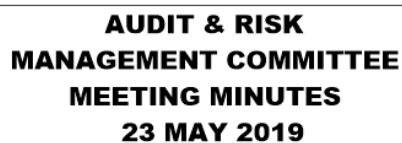
**THAT any feedback on the shell Financial Statements be provided to the Manager Finance & Customer Service by close of business Friday, 14 June 2019.**

**THAT the Lockyer Valley Regional Council shell Financial Statements for the 2018-19 financial year be distributed to the Audit and Risk Management Committee for review and feedback as required.**

**And further;  
THAT any feedback on the shell Financial Statements be provided to the Manager  
Finance & Customer Service by close of business Friday, 14 June 2019.**

**Moved By:** M Newton      **Seconded By:** Cr Wilson  
**Resolution Number:** ARMC/0113

**CARRIED**  
**5/0**



## 6.1 Chief Executive Officers Report

**Summary:**

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Chief Executive Officer's Report.**

**THAT the Audit and Risk Management Committee receive and note the Chief Executive Officer's Report.**

**Moved By:** A D'Costa      **Seconded By:** Cr Wilson  
**Resolution Number:** ARMC/0114

**CARRIED**  
**5/0**



**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 MAY 2019**

**6.2 Risk Management Update**

**Date:** 13 May 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to provide the Audit and Risk Management Committee with an update on the development of Council's risk management function, including the development of the Key Corporate Risk Register, Risk Management Policy and Framework Guideline.

**Officer's Recommendation**

**THAT the Audit and Risk Management Committee receive and note the progress on Council's risk management activity.**

**Further;**

**THAT the Audit and Risk Management Committee endorse the draft Risk Management Policy and Risk Management Framework Guideline.**

**Further;**

**THAT the Audit and Risk Management Committee receive and note the draft Business Unit Risk Registers.**

**And further;**

**THAT the Audit and Risk Management Committee endorse the draft Key Corporate Risk Register for adoption by Council.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the progress on Council's risk management activity.**

**Further;**

**THAT the Audit and Risk Management Committee endorse the draft Risk Management Policy and Risk Management Framework Guideline, subject to the inclusion of Internal Audit into section 12 Roles and Responsibilities.**

**Further;**

**THAT the Audit and Risk Management Committee receive and note the draft Business Unit Risk Registers.**

**And further;**

**THAT the Audit and Risk Management Committee endorse the draft Key Corporate Risk Register for adoption by Council.**

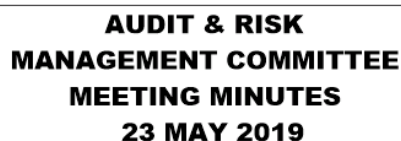
**Moved By: Cr Cook**

**Seconded By: M Newton**

**Resolution Number: ARMC/0115**

**CARRIED**

**5/0**



**Date:** 13 May 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

This report is presented to the Audit and Risk Management Committee to facilitate the requirement to undertake an annual review of the performance of internal audit and the Internal Audit Charter, as identified in the Internal Audit Charter and the Committee's rolling work plan. Council's Internal Audit Policy has also been included to form part of this review process as it is scheduled for review.

### Officer's Recommendation

**THAT the Members of the Audit and Risk Management Committee undertake a review of the Internal Audit Charter and Internal Audit Policy as attached and provide comments or recommended changes to Governance and Strategy Advisor by Friday 26 July 2019.**

And further;

**THAT the Committee participate in the workshop to review the performance of Internal Audit.**

## RESOLUTION

**THAT the Members of the Audit and Risk Management Committee undertake a review of the Internal Audit Charter and Internal Audit Policy as attached and provide comments or recommended changes to Governance and Strategy Advisor by Friday 26 July 2019.**

**And further;**

**THAT the Committee participate in the workshop to review the performance of Internal Audit**

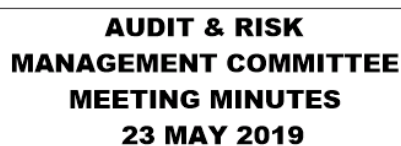
**Moved By:** M Newton                      **Seconded By:** A D'Costa

**Resolution Number: ARMC/0116**

**CARRIED**

**5/0**

Note: Marita Corbett representing BDO Pty Ltd left the meeting during the review of the performance of internal audit.



**Date:** 17 May 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

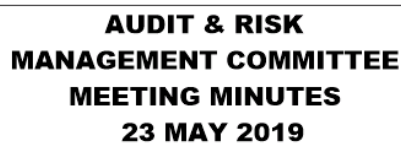
The attached report provides an update on the activities of Council's External Auditor, including the 2019 Audit Interim Report.

**THAT the Audit and Risk Management Committee receive and note the External Audit Update including the 2019 Audit Interim Report.**

**THAT the Audit and Risk Management Committee receive and note the External Audit Update including the 2019 Audit Interim Report.**

**Moved By:** Cr Cook                      **Seconded By:** Cr Wilson  
**Resolution Number:** ARMC/0117

**CARRIED**  
**5/0**



**Date:** 13 May 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

This report provides the Audit and Risk Management Committee (Committee) with an update on the action undertake in relation to the recommendations identified in Council's Audit Register.

**THAT the Audit and Risk Management Committee receive and note the progress update on Council's Audit Register.**

**THAT the Audit and Risk Management Committee receive and note the progress update on Council's Audit Register.**

THAT Council's Audit Register is subject to a review of timeframes and priorities by the Executive Leadership Team.

**Moved By:** A D'Costa                      **Seconded By:** M Newton  
**Resolution Number:** ARMC/0118

**CARRIED**  
**5/0**





**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 MAY 2019**

**6.6 Fraud and Corruption Update**

**Date:** 13 May 2019  
**Author:** Corrin Bischoff, Coordinator Governance and Strategy  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

This report provides the Audit and Risk Management Committee with an update on the activity undertaken by Council in relation to management of fraud and corruption.

**Officer's Recommendation**

**THAT the Audit and Risk Management Committee receive and note the status of the Fraud and Corruption Control Plan May 2019.**

**RESOLUTION**

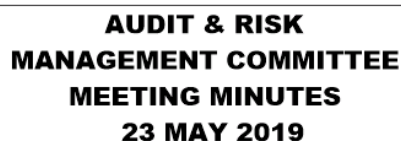
**THAT the Audit and Risk Management Committee receive and note the status of the Fraud and Corruption Control Plan May 2019.**

**And Further;**

**THAT the Fraud and Corruption Control Plan is reviewed at the Audit and Risk Management Committee at its meeting scheduled for 28 November 2019.**

**Moved By: Cr Wilson                      Seconded By: Cr Cook**  
**Resolution Number: ARMC/0119**

**CARRIED**  
**5/0**



**Date:** 13 May 2019  
**Author:** Madonna Brennan, Governance and Strategy Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

This report is to inform the Audit and Risk Management Committee of its requirement to undertake an annual self-assessment and review of the Committee Charter and Code of Conduct as identified in the Audit and Risk Management Committee Charter.

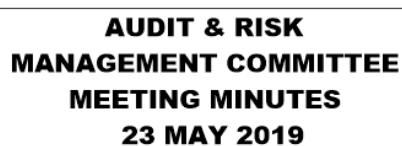
- Undertake a review of the Audit and Risk Management Committee Charter and Code of Conduct.
- Conduct the annual self-assessment of the Audit and Risk Management Committee's performance for the 2018-19 financial year.
- Provide the completed self-assessments and feedback on the Audit and Risk Management Committee Charter and Code of Conduct to Council's Governance and Strategy Advisor by 26 July 2019.

**THAT a report is provided to the 8 August 2019 Audit and Risk Management Committee meeting summarising the outcomes of the self-assessments and review of the Charter and Code of Conduct.**

- Undertake a review of the Audit and Risk Management Committee Charter and Code of Conduct.
- Conduct the annual self-assessment of the Audit and Risk Management Committee's performance for the 2018-19 financial year.
- Provide the completed self-assessments and feedback on the Audit and Risk Management Committee Charter and Code of Conduct to Council's Governance and Strategy Advisor by 26 July 2019.

That a report is provided to the 8 August 2019 Audit and Risk Management Committee meeting summarising the outcomes of the self-assessments and review of the Charter and Code of Conduct.

**Moved By:** A D'Costa                      **Seconded By:** M Newton  
**Resolution Number:** ARMC/0120



## 7.0 ITEMS FOR INFORMATION

**Date:** 14 May 2019  
**Author:** Corrin Bischoff, Coordinator Governance and Strategy  
**Responsible Officer:** Ian Church, Chief Executive Officer

This report provides an outline of the process and outcome of the Internal Audit Services Contract.

**THAT the Audit and Risk Management Committee receive and note the Internal Audit Contract report.**

**THAT the Audit and Risk Management Committee receive and note the Internal Audit Contract report.**

**CARRIED**  
**5/0**



**AUDIT & RISK  
MANAGEMENT COMMITTEE  
MEETING MINUTES  
23 MAY 2019**

**7.2 Financial Performance Report**

**Date:** 13 May 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 31 March 2019 and the budget review for the year to the end of January 2019.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Financial Performance information report.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Financial Performance information report.**

**Moved By: M Newton                      Seconded By: A D'Costa**  
**Resolution Number: ARMC/0122**

**CARRIED**  
**5/0**

**8.0 MEETING CLOSED**

*There being no further business for discussion, the Chair declared the meeting closed at 3:53pm.*

**Date:** 06 June 2019  
**Author:** Sara Rozynski, Personal Assistant to the Executive Manager Infrastructure Works and Services  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

**THAT the unconfirmed minutes of the Lockyer Valley Traffic Safety Working Group meeting held on 20 March 2019, as attached, be received and noted.**

**THAT the unconfirmed minutes of the Gatton Revitalisation Project Committee meeting held on 20 March 2019, as attached, be received and noted.**

**Moved By:** Cr Holstein      **Seconded By:** Cr Hagan  
**Resolution Number:** 16-20/1368

**CARRIED**  
**7/0**



TIME OF MEETING:	9am to 10am
DATE OF MEETING:	20 March 2019
LOCATION OF MEETING:	Council Chambers, 26 Railway Street, Gatton
CHAIRPERSON:	Seren McKenzie
MINUTES:	Sara Rozynski

## ATTENDANCE

PRESENT			
Belinda Wheelband	Cr Kathy McLean	Angelo Casagrande	
Brendan Sippel	Helen McGraw	Neil Williamson	
Cr Michael Hagan	Greg Jepson	Cr Holstein	
Cr Jason Cook	Seren McKenzie	Jason Harm	
APOLOGIES			
Atem Jok			
Jason Harm			
Cr Tanya Milligan			
Cr Christopher Wilson			

## AGENDA ITEMS

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
20/03/2019	Apologies if Applicable		
20/03/2019	Previous minutes – 14/12/2019 ECM <a href="#">3693830</a>		
20/03/2019	Action table – ECM <a href="#">3188062</a> <ul style="list-style-type: none"> <li>Items currently outstanding</li> </ul>	<ul style="list-style-type: none"> <li>The committee discussed the action table.</li> </ul>	
20/03/2019	Community Engagement	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
20/03/2019	General Business (All)	<ul style="list-style-type: none"> <li>Angelo – Seren's last GRP meeting, Tony McDonald will be acting Manager Infrastructure Planning and Design, he will be chairing this meeting during his acting period.</li> </ul>	All to note.
		<ul style="list-style-type: none"> <li>Belinda – The Community Tree Planting Day is being held on Sunday 24/03/2019. 400 trees to be installed. 15 people registered to date.</li> </ul>	All to note.
		<ul style="list-style-type: none"> <li>Cr Holstein – Cr Holstein wanted to know how the public artwork funding project is progressing. Neil advised this artwork is not in Gatton, it is at Mulgowie.</li> </ul>	Neil
		<ul style="list-style-type: none"> <li>Cr Cook – Progress on additional parking on QR land near Railway station – this is part of the ongoing negotiations that Caitlan is undertaking with QR.</li> </ul>	
		<ul style="list-style-type: none"> <li>Cr McLean <b>Woodlands Road Parking</b> - Motorists are constantly parking on the footpaths along Woodlands Road. Infrastructure Planning and Design staff to discuss with Local Laws who have been undertaking some work in this area and determine if any possible alternative parking arrangements or actions should occur. CRM2019/03126. <b>Whittle Street Parking</b> – Motorist are parking too close to the intersections and there are always a large number of vehicles parked up. QPS to be advised, however have advised yellow 'no standing' lines will not be marked as it sets a precedent to mark other intersections. CRM2019/03125</li> </ul>	QPS to monitor and enforce.
20/03/2019	Next meeting date	<ul style="list-style-type: none"> <li>29/05/2019 10:00am to 11:00am</li> </ul>	

Tabled Documents: Nil

---

**8.3 Receipt of the Minutes of the Lockyer Valley Traffic Safety Working Group Meeting - 20 March 2019**

**Date:** 06 June 2019

**Author:** Sara Rozynski, Personal Assistant to the Executive Manager Infrastructure Works and Services

**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

---

**Officer's Recommendation:**

**THAT the unconfirmed minutes of the Lockyer Valley Traffic Safety Working Group meeting held on 20 March 2019, as attached, be received and noted.**

**RESOLUTION**

**THAT the unconfirmed minutes of the Lockyer Valley Traffic Safety Working Group meeting held on 20 March 2019, as attached, be received and noted.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 16-20/1369**

**CARRIED**

**7/0**



# LOCKYER VALLEY TRAFFIC SAFETY WORKING GROUP (SAFE4LIFE IN LOCKYER)



TIME OF MEETING:	10.45am to 12.15pm
DATE OF MEETING:	20 March 2019
LOCATION OF MEETING:	Council Chambers, 26 Railway Street, Gatton
CHAIRPERSON:	Seren McKenzie
MINUTES:	Sara Rozynski

## ATTENDANCE

PRESENT			
LVRC	TMR	QPS	
Angelo Casagrande	Elizabeth Vince	Rowland Browne	
Cr Janice Holstein (left at 11.47am)	Mahendra Mistry		
Seren McKenzie	Michael Timmer		
	Rebecca Roberts		
	David Willis		

APOLOGIES			
LVRC	TMR	QPS	
Atem Jok	Andrew Keen	Glen Thomas	
	Dereck Sanderson	Regan Draheim	
	Heather Hoey		
	Kirsty Birgan		

AGENDA ITEMS

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
14/12/2018	Apologies if Applicable	Apologies - Glen Thomas, Regan Draheim, Alean Jok, Andrew Keen, Dereck Sanderson, Heather Hoey, Kirsty Birgan.	
14/12/2018	Previous minutes – 14 December 2018. ECM <a href="#">3694048</a>	<ul style="list-style-type: none"> <li>Review of speed limit to be conducted as per Council Resolution 4282. <ul style="list-style-type: none"> <li>The speed between Millers Road and the Warrego Highway along Gatton Esk Road is currently 80km/h. Proposed speed change from 80km/h to 100km/h North of Redbank Creek Road at approximately chainage 3.6km.</li> <li>TMR advised they are conducting a speed review along Gatton Esk Road due to the changed conditions of the road. DW will present the findings and speed zone changes to the Committee when details are ready. Preliminary findings are to have fewer and longer speed zones, but subject to safety review.</li> </ul> </li> <li>07/09/2016, Road safety review has been conducted by TMR and is in draft stage. Current speed on Gatton Esk Road is 60km/h from Warrego Highway to approximately Millers Road which then it changes to 80km/h. Review findings indicate change to 100km/h from Warrego Highway all along Gatton Esk Road. LVRC feedback to TMR is to propose 80km/h from Warrego Highway, to approximately 800m south of Millers Road.</li> <li>06/09/2017 - Ongoing</li> <li>21/03/2018 – Ongoing</li> <li>25/06/2018 – Ongoing</li> <li>19/09/2018 – Ongoing</li> <li>14/12/2018 – To be reviewed in line with the new part 4 of MUTCD (November 2018).</li> <li><b>20/03/2019 – Changes have been authorised. Signage to be installed through RMPC contract.</b></li> </ul>	
02/12/2015	Gatton Esk Road	<ul style="list-style-type: none"> <li>Look at reducing the length of the 60km/h area.</li> <li>This may also incorporate Western Drive.</li> <li>06/09/2017 - Ongoing</li> <li>21/03/2018 – Ongoing</li> <li>25/06/2018 – Ongoing. Consider moving 60km/h and 90km/h sign to just east of Cummers Road.</li> <li>19/09/2018 – Ongoing</li> <li>14/12/2018 – Ongoing. Suggestion was made to move 60km/h sign 500 meter closer to town.</li> <li><b>20/03/2019 – Ongoing.</b></li> </ul>	Mahendra
07/12/2016	Eastern Drive, Gatton	<ul style="list-style-type: none"> <li>Locations of loading zones don't seem to be relevant to businesses.</li> <li>Imperial Hotel site works to be completed prior to loading zones being reviewed due to location of shipping containers.</li> <li>07/09/2016 - Loading zone drawings are currently being designed.</li> <li>07/12/2016 - Taxi parking has been fixed. Loading zones are yet to be addressed. Look into making a number of 10-20 minute parking bays near the banks. Laidley – a number of parks in front of the Post Office. Gatton – a number of parks near the banks. Item to be addressed at a Council meeting in 2017 and business to be consulted first.</li> </ul>	Mahendra
	Gatton CBD Parking particularly Railway Street to be reviewed		Seren

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
		<ul style="list-style-type: none"> <li>• SM (LVRC) to speak with Corrin Bischoff (LVRC) to discuss 10-20 minute parking in greater detail.</li> <li>• 21/06/2017 - Upcoming workshop item, also looking at relocating Greyhound bus stops. Also being addressed in Gatton Revitalisation meetings. Have discussed loading zone locations with a number of businesses, and only really 1 or 2 suggested changes.</li> <li>• Video analysis is on-going</li> <li>• 06/09/2017 – Ongoing</li> <li>• 06/12/2017 – Ongoing</li> <li>• 21/03/2018 – Ongoing, pending 2018-19 budget</li> <li>• 25/06/2018 – Funding provided from Translink to relocate bus stop. Loading zone reviewed. Stickers or new signs to be ordered and installed.</li> <li>• 19/09/2018 – Ongoing</li> <li>• 14/12/2018 – Ongoing</li> </ul> <p><b>20/03/2019 – Ongoing. QR support in principal the relocation of the bus stop. Council are also undertaking a disability parking review as part of this relocation.</b></p>	
02/03/2016	Laidley Loading Zones	<ul style="list-style-type: none"> <li>• JH (LVRC) advised the loading zone signs in Laidley CBD don't have stipulated times. Loading zones reviewed. Due to no stipulated timeframe, the zone is a loading zone 24 hours however parking in the loading zone is permitted for 2 minutes only. Additional loading zone standards review to take place.</li> <li>• 07/09/2016. Additional wording required on signs regarding stipulated times allowed for trucks and cars to load to provide clarity around when the area can be used as a loading zone.</li> <li>• 21/06/2017 - Some signs in Gatton do not have any times either. Loading zone outside of Medical Centres on William Street Gatton has 20 minute max. 9-4 Mon-Fri and 9-12 Sat</li> <li>• Suggest these times may be suitable for other Gatton loading zones and for Laidley loading zones</li> <li>• 06/09/2017 – Ongoing – Group agreed with proposed signs – for installation</li> <li>• 06/12/2017 – Pending</li> <li>• 21/03/2018 – Ongoing</li> <li>• 25/06/2018 – Review of loading zone conducted in Laidley and Gatton.</li> <li>• 25/06/2018 – New signs or stickers to be ordered and installed.</li> <li>• 19/09/2018 – Ongoing</li> <li>• 14/12/2018 – Audit completed. Signs to be ordered and installed.</li> </ul> <p><b>20/03/2019 – Ongoing.</b></p>	Seren
07/09/2016	Warrego Highway and Norman Hedges Park Intersection	<ul style="list-style-type: none"> <li>• 07/09/2016 - Drivers are using this intersection and driving westbound on service road to access the Honey Pot service station. Drivers should be using the Helendale Drive intersection to make a u-turn however are claiming it is unsafe to do so.</li> <li>• Letter received from TMR but doesn't fully address the issue. MF (LVRC) to respond to letter. (Complete 07/06/17)</li> <li>• Letter to TMR sent (ECM 3157033)</li> <li>• 06/09/2017- QPS discussed in general business</li> <li>• 06/12/2017 - TMR to respond to letter still</li> <li>• 21/03/2018 – Not discussed at the meeting however response was received from TMR by LVRC on 05/01/2018 (ECM 3509521) See attached to minutes.</li> <li>• 25/06/2018 – Slip lane. TMR advised a cost sharing arrangement can be made in however Council is not willing to undertake this.</li> </ul>	Mahendra

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
		<ul style="list-style-type: none"> <li>25/06/2018 – Signage. Trucks existing Norman Hedges Park are required to turn left to use the Helidon interchange however trucks are accidentally ripping the stop sign out which is located on the corner of the Warrego Highway and the slip lane. Suggestion was made for caravans to use the Helidon interchange as well instead of turning right to head west.</li> <li>19/09/2018 – Mahendra advised TMR are considering making the slip lane a two way road. No update provided on the signage.</li> <li>14/12/2018 – Ongoing.</li> <li><b>20/03/2019 – Ongoing.</b></li> </ul>	
21/03/2018	Locations for speed activated devices	<ul style="list-style-type: none"> <li>21/03/2018 - LVRC is to receive TIDS project funding for portal speed activated devices. The bases are permanent however the device can be relocated often. TMR suggested to place a traffic counter down prior to installing devices and after for comparison purposes.               <ul style="list-style-type: none"> <li>LVRC proposed 3 locations:                   <ul style="list-style-type: none"> <li>At each end of Fairway Drive, Hatton Vale</li> <li>Woodlands Road, Gatton north of Rangewew Drive.</li> <li>Southbound along Gehrke Road approaching Plainland Crossing Estate</li> </ul> </li> <li>Location proposed by other committee members include:                   <ul style="list-style-type: none"> <li>Southbound along Postmans Ridge Road toward highway</li> <li>Northbound along Summerholm Road toward Warrego Highway</li> </ul> </li> <li>25/06/2018 – Signs installed at each end of Fairway Drive, Hatton Vale. Traffic counters have also been placed on site before and after installation of the signs to investigate the effectiveness of the signs.</li> <li>19/09/2018 – Traffic count data from Fairways Drive to be provided at next meeting.</li> <li>14/12/2018 – Traffic count data from installation to now was provided. See attached to minutes. Results show it has helped reduce speeding however there are still excessive speeding occurring. Seren to email data to Regan to help enforce. Council to consider another set of speed activated devices in 2019/20 budget.</li> <li><b>20/03/2019 – Ongoing, pending 2019/20 budget.</b></li> </ul> </li></ul>	Seren
	<p>TMR master plan for Withcott Area.</p> <p>Proposed fix speed cameras on Warrego Highway on both east and west bound lanes (traffic counts have been conducted in relation to this). The purpose is to reduce speeding through Withcott.</p>	<ul style="list-style-type: none"> <li>LF (TMR) to follow up Police Minister re installation of fixed speed camera.</li> <li>IWS to meet with TMR management team regarding the planning works mid to late May 2017. Mayor and Cr Holstein to be invited.</li> <li>TMR advised there is no TMR funding for new fixed speed camera sites statewide. And TMR's response remains that there is no proposed upgrading through Withcott until the impacts of the Toowoomba Second Range Crossing are known.</li> <li>DW to provide LVRC with copy of Withcott Project.</li> <li>06/09/2017 – ongoing</li> <li>21/03/2018 – ongoing</li> <li>25/06/2018 – Masterplan. Kym Murphy met with LVRC. The masterplan is still in planning phase TMR is meeting with and receiving feedback from LVRC officers.</li> <li>25/06/2018 – Turning right out of Biggs Road. TMR to consider installing concrete barriers or such to deter drivers from illegally turning right out of Biggs Road onto the Warrego Highway.</li> <li>19/09/2018 – Motorists are travelling west bound and undertaking u-turns across the highway near Biggs Road. Suggest installing no u-turn sign on highway approaching this intersection.</li> <li>14/12/2018 – Installation of concrete barriers on Jones Road and Biggs Road to prevent illegal right turn onto Warrego Highway has been programmed.</li> </ul>	Mahendra

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
		<ul style="list-style-type: none"> <li><b>20/03/2019 – Installation of barriers ongoing.</b></li> </ul>	
07/06/2016	Jones Road and Warrego Highway Intersection	<ul style="list-style-type: none"> <li>Request to install u-turn permitted at roundabout advisory sign to be installed. Installation of no u-turn sign to be installed at Jones Road intersection and redirect u-turn traffic to Roches Road turning area. TMR to check length of turn lane from Warrego Highway to Roches Road first and the ability to handle the increase in traffic, with consideration of additional Nexus traffic as well.</li> <li>07/09/2016. TMR to install no u-turn permitted sign at Jones Road intersection. advisory sign of no u-turn permitted before declaration lane and install u-turn permitted 500 meters ahead sign at Roches Road roundabout. 3 signs in total to be installed by TMR.</li> <li>07/12/2016. Issue with vehicles doing u-turns at Biggs Road to use the shopping centre. Vehicles need to use Roches Road roundabout.</li> <li>MM (TMR) to install signage.</li> <li>21/06/2017 updated requested on concept design for Jones and Biggs intersections</li> <li>06/09/2017 – Cr Holstein advised signs have changed. Give way sign on Jones Rd and Biggs Rd needs checking.</li> <li>Concerns with merging lane from Biggs Rd onto Warrego Hwy being removed.</li> <li>Recently there has been an accident.</li> <li>Safety concerns with exiting Roches Road due to large amount of traffic at roundabout.</li> <li>06/12/2017 – LVRC still have ongoing concerns with the road safety at this intersection. LVRC would like to see a physical deterrent placed.</li> <li>21/03/2018 – Ongoing.</li> <li>25/06/2018 – Ongoing.</li> <li>19/09/2018 – Ongoing.</li> <li>14/12/2018 – Installation of u-turn sign to be programmed. Refer to comment from 07/12/2016.</li> <li><b>20/03/2019 – Ongoing. Signage to be installed to permit u-turns at Jones Road for westbound traffic. U-turns not permitted signage to be installed in centre lanes at shopping centre area for westbound traffic.</b></li> </ul>	Mahendra
15/03/2017	Semi-permanent camera installations	<ul style="list-style-type: none"> <li>Suggestion made to have semi-permanent camera installed at Jones, McNamaras and Gittins Road.</li> <li>Could be used to check compliance with escort of oversize/overweight vehicles.</li> <li>Previously, traffic counters were placed on Jones Road south of Shorelands Drive. Noted that vehicles over 4T go over these traffic counters to use the back entrance to the shops at corner of Warrego and Jones Road.</li> <li>Traffic counter was removed for a period for another location, but have now been reinstated on Jones Road north of the Shorelands Drive turn intersection.</li> <li>Awaiting new data to be collected to determine if cameras required.</li> <li>06/09/2017 – data received now under review</li> <li>06/12/2017 – information gathered has been forwarded to TMR.</li> <li>21/03/2018 – ongoing</li> <li>25/06/2018 – Additional traffic counts to be sent to Dereck after counter is placed back on Jones Road.</li> <li>19/09/2018 – Traffic count data yet to be sent to Dereck.</li> <li>14/12/2018 – Ongoing. Further compliance to be enforced.</li> <li><b>20/03/2019 – Data has been sent to Dereck.</b></li> </ul>	Dereck



DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
21/03/2018	Line marking outside of Withcott State School	<ul style="list-style-type: none"> <li>21/03/2018 - South of the pedestrian crossing on Biggs Road, Withcott there are double white lines. North of the pedestrian crossing there is a single line. Parents are conducting u-turns at the northern end causing traffic concerns.</li> <li>25/06/2018 – Ongoing.</li> <li>19/09/2018 – Ongoing.</li> <li>14/12/2018 – Seren to liaise with Glen for further clarification.</li> <li><b>20/03/2019 – Ongoing.</b></li> </ul>	Seren
25/06/2018	Clear Zones	<ul style="list-style-type: none"> <li>Dereck raised an issue of toilet and vegetable stalls being kept in the 'clear zones' of the road reserve. The distance these items can be kept in the road reserve from the road depends on the road speed limit. TMR to provide this information to LVRC. LVRC to raise with local farmers.</li> <li>25/06/2018 - TMR to provide LVRC with additional 'clear zone' requirements. LVRC to discuss with local farmers.</li> <li>19/09/2018 – Mahendra tabled an article out of the RMPC Guidelines regarding maintenance standards. See attached.</li> <li>14/12/2018 – Dereck to provide additional farmers that are not obeying the guidelines. Matter to be discussed at a Growers Group meeting. Council will be present this at a Councilor Workshop to establish an education campaign for farmer.</li> <li><b>20/03/2019 – Mud on Roads report being presented at a Councilor Workshop on 03/04/19. Council and TMR to take a collaborative approach when liaising with stakeholders.</b></li> </ul>	Dereck
19/09/2018	Speed limit review - Pitt Road, Blenheim	<ul style="list-style-type: none"> <li>19/09/2018 - A resident requested the reduction in speed along Pitt Road. Traffic counts have been undertaken. 80km/h was proposed by Council. Due to multiple speeds in area and a number of bends in the connecting roads, 80km/h was considered perhaps too slow. Further information to be provided to committee.</li> <li>14/12/2018 – On hold. To be reviewed in line with the new part 4 of MUTCD (November 2018).</li> <li><b>20/03/2019 – Review undertaken in line with new part 4 of MUTCD. Proposed changes concept tabled (see attached below). Review undertaken also took into consideration power poles which are close to road, number of driveways etc. Review has resulted in a recommendation of 80km/hr. Group endorsed the concept plan that was tabled and change from 100km/hr to 80km/hr. Formal sign off form to be undertaken electronically. Signs to be installed.</b></li> </ul>	Angelo
19/09/2018	Postmans Ridge Road speeding	<ul style="list-style-type: none"> <li>19/09/2018 - Residents have requested Postmans Ridge Road speed limit be reduced from 100km/h to 80km/h. The entire length of road would not be able to be reduced however QPS agreed to undertake more regular patrols of the area. LVRC to place traffic counters on site to review speeds motorists are travelling at.</li> <li>14/12/2018 – Counter was placed in the 60km/h zone. Findings indicated speeding. On hold. To be reviewed in line with the new part 4 of MUTCD (November 2018).</li> <li><b>20/03/2019 – Speed review ongoing.</b></li> </ul>	Seren – conduct more regular patrols Seren – further review to be undertaken
19/09/2018	Speeding in Heildon streets	<ul style="list-style-type: none"> <li>19/09/2018 - A resident requested the speed be reviewed in the built up areas of Heildon. It was proposed to replace the existing 60km/h signs on Airforce Road and Seventeen Mile Road to 50km/h to remain consistent with the remainder of the surrounding streets. Review to be undertaken by Infrastructure Planning and Design and provide comment at next meeting. See attached maps that were tabled.</li> <li>14/12/2018 - On hold. To be reviewed in line with the new part 4 of MUTCD (November 2018).</li> </ul>	Seren

DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
		<ul style="list-style-type: none"> <li><b>20/03/2019 – Speed review ongoing.</b></li> </ul>	
19/09/2018	Western Drive, Gatton speed limit	<ul style="list-style-type: none"> <li>19/09/2018 - Cr Holstein raised the difficulty for motorists to exit Tenthill Creek Road onto Western Drive. It was requested to investigate reducing the speed from 80km/h to 60km/h in both directions of Western Drive.</li> <li>14/12/2018 – On hold. To be reviewed in line with the new part 4 of MUTCD (November 2018).</li> <li><b>20/03/2019 – Ongoing.</b></li> </ul>	Mahendra to review
19/09/2018	Murphys Creek Road speed limit	<ul style="list-style-type: none"> <li>19/09/2018 - Cr Holstein advised a number of community members have complained about 100km/h being too fast for Murphys Creek Road. Agreed a speed review of the whole of Murphys Creek Road would be undertaken.</li> <li>14/12/2018 – On hold. To be reviewed in line with the new part 4 of MUTCD (November 2018).</li> <li><b>20/03/2019 – Comprehensive speed and safety review has been undertaken. TMR proposed to install additional warning signage where appropriate. Signs yet to be installed.</b></li> </ul>	Mahendra
19/09/2018	Restriction of speed limit for trucks <ul style="list-style-type: none"> <li>Carey Road</li> <li>Norfolk Road</li> </ul>	<ul style="list-style-type: none"> <li>19/09/2018 - Council have received complaints about trucks speeding on Carey and Norfolk Road. These are narrow and unsealed roads. It was agreed Council will install restricted speed limit speed signage for trucks on Carey Road and Norfolk Road as a trial. The roads are currently 'drive to the condition', proposed 50km/h for trucks. Proposed modification to speed zone forms were signed by the applicable parties. (ECM <a href="#">3649718</a> and <a href="#">3649717</a>)</li> <li>14/12/2018 – Ongoing. Signs to be installed.</li> <li><b>20/03/2019 – Ongoing.</b></li> </ul>	Seren – signage to be installed
19/09/2018	Plainland roundabout	<ul style="list-style-type: none"> <li>19/09/2018 - The current design of the roundabout needs to be reviewed by LVRC and TMR as the 3 metre wide access point for crane access is not aesthetically pleasing.</li> <li>14/12/2018 – Ongoing. Brendan has met with TMR on site. Revised plan being drawn up for discussion.</li> <li><b>20/03/2019 – The landscaping works have been approved through TMR. Works have commenced and will be undertaken in the 2018/19 financial year.</b></li> </ul>	TMR
19/09/2018	Withcott slip lanes	<ul style="list-style-type: none"> <li>19/09/2018 - Motorists are becoming confused with the slip lane which accesses the Withcott shopping centre and also leads to Jones Road. They seem to be uncertain if it is an acceleration or deceleration lane. Mahendra advised he would email Sara an email about the item to forward to the committee for comment.</li> <li>14/12/2018 – Ongoing. Derek to send through a potential line marking concept design.</li> <li><b>20/03/2019 – Ongoing. TMR to review if 'lane ending' line marking can be installed.</b></li> </ul>	Mahendra
14/12/2018	Lake Clarendon Way proposed speed reduction	<ul style="list-style-type: none"> <li>14/12/2019 - Intersection of Walhuden Road, Gatton Esk Road and Lake Clarendon Way has been reviewed. Suggested to drop it to 80km/h to introduce gradual speed reduction however on hold until the new MUTCD part 4 training has been undertaken. Additional line marking has been undertaken by Council.</li> <li><b>20/03/2019 – Ongoing.</b></li> </ul>	Seren

Items Completed 20 March 2019			
DATE RAISED	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
14/12/2018	Media contact	<ul style="list-style-type: none"> <li>14/12/2019 - The Galton Star have been in contact with Council regarding the Committee. Refer her to Council's Communications Unit.</li> <li><b>20/03/2019 – Completed.</b></li> </ul>	Sara
06/12/17	Flashing Signs at Schools	<ul style="list-style-type: none"> <li>06/12/2017 - Flashing School Zone Signs have been installed by TMR at two more schools.</li> <li>➤ Question was asked are there going to be anymore in the future?</li> <li>21/03/2018 – Ongoing</li> <li>25/06/2018 – Ongoing</li> <li>19/09/2018 – TMR installing signs on Biggs Road at Withcott State School.</li> <li>14/12/2018 – Ongoing</li> <li><b>20/03/2019 – Completed.</b></li> </ul>	Mahendra
25/06/2018	Location of 80km/h sign eastbound on Warrego Highway, Withcott	<ul style="list-style-type: none"> <li>25/06/2018 - The 80km/h sign is currently located opposite Stewart Street, Withcott. Resident of Parkridge Drive is having trouble entering the Warrego Highway safely as drivers are travelling faster than 80km/h. The 100km/h sign is located approximately 1.5km to the east of Parkridge Drive. TMR agreed to investigate relocation of the speed sign further east on the Warrego Highway to approximately in front of house number 8432.</li> <li>19/09/2018 – Ongoing</li> <li>14/12/2018 -Ongoing</li> <li><b>20/03/2019 – TMR installed additional 80km/h sign eastbound. The fluoro back board was removed from the 100km/h sign. No further action at this time, however monitor.</b></li> </ul>	Mahendra
25/06/2018	Farmers travelling in table drains	<ul style="list-style-type: none"> <li>25/06/2018 - TMR are having problems with farmers traveling in the table drains especially after irrigating causing damage to the table drains and road. The table drains are being ripped up by tractors and mud being deposited onto the road. LVRC is also experiencing this ongoing problem.</li> <li>19/09/2018 – LVRC to continue to monitor and report to TMR. Media story to be written to help educate farmers on this matter.</li> <li>14/12/2018 – As discussed in Clear Zones item above.</li> <li><b>20/03/2019 – Completed. Further comments to be added to Clear Zone item (25/06/2018)</b></li> </ul>	Dereck
19/09/2018	Warrego Highway/ Postmans Ridge Road, Heildon Spa – Bus stop	<ul style="list-style-type: none"> <li>19/09/2018 - School buses are collecting and dropping off kids on the side of the highway at Heildon Spa</li> <li>Michael Timmer to review appropriate/alternative drop off and collecting location.</li> <li>14/12/2018 – Ongoing.</li> <li><b>20/03/2019 – Feedback from bus companies indicated Postmans Ridge bus stops are being used. Since TSRC works have been completed the issue seems to be fixed. Completed.</b></li> </ul>	Michael
19/09/2018	Our Lady of Good Counsel	<ul style="list-style-type: none"> <li>19/09/2018 - Motorists are conducting U-turns through the no stopping area on Spencer Street outside of the school near the children's crossing.</li> <li>14/12/2018 – Ongoing.</li> <li><b>20/03/2019 – Since bollards have been installed no further issues have been identified. Completed.</b></li> </ul>	QPS – Conduct regular enforcement Seren – Investigate no U-turn permitted signage
14/12/2018	Traffic arrangements Warrego Highway East, Heildon Spa.	<ul style="list-style-type: none"> <li>14/12/2019 - Paynter Loop Road is now open. Roadieck engaged to build the Twidale Road u turn facility. Expected to be completed before the TSRC is fully completed. Postmans Ridge Road intersection is reopened however is still a construction site and will remain that way until the above lane is constructed. Additional warning signage required on Warrego Highway prior to the Postmans Ridge exist to advise left lane ends.</li> </ul>	Dereck



		<ul style="list-style-type: none"> <li><b>20/03/2019 – Completed.</b></li> </ul>	
14/12/2018	Request for additional pedestrian crossing on Patrick Street, Laidley near The Old Britannia Hotel	<ul style="list-style-type: none"> <li>14/12/2019 - The request for an additional pedestrian crossing to be installed was declined by the committee.</li> <li><b>20/03/2019 - Completed</b></li> </ul>	Cr Holstein to make contact with the constituent.
14/12/2018	Amendments for MUTCD Part 4 – Speed controls (November 2018)	<ul style="list-style-type: none"> <li>14/12/2019 - Council advised all speed reviews are on hold until part 4 training is undertaken. Regan would like to see speed consistency within similar streets in the region.</li> <li><b>20/03/2019 - Completed</b></li> </ul>	TMR/ Seren
14/12/2018	Mahon Bridge, Carpendale	<ul style="list-style-type: none"> <li>14/12/2019 - A complaint has been received advising fully loaded trucks are using Mahons Bridge. QPS to conduct more enforcement.</li> <li><b>20/03/2019 – Completed.</b></li> </ul>	QPS

New Business 20 March 2019			
ITEM	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
1.	Traffic Incidents Lockyer Valley Region	<p>Gatton – 32 reported crashes in total, 7 hit and runs, 12 injuries, 11 non-injury, 1 fatal (Gatton Clifton Road intersection). 1 police vehicle crash. Data from 01/09/2018 to 28/02/2019</p> <p>Laidley – 33 reported crashes in total, 7 hit and runs, 17 injuries, 9 non-injury, 0 fatal Data from 01/1/2018 to 28/02/2019.</p> <p>Helidon – 6 reported traffic crashes in total, 0 hit and runs, 4 injury traffic crashes, 2 non injury, 0 fatal. Data from 14/12/18 until 18/03/2019.</p> <ul style="list-style-type: none"> <li>Council received correspondence from TMR advising protective pedestrian barriers will be installed on the viaduct of the TSRC. (ECM <a href="#">3704608</a>). See attached.</li> </ul>	NA
2.	TSRC traffic management issues/ proposed changes	<ul style="list-style-type: none"> <li>There is a stop sign located on intersection of Paynter Loop Road and Warrego Highway. QPS believe this is not the safest option. The construction of a slip lane was not viable due to insufficient land being available. TMR to consider installing warning signage on Warrego Highway such as slow incoming traffic to advise motorists especially if trucks are pulling onto the highway.</li> </ul>	TMR
3.	Paradise Creek Road, White Mountain safety concerns (Seren/)	<ul style="list-style-type: none"> <li>The Spring Bluff Railway tourist signage located on the Warrego Highway may now state the incorrect number of kilometres to Spring Bluff Railway due to the TSRC in particular traveling via Paynter Loop Road or Murphys Creek Road. Need to update the sign to reflect the accurate kilometres, and need to determine what direction to send traffic, either Paynter Loop Road or Murphys Creek Road.</li> <li>Motor bike riders travelling on Paradise Creek Road were confronted by a human chain across the road. QPS aware and to take appropriate action.</li> </ul>	TMR / Angelo QPS.
4.	Installation of slow points at both end of Parkridge Drive, Withcott (Cr Holstein)	<ul style="list-style-type: none"> <li>Group agreed not to install slow points however for QPS to conduct regular enforcements. Council to place counters on road to gain an understanding of speeds motorists are travelling.</li> </ul>	Seren / QPS.

<p>5.</p> <p>Mountain Road and Range Crescent, Laidley safety concerns (Cr Holstein)</p>	<ul style="list-style-type: none"> <li>Currently the dominant traffic flow is from Mountain Road to Range Crescent. Motorists have to stop at the intersection of Mountain Road and Range Crescent if turning onto Mountain Road (towards Laidley) or Range Crescent. A resident requested the dominant traffic flow to continue from Mountain Road, removing the stop sign and traffic calming from the intersection. Current layout is correct in line with traffic counts previously conducted. Traffic counts indicated higher volumes travelling through to Range Crescent. Group agreed to leave the current traffic calm etc in place at the intersection and write to the resident to advise of this decision.</li> </ul>	<p>Seren</p>
	<ul style="list-style-type: none"> <li>Cr Holstein <b>Hatton Vale state school parking</b> – Principal has requested disability park on Norman Court. There are currently 2 internally disability parks which is basis on student disability numbers not parents. Council submitting at 2019/20 budget bid for additional parking to be installed at the school. School would like the additional parking to be located in front of the Hall and are willing to relocate the fence further into school land to accommodate. They don't want parallel parking. Collaborative approach to be undertaken.</li> </ul>	<p>Liz to speak further with Principal about the Look Out Program.</p>
	<ul style="list-style-type: none"> <li><b>Seren</b> Motorfest Barriers on Tenthill Creek Road - Complaints have been received about the barriers being unsafe and causing a site hazard for motorists coming out of Western Drive/ Freemans Road. Meant to be located 40- 50cm back from the road, they are currently located right on the edge. Speed needs to be reduced for the next few days until the barriers are removed, from 60km/hr to 50km/hr.</li> </ul>	<p>LVRC</p>
<p>17.</p> <p>General Business</p>	<ul style="list-style-type: none"> <li><b>David</b> Warrego Highway speed reduction - Eastbound side outside Rusby's Service Station, TMR proposed to reduce the speed from 100km/hr to 80km/hr eastbound outside Rusby's Service Station past Neimyer Road. Group verbally agrees to reducing to 80km/hr. Formal approval to be undertaken via email.</li> <li><b>Patrick Street, Laidley zebra crossing</b> – TMR have undertaken a review. Proposing to undertake some minor improvements by installing extra signage and brightening the crossing.</li> </ul>	<p>TMR</p>
	<ul style="list-style-type: none"> <li><b>Angelo</b> Maintenance to Mahon Bridge – The load limit on Mahon Bridge has been temporarily reduced from 35 tonne to 23 tonne while maintenance is undertaken. The bridge has also been decreased to a single lane. Once maintenance works are conducted the bridge will reopen at 35 tonne or higher and at single lane.</li> <li>Temporary chairperson - Seren has resigned from Council, her last day being 22 March. Angelo will be the chairperson of this meeting until Seren's role as Manager Infrastructure Planning and Design has been filled.</li> </ul>	<p>All to note.</p>
	<ul style="list-style-type: none"> <li><b>Rebecca</b> Road safety initiatives – Rebecca highlighted several events that will be occurring. Rebecca to forward information to Sara who will circulate to the applicable Council officer. <ul style="list-style-type: none"> <li>National Road Safety Week 6 - 12 May.</li> <li>Fatality Free Friday 31 May</li> <li>Seniors Week 17- 25 August</li> </ul> </li> </ul>	<p>Rebecca/Sara</p>


		<ul style="list-style-type: none"><li>◦ QLD Road Safety Week 27 – 31 August</li></ul>	
		<ul style="list-style-type: none"><li>• <b>Michael</b> Withcott bus stop – The bus stop located outside the Withcott Pub has been correctly signposted as requested. Motorists behaviours have improved as a result however some truck drivers are still not complying.</li></ul>	QPS to conduct enforcement.
18.	Next meeting	11 June 2019, 9:00am to 10:30am	Invitation sent.

Meeting closed: 12.05pm

Tabled documents:

- Letter from Transport and Main Roads – installation of protective pedestrian barriers – reference TSRC-CR-029
- Speed limit sign posting Pitt Road, Blenheim drawing (drawing number 001)
- **Pitt Road, Blenheim speed review report**
- Mahon Bridge on Carpendale Road, Grantham single lane signage details plan (drawing number 41-32523-C101)
- Mahon Bridge on Carpendale Road, Grantham single lane typical section details (drawing number 41-32523-C102)

RECEIVED  
Project Information  
25 JAN 2019  
Distribution  
LVRC RECORDS



Queensland  
Government

Our ref TSRC-CR-029  
Your ref 3555250

Department of  
Transport and Main Roads

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

Dear Mr Church

I refer to a letter dated 17 April 2018 from the Executive Manager Infrastructure Works and Services, Lockyer Valley Regional Council (LVRC) requesting provision of protective pedestrian barriers on the viaduct of the Toowoomba Second Range Crossing (TSRC).

After lengthy deliberations, both the State and Federal project governance boards have decided to install barriers to prevent pedestrians from jumping from the structure.

The barrier system is currently under design with installation expected to commence around February 2019 and be completed by the time the TSRC is fully opened later in 2019.

I trust the *Safe 4 Life* traffic advisory committee who raised the matter will be pleased with the outcome.

Yours sincerely

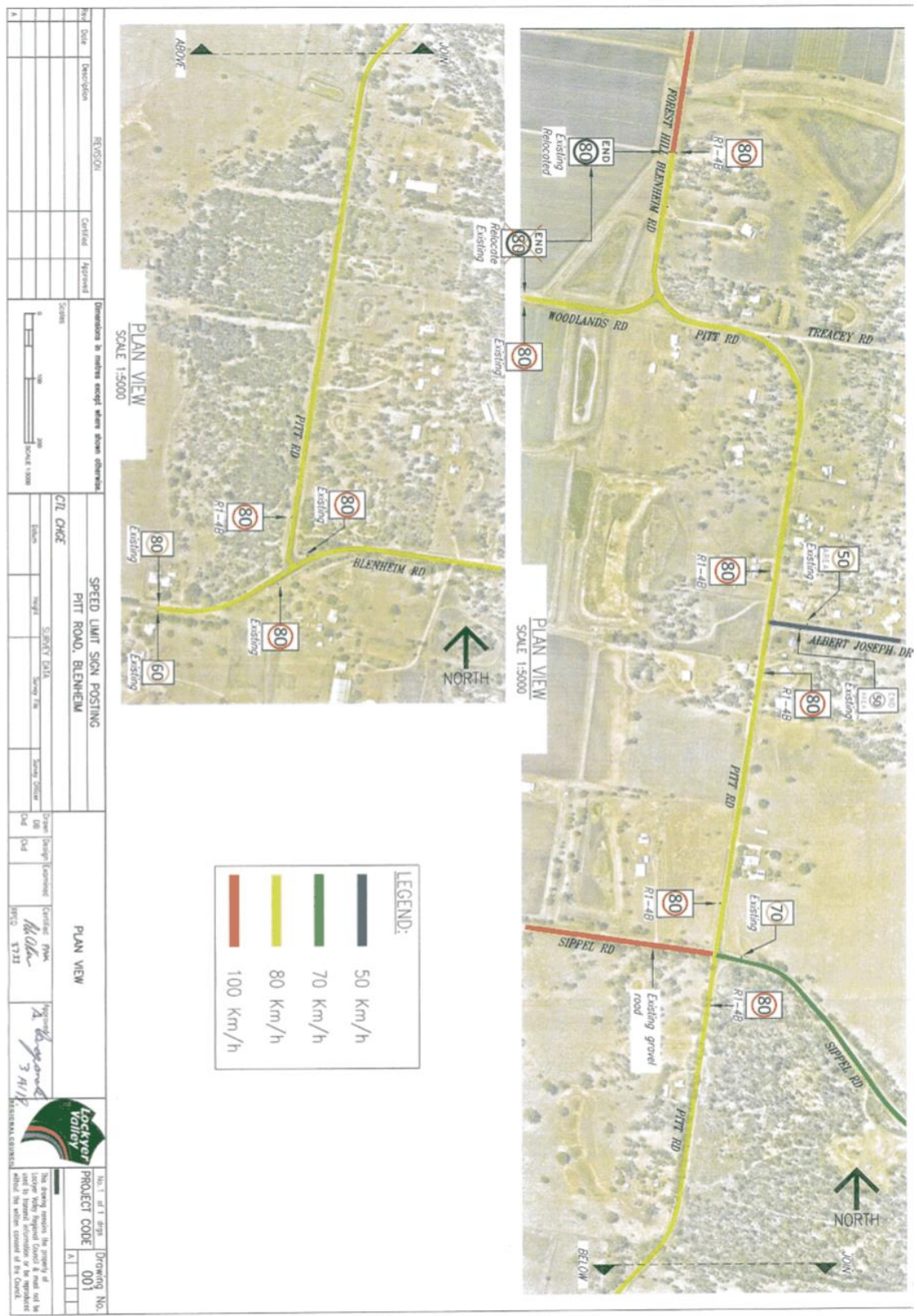


Kym Murphy  
Regional Director (Downs South West)

Infrastructure Management and Delivery  
Program Delivery and Operations  
Toowoomba Second Range Crossing  
Floor 8, 10 Russell Street Toowoomba Qld 4350  
Locked Bag 1 Warwick Qld 4370

Telephone +61 7 4639 0777  
Facsimile +61 7 4639 0750  
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email [tsrc\\_doc\\_control@tmr.qld.gov.au](mailto:tsrc_doc_control@tmr.qld.gov.au)  
ABN 39 407 690 291

Document Set ID: 3763512  
Version: 1, Version Date: 13/05/2019





## Lockyer Valley Regional Council

Po Box 82, Garton, Qld, 4343  
Phone: 1300 005 872 Fax: 07 5462 3266

### Proposed Modifications to Speed Zoning

Shire/City:	Lockyer Valley Regional Council	
Suburb:	Bierheim	
Road:	Pitt Road	
Location:	Chainage 0-2450	
Existing Speed:	100km/hr	Proposed Speed: 80km/hr

It is hereby agreed by the undersigned that the proposed modification to the existing speed limit zoning be implemented.

	Yes	No	Name	Signature	Date
Local Government	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Angelo Casagrande	<i>A. Casagrande</i>	23/4/19
Department of Transport and Main Roads (Downs South West)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	David Willis	<i>D. Willis</i>	30/04/19
Queensland Police Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regan Draheim	<i>Regan Draheim</i>	25/04/19
Department of Transport and Main Roads (Land Transport and Safety)	<input type="checkbox"/>	<input type="checkbox"/>			

- ☐ No change to speed limit in accordance with the criteria of the Speed Control Guidelines.
- ☐ Change to speed limit in accordance with the criteria of the Speed Control Guidelines.
- ☒ Change to speed limit in accordance with the criteria of the Speed Control Guidelines with the following criteria:

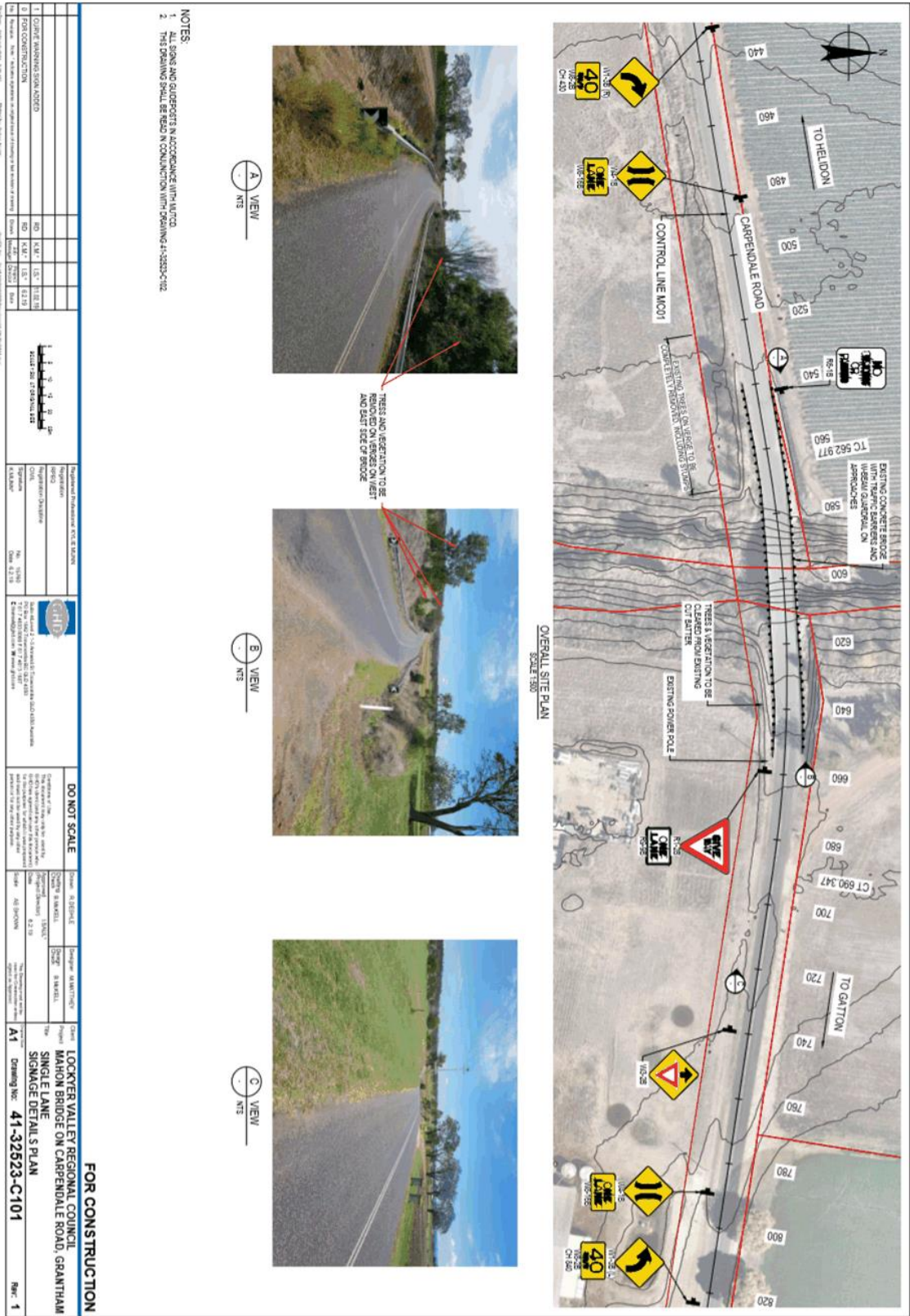
As per attached approved plan dated 03/04/2019.

#### Additional Comments:

Minutes associated to the Lockyer Valley Traffic Safety Group meeting attached where speed review was discussed.



Document Set ID: 3763512  
Version: 1, Version Date: 13/05/2019







**9.0 DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations*

---

## 10.0 EXECUTIVE OFFICE REPORTS

### 10.1 Chief Executive Officer's Monthly Update - May 2019

**Date:** 06 June 2019  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

---

**Summary:**

The purpose of this report is to update Council on key issues currently being actioned by Council's Executive Office and to provide information relevant to Councillors and the organisation.

**Officer's Recommendation:**

**THAT Council receive and note the Chief Executive Officer's Monthly Report for May 2019.**

**RESOLUTION**

**THAT Council receive and note the Chief Executive Officer's Monthly Report for May 2019.**

**Moved By:** Cr Holstein **Seconded By:** Cr Hagan

**Resolution Number: 16-20/1370**

**CARRIED**

**7/0**

**Report**

**1. Introduction**

This report is presented to ensure Council is well informed on the business being undertaken by the Executive Office of Council.

**2. Background**

The report covers actions and information relevant to Councillors and the Executive Office, and includes the key areas of Governance and Strategy, Marketing, Communication and Engagement and Regional Development. Legal and Property Services are subject to separate reports to Council.

**3. Report**

**Governance and Strategy**

Strategic Planning

*Operational Plan 2019-20*

The 2019-20 Operational Plan has been developed and was reviewed by Council as part of the budget workshop conducted on 28 May 2019. The final draft Plan will be presented to Council for adoption with the Budget on 14 June 2019.

### Integrity Functions

#### *Complaints*

The following table provides details of the complaints currently under consideration:

Type of complaint	No. received year to date		Currently under investigation	Received during the month 2018-19	Completed in the month 2018-19
	2018-19	2017-18			
Staff	2	2	1	0	0
Administrative Action	8	9	1	0	0
Privacy	0	1	0	0	0
<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>

### Audit and Risk Management

#### *Internal Audit*

The contract to provide Council's internal audit functions is due to expire on 30 June 2019. A procurement process has been conducted for the appointment of an Internal Audit provider commencing from 1 July 2019.

#### *Risk Management*

Council's Risk Management Policy, Framework and Corporate Risk Register were endorsed by the Audit and Risk Management Committee at its meeting held on 23 May 2019. These items will be presented at a future Council Meeting for adoption.

#### *Insurance Management*

The following table provides details of the insurance claims managed for 2018/19:

Type of claim	Current	Claims received in period	Claims resolved in the period (settled/denied/notified)
Public liability	8	8	4
Professional Indemnity (above excess)	3	2	0
Professional Indemnity (below excess)	0	0	0
Council motor vehicle (above excess)	3	17	14
Council property	0	2	2
Third party property	3	26	23
<b>TOTAL</b>	<b>17</b>	<b>54</b>	<b>42</b>

### Legislative Framework

#### *Delegations*

The review of the Financial Delegations has been completed and approved by the CEO. This provides clarity for officers around their authority to spend Council funds.

#### Connected Council Progress Group (Whole of Organisation)

An integral part of creating the culture that we want as an organisation is ensuring that staff behave in accordance with our corporate values. To make this achievable, it is necessary to come up with a set of behaviours for each value that staff must abide by. These are called "I Statements" and provide guidance to staff about how they should behave with customers and colleagues to demonstrate that they are behaving in a way that is consistent with our corporate values. The Connected Council Progress Group members worked together to provide a list of behaviours for each of our values. The list was then put out to all staff and Councillors to select 5 behaviours for each value. More than 180 Councillors and staff voted to select the top five behaviours relating to each of Council's corporate values. These will be communicated to the organisation and embedded into performance agreements.

### **Marketing, Communications and Engagement (MCE)**

#### **Queensland Transport Museum (QTM)**

##### **May 2019**

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
\$1,831.00	\$2,407.13	121	146	19	16

##### **May 2018**

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
\$1,381	\$1,869.44	111	86	13	22

##### **Percentage difference**

Ticket sales	Merch sales	Adults	Conc	Under 15	Child free
32.5% increase	28.7% increase	9.0% increase	69.7% increase	46.1% increase	27.2% decrease

In order to improve marketing of the QTM an Instagram hashtag has been developed. The aim of Instagram hashtags is to encourage patrons to post displays through their channels, effectively acting as free advertising.

### **Events**

#### ***Seniors Week***

Seniors Week is due to be held from 17 until 24 August 2019 with planning well underway and a draft program to be finalised by 7 June. MCE staff have been successful in attracting a \$1,000 grant to assist with hosting the luncheon in Laidley.

#### ***Laidley Spring Festival***

In order to align with the direction set in the Lockyer Valley Events Strategy, additional elements are being developed for the 2019 Laidley Spring Festival. These include partnering with the Mulgowie Hotel to incorporate a rodeo into the festival, a drive-in movie at the Laidley Showgrounds and possible incorporation of the Mulgowie Gift into next year's Festival. These additional events have been developed to encourage visitors to spend extra time in our region thus increasing overall visitor spend.

MCE staff have been successful in attracting a \$10,000 grant which will be used solely on marketing to increase the number of visitors and overnight visitor expenditure. The grant will cover the cost of a

number of marketing initiatives, including promotion on Brisbane radio station 4KQ during the month leading up to the event.

#### *Chrome and Clutter Festival*

The Chrome and Clutter Festival is due to be held over the weekend of 29 and 30 June and planning for the event is well underway. Council will assist with organising the event and contribute financially towards its marketing. In addition, in line with the Lockyer Valley Events Strategy, an acquittal process will form part of the funding agreement.

#### *Community Leaders and Community Groups Networking Sessions*

An initiative born out of the community consultations for the Events Strategy was that three networking sessions be held during the 19/20 financial year, specifically for community groups. The first will be a facilitated session bringing together executive members of those groups to network informally and discuss items of interest in a structured way, such as, but not limited to:

- ☐ Keeping your group healthy – presentation by health networks
- ☐ Traffic management and how to reduce the costs
- ☐ Marketing and the use of social media

This session is due to be held on Saturday 13 July 2019 at the Lockyer Valley Cultural Centre.

It is then proposed to hold two further sessions during the year with the purpose of allowing all members of community groups to come together and discuss issues and learn from each other. These sessions are planned to be unstructured and allow for free-flowing information sharing and discussion.

#### *Anzac Day De-brief*

De-brief meetings have been held between staff and representatives of RSL Sub Branches to identify improvements for next year. Planning with the Gatton and Laidley RSL Sub Branches will commence in July 2019 so that checklists and timelines can be created for the groups.

#### Communications

A new policy addressing social media is currently being developed by MCE staff in line with industry trends and best practice. The policy will address the use of corporate social media platforms and recommend training for staff with access to any form of social media as a direct way to better ensure the corporate brand is being adhered to. The policy, once developed, will also directly address what Council staff can and cannot do or comment on through any social media platform. Once developed the Policy will go through to the Executive Leadership Team for endorsement before forming part of a Council Report.

The Manager MCE recently attended a social media conference and will prepare a PowerPoint presentation on the current trends and findings for an upcoming Council workshop.

Templates in line with the new Style Guide are currently being developed and rolled out throughout the organisation.

#### Community Development

##### *Lockyer Multicultural Festival*

The Multicultural Festival was held on Sunday 30 May at the Laidley High School Hall due to ongoing renovations at the Gatton Shire Hall. The change in venue did not appear to restrict the event and it

continues to grow and flourish under community ownership, with MCE staff playing a smaller role each year. The ultimate aim is for Council to provide some funding and minimal resourcing by way of staff time.

#### *Snags4Snags*

Snags4Snags is a project aimed at promoting men's health and is a partnership between Lockyer Information and Neighbourhood Centre (LINC) and the Gatton Star. Council is supporting the project by providing free use of the Gatton Shire Hall for an event to be held on 13 June.

#### *Minutes with the Masters Project*

Council staff have agreed to partner with key community and Government organisations to hold "Minutes with the Masters" sessions for drought affected community members. This will entail staff organising a venue in which participants, (drought affected community members), can have short appointments with several service providers, and contact, or be referred to, organisations tasked with supporting drought communities. These sessions have been successfully held in the Somerset and Southern Downs Regional Council areas.

Staff will organise the following organisations to be present if possible:

- Rural Financial Counselling
- Centrelink Farm Household allowance payment support
- My Health 4 Life
- Salvation Army
- Lives Lived Well (mental health)
- Queensland Rural and Industry Development Authority
- Queensland Country Women's Association
- Queensland Health

#### Sport and Recreation

Council's Sport, Recreation and Youth officer recently assisted Somerset Regional Council staff in delivering a youth leadership camp at the Sunshine Coast. The program is delivered annually and helps develop relationships across different school groups as well as providing a platform for youth to address major concerns and discuss youth related activities. The program provides positive development opportunities for school leaders including:

- Increased leadership skills
- Personal development opportunities
- A sense of belonging
- Well being
- Improved self-efficacy
- Reward and recognition of positive behaviours and school engagement

Discussions have been held with Somerset Regional Council about the possibility of youth leaders from Lockyer schools attending the next camp, along with those from the Somerset region. This is currently being organised and is expected to proceed with funding from the Sport and Recreation budget.

#### Regional Development

*Lockyer Valley and Somerset Water Collaborative (LVSWC)*

At the last meeting of the LVSWC all members present committed to continuing involvement with the Collaborative for a further two years, subject to endorsement by the respective organisation that each member represents. It was also agreed to continue with the current Chair and that letters of thanks be sent to Minister Lynham, Ms Jude Munro, Lockyer Valley Water Users Forum, Lockyer Growers and Lockyer Chamber of Commerce and Industry, for their support.

The draft Strategic Business Case is on track for completion by the end of June.

#### *Gatton West Industrial Zone*

The investors new project team has been reviewing the project in its entirety and Council has been advised a project status report will be finalised by mid-June, which will determine the future direction of the project.

#### *Local Business Capacity Building Workshops*

Council continues to work with Regional Development Australia to deliver digital workshops for local small businesses. The May workshop was focused on creating an effective video on a budget and was attended by eight businesses with positive feedback from participants. The scheduled 6 June workshop will be held in Laidley, at Neilsen's Place, with a focus on Search Engine Optimisation and Blogging.

#### *Lockyer Valley Equine and Racing Collaborative*

The Collaborative will include in their next meeting a tour of Eagle Farm Race precinct to familiarise themselves with best practice facilities and operational and logistical considerations of racing and equine precincts. Council, on behalf of the Equine and Racing Collaborative, has issued a request for quote to five specialist consultants to provide proposals for concept designs and a business case for the proposed staged redevelopment of the site. Closing date of the request for quote is 5 July.

#### *Shop Local During Queensland Week*



The promotion has been embraced by local businesses and shoppers are encouraged to enter between 1 and 9 June. The winners, one participating business and one shopper, will each win two tickets to the Roll Cage at Ipswich Super Sprint on Sunday 28 July.



#### *GenR8 Work Experience Students*

Two local students have commenced their work placements with Council as part of this program and will rotate through various departments over the next few months. Students will also study a Certificate II and undertake competencies for their study with Council.

#### *Business Enquiries*

The following table highlights areas of enquiry from prospective developers and business operators that have been dealt with by the Regional Development team. Should any Councillor wish to ascertain further detail please do not hesitate to contact the Manager Regional Development or me.

Industry Sector	Level of interest	Notes:
Accommodation and Food Services		Potential farm stay cabins, further backpacker accommodation & student unit development.
Tourism		Development of new tourism experiences for the Lockyer Valley from new and existing operators.

Health Services		Enquiry in final stages of viability research for a private practice in the region.
Home Based Business		Enquiries about potential establishment of new home-based businesses

#### *Regional Skills Investment Strategy (RSIS)*

The first meeting of the Reference Group for the project is scheduled for 5 June and a further report will be provided to Council after the meeting.

#### Tourism and Marketing

##### *Social Media Insight*

The Visit Lockyer Valley Facebook monthly insight to 30 May had page likes at 2,000. Reach for the month (people who saw posts) was 25,441 (15,727 last month), post engagement (likes, comments, shares) were 3,670 (2,579) and video views totalled 493 (147). The strongest performing posts for the month included the Evening under the Stars with Alastair McLeod, Mulgowie Bush Dance, undulating roads in the Lockyer Valley and a Forest Hill showcase.

##### *Media Famils*

Travel writer Kerri McConnel from Beer and Croissants was a guest at the Evening under the Stars with Alastair event on 25 May. Her Lockyer Valley weekend included accommodation from Room Motels Gatton, and visits to Unique 'n Fabulous, the Forest Hill Farm Stall, Café 4342, Queen B's, Ghost Gully Produce, the Awassi Cheesery and Grantham's Floating Café. The resultant social media coverage has been extensive.

Courier Mail journalist, Marcus Kuczynski was in the region on 31 May to write a Lockyer Valley story for QWeekend magazine. The story was based on a food trail style weekend in Lockyer Valley, with focus on winter produce and rural aspects of the area. His itinerary included farm visits to Ghost Gully Produce, the Awassi Cheesery, 9Dorf Farms, Holmwood Lavender Produce, and a farm tour with accommodation at Stockton Rise Country Retreat, along with meals at the Mulgowie Pub and Sage on Hickey.

##### *Brisbane Marketing*

An "in region" familiarisation tour was held on 24 May 2019 with the Head of Property and Tourism Investment from Brisbane Marketing. The purpose of the tour was to find potential tourism opportunities which may be developed into commissionable product. Sites visited included the rock art carvings at Mt Sylvia Chalk Mine, Glen Rock.

Council provided an overview of local operators suitable for day tours of local farms, as well as camp style accommodation operators, in response to an enquiry from Tourism and Events Queensland. The enquiry was made on behalf of Japanese operators who are creating a presentation to highlight student activities/experiences in the Brisbane region, including educational and student farm stay experiences.

##### *Evening Under the Stars with Alastair Event*

The evening was a great success with the Lockyer Valley Cultural Centre performing well. Photography2Envy provided social media coverage of the event, as well as taking an image library for Council's ongoing use. Images were provided to sponsors post the event. Both Highlife Magazine and



the Gatton Star provided an online pictorial of the event with social images from the evening, as well as social media coverage.

*Visitor Information Centre Statistics to 29/05/19 (Month)*

Local Residents	313
Queensland	552
New South Wales	23
Victoria	9
South Australia	1
Western Australia	2
Northern Territory	0
ACT	0
Tasmania	0
Overseas	78
<b>Total</b>	<b>978</b>

Museum related enquiries accounted for 437.

*Tourism Signage and Visitor Information Centre*

Refurbishment of the service signs on Eastern and Western Drives in Gatton has been completed. "White I" signage has been installed at Laidley Pioneer Village as the site is now a "White I" as part of information services across the region. New, branded souvenirs were Introduced for both the Queensland Transport Museum(QTM) and Luvya Lockyer range.

*National Volunteer Week*

During May, staff and volunteers celebrated the Council volunteer program with a lunch event at Sage on Hickey, followed by lawn bowls at the Gatton Bowls Club. Approximately 30 guest volunteers attended.

*Lockyer Valley Function and Events Centre and Staging Post Café*

Major events delivered at the function centre for May included the Chevrolet dinner with 140 in attendance, Mother's Day breakfast and lunch which catered for 280 and the night under the stars with Alastair with 130 attending. In total 44 functions were held during May and 15 quotes were provided for the consideration of potential clients.

Project Xero which includes the integration of the point of sale system with the financial system is now operating and in validation phase. To ensure accuracy of data the present system will be run in parallel. Financial reports, budget compared to actual, will be supplied for May and YTD 2019.

Advocacy

*Inland Rail – Australian Rail Track Corporation (ARTC)*

Technical Working Group meetings were held in May for the Gowrie to Helidon (G-H) section. This project is approaching 70% concept design. Council provided input on behalf of the community regarding preferred alignments and to mitigate the impacts on road networks in the Lockyer Valley.

Officers also attended (as observers) Multi Criteria Analyses on key sections of the Helidon to Calvert project. Council officers continue to meet with ARTC on a range of issues including flora and fauna and hydrology impacts. Council also received the first draft of the Project Scope Technical Requirement Document (PSTR) which is a key document containing aspects of design and relevant standards that stakeholders will require from the Projects. The Confidentiality Deed has now been executed and steps are underway to ensure appropriate levels of confidentiality and probity which will be necessary for the 'commercial in confidence' aspects of tenders for the Public Private Partnership (PPP) component of the project.

*Council of Mayors South East Queensland (COMSEQ)*

The COMSEQ Olympics Feasibility Taskforce met in late May to discuss the latest work on this project. This meeting considered key aspects of any proposed bid and the CEO of the Australian Olympics Committee gave a presentation to the taskforce. COMSEQ has coordinated a grant application by Citysmart (Brisbane City Council) and other Councils, for Queensland Reconstruction Authority funding for a project focused on raising householder flood/cyclone awareness and preparedness. The Council Meeting of 22 May 2019 confirmed financial support of \$5,000 from LVRC.

*Election Priorities*

In the lead up to the federal election correspondence was sent to all candidates for the seat of Wright outlining Council's advocacy priorities which included:

- Additional water
- Warrego Highway Safety and Connectivity
- Flood mitigation and resilience
- ARTC Inland Rail Impacts
- Regional input to a SEQ City Deal

Candidates support for these priorities was sought both during the campaign and following the election.

*Australian Local Government Association LVRC Motions*

Correspondence has been received from the Australian Local Government Association (ALGA) advising acceptance of Council's motions for consideration at the National General Assembly. The first motion dealt with drought policy. The second related to impact of Inland rail on communities along the proposed route.

The Local Government Association of Queensland is also calling for motions for the State Conference to be held in October.

**Attachments**

There are no attachments for this report.

**Date:** 06 June 2019  
**Author:** Trent Nibbs, Sports, Recreation & Community Grants Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

The purpose of this report is to recommend to Council a way forward to partially recover costs associated with the damage done to the Laidley Recreation Reserve when the National Touch Rugby Association (NTRA) hosted their Queensland trials on 24 February 2018. The recommendation is to pursue partial recovery of costs and amends the resolution made by Council at the meeting held on 20 March 2018 to recover all costs associated with repairing the fields, in the amount of \$4,086. The report to the Council meeting of 20 March 2018 is attached for information.

**THAT Council invoice the National Touch Rugby Association in the amount of \$2,590 in full settlement of the cost of repairs undertaken to the Laidley Recreation Reserve fields used for the National Touch Rugby Association Championships held on 24 February 2018.**

**THAT Council invoice the National Touch Rugby Association in the amount of \$2,590, in full settlement of the cost of repairs undertaken to the Laidley Recreation Reserve fields used for the National Touch Rugby Association Championships held on 24 February 2018.**

**Moved By:** Cr Wilson **Seconded By:** Cr Cook  
**Resolution Number:** 16-20/1371

**CARRIED**  
**7/0**

## 1. Introduction

The purpose of this report is to update Council on attempts to recover the costs associated with the repair works needed to the playing surface at the Laidley Recreation Reserve, subsequent to the National Touch Rugby Association Queensland Championships held on 24 February 2018. Conditions leading up to the championships were extremely wet and therefore damage was caused to the playing fields.

On 24 February 2018, the NTRA utilised the Laidley Recreation Reserve for the State Rugby Touch championships. In the five days leading up to this weekend Laidley Recreation Reserve received 60-65mm of rain, of which 25mm fell on the day before the championships. NTRA did not pay the hire fees associated with using the facility. Furthermore, the NTRA had 36 teams participate in the event with each team paying a minimum \$350 nomination fee.

Council's Sports, Recreation and Community Grants Officer met with one of the executive members of NTRA on Friday 23 February 2018 to discuss the condition of the fields. The options given to NTRA were to either postpone the event due to the fields being too wet, or to proceed based on the proposal that if any damage was caused to the fields, the cost of repairing the damage would be passed on to NTRA. The representative was informed that, in the event of damage, a turf specialist would be used to recommend remediation works required.

NTRA agreed to the conditions allowing the event to proceed and it should be noted that the signed booking request form clearly stated that the field was extremely wet, and damage resulting from use of the field in that condition would be the responsibility of the user to repair.

On the Monday following the championship, Council's Sport, Recreation and Community Grants Officer met with Arc Perspective, a turf specialist, to undertake a condition assessment of the fields. Arc Perspective advised that due to the obvious surface damage there will be some sub surface compaction across all surfaces. Arc Perspective advised that the entire area utilised for the championship (2.5 ha) had been damaged and recommended that the situation should be rectified using "Deep Tyne Aeration" and "Top Dressing" techniques, followed by the application of high nitrogen turf fertiliser.

At Council's Ordinary Meeting held on 20 March 2018, it was resolved to provide no discount on the invoice issued to NTRA for the remediation of the Laidley Recreation Reserve. The total amount of the remediation cost billed to the NTRA was \$4,086.

The NTRA objected to the bill and several discussions were held between Councillors, officers and NTRA representatives. Council officers followed up with NTRA regarding payment on 10 October 2018, 20 November 2018 and 30 January 2019. NTRA sent correspondence to Council requesting a reduction in the amount payable.

The National Touch Rugby Association did not utilise the Laidley Recreation Reserve for the Queensland trials earlier this year and have decided to take them to a different location in Brisbane.

### **3. Report**

A teleconference was held between Councillors Cook and Wilson, Council's Sport, Recreation and Community Grants Officer and executive members of National Touch Rugby Association on 12 September 2018 to further discuss the matter. The NTRA executives advised that they did not agree with the recommendation made by Arc Perspective that they had damaged the entire 2.5 hectares that was played on and that they were still seeking a reduction in the invoice amount.

To resolve this matter, it is recommended that Council invoice NTRA for the reduced amount of \$2,590 in full settlement of the cost of repairs to the Laidley Recreation Reserve fields.

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

Section 97 of the *Local Government Act 2009* provides for a local government to fix a cost recovery fee and section 98 provides for a Register of Cost Recovery Fees. Section 262 (3)(c) also empowers a local government to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed. Council may change its fees and charges at any time by resolution.

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

The invoice previously issued to NTRA represents the recovery of costs incurred by Council for the "Deep Tyne Aeration", "Top Dressing" and fertiliser application; it does not contain any costs incurred by Council associated with the preparation of the turf specialists report. The fertiliser application cost amounted to \$1,496 and it is recommended that the total invoice of \$4,086 is reduced by this amount.

A reduction in cost to the original invoice by \$1496, will require Council to absorb the repair costs in addition to the cost for the assessment report completed by Arc Perspective.

**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 National Touch Rugby Association will be advised of the outcome of report.

**8. Conclusion**

Council issue an amended invoice to the NTRA in the amount of \$2,590 in full settlement of the remediation works required to be undertaken to the Laidley Recreation Reserve fields as a result of the NTRA championships held on 24 February 2018.

**9. Action/s**

Issue the revised invoice

Recover the costs associated with the remediation (aeration) works required at the Laidley Recreation Reserve.

**Attachments**

1 [↓](#) NTRA Report 20180328 10 Pages



**ORDINARY COUNCIL  
MEETING MINUTES  
28 MARCH 2018**

## 11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING REPORTS

### 11.1 Cost Recovery of Laidley Recreation Reserve Amendments to the Playing Surface

**Date:** 22 March 2018  
**Author:** Trent Nibbs, Sports, Recreation & Community Grants Officer  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Planning

**Summary:**

The purpose of this report is to seek to recover the costs associated with the repair works needed to 2.5 hectares of sports playing surface at the Laidley Recreation Reserve. The National Touch Rugby Association (NTRA) held their Queensland trials at the reserve during wet conditions and caused damage to the fields.

**Officer's Recommendation:**

**THAT Council resolve to provide no discount on the invoice issued to the National Touch Rugby League Association for the remediation of the Laidley Recreation Reserve following the Queensland Touch Football Trials held 24 February 2018.**

## RESOLUTION

THAT Council resolve to provide no discount on the invoice issued to the National Touch Rugby League Association for the remediation of the Laidley Recreation Reserve, following the Queensland Touch Football Trials held 24 February 2018.

**Moved By:** Cr Wilson      **Seconded By:** Cr Vela  
**Resolution Number:** 16-20/0845

**CARRIED**

7/0

## Report

## 1. Introduction

This report refers to a request from Council for the consideration of a 50% discount of the cost incurred by the National Touch Rugby Association (NTRA) for the repair of damaged fields at the Laidley Recreation Reserve following the Queensland Touch Football Trials hosted by NTRA on 24 February 2018.

## 2. Background

The NTRA have utilised the Laidley Recreation Reserve for their Queensland Touch Football Trials on four separate occasions, with one occasion postponed due to wet weather.

**ORDINARY COUNCIL  
MEETING MINUTES  
28 MARCH 2018**

The facility was hired by the Laidley Touch Association for the event and a full fee waiver was applied for the use of the Laidley Sports Complex. An Executive Committee member of the Laidley Touch Association also is an Executive Committee Member of NTRA; and if the facility was hired by NTRA the applicable hire costs would have been \$360.00 with a bond of \$500.00 as there was alcohol sold at the event. Furthermore, the National Touch Rugby Association had 36 teams participate in the event with each team paying a minimum \$350 nomination fee.

In the five days preceding this event, the Laidley Recreation Reserve received 60-65mm of rain and irrigation of approximately 25mm on Friday 23 February.

Council's Sports, Recreation and Community Grants Officer met with one of the Executive Committee Members of NTRA on Friday 23 February to discuss the condition of the fields.

The following options were provided to NTRA:

- postpone the event due to the field conditions (the fields would have been closed for use); or
- proceed with the event and any damaged caused to the fields would need to be rectified and any associated costs would be passed onto NTRA.

Council informed the Committee that a turf specialist would be engaged and a report would be provided with remedial recommendations.

NTRA agreed to Council's conditions to allow the event to proceed and it was stated that there was no alternate weekend that this event could be scheduled. The signed booking request form that was used to make the booking for this event clearly states that –

*"Please note that usage of an extremely wet field may result in damage that could take months to repair. In the event that a user is found to have used a wet field when it is closed, the following will apply:*

- If the use results in damage to the playing surface, the costs associated with the repair of the surface will be the offending user's responsibility; and
- The offending users future use of Council managed fields will be put in jeopardy"

### 3. Report

Council engaged the services of Ark Perspective Solution Driven Consultancy Services to investigate and provide a written report on the condition of the sports playing surface at the Laidley Recreation Reserve following the National Touch Rugby Queensland Trials held on 24 February 2018.

The purpose of the report was to ascertain what, if any impact was caused by the sporting event and whether remediation works were required at the Laidley Recreation Reserve following the event.

The report considered:

- Rainfall information (prior to the event);
- Player volume; and
- Photographic evidence of field condition prior to and following the event.

**ORDINARY COUNCIL  
MEETING MINUTES  
28 MARCH 2018**

The consultant provided the following recommendation:

*"Due to the obvious surface damage it is clear that there will be some sub surface compaction across all surfaces. It would be ideal to rectify this situation with the use of two renovation techniques used extensively in the turf industry."*

Deep Tyne Aeration:

*To reduce sub surface compaction it is recommended that the fields be aerated with a Deep Tyne Aeration Machine which will aerate to a depth of 150-200mm. This is done to relieve compaction and to improve oxygen and moisture pathways in the soil profile.*

Top Dressing

*Some areas had significant divotting or disturbance and should ideally be top dressed. Top dressing immediately after aeration is always ideal as the sand used will fill the holes created by the aerator leaving sand cores or pockets that help with surface drainage in the future. Due to the event being held toward the end of summer; day and night temperatures are due to fall which will cause the turf to recover slower. Top dressing after an event like this would require the fields to be out of play for approximately 3-4 weeks which would disadvantage the Soccer and Rugby League clubs and the schools that use the facility.*

Nutrition Application

*To assist in the recovery of the turf it is recommended to apply a suitable High Nitrogen turf fertiliser at higher than standard rates to aid in rapid recovery.*

Of the three recommendations outlined, Council has undertaken two of the improvement works to rectify the damage that has been caused to the playing surface, these being a deep tyne aeration and a nutrition application. These works were considered necessary to ensure the provision of a safe playing surface for users during the winter months.

It was decided to not undertake the top dressing at this time due to the lengthy remediation period and the associated impact it would have on the local sporting groups and schools who are the main users of the facility. The other deciding factor was that the event was held towards the end of summer and the impending change to the day and night temperatures would cause the turf to recover slower.

The invoice issued to NTRA for the above noted remediation works totalled \$4096.00, with no discount applied. Council requested this report for their consideration of a 50% discount of the cost incurred by the NTRA for the repair of damaged fields at the Laidley Recreation Reserve following the Queensland Touch Football Trials hosted by NTRA on 24 February 2018.

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

Section 97 of the *Local Government Act 2009* provides for a local government to fix a cost recovery fee and section 98 provides for a Register of Cost Recovery Fees.

Section 262 (3)(c) also empowers a local government to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

Council may change its fees and charges at any time by resolution.



**ORDINARY COUNCIL  
MEETING MINUTES  
28 MARCH 2018****5. Financial and Resource Implications**

The invoice issued to NTRA represents the recovery of costs incurred by Council for the deep tyne aeration and a nutrition application remediation works; and does not contain any costs incurred by Council associated with the preparation of the turf specialists report.

Should Council apply a 50% discount to the invoice, Council will have to absorb \$2048 plus any costs associated with the report preparation. As such, Council should recover the costs invoiced associated with the remediation works to the sum of \$4096.

**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 National Touch Rugby Association will be advised of the outcome of report.

**8. Conclusion**

Council approve the cost recovery for the remediation works invoiced to NTRA as required to remedy the playing surface at the Laidley Recreation Reserve. .

**9. Action/s**

1. Recover the costs associated with the remediation works required at the Laidley Recreation Reserve.

**Attachments**

- |   |                 |         |
|---|-----------------|---------|
| 1 | Report          | 3 Pages |
| 2 | Booking Request | 4 Pages |

**Cost Recovery of Laidley Recreation Reserve Amendments  
to the Playing Surface****Attachment 1  
Report****Consultancy Services**

ABN: 52 779 209 400

**Introduction**

ARK Perspective Consultancy Services have been secured by the Lockyer Valley Regional Council to write a condition report following the National Touch Rugby Queensland Trials held at the Laidley Recreational Reserve.

The purpose of this report is to ascertain what if any impact was caused by the sporting event and whether remediation services carried out at the venue following the event were necessary. This report takes into consideration the following parameters...

- Rainfall Information (prior to event)
- Player Volume
- Photographic evidence of field condition prior and following the event
- Recommendations

**Rainfall information**

The fields at the Laidley Recreation reserve are built on a soil structure that is dominated by clay colloids and as such requires irrigation to be applied at specific intervals and volumes to maintain a suitable and safe playing surface. If this volume is exceeded it will detrimentally effect the playability of the surface and will hinder the recovery of the turf grass post use.

The Australian Sports Turf Research Institute identified that C4 grasses(warm season Grasses) require approximately 23mm of rainfall equivalent per week to maintain an ideal turf sward. Records indicate that the fields at the Laidley Recreation reserve received 62mm of irrigation and rainfall in the 5 days leading up to the sporting event held on February 24.

This level of irrigation/rainfall would be expected to create surface water and saturated areas that will be significantly damaged by even a small amount of use. Ideally the event should have been rescheduled to another date to prevent any damage occurring to the venue. As this was not a possibility it is clear that damage should have been expected if the event proceeded.

**Player Volume**

The Optimal Usage Threshold developed by ARK Perspective identifies the optimal volume of use for a sports field to maintain surface coverage and avoid excessive surface disruption and sub surface compaction. The figures attained from Lockyer Valley Regional Council identified that there were 3 games per hour played on most surfaces for a total of 9 hours. This equates to 39 actual usage hours for a single day. To maintain good turf health and surface coverage it is recommended that no more than 11 actual usage hours are exceeded in any one day during ideal playing conditions.

Due to the excessive rainfall experienced leading up to the event this figure should have been severely reduced to approximately 5 Usage hours to avoid damage to the playing fields. This figure however, equates to only four games per day played on each field. This figure is clearly not practical but serves to highlight the impact that such use can have during less than ideal conditions.

Andrew Kolbee  
0408 114 816  
andrew@arkperspective.com  
www.arkperspective.com

Cost Recovery of Laidley Recreation Reserve  
Amendments to the Playing SurfaceAttachment 1  
Report

Consultancy Services

ABN: 52 779 209 400

## Photographic Evidence

The Photographs below show the condition of some of the areas before and after play. It is obvious that in some areas there was significant surface damage caused by the running of the event. The greater concern however is not the visible damage, but the sub surface compaction. Sub surface compaction reduces pores spaces in the soil profile, reducing oxygen concentration thereby hindering root elongation. This will restrict the ability of the turf to recover from stress; couple this together with the damage caused to the turf surface and it is doubly problematic. Fields with high clay content suffer more from compaction when they are used at a time when the soil is at or above field capacity.

Image 1



Image 2



Images 1&2 above show the fields in generally good condition, with surface water laying in spots.

Image 3



Image 4



Images 3&4 show damage to some areas as a result of playing on the surface when too wet. Soil has been brought to the surface in image 3 and divots created in image 4. Both of these issues would not have happened if the event was postponed and played on another day. This type of damage is typical of the conditions.

Andrew Kolbee  
0408 114 816  
andrew@arkperspective.com  
www.arkperspective.com

**Cost Recovery of Laidley Recreation Reserve Amendments  
to the Playing Surface****Attachment 1  
Report****Consultancy Services**

ABN: 52 779 209 400

**Recommendations**

Due to the obvious surface damage it is clear that there will be some sub surface compaction across all surfaces. It would be ideal to rectify this situation with the use of two renovation techniques used extensively in the turf industry.

**Deep Tyne Aeration:**

To reduce sub surface compaction it is recommended that the fields be aerated with a Deep Tyne Aeration machine which will aerate to a depth of 150-200mm. This is done to relieve compaction and to improve oxygen and moisture pathways in the soil profile.

**Top Dressing**

Some areas had significant divotting or disturbance and should ideally be top dressed. Top Dressing immediately after aeration is always ideal as the sand used will fill the holes created by the aerator leaving sand cores or pockets that help with surface drainage in the future. Due to the event being held toward the end of Summer; day and night temperatures are due to fall which will cause the turf to recover slower. Top dressing after an event like this would require the fields to be out of play for approximately 3-4 weeks which would disadvantage the Soccer and Rugby League clubs and the schools that use the facility.

**Nutrition Application**

To assist in the recovery of the turf it is recommended to apply a suitable High Nitrogen turf fertiliser at higher than standard rates to aid in rapid recovery.

These observations are offered without any bias and are backed by 20+ years industry experience in turf maintenance, renovation and construction.

If you have any questions or concerns, please do not hesitate to contact me at the details below

Andrew Kolbee

Dip. Turf Management

Dip. Horticulture

Andrew Kolbee  
0408 114 816  
andrew@arkperspective.com  
www.arkperspective.com

Cost Recovery of Laidley Recreation Reserve  
Amendments to the Playing SurfaceAttachment 2  
Booking Request

## Laidley Recreation Reserve Booking Request

## Applicant Details

Title	<input type="text"/>	Surname	<input type="text"/>	Given Names	<input type="text"/>
Company Name	<input type="text"/>				
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>	Mobile	<input type="text"/>
Fax	<input type="text"/>	Email Address	<input type="text"/>		

## Event Information

Event Name

☐ One off event:      Date       Start Time       Finish Time   
 Areas required (refer to map on page 3)

OR

☐ Season booking:      Season Start Date       Season Finish Date

Please specify individual areas required for the season (refer to map on page 3)

Area Required

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Finish Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Area Required

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Finish Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Area Required

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Finish Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Area Required

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Finish Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Laidley Recreation Reserve Booking Request  
 Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343  
 Phone: 1300 005 872 Email: mailbox@lvrc.qld.gov.au

Form E7415-501  
 Version 1.0  
 Page 1 of 3

Cost Recovery of Laidley Recreation Reserve Amendments  
to the Playing SurfaceAttachment 2  
Booking Request

## Public Liability Insurance

Insurance Provider

Expiry Date

Please attach a copy of the Certificate of Currency for public liability insurance. A minimum cover of \$10 million is required.

## Specific Requirements

Please detail any specific requirements eg. Toilet block access key

## Booking Terms &amp; Conditions

- Users are required to apply to Council for the use of a sporting facility BEFORE the commencement of their usage
- A booking application gives a user permission to use the field/area for the agreed period of time as stated in the application form.
- It does not give the user control of the field/area.
- Users must ensure that no vehicles are driven onto the playing surface or on any areas of the facility that are not designated for parking. The only exception to this is emergency vehicles i.e. ambulance/fire/police
- If a user requires access through a gate it is the responsibility of that user to lock the gate at the completion of the activity. In the instance that a gate is left open, the offending user will be liable for any damage to the playing field and/or surrounding area. Furthermore, in the event that Council is called out after hours to close and lock a gate, the costs for the call out will be charged to the offending user.

## Closure of Fields

- Council reserves the right to close any sports ground to protect the playing surface, reduce risk to competitors and the public, to complete capital or maintenance works in poor weather conditions or to allow rehabilitation of the ground after damage.
- Please note that usage of an extremely wet field may result in damage that could take months to repair. In the event that a user is found to have used a field when it was closed, the following will apply:
  - If the use results in damage to the playing surface, the costs associated with the repair of the surface will be the offending user's responsibility; and
  - The offending user's future use of Council managed fields will be put in jeopardy.

## Declaration

I hereby make application to use the Laidley Recreation Reserve as specified in this application. I have read, understand and agree to the Booking Terms & Conditions outlined above. If there are any amendments to the booking/s I will notify Council as soon as possible.

Signature

Date

## Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.

## Laidley Recreation Reserve Booking Request

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343  
Phone: 1300 005 872 Email: mailbox@lvrc.qld.gov.au

Form E7415-501

Version 1.0  
Page 2 of 3



Cost Recovery of Laidley Recreation Reserve  
Amendments to the Playing SurfaceAttachment 2  
Booking Request

Laidley Recreation Reserve Booking Request  
Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343  
Phone: 1300 005 872 Email: mailbox@lvc.qld.gov.au

Form E7415-501  
Version 1.0 Page  
3 of 3

**Date:** 05 June 2019  
**Author:** Trent Nibbs, Sports, Recreation & Community Grants Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

After a review of Council's Community Grants and Assistance Procedure several improvements have been identified on how the procedure could be implemented better to provide better equity and consistency in Council's approach.

**THAT Council adopt the amended Community Grants and Assistance Procedure.**

**THAT Council defer adoption of the amended Community Grants and Assistance Procedure, as attached, to a future meeting for the purpose of further reviewing the criteria contained within the Procedure.**

**Moved By:** Cr Holstein      **Seconded By:** Cr Hagan  
**Resolution Number:** 16-20/1372

**CARRIED**  
**7/0**

## 1. Introduction

This report presents a revised Community Grants and Assistance Procedure outlining the process to be followed by the community in obtaining funding and assistance from Council. As part of the review process there have been a number of changes recommended which are outlined in the report below.

## 2. Background

In June 2015, Lockyer Valley Regional Council developed a Community Grants and Assistance Procedure to administer the funds and assistance provided by Council to the community, and while there has been an update to the Procedure in 2017 this forms part of the review process a number of improvements have been identified on how the procedure could be implemented better.

### 3. Report

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



The purpose of developing the grants and assistance procedure has been three-fold:

- To quantify the total funding and assistance provided to the community;
- To identify and rectify gaps in the current processes, and
- To streamline the process where appropriate.

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

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

The following categories of funding and assistance available are:

- Category 1 – Community Grants Program
- Category 2 – Mayoral Donations
- Category 3 – Ambassador Support and School Dux Bursary
- Category 4 – Event Assistance
- Category 5 – Waivers/Reduction of Fees
- Category 6 – Rate Rebates and Remissions
- Category 7 – School Chaplaincies
- Category 8 – Public Halls Assistance
- Category 9 – Anzac Day Remembrance
- Category 10 – Community Environment Grant
- Category 11 – Community Sporting Complex

The following changes have been made to the proposed Community Grants and Assistance Procedure:

Category 1 – Community Grants Program,

- More detail around who is eligible and ineligible to apply for funding.
  - Schools are ineligible to apply,
  - Lower priority is given to School Parents and Citizens Association and church groups
- Projects/events that are seeking reimbursement for already spent funds is also not eligible to receive funding.

Category 7 – Public Halls Assistance

- Ingoldsby Recreation Club has been added to the list of approved organisations that eligible to receive funding under this category.

Category 8 - Anzac Day Remembrance

- Murphys Creek Progress Association has been added to the list of approved organisations that eligible to receive funding under this category

**4. Policy and Legal Implications**

---

The Community Grants and Assistance Procedure complies with the statutory obligations of *the Local Government Act 2009*.

**5. Financial and Resource Implications**

The 2019-20 budget will reflect the amounts provided in the Community Grants and Assistance Procedure.

**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**

Community engagement will be undertaken to inform the relevant organisations and individuals of changes in relation to community grants and assistance. The Lockyer Valley Regional Council website will again be utilised and the Sports, Recreation and Community Grant Officer will remain the focal point for enquires and coordination of the grants.

The Community Grants and Assistance Procedure will be added to the Lockyer Valley Regional Council's website and intranet. Council will look to provide adequate resourcing for administration of the Procedure.

**8. Conclusion**

The Community Grants and Assistance Procedure has been revised to further enhance its relevance and suitability for the community. Council will look to resource this Procedure in conjunction with the 2019-20 budget.

**9. Action/s**

To update all communications to reflect the new Procedure

**Attachments**

- 1 [Community Grants Procedure](#) 27 Pages



---

## Community Grants & Assistance Procedure

---

June 2019

## Introduction

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

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

## Objective

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

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

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

Council will deliver public money and in-kind assistance to community organisations and individuals within the Lockyer Valley Region in an open, accountable and responsible manner and with reference to the Corporate Plan 2017 – 2022: 1.4 – Council seek to understand community needs, resulting in partnerships that realise long term benefits for the community in a timely manner.

## Definitions

Community Organisation is an entity that carries on activities for a public purpose and whose primary object is not to make a profit. It might include sporting clubs, social clubs, schools, arts, cultural and environmental groups and service organisations.

Sustainability is the capacity to endure. By collectively addressing environmental, economic, social and governance circumstances in decision-making and actions we can significantly enhance our ability to ensure the sustainability of current and future generations at individual, organisational and community levels.

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 2 of 27

Grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria.

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

Projects of Regional Significance are defined as major community projects that will increase the economic base of the Region and/or increase the community's access to recreational, sporting, cultural or social opportunities.

In-kind support includes activities or actions or the provision of services, equipment, plant or facilities to assist an event or project conducted by an individual or community-based not-for-profit organisation. Examples may include the use of Council plant or equipment by Council staff in their own time for authorised activities, assistance by Council staff in the operation or conducting of an event or project, the provision of facilities such as meeting rooms.

Donation is a cash contribution to an organisation that may be associated with a particular event, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange.

Acquittal is the provision of documentation to show how funds provided by Council have been spent.

## Responsibilities

### Council Responsibilities

Council is responsible for:

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

### Applicants Responsibilities

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

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

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 3 of 27

## Process Overview

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

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

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

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

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

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

## Eligibility for Funding and Assistance

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

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the Region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to its size and functions

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 4 of 27

- The event or project is one which Council can legally support pursuant to the Local Government Act 2009 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12 month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- Funds are available within the allocations provided for in the budget for that year.

## Categories for Funding and Assistance

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

The following categories of funding and assistance are available:

Category 1 – Community Grants Program  
Category 2 – Mayoral Donations  
Category 3 - Ambassador Support and School Dux Bursary  
Category 4 – Event Assistance  
Category 5 - Rate Rebates and Remissions  
Category 6 - School Chaplaincies  
Category 7 – Public Halls Assistance  
Category 8 - Anzac Day Remembrance  
Category 9 – Community Environment Grant  
Category 10 – Community Sporting Complex

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

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 5 of 27

## Categories for Funding & Assistance

### Category 1 - Community Grants Program

#### **Description**

Non-recurrent grants of between \$500 and \$4,000 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending upon availability of funds and the merit of projects, activities or events.

#### **Level of Funding**

Funding levels will be determined each year through the budget process. The 2017/18 allocation is \$80,000.

#### **Funding Rounds**

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

#### **Eligibility for Community Grants Program**

Who can apply for Council Community Grant?

Not-for-profit community organisations that:

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

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

Applicants may submit only one grant application per round.

#### **Who cannot apply**

Applications cannot be made by:

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

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 6 of 27



**Projects or activities eligible for funding**

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

- Need for the project/activity
- Evidence the organisation is working towards or maintaining self-sufficiency
- Benefit to the people of the Lockyer Valley local government area
- Evidence of consultation and community partnerships
- Capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project.
- Be "shovel ready".

Submitting an application does not guarantee that an organisation will be successful in receiving funding.

**Projects not eligible for funding**

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

**Community Events**

If you are requiring funding to assist in running a community event please read the following:

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

**Ineligible items for events**

The following are not eligible for funding:

- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging or adjudication fees
- Uniforms
- Purchase of catering, hospitality, food and beverages

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 7 of 27

- Purchase of merchandise, trophies and prizes
- Insurance costs
- Costs related to your event that are incurred from Council
- Administration fees

**Lower priority**

Lower priority is given to:

- Applicants who have been funded within the previous 12 months.
- Projects or events that have previously received council funding
- School parents and citizens associations
- Church groups

**Assessment**

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

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

**Acquittal**

Grant recipients are to complete a Grant Acquittal Form and where applicable provide copies of promotional materials and/or other supporting information to show how Council's grant was acknowledged. The Grant Acquittal Form and supporting material must be submitted to Council within two months of the completion of the project, activity or event by the date detailed in the funding timelines (whichever is sooner).

Until all existing grants are acquitted, the organisation is not eligible to apply for an additional grant funding from Council.

**Funding Conditions**

Grants will be provided based on the following conditions:-

- Grant funding is spent within twelve (12) months from receiving a successful letter, otherwise funding may be forfeited, and needed to be returned
- Grants provided are to be expended on items as described in the application form and budget and not for any other purpose
- Applicants provide all required information on the grant application.
- Grants are awarded based on budgetary allocations
- The organisation will meet all reporting requirements
- Council will not accept any applications that are submitted after the closing date.
- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage etc. when acquitting the grant
- Within two (2) months of the completion of the project, funded organisations must provide a completed Grant Acquittal Form and supporting material to Council

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 8 of 27

- Following a successful application, grant recipients will not be eligible for further funding under the same Category during the same financial year.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

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

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 9 of 27

## **Category 2 – Mayoral Donations**

### **Description**

Financial contributions of up to \$1,000 will be made to organisations and individuals seeking support for activities which contribute to the Lockyer Valley community.

### **Level of Funding**

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

### **Funding Application**

Written applications will be accepted throughout the year for funding under this Category.

### **Criteria**

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

- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The community or not-for-profit organisation has significant local membership
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event is not eligible for funding under another funding category.

### **Assessment**

Allocations will be approved by the Mayor on the recommendation of officers who will ensure that access to this funding is fair and equitable.

### **Acquittal**

Organisations and individuals who receive funding over \$500 under this Category are required complete an acquittal form within two months of the purpose of the donation being completed.

### **Funding Conditions**

Funds will be provided based on the following conditions:-

- Funds provided are to be expended on items as described in the application and not for any other purpose
- Applicants provide details of previous funds received from Council
- Funding is awarded based on budgetary allocations
- The organisation or individual complete an acquittal form for amounts over \$500
- Following the receipt of funds, organisations and individuals may not be eligible for further funding under this Category during the funding period but may be eligible to apply for other grants and funding offered by Council.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 10 of 27

**Category 3 - Ambassador Support and School Dux Bursary****Description**

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

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

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

**Level of Funding**

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

**Funding Application**

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

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

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

**Criteria**

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

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

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 11 of 27

**Assessment**

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

**Acquittal**

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

**Funding Conditions**

Funds will be provided based on the following conditions:-

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

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 12 of 27

**Category 4 – Event Assistance****Description**

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

**Level of Funding**

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

**Funding Rounds**

The following is a list of events that Council provides assistance to. This list is not exhaustive and may change from year to year.

- Clydesdale & Heavy Horse Field Days
- Gatton Campdraft
- Gatton Street Sprints
- HCVAQ Truck and Machinery Show
- Helidon Heritage Fair
- Lights on the Hill Convoy

**Criteria**

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

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

**Assessment**

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

**Acknowledgement of Support**

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

- a) Installation of signage supplied by Council - Proudly Supported by Lockyer Valley Regional Council

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 13 of 27

- b) Provide opportunity for a Council representative to speak if appropriate
- c) Inclusion of Council's logo on printed promotional material, television commercials or mentions in radio advertising

**Funding Conditions**

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose described in the application letter/form and not for any other purpose.
- Applicants are to provide details of previous funding and assistance received from Council
- Funding is awarded based on budgetary allocations
- The organisation is required to acknowledge the support of Council for the event.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 14 of 27



**Category 5 - Rate Rebates and Remissions****Description**

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

**Level of Funding**

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

**Funding Rounds**

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

**Criteria***Pensioner Rate Subsidy Scheme:*

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

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

*Criteria for Community Group Rate Remissions:*

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

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

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

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 15 of 27

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

**Assessment**

The Executive Manager Corporate & Community Services will assess all applications in accordance with the criteria.

**Acquittal**

No acquittal requirements apply to this Category of assistance.

**Funding Conditions**

- Funding is awarded based on budgetary allocations

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 16 of 27

### **Category 6 - School Chaplaincies**

#### **Description**

Funding for Chaplaincies is provided to three schools in the Lockyer Valley as listed below in order to assist this program to deliver positive social outcomes for high school students in the Lockyer Valley.

#### **Level of Funding**

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

- |    |         |  |
|----|---------|--|
| 1. | \$2,500 | Gatton State School  |
| 2. | \$2,500 | Lockyer District High School   |
| 3. | \$5,000 | Laidley State High School which also services the small Schools in the area. |

#### **Funding Rounds**

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

#### **Criteria**

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

#### **Assessment**

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

#### **Acquittal**

There are no acquittal requirements for this category.

#### **Funding Conditions**

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose described under this Category and not for any other purpose.
- Funding is awarded based on budgetary allocations
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 17 of 27

### **Category 7 – Public Halls Assistance**

#### **Description**

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

#### **Level of Funding**

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

List of eligible Public Halls:

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

#### **Funding Rounds**

Payments to halls will be made in January each year.

#### **Criteria**

To be eligible, the public hall must:

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

#### **Assessment**

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

#### **Acquittal**

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

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 18 of 27

**Funding Conditions**

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose of the Category and not for any other purpose.
- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the Hall Committee is submitted to Council each year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 19 of 27

### **Category 8 - Anzac Day Remembrance**

#### **Description**

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

#### **Level of Funding**

Funding levels will be determined each year through the budget process. The 2017/18 allocation is:

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

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

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

#### **Funding Round**

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

#### **Criteria**

Funding may be provided to organisations that:

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

#### **Assessment**

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

#### **Acquittal**

There are no acquittal requirements for these allocations.

#### **Funding Conditions**

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose described in this Category and not for any other purpose.

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 20 of 27

- Funding is awarded based on budgetary allocations
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 21 of 27

## **Category 9 – Community Environmental Grant**

### **Description**

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

### **Level of funding**

Dependent upon budget availability, the Community Environmental Grant Program provides a total of \$20,000 for the financial year 2017/18 which is offered as non-recurrent grants of up to \$5,000 per community group, school or organisation, excluding GST.

### **Funding rounds**

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

### **Assessment criteria**

Applications for funding will be evaluated and assessed against criteria as part of the competitive process. Applicants will be assessed by Council on how well the proposed project achieves the CEG funding objectives, in line with the guidelines as set out in Council's Community Grants and Assistance Procedure June 2014, available on the Council website. The objectives for the 2017/18 funding round include:

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

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

### **Assessment**

Applications will be shortlisted and referred to the Community Environmental Grants Committee for assessment. Recommendations will be made in accordance with the above criteria in line with guidelines as set out in Council's Community Grants and Assistance Procedure June 2014.

Applicants will be notified in writing of the success or otherwise of their applications, of any conditions associated with the grant payments and details of the grant payments as appropriate.

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 22 of 27



**Acquittal**

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

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

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

**Funding conditions**

Community Environmental Grants are provided based on the following conditions:

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

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 23 of 27

### **Category 10 – Sporting Complex Assistance**

#### **Description**

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

#### **Level of Funding**

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

List of eligible sporting complexes:

1. Bichel Oval
2. Cahill Park
3. Ropehill Sporting Complex
4. Gatton Soccer Club
5. Withcott Soccer Club

#### **Funding Application**

Payments under this Category will be paid in September each year.

#### **Criteria**

To be approved, the sporting complex must:

- Be on the approved list of sporting complexes (refer to list above)
- To be Council owned
- Not to be Council managed

#### **Assessment**

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

#### **Acquittal**

There are no acquittal requirements for these allocations. However, sporting management Committees who receive funding under this category are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

#### **Funding Conditions**

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose of the Category and not for any other purpose.
- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the management committee is submitted to Council each year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 24 of 27

**Assessment**

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

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 25 of 27

## New Application Details

All requests to Council will be on the appropriate application form or be in writing and contain the following information:

- Amount of assistance sought
- Total cost of the event or project for which the assistance is sought
- Purpose of the event or project
- Benefit of the event or project to the Lockyer Valley community
- Details of the value of the cash or in-kind contribution being invested into the event or project by the organisation or individual
- Details of any other funding sources;
- Details of all previous assistance provided by Council to the individual or /organisation in the past twelve (12) months;
- Incorporation Status (It is not mandatory to be incorporated to receive assistance)
- For all organisations: A copy of their Financial Statements for the previous financial year.

## Conditions

All funding and assistance received may only be used for the approved purpose and in accordance with the agreed terms and conditions. If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Where appropriate, recipients of funding and assistance must submit a completed acquittal report within 2 months of the event or finalisation of the project confirming that the assistance has been used for the purpose intended.

The acquittal report must be signed by two authorised office bearers from the recipient organisation.

## Appeals

All appeals will be treated in accordance with Council's Complaints Management Policy.

## Acknowledgement of Assistance

Recipients of Council grants and donations are required to acknowledge the Lockyer Valley Regional Council as a project sponsor. Acknowledgment is required:

- In any relevant publicity;

---

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

---

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 26 of 27

- On the organisation's website;
- At appropriate functions; and
- In relevant documents such as newsletters and annual reports.

The LVRC logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions.

Where Council provides a significant contribution to a project, the Mayor, Councilor Portfolio holder or a Council representative should be invited to attend relevant ceremonies or promotional activities.

## Conflict of interest

If a panel member, or Councilor, is connected to a particular organisation or group or, in particular, is a member of an organisation or group, they must declare a conflict of interest and remove themselves from any discussion or voting surrounding that organisation's application.

## Delegation

Council may delegate authority to the Chief Executive Officer, Councillor Portfolio holder or a specified committee to decide on the allocation of funds in accordance with this procedure.

Applications for assistance under Category 6 – Pensioner Rebates and Remissions will be approved by the Chief Executive Officer (who may delegate this authority further) following receipt of an accepted application which meets the criteria established.

## Discretionary Funds

Councillors may be allocated funds through the budgetary process and have the discretion to allocate those funds to community groups and/or individuals in accordance with the following guidelines:

- Council will set the Councillor Discretionary Fund allocation each year when formulating the annual budget.
- Funds allocated will result in beneficial projects and activities for the Region
- The funds can be allocated for any project or activity which the Councillor believes is of local or regional importance.
- Funding will contribute to attaining the outcomes of Council's Strategic Goals as outlined in the Lockyer Valley Regional Council Corporate Plan 2012-2017.
- Funds will be used in accordance with the requirements prescribed in the Local Government Regulation 2012.

Group: Executive Office  
Unit: Governance & Policy  
Approved: Ordinary Council Meeting (Resolution Number: 16-20/0752)  
Date Approved: 13/12/2017

Effective Date: 14/12/2017  
Version: 4.0 Last Modified: 10/12/2017  
Review Date: 10/12/2017

Related Policy: Community Grants and Assistance Policy

Page 27 of 27

---

## 11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS

### 11.1 Executive Manager Organisational Development and Planning Monthly Report - May 2019

**Date:** 06 June 2019

**Author:** Dan McPherson, Executive Manager Organisational Development & Planning Services

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

---

#### Summary:

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

#### Officer's Recommendation:

**THAT Council receive and note the Executive Manager Organisational Development and Planning Monthly Report for May 2019.**

#### RESOLUTION

**THAT Council receive and note the Executive Manager Organisational Development and Planning's Monthly Report for May 2019.**

**Moved By:** Cr Cook

**Seconded By:**

Cr Vela

**Resolution Number: 16-20/1373**

**CARRIED**

**7/0**

#### Report

##### 1. Introduction

This report provides an update on key matters arising and being addressed since the last report.

##### 2. Background

The previous reports provide the background information to date and only progress is being reported during May 2019.

##### 3. Report

*ORGANISATIONAL DEVELOPMENT*

*Workforce*

Council's established FTE number for May 2019 is 318.4310.

*Learning & Development*

Training held since the last report:

- Corporate Induction (Code of Conduct / Work Health & Safety / Drug & Alcohol Training inclusive)
- Business Administration Traineeships Sign-up with TAFE

*Work Health & Safety*

Refer to the attached statistics indicating any injuries, asset incidents and environmental incidents for the month of May 2019. WHS will report on Lost Time Injury (LTI) quarterly.

*PLANNING & DEVELOPMENT*

*Development Assessment*

Refer to the attached table and graphs indicating all development applications, decisions and requests as at 31 May 2019.

*Regional and Strategic Planning*

Strategic Planning are continuing ongoing liaison with the Department of State Development, Manufacturing, Infrastructure and Planning in relation to the functionality of the Lockyer Valley Planning Scheme. It is anticipated that the Department will provide some preliminary comments within the next month.

The work on the Development Manual is still progressing with the cross-department team still writing content.

Council officers have attended Regional planning events including ongoing work with the State Government on growth management strategies in the South East Queensland and the Queensland Reconstruction Authority regarding ongoing studies for the Brisbane River Flood Management Plan. Ongoing involvement in these projects is about ensuring our region is represented and considered in a meaningful way by these projects.

Preparation for the Planning Regulation Amendment due in early July is ongoing and progressing well. A review of Planning Regulation will be undertaken when it is released in early July to determine if there are any implications for the organisation. The Infrastructure Charges register will be uploaded at the end of the month, with anticipated updates quarterly.

*ENVIRONMENTAL PLANNING*

The Environment and Pest unit received 114 CRMs during the month of May and closed 81 of these customer requests.

Project Updates

*Drought Communities Extension Grant – Creek Reserve Weed Management Program*

The expression of interest process and follow-up site inspections engaged 47 landholders to participate in the program.

Participants are adjacent to 43 kilometres of creek reserve ranging from Buaraba to Haldon and Mulgowie to Murphys Creek.

The requirement to hold an ACDC licence to administer herbicides on land other than their own has had led to 43 participants or their representatives undertaking the training and holding an accreditation that is nationally recognised. In addition, Environment officers conducted a weed workshop on 19 May with 24 participants attending to further learn about weed species and differing methodologies of treatment.

The practical experience in weed control together with the ACDC accreditation and opportunity to source equipment to undertake weed control has provided opportunities for participants to provide services to other landholders and create business avenues.

The first round of payments for the program are underway with the second round of payments to occur after follow-up site visits in mid-June.

#### *LVRC Planning Scheme*

A tender was released on 28 May 2019, for a consultant to produce detailed waterway categorisation, and habitat and weed vegetation classification. These Geographical Information System (GIS) products will be used to improve the quality, accuracy and community confidence in both the waterways overlays and vegetation/habitat overlays via Planning Scheme overlays.

#### *Natural Resource Management Plan (NRM)*

Invitations to submit expressions of interest to be part of the Lockyer Valley NRM Working Group were advertised via the Valley Voice in the Gatton Star and social media on 8 May 2019. Direct invitations were also posted and emailed to known active members of the community or contacts in government and pseudo-government organisations. Expressions of interest close on 5 June 2019. Council Officers will review the Expressions of Interest and select Working Group members according to the criteria outlined in the NRM Plan Project – EOI Process – Fact Sheet.

During the first NRM Working Group Workshop on 25 June 2019, Council and the Working Group will establish the Terms of Reference to reflect the recommendation endorsed by Council. These Terms of Reference will be brought to a Council Meeting for adoption.

The four NRM Working Group workshops are scheduled on the following dates:

Workshop 1	Establish Terms of Reference	Tuesday 25 June 2019 (2-hour evening)
Workshop 2	NRM Value, Threats and Strategic Outcomes	Saturday 7 September 2019 (full day)
Workshop 3	NRM Plan Actions, responsibilities and timeframes	Saturday 15 February 2020 (full day)
Workshop 4	NRM Plan Actions, responsibilities and timeframes	Saturday 29 February 2020 (full day)

#### *Resilient Rivers Initiative*

Lockyer Creek Sediment Stabilisation:

To date a total of 10,000 tubes have been successfully planted at the Cahill Park site and ground preparation works have been completed at the Beavan Street site. Soil moisture conditions are good, which is supporting plant establishment and growth. Planting at both sites will be completed by end June 2019, with a total of 14,500 tube stock planted. Maintenance of weeds at the sites has begun and will be ongoing.



**Tenthill Catchment Community Resilience:**

Geomorphology study reports have been received for Tenthill, Blackduck and Blackfellow creek catchments. This information will help to prioritise revegetation works within the Tenthill catchment. In collaboration with Department of Natural Resources, Mining and Environment, and Department of Agriculture and Fisheries and under instruction from Transport and Main Roads (TMR), the NDRRA works in Blackfellow creek (culvert flood debris clearing) are nearing completion. Ongoing consultation is being undertaken with local landholders regarding these works being completed.

*LVRC Biosecurity Plan*

The GIS products being developed to assist the Planning Scheme, NRM Strategy and NRM Plan (habitat and weed vegetation classification) will provide an initial baseline level of data to inform the draft Biosecurity Plan. It is intended that the data will assist with showing the approximate extent of weeds in the region, compared to native vegetation. Combined with data collated by the Environment and Pest Unit's activities, this GIS data will inform the risk assessment and prioritisation of species of restricted matter.

*Environmental Planning*

Environment Officers are having ongoing discussions with officers from the Department of Environment and Science (DES) regarding koala habitat restoration opportunities in the Lockyer Valley.

*National Tree Day*

Now Australia's largest tree planting and nature protection event, National Tree Day is celebrated by schools on 26 July 2019 and community groups on 28 July 2019.

Council have grants of up to \$500 (\$2000 in total) to award to eligible community groups and schools for the purchase plants and related supplies for National Tree Day planting events. The grants applications opened on 29 May and will close on 21 June 2019.

*Invasive Weed Management*

Drier and cooler weather conditions have reduced the opportunity for successful herbicide spraying of weeds such as lantana and resulted in customer's cancelling their hire of Community Spray Equipment. Pest and Environment Officers have undertaken site visits in response to customer requests for weed identification, herbicide subsidies, and Property Pest Management Plans. Officers have also undertaken surveying and spraying of one main and seven local roads ahead of roadside slashing activities.

Environment and Pest Unit Officers met with Environment Officers from the Department of Transport and Main Roads (DTMR) and Officers from other Councils and Roadtek in the Downs South West Region on 8 May 2019 to review progress on roadside weed management and discuss priority weeds and locations for the coming financial year. LVRC Officers have submitted proposals to TMR to treat key weed species on State-controlled roads in the Lockyer Valley LGA. TMR will advise approved projects before the end of the financial year.

Current key weed species include: Giant Rats Tail (GRT), Parthenium, and Fireweed and Mother of Millions.

*Pest Animal Management*

Wild dog activity continues to be a problem across the Lockyer Valley. Officers are working to determine whether attacks on stock are by wild or domestic dogs, and have been providing advice and assistance on surveillance and trapping. Requests for loan traps remain high.

Officers have responded to Wild dog complaints in Summerholm and Helidon and with landholder assistance successfully trapped 7 dogs. Wild dog, fox and pig bait distribution was undertaken on 22 and 23 May 2019, with fifteen new participants and a total of 390 baits distributed. A supplementary distribution of 40 baits was also provided on 30 May 2019, in response to additional requests from the community.

*Flying Fox Roost Management*

Ongoing monitoring of Gatton and Laidley roosts is being undertaken. Numbers are fluctuating but there have been no significant increases and impacts on adjacent properties have decreased. There are currently no flying foxes at the Gatton roost. Weeds removal works were undertaken under two eucalypt trees in the road reserve, close to residents at the Gatton flying fox roost, on 31 May 2019. These weed removal works will reduce the weedy undergrowth and discourage Flying-foxes from roosting in these trees when they return next season.

*Brightview Reserve*

Residents adjacent to Brightview Reserve have been notified in writing of maintenance works being undertaken to protect and enhance the environmental values of the Reserve. Works include slashing, weed control, rubbish removal, fence and gate repairs/replacement, internal track repairs, native vegetation maintenance and supplementary native plantings. Works will continue through June and into the next financial year. The Reserve is closed to the public during this period.

*PLUMBING AND BUILDING SERVICES*

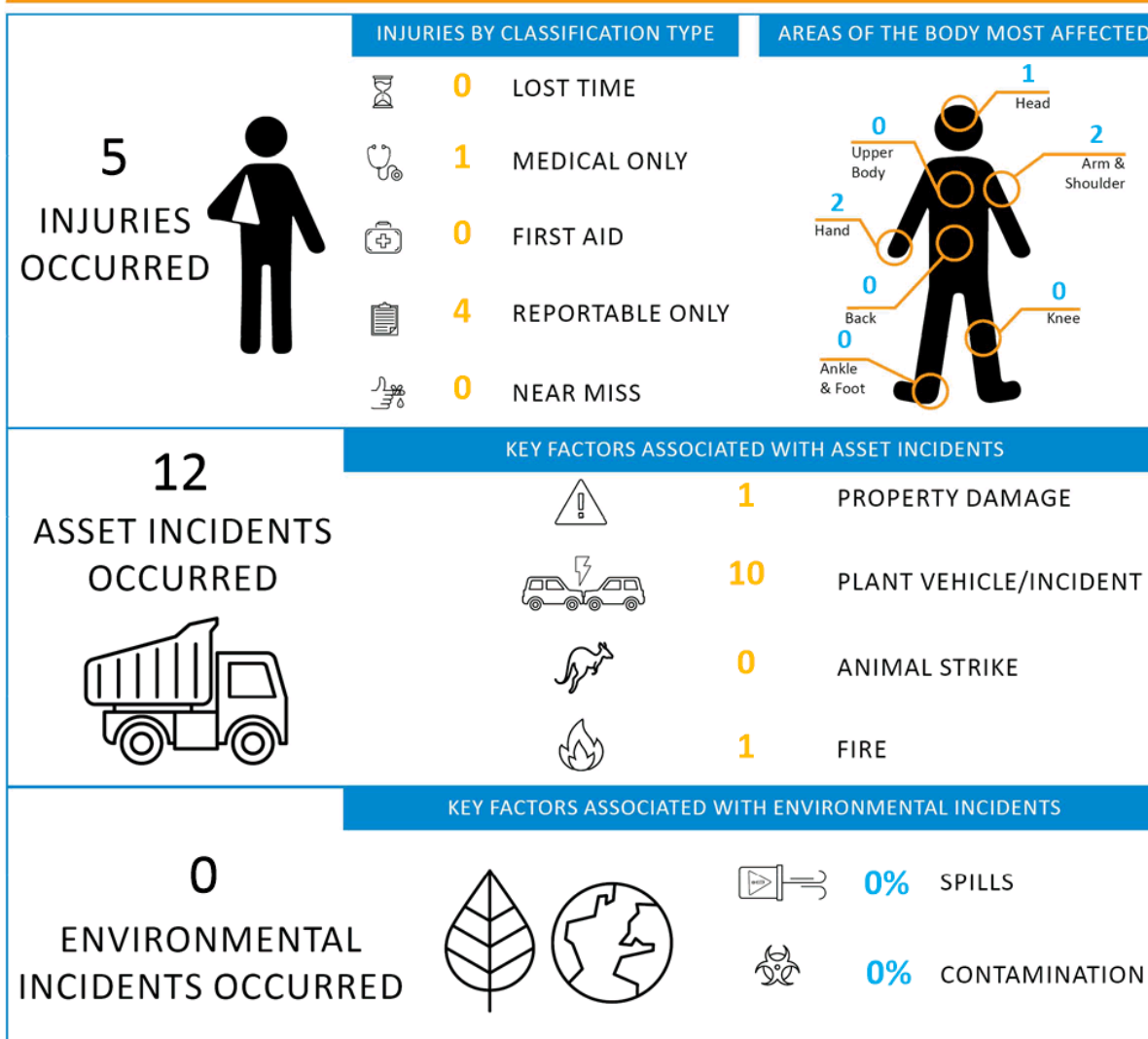
Refer to the attached table and graphs indicating statistics for the month of May 2019.

**Attachments**

1	<a href="#">Safety Performance May 2019</a>	1 Page
2	<a href="#">Development Applications Statistics May 2019</a>	2 Pages
3	<a href="#">Plumbing and Building Statistics May 2019</a>	4 Pages

# MEASURING OUR SAFETY PERFORMANCE

May 2019



	May 2019	MAY 2018
Injury related incidents	5	4
Asset related incidents	12	7
Environment related incidents	0	0
Lost Time Injuries	0	0
Total days lost due to ongoing injuries	16	12



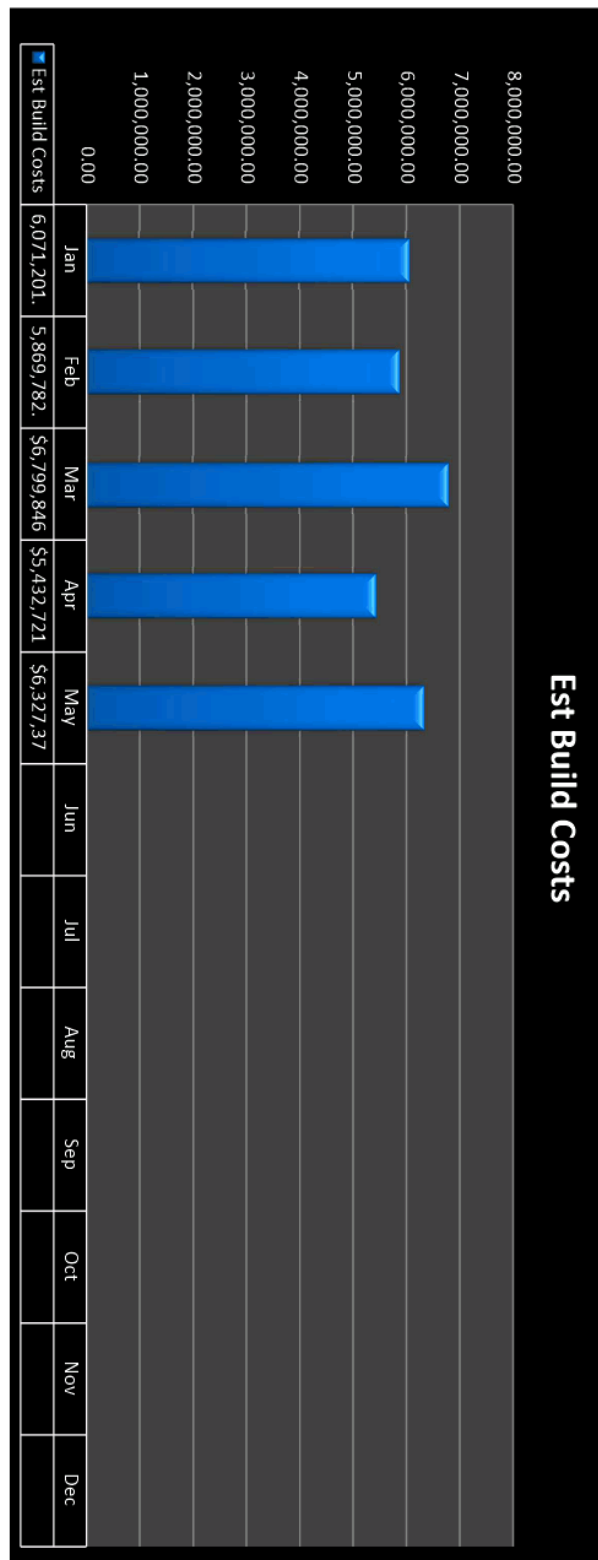
Decided Days greater than 20 days		
Application_ID	Decision Days	Decision Notes
MC2017/0055	52	Awaiting a response to Council's further information request and applicant seeking changed conditions from SARA
MC2018/0066	35	Negotiations with applicant regarding conditions of approval
MC2018/0102	35	Finalisation of Engineering Conditions
MC2018/0105	92	Negotiation with applicant regarding conditions
MC2019/0012	22	Working with applicant with regards to flood level
MC2019/0017	22	Awaiting additional information from applicant
RL2017/0027	52	Awaiting a response to Council's further information request and applicant seeking changed conditions from SARA
RL2018/0034	35	Negotiations with applicant regarding conditions
RL2018/0047	29	Awaiting further information from customer

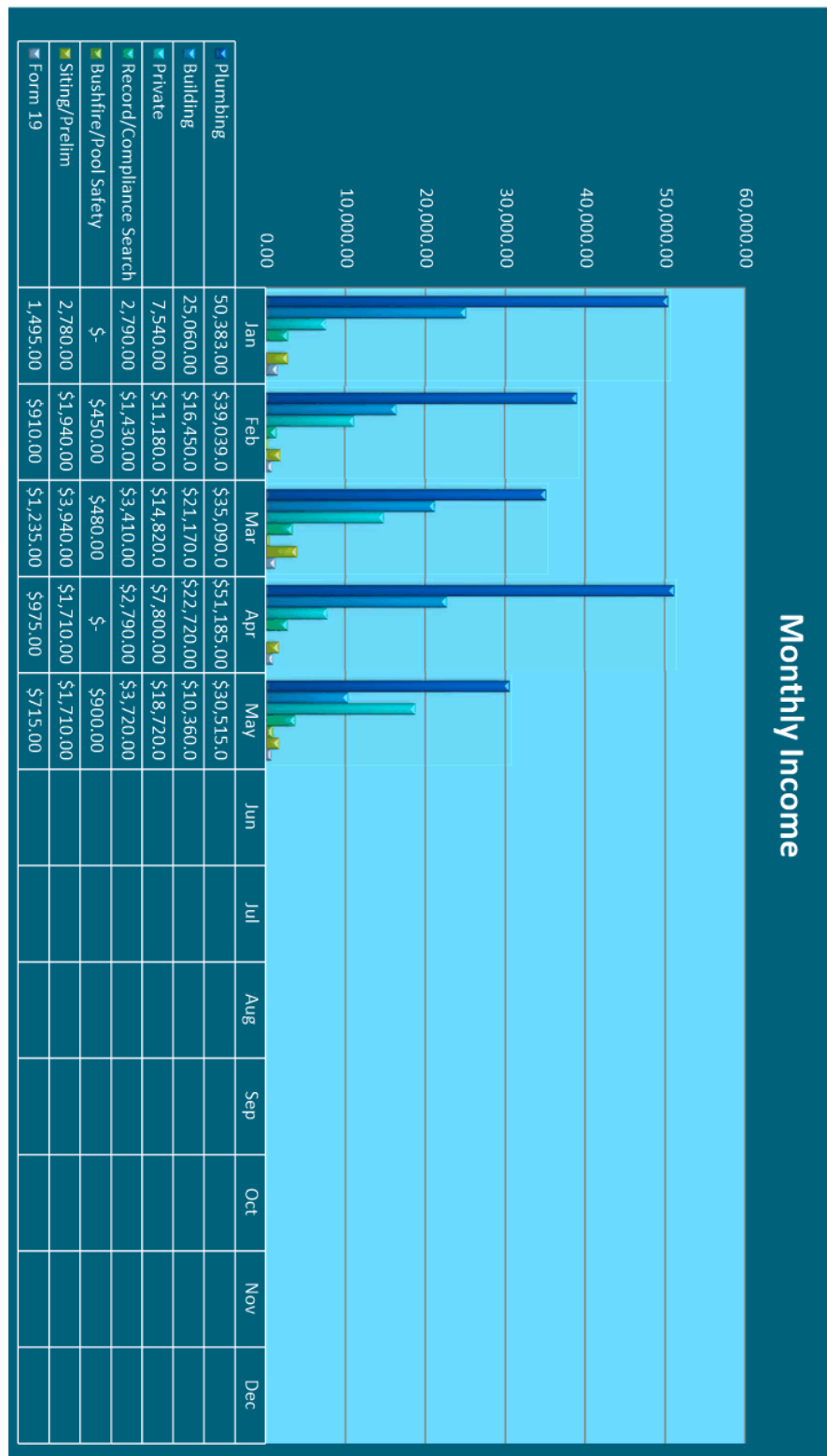
# PLUMBING AND BUILDING STATISTICS – MAY 2019

REGIONAL COUNCIL

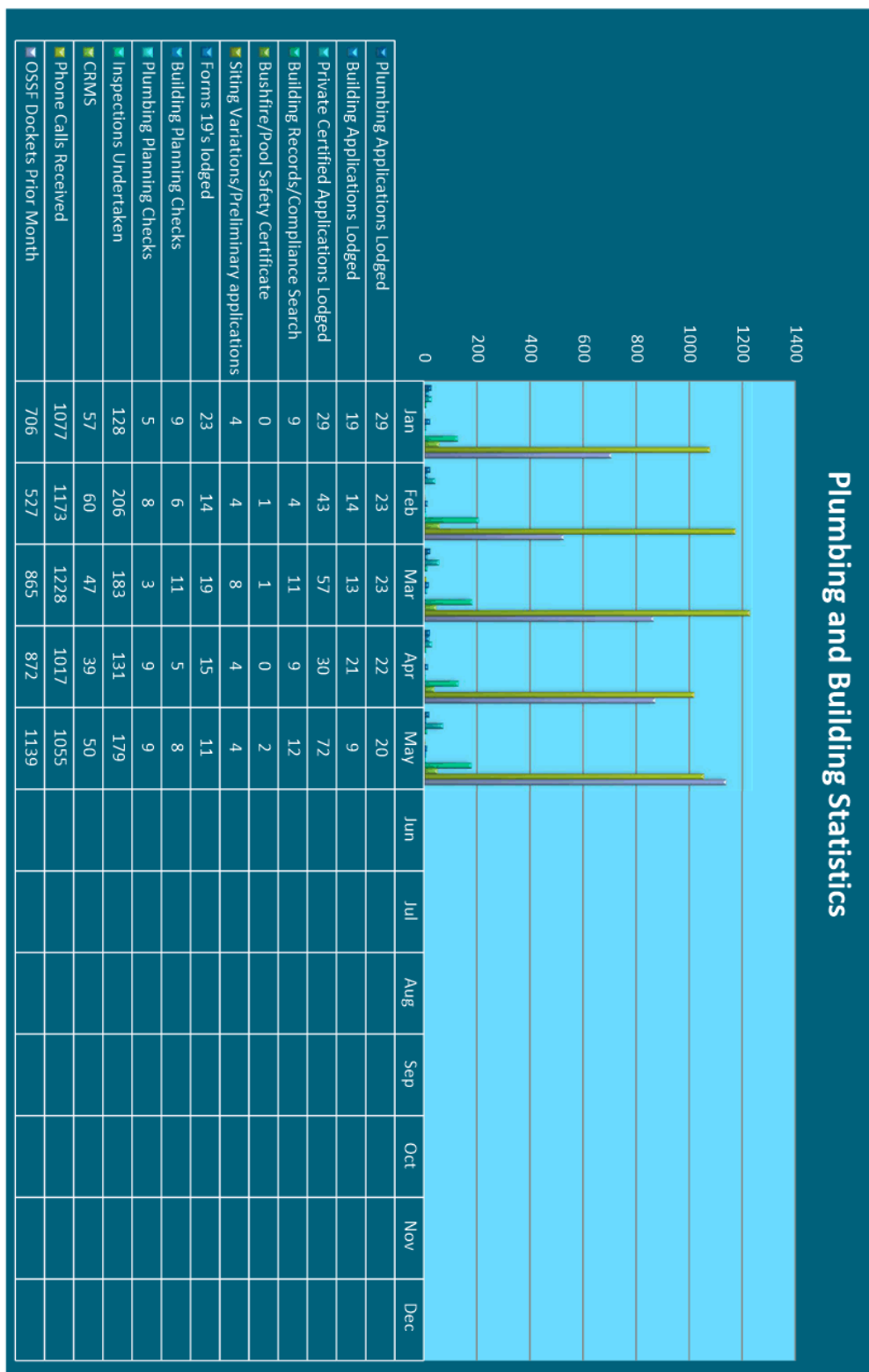
ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	20	\$30,515.00	3.2	Plumbing
2.0	Building Applications Lodged	9	\$10,360.00	7.18	Building
3.0	Private Certified Applications Lodged	72	\$18,720.00		Admin Team
4.0	Building Records Search	12	\$3,720.00		Admin Team
5.0	Bushfire/Pool Safety Certificates Lodged	2	\$900.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	4	\$1,710.00		Building
7.0	Form 19's Lodged	11	\$715.00		Admin Team
8.0	Building Planning Checks	8	N/A		Building
9.0	Plumbing Planning Checks	9	N/A		Plumbing
10.0	Inspections Undertaken	179	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 11 Complaint CRMS)	50	N/A		Plumbing and Building
11.1	Phone Calls Received	1055	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for May	1139	N/A		Admin Team
	TOTAL		\$66,640.00		
CONSTRUCTION VALUE OF BUILDING WORKS					
1.0	Building Applications 01-05-19 to 31-05-19	Domestic	\$6,296,047.00		
	Building Applications 01-05-19 to 31-05-19	Commercial	\$31,326.00		
	Year to Date	Total	\$30,500,925.06		

Page 1 of 4









**Date:** 06 June 2019  
**Author:** Lyle Kajewski, Manager Plumbing and Building  
**Responsible Officer:** Ian Church, Chief Executive Officer

This report is to provide Council with information regarding the suite of new plumbing legislation and standards that will be enacted in Queensland from 1 July 2019 and seeks Council approval to opt-out of accepting fast-tracked plumbing permit applications in accordance with the *Plumbing and Drainage Regulation 2019*.

**THAT Council resolve not to deal with any applications relating to permits for work to be carried out in the Lockyer Valley Regional Council area, as fast track applications in accordance with the *Plumbing and Drainage Regulation 2019* Part 5 section 40 (1).**

**THAT Council resolve to not opt into the “fast track application process” from 1 July 2019, in accordance with the *Plumbing and Drainage Regulation 2019* Part 5 section 40 (1), due to the existence of complicating factors within the Lockyer Valley Regional Council area.**

**Moved By:** Cr McLean **Seconded By:** Cr Vela  
**Resolution Number:** 16-20/1374

**CARRIED**  
**7/0**

## 1. Introduction

From 1 July 2019, the suite of new plumbing legislation and standards that will be enacted in Queensland will provide applicants with the ability to lodge a plumbing permit application under one of two streams; fast-tracked or standard. In the Lockyer Valley Regional Council area, there are some complicating factors that may cause delays during the construction phase, therefore adopting to only accept applications lodged under the standard application process will enable officers to work with applicants to address any complicating factors before the commencement of works.

The new plumbing laws form part of the Building Queensland Plan and deliver reforms to make the construction industry safer, fairer and more sustainable. The plumbing and drainage industry is essential to maintaining the health and safety of all Queenslanders.

From 1 July 2019, new plumbing laws will take effect and Queensland's plumbers and drainers, builders, developers, Local Governments, water service providers and homeowners can expect some changes to managing their work.

The new laws were developed in conjunction with industry representatives. They will make it easier for industry professionals to do business, understand their responsibilities, and keep unlicensed workers out of the industry.

## 2. Background

Which laws will change on 1 July 2019?

- The *Plumbing and Drainage Act 2018* (the new Act) will replace the repealed *Plumbing and Drainage Act 2002* (PDA 2002).
- The *Plumbing and Drainage Regulation 2019* will replace the existing *Standard Plumbing and Drainage Regulation 2003* and the *Plumbing and Drainage Regulation 2003*.
- A new Queensland Plumbing and Wastewater Code will take effect complementing national plumbing standards. All Queensland-specific technical requirements are set out in a single document.
- New guidelines to help Local Governments and industry implement the new laws and new approved plumbing forms will also come into effect.

Why are the laws being changed?

- To protect and enhance the health, safety and wellbeing of Queenslanders who need to use plumbing and drainage professionals.
- To ensure high-quality and cost-effective plumbing laws, regulations and codes.
- To provide an efficient, modern system for approving plumbing work.

What are the benefits?

- Faster permit process saves time and money.
- Easier to understand laws.
- Stronger penalty framework, particularly for unlicensed work.

What are the changes?

Permit application timeframes reduced

- From 1 July 2019, permit applications will be divided into two streams – fast-track and standard. Work on new homes will be able to commence 18 days earlier (exclusions apply).
  - Fast-track applications: From 20 down to 2 business days.
  - Standard applications: From 20 down to 10 business days.

Applicants will be able to apply to a Local Government for an amendment, or an extension of time, for an existing permit. This allows licensees to amend their existing permit rather than having to reapply for a new permit.

More flexibility for Local Governments

- Local Governments will have the flexibility to opt out of the fast-track process or expand the scope of work that can be performed under that process. This provides them with the flexibility to choose a model that best meets the needs of their community.

Stronger consequences for breaches of the laws including working unlicensed

- The introduction of a stronger penalty framework that increases penalties for those who breach the
- plumbing laws.
- This includes sliding scale offences for unlicensed work and prison terms for repeat offenders.

#### New appeal rights

- New appeal rights at each inspection stage. This will allow licensees to appeal Local Government decisions when work is inspected instead of having to wait until the end of the job.

#### Easier to understand

- Provisions have been simplified to improve readability and assist understanding.
- Terminology and timeframes are streamlined across categories of work to promote consistency.
- Similar provisions have been grouped together making the laws easier to find.
- Schedules in the new regulation have been amended to improve usability:
  - Schedule 1: Notifiable work: Removal of emergency work and similar items have been combined.
  - Schedule 6: Documents to accompany permit applications have been streamlined to better explain what documents need to accompany permit applications.

#### Revised Queensland Plumbing and Wastewater Code

- The revised Queensland Plumbing and Wastewater Code (QPWC) has been amended to:
  - Remove all redundant requirements, for e.g. where a requirement was also addressed in the Plumbing Code of Australia (PCA), or a relevant Australian Standard
  - Include all plumbing and drainage standards for Queensland that are required to vary and complement national plumbing and drainage standards.
- Set out all Queensland specific technical requirements in a single document in a familiar format to improve usability.
- The structure now aligns with the National Construction Code, Volume Three, PCA 2019.

#### What has not changed?

Inspection system: All permit work will continue to be inspected by Local Government. Reduced timeframes only apply to obtaining a permit. A person must still get a permit before starting permit work and must comply with the permit and any conditions of the permit.

### **3. Report**

The fast-track versus standard application process is applicable only to a new class 1a and new class 10a building in a retail water and sewerage service area.

The standard application process requires that plans, drawn to scale, show enough detail to allow the Local Government to decide the application. Should insufficient detail be provided the Local Government may ask for further detail (information request) to enable it to decide the application.

The standard application process ensures that Council officers can assess the plans in conjunction with other information known to officers such as, flood information, trickle feed water connection and pressure sewer connection, as potential complicating factors. Applicants are usually unaware of the

existence of complicating factors. This process ensures that solutions are provided prior to commencement of the work, therefore avoiding construction delays, re-work expense and customer angst. Council's standard application process timeframe is 2.6 days on average.

Fast-track applications are not subject to Council assessment of plans and therefore complicating factors may not be discovered until inspection stages of the work, which may lead to construction delays, re-work expense and customer angst.

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

The *Plumbing and Drainage Regulation 2019* Part 5 section 41 requires;

*If a local government makes a fast-track opt-out declaration for its local government area, the local government must -*

*(a) publish the declaration on its website; and*

*(b) give a copy of the declaration to -*

*(i) the chief executive; and*

*(ii) if the local government is a participating local government for a distributor-retailer – the distributor-retailer; and*

*(c) ensure a copy of the declaration may be inspected, free of charge, at the local government's public office.*

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

There are no financial or resource implications arising from the recommendation in this report.

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

Delegations and authorisation amendments are required in line with the requirements of the legislation.

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

The Department of Housing and Public Works are responsible for introducing the new plumbing laws for Queensland.

Councils Plumbing Team have organised an Information Session for local key industry stakeholders to be held on 12 June 2019 at The Lockyer Valley Cultural Centre. This session will include presentations from The Department of Housing and Public Works and Councils Plumbing Officers. The session has time allocated for questions from stakeholders.

#### **8. Conclusion**

Throughout the legislative reform process, it was recognised that certain elements of the legislation were not suitable or practical for all Queensland Councils, therefore the Queensland Government has provided Councils with provision to opt-out of fast track permits. This report recommends that Lockyer Valley Regional Council opt out of accepting fast track permits.

#### **9. Action/s**

1. Provide and publish declaration to opt out of accepting fast-track permits.

2. Communicate and engage with stakeholders on Council's decision to opt out of accepting fast-track permits.
3. Delegations and authorisation are to be amended to reflect the provisions of the new legislation.

**Attachments**

There are no attachments for this report.

**11.3 Application for Material Change of Use for Intensive Agriculture (Hydroponics)**

**Date:** 06 June 2019  
**Author:** Miriam Sharp, Planning Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to consider an application (MC2019/0007) for a Development Permit for a Material Change of Use for Intensive Agriculture (Hydroponics) on Lot 101 RP151355 at 105 Koreelah Street, Upper Lockyer.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the proposal be approved in accordance with the Officer's Recommendation.

**Officer's Recommendation:**

**THAT the application (MC2019/0007) for a Development Permit for a Material Change of Use for Intensive Agriculture (Hydroponics) on Lot 101 RP151355 at 105 Koreelah Street, Upper Lockyer be approved subject to the following conditions:**

**APPROVED PLANS**

The following plans are the Approved Plans for the development:

**Approved Plans**

Plan No.	Rev.	Plan Name	Date
-	-	Site Plan, prepared by the applicant and received by Council 22 February 2019	22/2/19

The following plans require amendment prior to becoming Approved Plans for the development:

Nil

**REFERENCED DOCUMENTS**

The following documents are referenced in the assessment manager conditions:

Nil

**VARIATION APPROVAL**

Not Applicable

**FURTHER DEVELOPMENT PERMITS REQUIRED**

**Development Permit for Building Work**

**CURRENCY PERIOD OF APPROVAL**

The currency period for this development approval is six (6) years starting the day that this development approval takes effect (refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*).

**RECOMMENDATION**

**APPROVE WITH CONDITIONS** Application No. MC2019/0007 for a Development Permit for a Material Change of Use for Intensive Agriculture (Hydroponics) situated at 105 Koreelah Street UPPER LOCKYER QLD 4352 as identified in the attached details recommended for the Decision Notice.

**ASSESSMENT MANAGER CONDITIONS**

NO.	CONDITION	TIMING
<b>Approved Plans</b>		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use.
2.	Maintain the approved development (including landscaping, roads, access driveways) in accordance with the approved drawings(s) and /or documents, and any relevant Council of other approval required by the conditions.	At all times.
<b>Operational Requirements</b>		
3.	The business does not employ more than two (2) staff members (other than the business owners). A further planning approval is required should the business require additional employees.	At all times
4.	All hydroponics business activities (excluding office work) must only be undertaken: <ul style="list-style-type: none"> <li>between 5.30am and 7.30pm between 1 October and 31 March; and</li> <li>between 6.30am and 6.30pm between 1 April and 30 September.</li> </ul>	At all times.
<b>General Environmental Duty</b>		
5.	Under section 319 of the <i>Environmental Protection Act 1994</i> , a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the <i>general environmental duty</i> ).	At all times
<b>Noise</b>		



6.	All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .	At all times.
<b>Water</b>		
7.	The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> .	At all times.
<b>Lighting</b>		
8.	The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.	At all times
<b>Access and Parking</b>		
9.	Provide a minimum of two (2) staff car parking spaces adjacent to the existing dwelling. The parking areas can be provided as a grassed or gravelled surface.	At all times.
10.	The most eastern access point is not to be used for traffic relating to the hydroponics business.	At all times.
11.	Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.	At all times.
<b>Alterations and / or Relocations</b>		
12.	Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	At all times.
13.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.	At all times.
<b>Damage to Services and Assets</b>		
14.	Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times:  a. Where the damage would cause a hazard to pedestrian or	At all times.

- |  |  |
|--|--|
| <p>vehicle safety, immediately; or</p> <p>b. Where otherwise, upon completion of the works associated with the development.</p> <p>Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.</p> |  |
|--|--|

#### ADVISORY NOTES

- (i) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (ii) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (iii) Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within twenty-four (24) hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on the DAF website [www.daf.qld.gov.au/fireants](http://www.daf.qld.gov.au/fireants).

#### Advice for Queensland Urban Utilities

On 1 July 2014, Queensland Urban Utilities became the assessment manager for the water and wastewater aspects of development applications. An application will need to be made directly to Queensland Urban Utilities for water supply connections for the proposed development.

#### RESOLUTION

THAT the application (MC2019/0007) for a Development Permit for a Material Change of Use for Intensive Agriculture (Hydroponics) on Lot 101 RP151355 at 105 Koreelah Street, Upper Lockyer be approved subject to the following conditions:

#### APPROVED PLANS

The following plans are the Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
-	-	Site Plan, prepared by the applicant and received by Council 22 February 2019	22/2/19

The following plans require amendment prior to becoming Approved Plans for the development:

Nil

**REFERENCED DOCUMENTS**

The following documents are referenced in the assessment manager conditions:

Nil

**VARIATION APPROVAL**

Not Applicable

**FURTHER DEVELOPMENT PERMITS REQUIRED**

☐ Development Permit for Building Work

**CURRENCY PERIOD OF APPROVAL**

The currency period for this development approval is six (6) years starting the day that this development approval takes effect (refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*).

**RECOMMENDATION**

**APPROVE WITH CONDITIONS** Application No. MC2019/0007 for a Development Permit for a Material Change of Use for Intensive Agriculture (Hydroponics) situated at 105 Koreelah Street UPPER LOCKYER QLD 4352 as identified in the attached details recommended for the Decision Notice.

**ASSESSMENT MANAGER CONDITIONS**

NO.	CONDITION	TIMING
<b>Approved Plans</b>		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use.
2.	Maintain the approved development (including landscaping, roads, access driveways) in accordance with the approved drawings(s) and /or documents, and any relevant Council of	At all times.

	other approval required by the conditions.	
<b>Operational Requirements</b>		
3.	The business does not employ more than two (2) staff members (other than the business owners). A further planning approval is required should the business require additional employees.	At all times
4.	All hydroponics business activities (excluding office work) must only be undertaken: <ul style="list-style-type: none"> <li>between 5.30am and 7.30pm between 1 October and 31 March; and</li> <li>between 6.30am and 6.30pm between 1 April and 30 September.</li> </ul>	At all times.
<b>General Environmental Duty</b>		
5.	Under section 319 of the <i>Environmental Protection Act 1994</i> , a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the <i>general environmental duty</i> ).	At all times
<b>Noise</b>		
6.	All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .	At all times.
<b>Water</b>		
7.	The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> .	At all times.
<b>Lighting</b>		
8.	The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.	At all times
<b>Access and Parking</b>		
9.	Provide a minimum of two (2) staff car parking spaces adjacent to the existing dwelling. The parking areas can be provided as a grassed or gravelled surface.	At all times.
10.	The most eastern access point is not to be used for traffic relating to the hydroponics business.	At all times.
11.	Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of	At all times.

	operation.	
<b>Alterations and / or Relocations</b>		
12.	Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	At all times.
13.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.	At all times.
<b>Damage to Services and Assets</b>		
14.	<p>Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times:</p> <ul style="list-style-type: none"> <li>a. Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or</li> <li>b. Where otherwise, upon completion of the works associated with the development.</li> </ul> <p>Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.</p>	At all times.

#### ADVISORY NOTES

- (i) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (ii) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (iii) Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within twenty-four (24) hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on the DAF website [www.daf.qld.gov.au/fireants](http://www.daf.qld.gov.au/fireants).

## Advice for Queensland Urban Utilities

On 1 July 2014, Queensland Urban Utilities became the assessment manager for the water and wastewater aspects of development applications. An application will need to be made directly to Queensland Urban Utilities for water supply connections for the proposed development.

Moved By: Cr Cook

Seconded By:

Cr Hagan

Resolution Number: 16-20/1375

**CARRIED**

**7/0**

## Report

### 1. Introduction

The applicant seeks a Development Permit for a Material Change of Use for Intensive Agriculture (Hydroponics) at 105 Koreelah Street, Upper Lockyer. The subject land is zoned Rural Residential under the *Gatton Shire Council Planning Scheme 2007*.

### 2. Background

An approval is in place over the subject site for Intensive Agriculture (Hydroponics) utilising two (2) polytunnels (DA2610 approved 5 April 2004). The subject application seeks approval for a third tunnel. It is noted that the application is the result of a complaint made in late 2018. A third polytunnel was constructed in June 2018. It was determined at that time that no approval was in place for a third polytunnel. Council approached the land owner, who sought to rectify this immediately without the need for the issuance of a Show Cause Notice by Council.

### 3. Report

#### Proposed Development

The following table describes the key development parameters for the proposal:

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Required	Proposed
Gross Floor Area	-	Additional 1,200m <sup>2</sup>
Building Height/ Storeys	Max. 8.5m	5.4m
Setbacks	Front: min. 6m Rear: min. 6m Side: min. 3m	19m to western side boundary 30m to eastern side boundary 24m to southern rear boundary
Parking	Sufficient to accommodate parking expected to be generated by the development	Existing – private parking and sufficient space for casual staff

#### Subject Land

#### **SITE AND LOCALITY DESCRIPTION**

<b>Land Area:</b>	2.04ha
<b>Existing Use of Land:</b>	Dwelling House and Intensive Agriculture (Hydroponics)
<b>Road Frontage:</b>	Approx. 76m to Koreelah Street
<b>Significant Site Features:</b>	Existing dwelling house and associated sheds, two (2) polytunnels for hydroponics
<b>Topography:</b>	General slope west to east with level areas for existing structures
<b>Surrounding Land Uses:</b>	Rural Residential

## Assessment

### Framework for Assessment

#### Categorising Instruments for Statutory Assessment

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

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

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

#### **Assessment Benchmarks Pertaining to the *Planning Regulation 2017***

The following Assessment Benchmarks from the *Planning Regulation 2017* are applicable to this application:

<b>PLANNING REGULATION 2017 DETAILS</b>	
<b>Assessment Benchmarks:</b>	Nil
<b>State Planning Policy:</b>	<ul style="list-style-type: none"> <li>☐ Natural hazards risk and resilience – <i>Bushfire Hazard Area (Potential Impact Buffer)</i></li> <li>☐ Water quality – <i>Water resource catchments</i></li> </ul>
<b>SEQ Regional Plan Designation:</b>	Rural Living Area

#### State Planning Policy

##### *State Interest – Water quality*

The site is mapped within a water resource catchment. However, the proposed development does not trigger assessment against the State Planning Policy for Water Quality.

##### *State Interest – Natural hazards risk and resilience*

The State Planning Policy Assessment Benchmark Mapping includes the site within a Bushfire Hazard Area. This is not reflected in Council's mapping. The subject site contains some mature vegetation. The proposal does not include a residential use and does not increase the number of people on site. The proposed additional hydroponic tunnel does not increase the bushfire risk. It is considered that no further assessment is required.

### Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is *Gatton Shire Planning Scheme 2007*. The following sections relate to the provisions of the Planning Scheme.

<b>Planning Scheme:</b>	<i>Gatton Shire Planning Scheme 2007</i>
<b>Zone:</b>	Existing Rural Residential Zone
<b>Consistent/Inconsistent Use:</b>	Consistent
<b>Assessment Benchmarks:</b>	Planning Scheme

#### Desired Environmental Outcomes

The subject site is located within a pocket of rural residential development surrounded by rural land uses. The proposed development seeks to include an additional polytunnel for growing of tomatoes at an already existing hydroponics business. The overall existing operations remain the same. The new tunnel is located in a cleared area at the rear of the property, where it is not visible from the street. The adjoining properties contain a considerable amount of mature vegetation, and the topography of the area is undulating. Therefore, the visual impact of the new tunnel on the surrounding area will be limited, and the existing landscape values of the area are protected.

The overall use is existing, and the proposed additional tunnel will not have an impact on services, facilities or employment opportunities and will not have an impact on existing infrastructure. The subject site is not mapped as being subject to any natural hazards. Therefore, it is considered that the proposal will not have an impact on the natural environment. The subject site does not have any heritage values.

#### Assessment Benchmarks – Planning Scheme Codes

The application requires Impact Assessment and therefore must be assessed against the Planning Scheme as a whole. The following codes are the most relevant to assessment of the application:

- Rural Residential Zone Code
- Advertising Devices Code
- Building Works Code
- Earthworks Code
- Landscaping Code
- Lighting Code
- Services and Infrastructure Code
- Vehicle Access, Parking and On Site Movement Code
- *Temporary Local Planning Instrument – Flood Regulation 01/2018*

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

#### Zone Code

##### *Rural Residential Zone Code*



The overall outcomes for the zone seek to ensure that development in this zone provides for large lots and a semi-rural lifestyle, with appropriate provision of services. The specific outcomes require that development does not have an adverse impact on environmental or landscape values or downstream water quality, and that development achieves the applicable standards in relation to siting of buildings and provision of services.

The proposed development is on a rural residential size allotment and provides for a semi-rural lifestyle. The subject site and the existing hydroponics business are currently appropriately serviced. The proposed new tunnel will not require any additional services. The existing operations will not change as a result of the new tunnel and therefore it is considered that it will not have any impacts on the environmental and landscape values or water quality in the area. It is considered that the proposal meets the intent of the code.

#### Development Codes

The proposed development extends an existing business without any additional service or infrastructure requirements, or producing any additional environmental or amenity impacts. It is considered that the development meets the requirements of the applicable codes and conditions are recommended to ensure compliance.

#### Assessment Benchmarks Pertaining to a Temporary Local Planning Instrument

Council's TLPI01/2019 mapping indicates that the site is subject to an overland flow path under the TLPI. Earthworks were undertaken in the past, and the overland flow is now directed around the location of the tunnel and into the existing dam on the property. The tunnel will not interfere with stormwater flows. Further, the additional polytunnel is not a habitable building. It is therefore considered that no further assessment is required and the development satisfies the requirements of the TLPI.

#### **Consultation**

##### Referral Agencies

The application did not require referral to any Referral Agencies in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*.

##### Internal Referrals

The application was referred to Council's Building and Plumbing Sections. The Building section requires that building approval is obtained prior to commencement of works for the new tunnel. The Plumbing section did not have any further requirements.

The application was also referred to Council's Development Engineering Section. Engineering did not have any objections to the proposed development.

#### **Public Notification**

The application was publicly notified for fifteen (15) business days in accordance with the requirements of the *Planning Act 2016*. One (1) properly made submission was received.

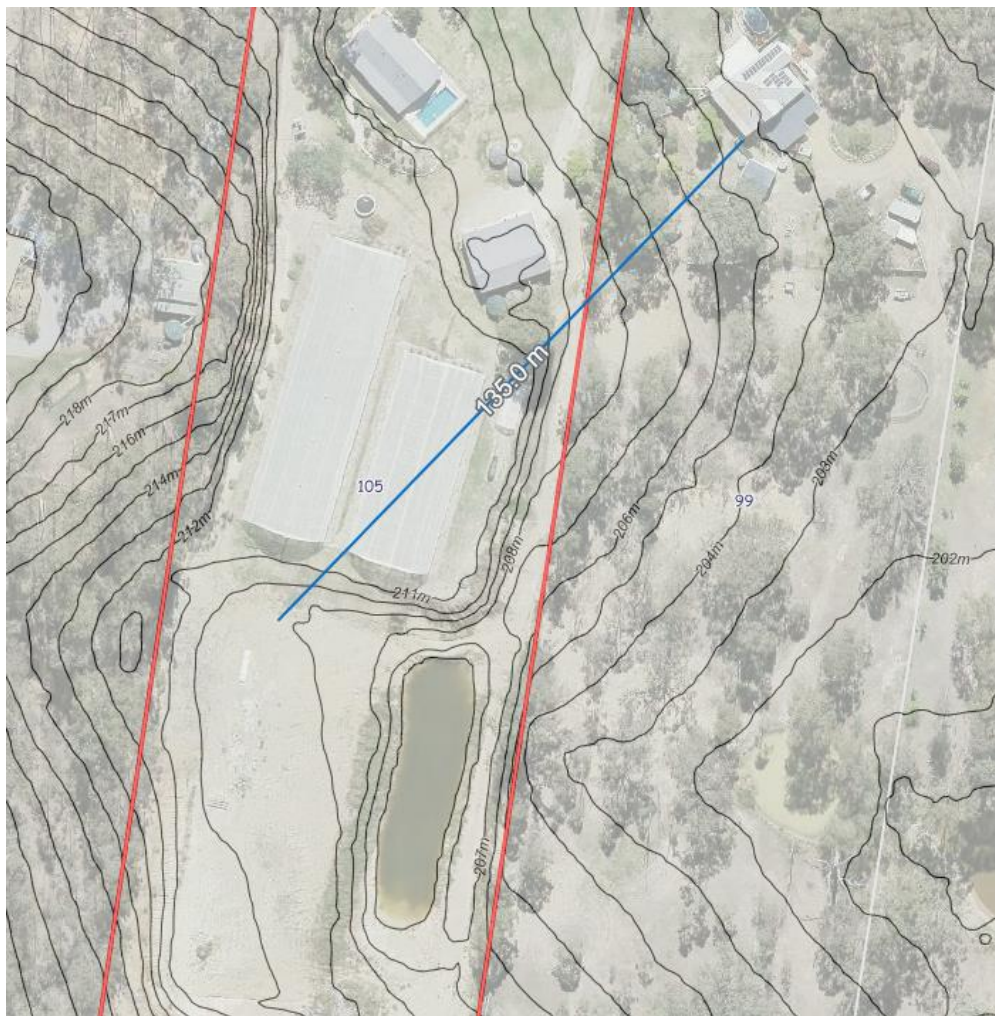
The following table provides a summary and assessment of the issues raised by the submitter.

ISSUES	COMMENTS
<p><i>Increased use of Pesticides – these are used every couple of days most often on dusk each day spraying the plants with a fogging machine for which we can smell each time the wind blows our way. This cannot be good for our health and our grandchildren’s health. Dam water contaminated due to water flow going directly through our property to our dam making it undrinkable for our livestock.</i></p>	<p><u>Applicant’s response:</u>  <i>Spraying is done once per week and at dusk after picking the crop to ensure that we adhere to any withholding periods for the sprays applied and to protect the pollinators. This is considered good agricultural practice. Mr Willis keeps bees and this practice will help safeguard his hives. As the spraying is inside each covered polytunnel the spray is well contained. Furthermore, the predominant wind direction is in a north/ south direction and Terry and Susan Willis are East of our property. Mr Willis’ livestock – horses and cows including his dogs drink from the dam on their property and remain healthy.</i></p> <p><u>Council response:</u>                      The use of agricultural sprays is necessary to control pests and weeds so that they don’t pose any issues for the owner of the subject site and for adjoining properties. This is an acceptable and good agricultural practice. The spraying is only undertaken within the tunnels and therefore sufficiently controlled.</p> <p>Water use on the property is strictly controlled. Water is run through a reverse osmosis plant and considered safe for use and re-use. Any excess water from the plant is not contaminated and is used to water grassed areas within the property to provide horse feed. This set-up was designed and constructed with the aid of a professional consultant. It is considered that there are no health risks from the use of pesticides and/or water contamination.</p>
<p><i>Water running down the front of our property creating breeding grounds for mosquitoes (which our granddaughter is allergic to) with water laying around. Excessive water logged ground at the front of our property preventing mowing due to the soggy ground constantly bogging the mower.</i></p>	<p><u>Applicant’s response:</u>                      There are a lot of dams in the area which would be breeding grounds for mosquitos. Further, “this is also a public drain running adjacent to the public road, which runs downhill from both properties, and considering the heat and drought that has been experienced recently, no water would have sat in the drain as it would have evaporated or drained into the dry earth”. The applicant states they mow the roadside drain in front of their own property and do not have issues getting bogged.</p>

	<p><u>Council response:</u> Any excess water that is not absorbed by the grassed areas on the subject site drain to the road reserve. There is an existing grassed swale drain along Koreelah Street, which functions as it was designed to do.</p>
<p><i>Employees turning up 4-5 days per week and parking on our fence line causing our dogs to bark at early hours of the morning.</i></p>	<p><u>Applicant's response:</u> <i>Picking is only done on Mondays and Thursdays, twice per week usually starting at 5.30am during summer, which approximately coincides with Mr Willis leaving for work. During autumn and winter, picking usually starts later – 6 to 6.30am due to lack of daylight. The two vehicles which did park alongside the fence, are now being parked at our house, away from the fence-line.</i></p> <p><u>Council response:</u> It is considered reasonable and relevant to impose restrictions in relation to staff numbers, parking location and operating hours. Conditions are recommended to ensure compliance.</p>
<p><i>Decrease of land value causing loss of asset valuation and inability to sell for the correct value.</i></p>	<p><u>Applicant's response:</u> Mr Willis purchased his property "when 105 Koreelah Street was an operational farm, with polytunnels, and so any change of value in his property would not be due to the farm".</p> <p><u>Council response:</u> The Court has previously determined that property values are not a planning consideration.</p>
<p><i>Dam water flowing directly into our property which we had to insist on this being stopped after requesting several times over a 6 month period. For this 6 month period we were not able to access the back of our property due to bogging our vehicles and not being able to walk through the 20 foot wide ankle deep mud due to the excess water draining from next door due to the by-product from the irrigation system.</i></p>	<p><u>Applicant's response:</u> <i>This is an old issue which was corrected many months ago. When 105 Koreelah Street was purchased the water which flushes the salt out of the Reverse Osmosis machine was set up to water the grass on the south end of the property. Once it became apparent that this area was proving to be not suitable we tried different areas but the water drained to the same spot, crossing the fence in to Mr Willis's property. Accordingly, we changed the area watered to the North end of my property and water <b>does not</b> now drain in to Mr Willis's property. The grass watered in this area provides feed for horses.</i></p> <p><i>The dam has also been connected to our irrigation system to reduce reliance on the reverse osmosis water and to reduce the water drawn therefore from the bore, therefore</i></p>

	<p><i>reducing the water used to flush the salt from the reverse osmosis machine. Advice has also been sought and taken from a consultant regarding the reverse osmosis machine and, we have managed with his advice to increase the system pressure within the machine and therefore the recovery of clean water, further reducing the amount of water required to flush the salt from the machine. The crops are now irrigated with a mixture of reverse osmosis water, dam water and water directly from the bore to reduce the reliance on reverse osmosis water and therefore the water drawn from the bore. The reverse osmosis machine is necessary to reduce the salt content of the bore water. The mixture of water from different sources reduces the overall salt content to a level suitable for irrigating the crops.</i></p> <p><u>Council response:</u> The nuisance that was initially experienced by the adjoining neighbour from excess water from the hydroponics operation was addressed by the land owner. They engaged a professional consultant to assist with this issue and this has now been resolved. To ensure this is maintained, a condition is recommended that excess water from the hydroponics business is not to create any nuisance for the adjoining property.</p>
<p><i>Walking around late at night from the back igloo to the front igloos checking the crops or whatever the purpose and disturbing ours and the neighbours dogs with torches shining and bobbing around.</i></p>	<p><u>Applicant's response:</u> <i>We do not check our crops at night with a torch.</i></p> <p><u>Council response:</u> To reduce the possibility of nuisance from lighting, a condition is recommended to ensure all external lighting is directed inwards from the source and is installed and maintained in accordance with the relevant Australian Standard.</p>
<p><i>Use of giant igloos towering over neighbouring property reducing land and property value for resale.</i></p>	<p><u>Applicant's response:</u> Mr Willis purchased his property "when 105 Koreelah Street was an operational farm, with polytunnels, and so any change of value in his property would not be due to the farm".</p> <p><u>Council response:</u> The currently existing polytunnels have a maximum height of 5.4m. They have been in this location since the original approval of 2004. The</p>

	<p>proposed tunnel also has a maximum height of 5.4m, which is well below 8.5m as allowed under the Planning Scheme. This is also lower than a standard two-storey dwelling. Further, the new tunnel is to be located at the rear of the site, behind the existing polytunnels, at a distance of approximately 135m from the submitter's dwelling. The area between the dwelling and the tunnel is vegetated which provides a visual barrier (refer Figure 1 below).</p>
--	--



**Figure 1** Distance between submitter dwelling and proposed tunnel

#### **Adopted Infrastructure Charges Resolution**

The current Adopted Infrastructure Charges Resolution does not identify a charge for Intensive Agriculture. Therefore, no infrastructure charges are applicable to the proposed development.

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

The legal implications arising from the recommendation provided in this report are that submitter/s may choose to appeal the decision in the Planning and Environment Court.

**5. Financial and Resource Implications**

There could be a financial implication should the decision be contested in the Planning and Environment Court.

**6. Delegations/Authorisations**

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

**7. Communication and Engagement**

The decision of Council will be formally communicated to the applicant and all persons who lodged a properly made submission in accordance with the requirements of the *Planning Act 2016*.

**8. Conclusion**

The proposed development is recommended for approval subject to conditions.

**9. Action/s**

Advise the applicant of Council's decision. Advise the submitter of Council's decision when the applicant's appeal period concludes.

**Attachments**

There are no attachments for this report.

**Date:** 06 June 2019  
**Author:** Renee Sternberg, Senior Environmental Planner  
**Responsible Officer:** Ian Church, Chief Executive Officer

The purpose of this report is to request Council's endorsement of the ownership and intended level of public participation for both the Natural Resource Management Strategy and Natural Resource Management Plan to be developed by 2020.

**THAT the Natural Resource Management Strategy and Natural Resource Management Plan be developed via Option 1 - a 'collaborate' level of public participation with the final documents owned by the community.**

**THAT the Natural Resource Management Strategy and Natural Resource Management Plan be developed via Option 1 - a 'collaborate' level of public participation with the final documents owned by the community.**

**Moved By:** Cr Vela **Seconded By:** Cr Wilson  
**Resolution Number:** 16-20/1376

**CARRIED**  
**7/0**

## 1. Introduction

The Lockyer Valley Regional Council Community Plan 2017-2027 highlights “Nature” as one of seven themes with a future direction of “Our natural assets are valued and protected to sustain our unique rural lifestyle”. This community direction flows into the Corporate Plan and the Operational Plan which identify outcomes as well as projects and priorities. One of the outcomes in the 2018-2019 Operational Plan is that the Lockyer Valley’s Natural Assets are managed, maintained and protected. One of the targets within this outcome is:

*3.1.2 Develop and implement strategic environmental management plans to ensure that the region’s natural assets are valued and protected.*

A Natural Resource Management (NRM) Plan is one of four Plans listed under this target. The target completion date for this action is during the 2019/2020 year.

This collaborative project between Lockyer Valley Regional Council and the community will develop an NRM Strategy and Plan. These two documents will ensure the region's natural assets are valued and protected and will help prioritise available funding towards this focus.

This report provides information on the two options available for the level of community ownership and the associated level of public participation invited for both the NRM Strategy and Plan. Council endorsement is sought for one option.

## **2. Background**

This report follows on from information provided to Councillors on 3 May 2019 and 28 May 2019. It is proposed that the community will be involved in the development of the NRM Strategy and NRM Plan via a Working Group. Invitations to submit expressions of interest to be part of the Lockyer Valley NRM Working Group were advertised via the Valley Voice in the Gatton Star and social media on 8 May 2019. Direct invitations were also posted and emailed to known active members of the community or contacts in government and pseudo-government organisations.

The NRM Working Group will be required to collect and disseminate information from and to the community members they are representing and attend a series of four workshops. These workshops will be professionally facilitated to ensure the best use of the Working Group's time and the highest quality information is collected. The first workshop, (tentative date of Tuesday 25 June 2019) will set expectations, outline constraints and establish a clear purpose for the Working Group in the form of Terms of Reference.

## **3. Report**

There are two directions for how the NRM Strategy and NRM Plan can be written, each with different levels of public participation and ownership. The direction chosen will influence the way the Working Group workshops are structured and provide direction to the Working Group as to what they can and can't influence. The direction will also guide how the NRM actions are phrased and who will be responsible for each action.

### Option 1: Community Owned

*Public Participation level: Collaborate –We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.*

Much like the Lockyer – Our Valley, Our Vision Community Plan 2017-2027, the NRM Strategy and Plan would contain the community's vision and aspirations for our natural environment. It would also include actions recommended by the Working Group that Council will be responsible for implementing (subject to resources, budget and jurisdictional limitations), as well as actions that with support, the community can achieve themselves. The community is more likely to take ownership over this type of plan and therefore be more likely to act. This direction would also provide more flexibility to the Working Group regarding the variety of NRM Plan actions they recommend. Council may perceive a higher risk with this type of plan, as the Working Group could suggest actions that are out of Council's control. However, constraints will be outlined to the Working Group early in the process and the NRM Plan actions can be phrased to reduce Council's risk by including budgetary and resourcing limitations. The final acceptance and adoption of the NRM Strategy and NRM Plan will be decided by Council.

### Option 2: Council Owned

*Public Participation level: Involve –We will work together with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.*

The NRM Strategy and Plan would contain actions that have been suggested by the Working Group that only Council can enact. The NRM Plan could contain actions where Council will facilitate the community to achieve outcomes, however the final responsibility would be Council's. The Working Group members may feel less empowered during the workshops as they have a lower level of influence on the decision making. The



community may feel disconnected from this type of plan and therefore be less motivated to act. However, Council would manage the NRM Plan actions, as well as how and when they are implemented based on the suggestions of the Working Group.

The Lockyer Valley local government area is largely owned by private landholders, with many members of the community relying on our natural assets for their income. Therefore, everyone has a responsibility to manage, maintain and protect our natural environment. Due to this, everyone should have the opportunity to contribute their views and create the documents which outline how this management, maintenance and protection of our natural environment is to be achieved. It is the preference of the Environment and Pest and Marketing, Communication and Engagement units for the NRM Strategy and NRM Plan to be developed via a 'collaborate' level of public participation (Option 1) with the final documents to be owned by the community.

This approach would allow the community more opportunity to set and implement a direction for the region as a whole, and not solely what Council can achieve or influence. It will also allow the Working Group members more flexibility in the recommendations they make to Council, rather than being directed or influenced by Council. These recommended actions can be the responsibility of a variety of stakeholders such as Council, other Government agencies, universities, industry bodies, community groups, and individual community members. An empowered community is more likely to take action resulting in better land management throughout the region.

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

The project schedule is highly dependent on the calendar for Council workshops and Council meetings. During their workshops, the NRM Working Group will have open, meaningful conversations and collectively make recommendations to Council on the content of the NRM Strategy and Plan. A summary of the discussions and the recommendations made by the Working Group will be presented to Council at Council workshops and sent to the Working Group members for review and reflection. Minor edits will be made, and then draft documents presented to Council for endorsement at Council meetings.

The working group will be comprised of up to 25 diverse stakeholders including: traditional owners, primary producers, environmental community groups, developers, students and academics, tree-changers, residential dwellers, general community members, pseudo-government bodies, Politian's, Council, and State Government department representatives.

The Working Group's main functions will include:

- Sharing valuable expert local knowledge on the regions natural resource values, and threats to these values (both spatially and temporally) to ensure the accuracy and quality of the NRM Plan actions;
- Ensuring that the NRM Strategy and NRM Plan reflect the values and priorities of the community; and
- Collecting and disseminating information to and from the community members they are representing.

Expressions of Interest for the NRM Working Group close on June 5, 2019. Council Officers will review the Expressions of Interest and select Working Group members according to following criteria:

- Reside or work within, or be closely affiliated with, the Lockyer Valley Regional Council local government area;
- Have strong community links and knowledge;
- Be committed to working positively in partnership with Lockyer Valley Regional Council to achieve positive outcomes;
- Represent stakeholder community interests rather than personal interests;

- Demonstrate how they will collect and disseminate information from and to the community members they are representing; and
- Be available to attend four workshops between June 2019 and June 2020.

A professional facilitator has been engaged to host the NRM Working Group workshops using the Art of Hosting participatory methods. The aim of this participatory leadership method is to bring the Working Group members together by having meaningful conversations, harnessing their combined wisdom and developing collective meaningful decisions. These recommendations will then be presented to Councillors through Councillor Workshops and Council meetings.

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

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

There are no differences in the budgetary implications for either option chosen. Budget implications 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 Coordinator Environment and Pest will manage the requirements in line with existing delegations.

## **7. Communication and Engagement**

The following Groups, Units and officers were consulted in the preparation of this report:

- Councillors via Councillor Workshop – 28 May 2019
- Environment and Pest
- Governance & Strategy
- Marketing, Communication and Engagement

Upon endorsement of the option, the relevant constraints and expectations of the NRM Working Group will be clearly outlined during the first Working Group workshop and recorded in the Terms of Reference.

## **8. Conclusion**

The two options for different levels of public participation and document ownership of both the NRM Strategy and NRM Plan have been reviewed and analysed. After an assessment of each option, Option 1 – ‘Community Owned’, is the preferred option. The NRM Strategy and NRM Plan will be written in a style that signifies community ownership, with NRM Plan actions being the responsibility of a variety of stakeholders. Terms of Reference for the NRM Working Group will outline the constraints and expectations of the Working Group reflecting a ‘collaborate’ level of participation.

## **9. Action/s**

Expressions of Interest for membership on the NRM Working Group close on 5 June 2019. Council Officers will review the Expressions of Interest and select Working Group members according to the criteria outlined in the NRM Plan Project – EOI Process – Fact Sheet. During the first NRM Working Group Workshop on Tuesday 25 June 2019, Council and the Working Group will establish the Terms of Reference to reflect the recommendation endorsed by Council. These Terms of Reference will be brought to a Council Meeting for adoption.

**Attachments**

There are no attachments for this report.

**Date:** 05 June 2019  
**Author:** Renee Sternberg, Senior Environmental Planner  
**Responsible Officer:** Ian Church, Chief Executive Officer

The purpose of this report is to request Council's approval, as the landholder of Helidon Hills Alice Creek Nature Refuge, to apply for the Department of Environment and Science's Nature Refuge Landholder Grant.

**THAT Council support a grant application for up to \$10,000 through the Nature Refuge Landholder Grants for weed control at Helidon Hills Alice Creek Nature Refuge and commit an in-kind contribution of up to \$15,000 in the 2019-20 financial year, should the application for funding be successful.**

**THAT Council support a grant application for up to \$10,000 through the Nature Refuge Landholder Grants for weed control at Helidon Hills Alice Creek Nature Refuge, and commit an in-kind contribution of up to \$15,000 in the 2019-20 financial year, should the application for funding be successful.**

**CARRIED**  
**7/0**

## 1. Introduction

Helidon Hills Alice Creek Nature Refuge is a Council owned property which the Environment and Pest unit manage and maintain in accordance with the Helidon Hills Alice Creek Nature Refuge – Plan of Management 2013-2018, with an annual budget ranging from \$15,000 to \$21,000.

## Page 136

Lockyer Valley Regional Council purchased the Helidon Hills Alice Creek Nature Refuge under the *Nature Conservation Act 1992* (NC Act) with the assistance of the Australian Government through the National Reserve System in 2009. The management principles of a nature refuge under section 22 of the NC Act are to:

- conserve the area's significant cultural and natural resources
- provide for the controlled use of the area's cultural and natural resources
- provide for the interests of landholders to be taken into account.

The 308 ha property contains significant intact habitat for threatened flora and fauna as well as valuable ecosystem services. The property has been managed and maintained through an annual maintenance budget ranging from \$15,000 to \$21,000 in accordance with the Helidon Hills Alice Creek Nature Refuge Plan of Management 2013-2018.

Ongoing maintenance works over the past five years have included lantana (*Lantana camara*) spraying, road and track maintenance, fencing and gate installation, erection of legislative signage, flood repair works, pig baiting and trapping, wild dog baiting and revegetation.

Lantana (*Lantana camara*) is native to tropical and subtropical regions of Central and South America and is regarded as one of the worst weeds in Australia because of its invasiveness, potential for spread, and economic and environmental impacts. Lantana forms dense, impenetrable thickets that take over native bushland and pastures. It competes for resources with, and reduces the productivity of, pastures, forestry plantations and native vegetation communities. It also adds fuel to fires, is toxic to stock and harbours pest animals such as wild pigs and dogs. It is a restricted invasive plant under the *Biosecurity Act 2014* and is listed as the most significant environmental weed by the South-East Queensland Environmental Weeds Management Group.

In the 2018/2019 financial year over \$10,000 was spent on spraying lantana adjacent to the access tracks, to ensure the area is accessible during natural disasters. However, the current extent of the lantana infestation extends into the lower hill slopes harboring pest animals and preventing recruitment of native vegetation. The aim of the NRLG would be to extend the current lantana spraying program into these areas of significant ecological value to improve the nature regeneration opportunities of these areas.

### 3. Report

Landholders with existing Nature Refuge Agreements are eligible to apply for the NRLG funding. Council as the landholder of Helidon Hills Alice Creek Nature Refuge is therefore eligible to apply. Projects that demonstrate a clear conservation outcome and enhance the resilience and sustainable management of the nature refuge are encouraged. The types of activities favoured include:

- control of environmental weeds to rehabilitate native vegetation areas (includes biological control methods; class 1 pest plants will be considered)
- installation of fencing to restrict/exclude stock accessing ecologically significant areas (note that fencing should be of best practice wildlife friendly design)
- development and implementation of fire and pest animal management programs/plans
- revegetation of degraded areas and establishment of vegetation corridors
- other activities deemed by the assessment panel as relevant to the conservation and management of the nature refuge values (e.g. fire access tracks, ecological surveys, off-stream stock watering points, reducing sediment loss, wildlife monitoring, environmental education/interpretive material).

Grants range from \$1,000 to \$10,000 and can include items such as:

- Hiring specialised equipment

- Purchase of minor equipment (mattocks, gloves, knapsacks)
- Purchase of pest plant/animal management equipment (e.g. monitoring cameras, vehicle mounted weed spray unit) (capped at 50% of purchase price)
- Fuel for heavy machinery (up to 50% of project cost)
- Herbicides, dyes and surfactants
- Native tube stock, stakes and mulch
- Fees for engagement of suitably qualified contractors with ABN
- Fencing which incorporates wildlife friendly design
- Biological control
- Fencing to restrict stock accessing ecological significant areas (Fencing needs to incorporate wildlife friendly design)
- Fire and pest animal management programs/plans
- Revegetation
- Fire access tracks, ecological surveys, reducing sediment loss, wildlife monitoring, enviro education/interpretation material)

Landholders must contribute 100% co-contribution which can be in the form of cash or in-kind support. Funds received must be spent within 6 months of the deed of agreement being signed, meaning the works would be conducted from July/August 2019 to January/February 2020.

Grant applications close on 21 June 2019.

Lockyer Valley Regional Council are proposing to apply for \$10,000 to control lantana via spraying with a co-contribution of \$10,000 for further lantana spraying and \$5,000 for pest animal control (wild dogs and pigs) from the 2019/2020 budget. These management works will encourage natural regeneration of significant habitat.

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

A deed of agreement must be signed within six weeks of receiving it for the funds to be released.

Council have a legal responsibility to manage and maintain the Helidon Hills Alice Creek Nature Refuge in accordance with the Nature Refuge Agreement.

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

If this grant application is successful Council will provide a cash co-contribution of \$15,000 towards the project which is already proposed in the 2019-20 financial year budget.

Ongoing maintenance of the Nature Refuge will continue to be funded through the Helidon Hills Management annual budget.

Quotes for contractors will be sought in accordance with Councils procurement policies.

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

No further delegations are required to manage the issues raised in this report. The Coordinator Environment and Pest 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**

The ongoing management of lantana in the Helidon Hills Alice Creek Nature Refuge is a challenging, expensive and resource intensive exercise. The aim of this funding application is to significantly reduce the infestation of lantana making it easier and therefore cheaper to control into the future. The control of lantana will significantly increase the opportunities for natural regeneration and reduce the amount of pest animal habitat available.

**9. Action/s**

1. Create a map outlining the priority areas for weed works
2. Obtain quotes for lantana spraying from two or more contractors
3. Submit an application to the Department of Environment and Science for the Landholder Nature Refuge Grange by 21 June 2019.

**Attachments**

There are no attachments for this report.

**Date:** 04 June 2019  
**Author:** Tammee Van Bael, Graduate Planning Officer  
**Responsible Officer:** Amanda Pugh, Manager Planning and Development Services

The purpose of this report is to seek Council's approval of the application for a minor change to the development approval (MCU2017/0014, MCU2017/0042, MCU2018/0032) at 57 and 75 Philps Road, Grantham.

1. The development shall be undertaken generally in accordance with the following plans and drawings:
  - (a) Drawing No. 005 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (b) Drawing No. 006 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (c) Drawing No. 007 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (d) Drawing No. 008 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (e) Drawing No. 009 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (f) Drawing No. 010 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (g) Drawing No. 011 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (h) Drawing No. 012 Revision DA05 prepared by wallacebrice architecture and dated March 2018 (as amended by Council);
  - (i) Drawing No. 013 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (j) Drawing No. 014 Revision DA05 prepared by wallacebrice architecture and dated March 2018 (as amended by Council);
  - (k) Drawing No. BA01 Issue H prepared by James Blackburne and received by Council 1 May 2019;



- (l) Drawing No. BA02 Issue H prepared by James Blackburne and received by Council 17 May 2019; and  
(m) Drawing No. BA05 Issue H prepared by James Blackburne and received by Council 17 May 2019.

This condition shall be met at all times.

**B. Amend the Approved Plans to read as follows:**

Plan No.	Rev.	Plan Name	Date
Drawing No. 005	DA04	<i>MasterPlan – Stage 5</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 006	DA04	<i>Site MasterPlan</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 007	DA04	<i>Accommodation Type 1 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 008	DA04	<i>Accommodation Type 2 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 009	DA04	<i>Accommodation Type 3 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 010	DA04	<i>Accommodation Type 4 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 011	DA04	<i>Accommodation Type 6 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 012	DA05	<i>Building B – Bar/Café Social Space, Bar Building View and Type B Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	March 2018
Drawing No. 013	DA04	<i>Building D Plan, Building E, Building F &amp; G Plan</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 014	DA05	<i>Building C – Dinning/Self-Cook Facility, Self-Cook View 02, and Type C Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	March 2018
Drawing No. BA01	H	<i>Site Plan</i> , prepared by James Blackburne	Received by Council 17 May 2019
Drawing No. BA02	H	<i>Site Plan (part A)</i> , prepared by James Blackburne	Received by Council 17 May 2019
Drawing No. BA05	H	<i>Site Plan Part B</i> , prepared by James Blackburne	Received by Council 17 May 2019

**C. Amend the Infrastructure Charges.**

**RESOLUTION**

**THAT Council approve in relation to Application No. MC2018/0032.01, the Application to Change the Development Permit for Material Change of Use for Short Term Accommodation and Relocatable Home Park (MCU2017/0014, MC2017/0042, MC2018/0032) over land at 57 and 75 Philps Road, GRANTHAM, being Lot 1 SP270097 and Lot 2 RP 204243, in accordance with the following:**

**A. Amend Condition 1 to read as follows:**

- 1. The development shall be undertaken generally in accordance with the following plans and drawings:**
  - (a) Drawing No. 005 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (b) Drawing No. 006 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (c) Drawing No. 007 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (d) Drawing No. 008 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (e) Drawing No. 009 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (f) Drawing No. 010 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (g) Drawing No. 011 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (h) Drawing No. 012 Revision DA05 prepared by wallacebrice architecture and dated March 2018 (as amended by Council);**
  - (i) Drawing No. 013 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);**
  - (j) Drawing No. 014 Revision DA05 prepared by wallacebrice architecture and dated March 2018 (as amended by Council);**
  - (k) Drawing No. BA01 Issue H prepared by James Blackburne and received by Council 17 May 2019;**
  - (l) Drawing No. BA02 Issue H prepared by James Blackburne and received by Council 17 May 2019; and**
  - (m) Drawing No. BA05 Issue H prepared by James Blackburne and received by Council 17 May 2019.**

**This condition shall be met at all times.**

**B. Amend the Approved Plans to read as follows:**

Plan No.	Rev.	Plan Name	Date
Drawing No. 005	DA04	<i>MasterPlan – Stage 5, prepared by</i>	January

		wallacebrice architecture (as amended by Council)	2018
Drawing No. 006	DA04	<i>Site MasterPlan</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 007	DA04	<i>Accommodation Type 1 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 008	DA04	<i>Accommodation Type 2 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 009	DA04	<i>Accommodation Type 3 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 010	DA04	<i>Accommodation Type 4 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 011	DA04	<i>Accommodation Type 6 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 012	DA05	<i>Building B – Bar/Café Social Space, Bar Building View and Type B Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	March 2018
Drawing No. 013	DA04	<i>Building D Plan, Building E, Building F &amp; G Plan</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 014	DA05	<i>Building C – Dinning/Self-Cook Facility, Self-Cook View 02, and Type C Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	March 2018
Drawing No. BA01	H	<i>Site Plan</i> , prepared by James Blackburne	Received by Council 17 May 2019
Drawing No. BA02	H	<i>Site Plan (part A)</i> , prepared by James Blackburne	Received by Council 17 May 2019
Drawing No. BA05	H	<i>Site Plan Part B</i> , prepared by James Blackburne	Received by Council 17 May 2019

**C. Amend the Infrastructure Charges.**

**Moved By: Cr Cook**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 16-20/1378**

**CARRIED**

**7/0**

**Report**

**1. Introduction**

The application seeks approval for a Minor Change to Approval for Material Change of Use for Short Term Accommodation and Relocatable Home Park (MCU2017/0014, MC2017/0042, MC2018/0032). This application was lodged and properly made on 17 May 2019.

The applicant has lodged a minor change to amend the approved plans and infrastructure charges. The minor change has been made under section 78 of the Planning Act 2016.

**2. Background**

At its Ordinary Meeting on 14 June 2017 Council approved a Development Permit for Material Change of Use for Short Term Accommodation and Relocatable Home Park (MCU2017/0014) over land located at 75 Philps Road, Grantham, being Lot 2 RP204243 and Lot 1 SP270097. At that meeting, Council also agreed to a 100% waiver of infrastructure charges in accordance with Council's Development Incentives - Infrastructure Charges Policy. At its Ordinary Meeting on 28 June 2017 Council agreed to issue a Negotiated Decision Notice for the development which varied and removed a number of conditions.

At its Ordinary Meeting on 8 November 2017 Council subsequently approved an application to Change the Development Application for Short Term Accommodation and Relocatable Home Park (MC2017/0042). This change resulted in amending the approved plans which included clustering the buildings closer together to align with the topography of the site, using metal wall cladding for all buildings, amending the floor layout and gross floor area of the accommodation and communal facilities buildings. Condition 6 was also amended to ensure Building E – Dance/Function/Amenities was constructed as part of Stage 1.

At its Ordinary Meeting on 16 May 2018 Council subsequently approved a further application for a Minor Change to the Development Permit for Short Term Accommodation and Relocatable Home Park (MC2018/0032). The latest approved plan is shown in Figure 1 below. This change resulted in the approved plans being changed which included increasing the number of stages to 5, relocating and replacing several accommodation buildings, and amending the building footprint for the communal facilities. Condition 5 was also amended to allow a statutory covenant be entered into over the two lots to bind ownership of the two properties.

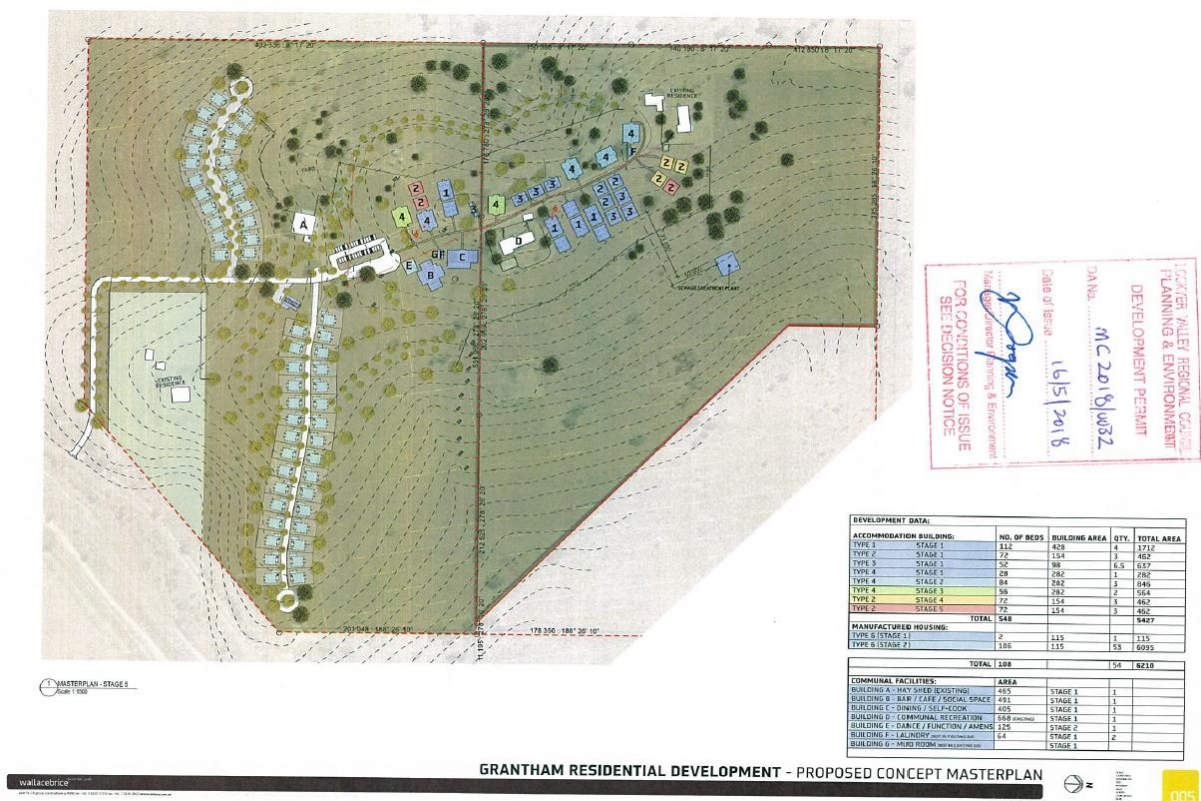


Figure 1 – Approved plan

In July 2018, Stage 1 of the development commenced use. The latest aerial image, from 19 February 2019, identifies a number of existing buildings on site in accordance with Stage 1 of the approved use, as shown in Figure 2 below.





Figure 2 – Aerial image of the site

### 3. Report

#### Statutory Process

The applicant has made an application for a minor change to a development approval under s78 and s81 of the *Planning Act 2016*. A request to make a minor change to a development approval can only be made in circumstances where that change meets the definition of a 'minor change' in the *Act*.

The proposed change to the development approval requested by the applicant is determined to constitute a minor change on the grounds that:

- The change would not result in substantially different development as it involves alterations to the staging of the development, type of buildings used, and total building area. However, the number of persons will not change.

- The change would not result in the inclusion of prohibited development.
- The change would not require the application to be referred to any additional referral agencies.
- The original application was required to undergo public notification and received 10 properly made submissions. The proposed change does not change the original level of assessment and does not change how the development is intended to function as a Short Term Accommodation and Relocatable Home Park. Therefore it is considered that the change is not likely to result in any additional impacts, nor have reason to cause any further submissions.

On this basis, the application is considered to be a minor change to a development approval.

#### Assessment

The application seeks to amend Condition 1 in relation to the approved plans and the infrastructure charges. The original application was assessed against the *Grantham Reconstruction Area – Development Scheme* which remains in force today, thus the proposed change will not create any inconsistencies as the original planning scheme is still in force.

An assessment in relation to the submitted change request is provided below.

#### **Condition 1**

Condition 1 reads as follows:

*“The development shall be undertaken generally in accordance with the following plans and drawings:*

- (a) Drawing No. 005 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (b) Drawing No. 006 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (c) Drawing No. 007 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (d) Drawing No. 008 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (e) Drawing No. 009 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (f) Drawing No. 010 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (g) Drawing No. 011 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (h) Drawing No. 012 Revision DA05 prepared by wallacebrice architecture and dated March 2018;*
- (i) Drawing No. 013 Revision DA04 prepared by wallacebrice architecture and dated January 2018;*
- (j) Drawing No. 014 Revision DA05 prepared by wallacebrice architecture and dated March 2018;*

*This condition shall be met at all times.”*

In addition to Condition 1, the list of approved plans would also require amendment, and currently reads as follows:

<b>Plan No.</b>	<b>Rev.</b>	<b>Plan Name</b>	<b>Date</b>
Drawing No. 005	DA04	MasterPlan – Stage 5, prepared by	January 2018

		<i>wallacebrice architecture</i>	
<i>Drawing No. 006</i>	<i>DA04</i>	<i>Site MasterPlan, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 007</i>	<i>DA04</i>	<i>Accommodation Type 1 – 3D View, Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 008</i>	<i>DA04</i>	<i>Accommodation Type 2 – 3D View, Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 009</i>	<i>DA04</i>	<i>Accommodation Type 3 – 3D View, Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 010</i>	<i>DA04</i>	<i>Accommodation Type 4 – 3D View, Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 011</i>	<i>DA04</i>	<i>Accommodation Type 6 – 3D View, Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 012</i>	<i>DA05</i>	<i>Building B – Bar/Café Social Space, Bar Building View and Type B Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>March 2018</i>
<i>Drawing No. 013</i>	<i>DA04</i>	<i>Building D Plan, Building E, Building F &amp; G Plan, prepared by wallacebrice architecture</i>	<i>January 2018</i>
<i>Drawing No. 014</i>	<i>DA05</i>	<i>Building C – Dinning/Self-Cook Facility, Self-Cook View 02, and Type C Elevation A, B, C &amp; D, prepared by wallacebrice architecture</i>	<i>March 2018</i>

### **Applicant's Request**

The applicant has sought to amend Condition 1 for the following reason:

*“This request seeks to amend the approved plans to include the Amended Design Plans attached at Appendix B. The amended plans demonstrate the proposed relocation of several of the short term accommodation unit buildings, which is proposed in order to ameliorate would-be acoustic interference associated with the self-cook building (Building C). As demonstrated on the plans, the buildings have moved in a general eastern direction to achieve this.*

*It is noted that this change does not represent an increase in bed numbers or floor space (refer to the previous approved plans contained at Appendix C for comparison). The bed totals remain equivalent at 548 beds and the total area actually decreases from the previously approved 5,427m<sup>2</sup> to 5,205m<sup>2</sup>. The logistics of the manufactured housing and communal facility buildings are unchanged.”*

A summary of the differences between the development as currently approved and changed development for which approval is currently being sought are as follows:

1. The applicant proposes to carry out the development in three (3) stages rather than the five (5) stages previously approved.
2. The removal of the Type 4 building from Stage 1 but the inclusion of an additional Type 2 building. The change results in four less beds as part of Stage 1.



3. Stage 2 will now include 4 x Type 2 buildings and 2 x Type 4 buildings, which in total has 192 beds. Stage 2 previously included 3 x Type 4 buildings.
4. Stage 3 will now include a new Type 5 building, which has a total of 96 beds. Stage 3 previously included 2 x Type 4 buildings.
5. The total number of beds will remain the same at 548 beds, however the total building area will decrease from 5,427m<sup>2</sup> to 5,205m<sup>2</sup> and the number of buildings will decrease from 25.5 to 23.5 buildings.
6. The buildings as part of Stages 2 and 3 that are yet to be constructed have been moved in a northerly direction to limit noise levels from the self-cook building (Building C).

### Assessment

Agree

The proposed changes to the plans are considered to provide an improved outcome by limiting the potential noise levels from the self-cook building to the accommodation buildings. The changes are considered acceptable as the number of persons will remain the same. It is therefore recommended that the plans referred to in Condition 1 and the Approved Plans be amended to reflect the proposal plans as follows:

1. The development shall be undertaken generally in accordance with the following plans and drawings:
  - (a) Drawing No. 005 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (b) Drawing No. 006 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (c) Drawing No. 007 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (d) Drawing No. 008 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (e) Drawing No. 009 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (f) Drawing No. 010 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (g) Drawing No. 011 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (h) Drawing No. 012 Revision DA05 prepared by wallacebrice architecture and dated March 2018 (as amended by Council);
  - (i) Drawing No. 013 Revision DA04 prepared by wallacebrice architecture and dated January 2018 (as amended by Council);
  - (j) Drawing No. 014 Revision DA05 prepared by wallacebrice architecture and dated March 2018 (as amended by Council);
  - (k) Drawing No. BA01 Issue H prepared by James Blackburne and received by Council 17 May 2019;
  - (l) Drawing No. BA02 Issue H prepared by James Blackburne and received by Council 17 May 2019; and
  - (m) Drawing No. BA05 Issue H prepared by James Blackburne and received by Council 17 May 2019.

This condition shall be met at all times.

Plan No.	Rev.	Plan Name	Date
----------	------	-----------	------

Drawing No. 005	DA04	<i>MasterPlan – Stage 5</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 006	DA04	<i>Site MasterPlan</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 007	DA04	<i>Accommodation Type 1 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 008	DA04	<i>Accommodation Type 2 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 009	DA04	<i>Accommodation Type 3 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 010	DA04	<i>Accommodation Type 4 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 011	DA04	<i>Accommodation Type 6 – 3D View, Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 012	DA05	<i>Building B – Bar/Café Social Space, Bar Building View and Type B Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	March 2018
Drawing No. 013	DA04	<i>Building D Plan, Building E, Building F &amp; G Plan</i> , prepared by wallacebrice architecture (as amended by Council)	January 2018
Drawing No. 014	DA05	<i>Building C – Dinning/Self-Cook Facility, Self-Cook View 02, and Type C Elevation A, B, C &amp; D</i> , prepared by wallacebrice architecture (as amended by Council)	March 2018
Drawing No. BA01	H	<i>Site Plan</i> , prepared by James Blackburne	Received by Council 17 May 2019
Drawing No. BA02	H	<i>Site Plan (part A)</i> , prepared by James Blackburne	Received by Council 17 May 2019
Drawing No. BA05	H	<i>Site Plan Part B</i> , prepared by James Blackburne	Received by Council 17 May 2019

### Adopted Infrastructure Charges Resolution

The proposed change to development amends the staging and decreases the number of buildings proposed. Council has previously resolved to waive the infrastructure charges in accordance with the Development Incentives – Infrastructure Charges Policy, however it is recommended that an amended Infrastructure Charges Notice be issued to reflect the changes to the stages of the development.

In accordance with 'Put and call option agreement', dated 18 April 2017, Document No. 43597323v4, between Lockyer Valley Regional Council (Seller), and Louis Desmond Bickle and Katherine Mary Bickle

(Buyer), Section 7.6 (Acknowledgement about Rates and Infrastructure Charges), Clause (d) (ii) states *“a Discounted Amount of 100% only applies for any part of the Proposed Development that has been completed and the use commenced within 5 years of the Development Approval Date”*, a credit to the value \$398,238.38 has been included in the existing demand. Therefore, based upon the above agreement, the total payable infrastructure charges is \$0.00.

Charge Type	Description	Demand Units	Rate	TOTAL
<b>PROPOSED DEMAND – Stage 1</b>				
Charge	Short-term accommodation (3 or +)	15	\$6,250.00	\$93,750.00
Charge	Relocatable home park (1 or 2)	1	\$5,059.97	\$ 5,059.97
TOTAL PROPOSED DEMAND				\$98,809.97
<b>PROPOSED DEMAND – Stage 2</b>				
Charge	Short-term accommodation (3 or +)	6	\$6,250.00	\$37,500.00
Charge	Relocatable home park (1 or 2)	53	\$5,059.97	\$268,178.41
TOTAL PROPOSED DEMAND				\$305,678.41
<b>PROPOSED DEMAND – Stage 3</b>				
Charge	Short-term accommodation (3 or +)	3	\$6,250.00	\$18,750.00
TOTAL PROPOSED DEMAND				\$18,750.00
<b>EXISTING DEMAND</b>				
Credit	Vacant lots	2	-\$12,500.00	-\$25,000.00
Credit	Contract clause 7.6 (d) (ii)	1	-\$398,238.38	-\$398,238.38
TOTAL EXISTING DEMAND CREDIT				-\$423,238.38
<b>TOTAL PAYABLE</b>				<b>\$0.00</b>

#### 4. Policy and Legal Implications

There are no policy or legal implications arising from the recommendation provided in this report.

#### 5. Financial and Resource Implications

There are no financial or resource implications arising from the recommendation in this report. The proposed change does result in a decrease to infrastructure charges. However, with respect to this development, at the Council meeting of 14 June 2017, Council resolved to apply a discount of 100% to infrastructure charges issued by Council in accordance with Development Incentives – Infrastructure Policy pursuant to paragraph 16 on the basis that the development provides a substantial economic community benefit to the Lockyer Valley.

#### 6. Delegations/Authorisations

There are no implications for delegations or authorisations arising from the recommendation provided in this report.

#### 7. Communication and Engagement

---

Council's decision on the change application will be given to the applicant and the State Assessment Referral Agency in accordance with s83 of the Planning Act 2016.

**8. Conclusion**

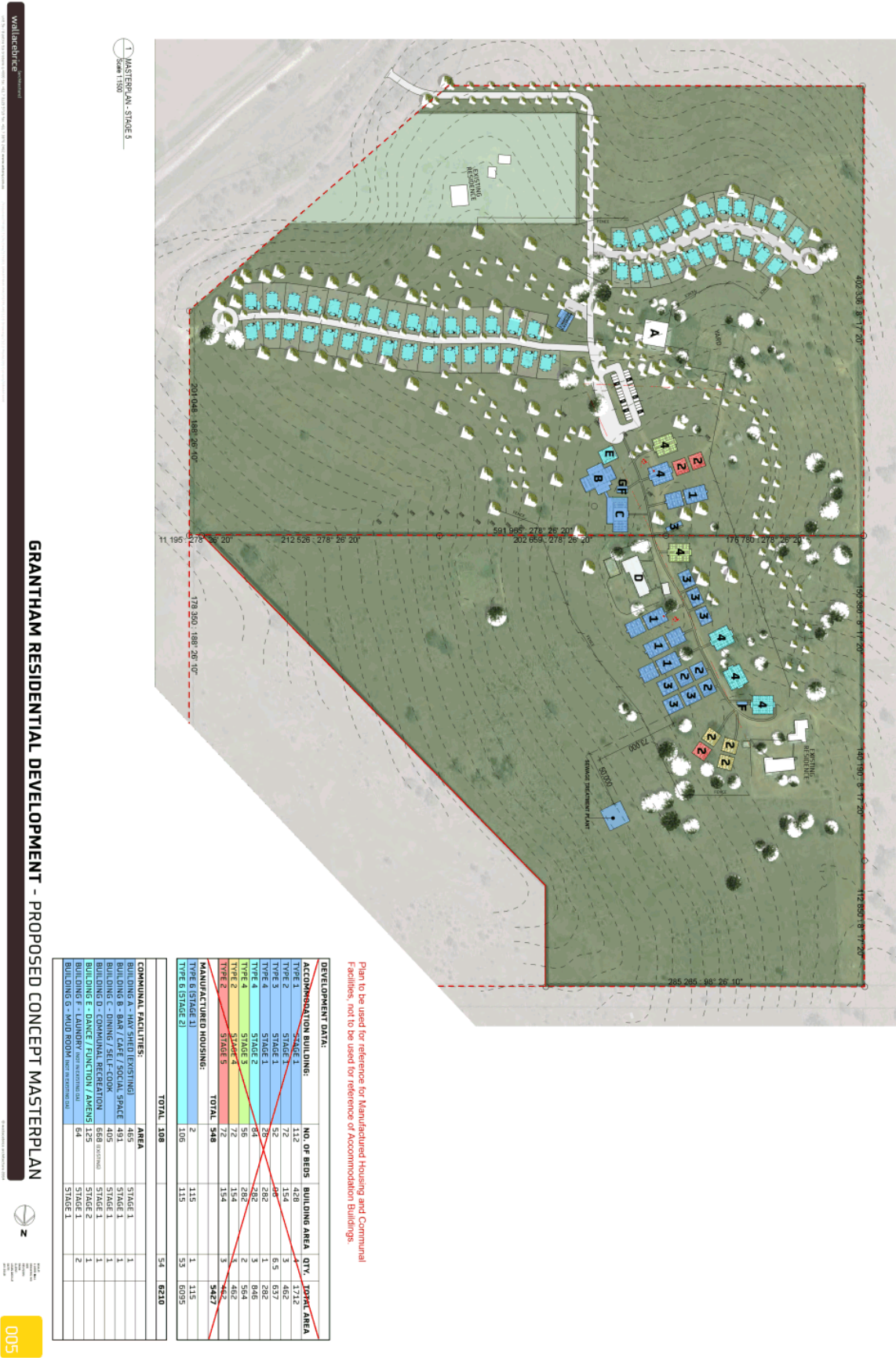
Despite the changes proposed, the development remains one which provides accommodation for approximately 550 backpackers, which is supported by facilities including a Communal Recreation building, a Dining/Self Cook building, a Bar/Cafe/Social Space building with a Dining/Function/Amenities space and laundry facilities. The minor change application is considered acceptable and therefore a recommendation for approval is provided.

**9. Action/s**

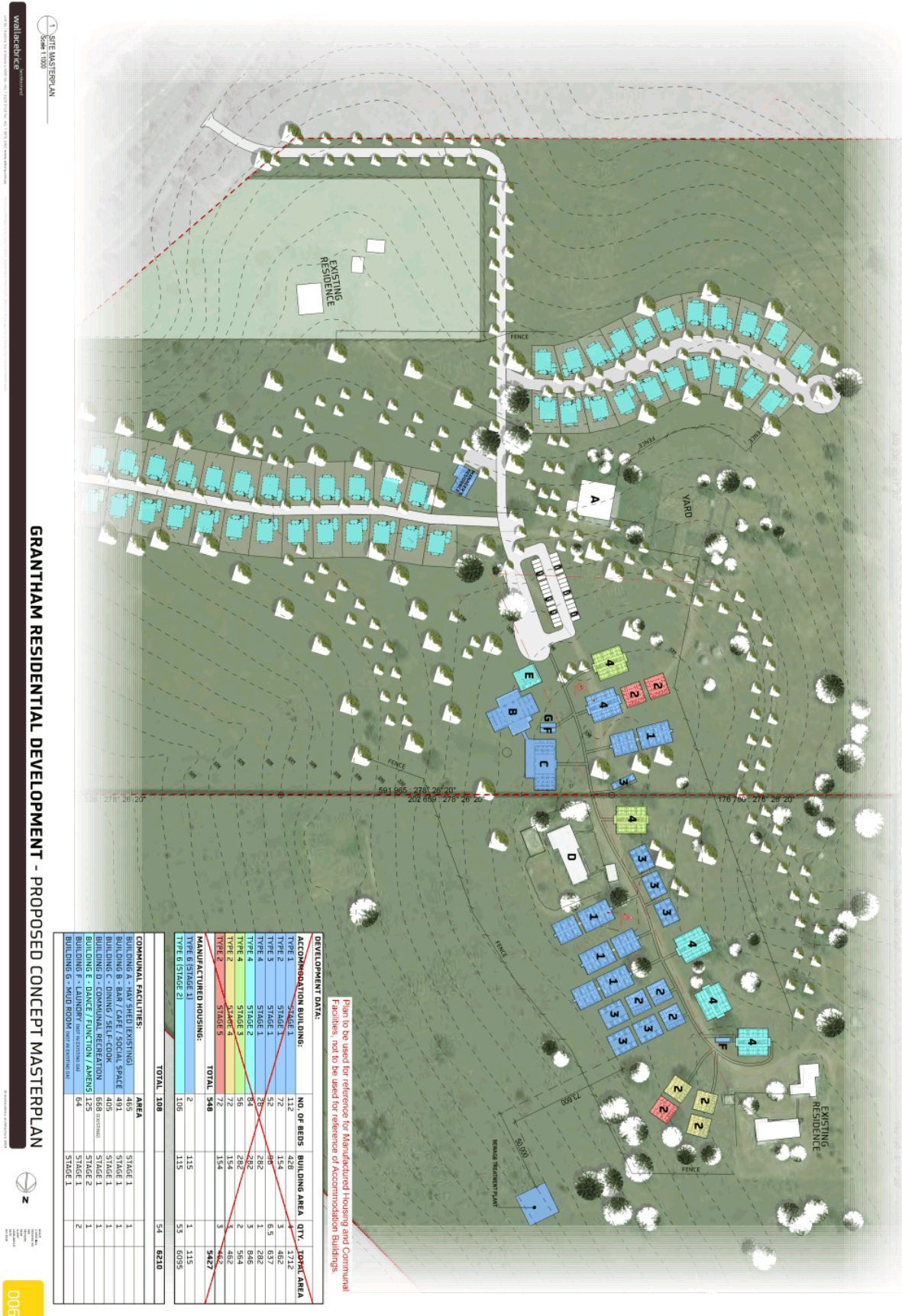
1. Communicate Council's decision to the applicant and the State Assessment Referral Agency in accordance with the requirements of the Planning Act 2016.

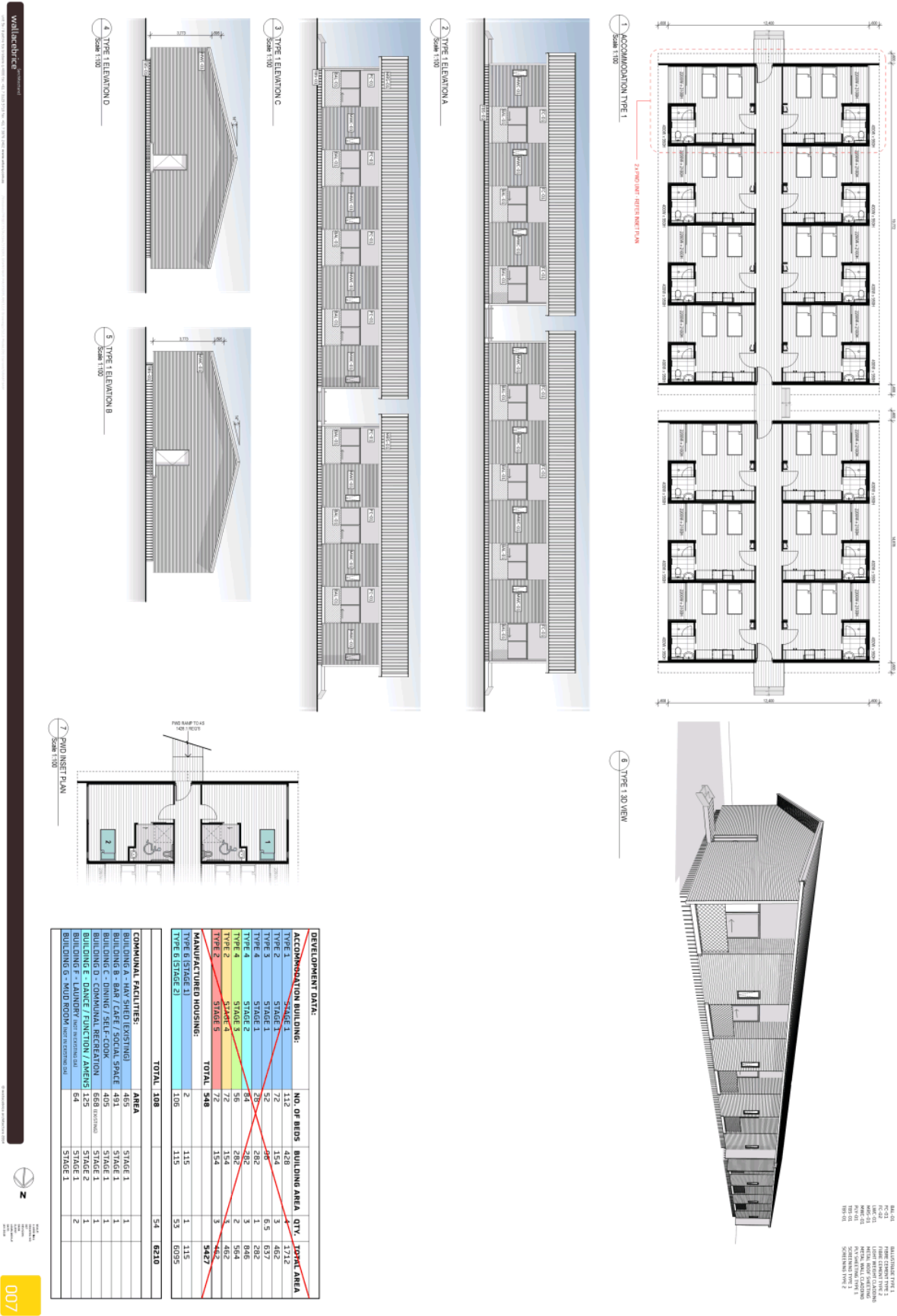
**Attachments**

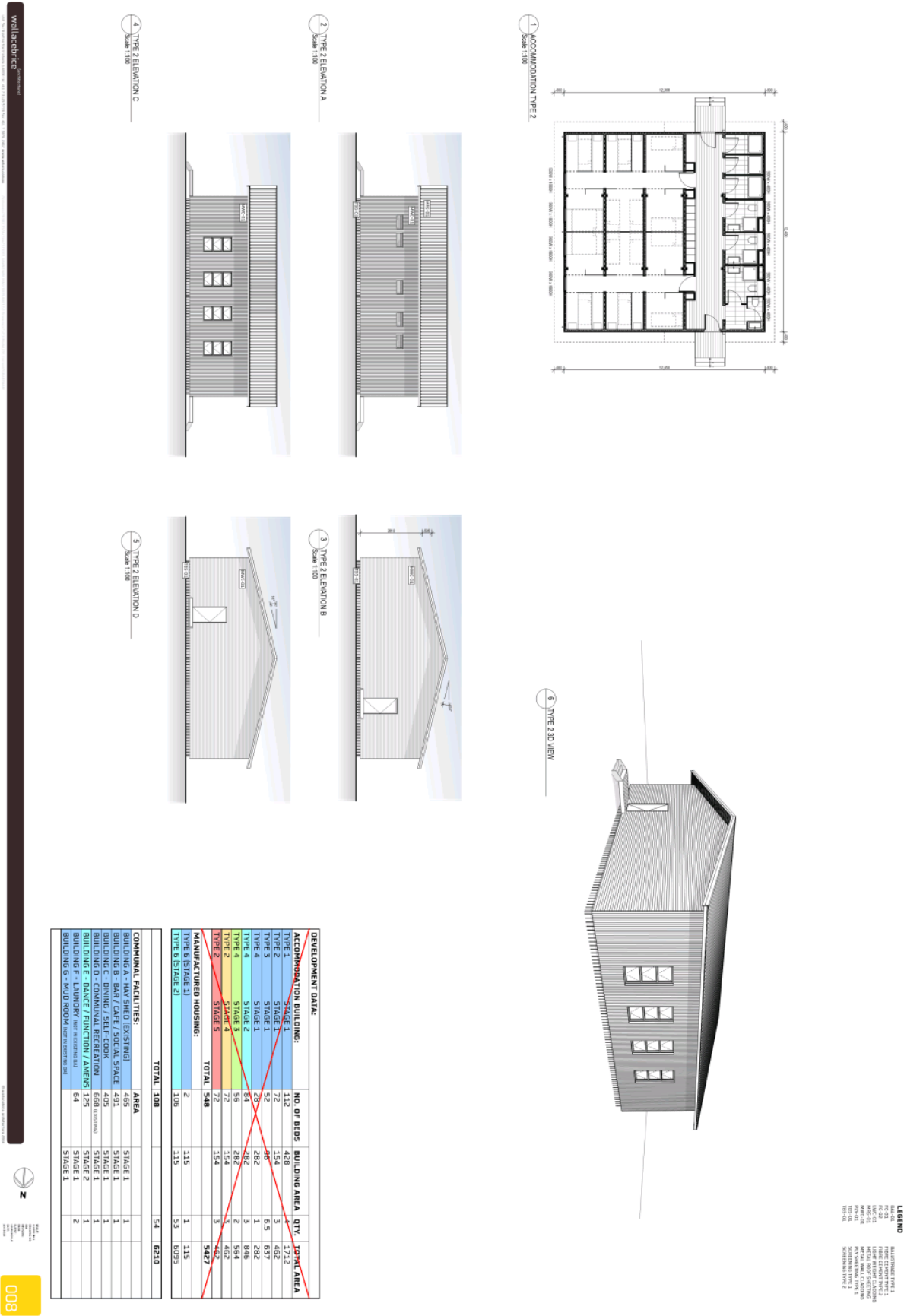
1 [↓](#) MC2018/0032.01 Proposal Plans 13 Pages



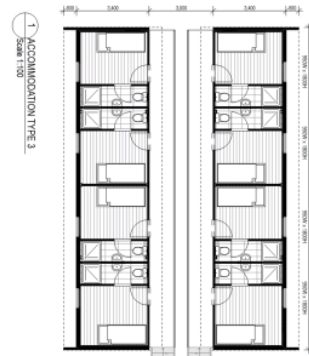




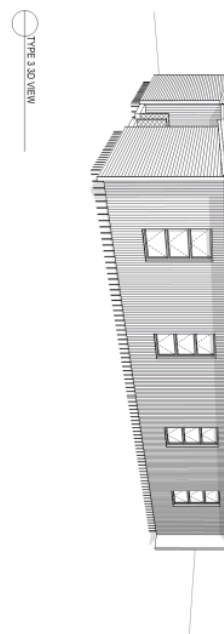




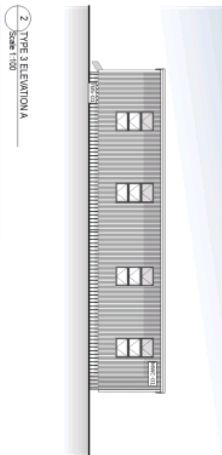




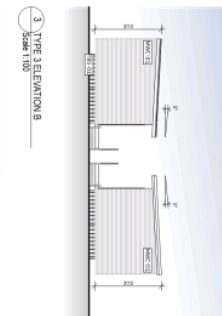
1 ACCOMMODATION TYPE 3  
Scale 1:100



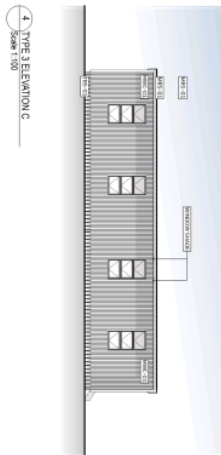
TYPE 3 3D VIEW



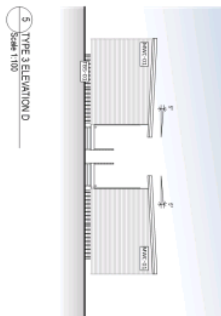
2 TYPE 3 ELEVATION A  
Scale 1:100



Scale 1:100



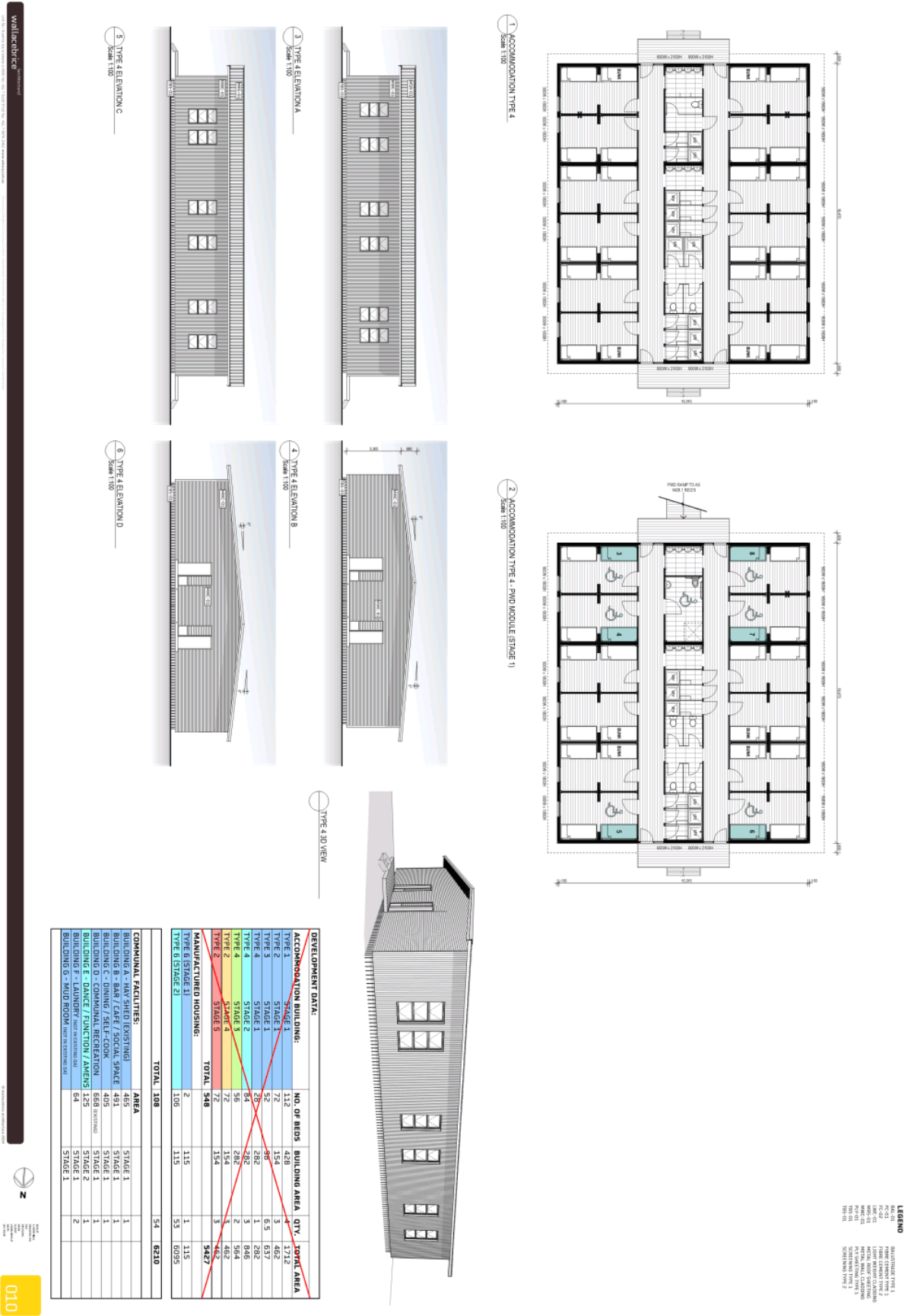
4 TYPE 3 ELEVATION C  
Scale 1:100

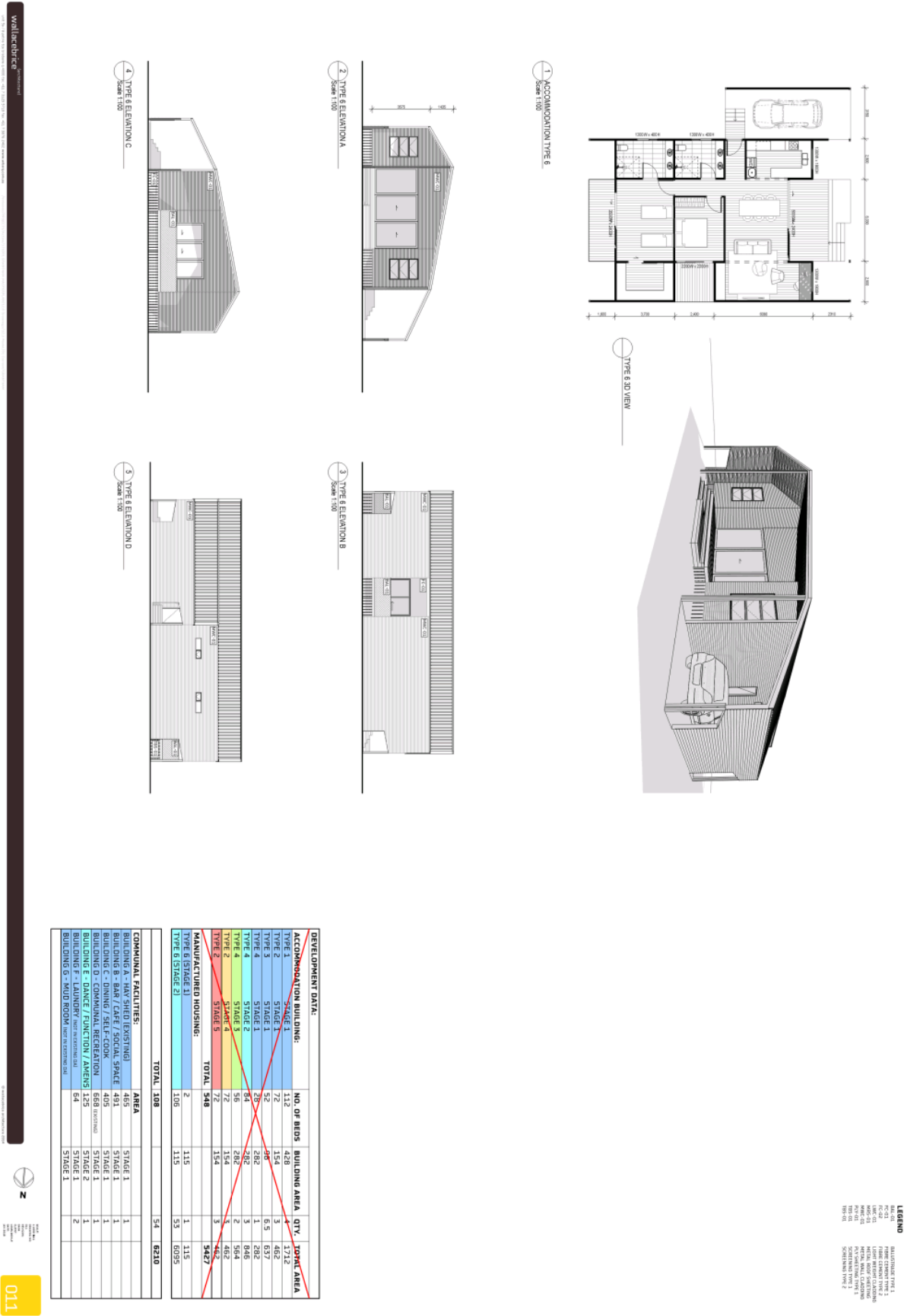


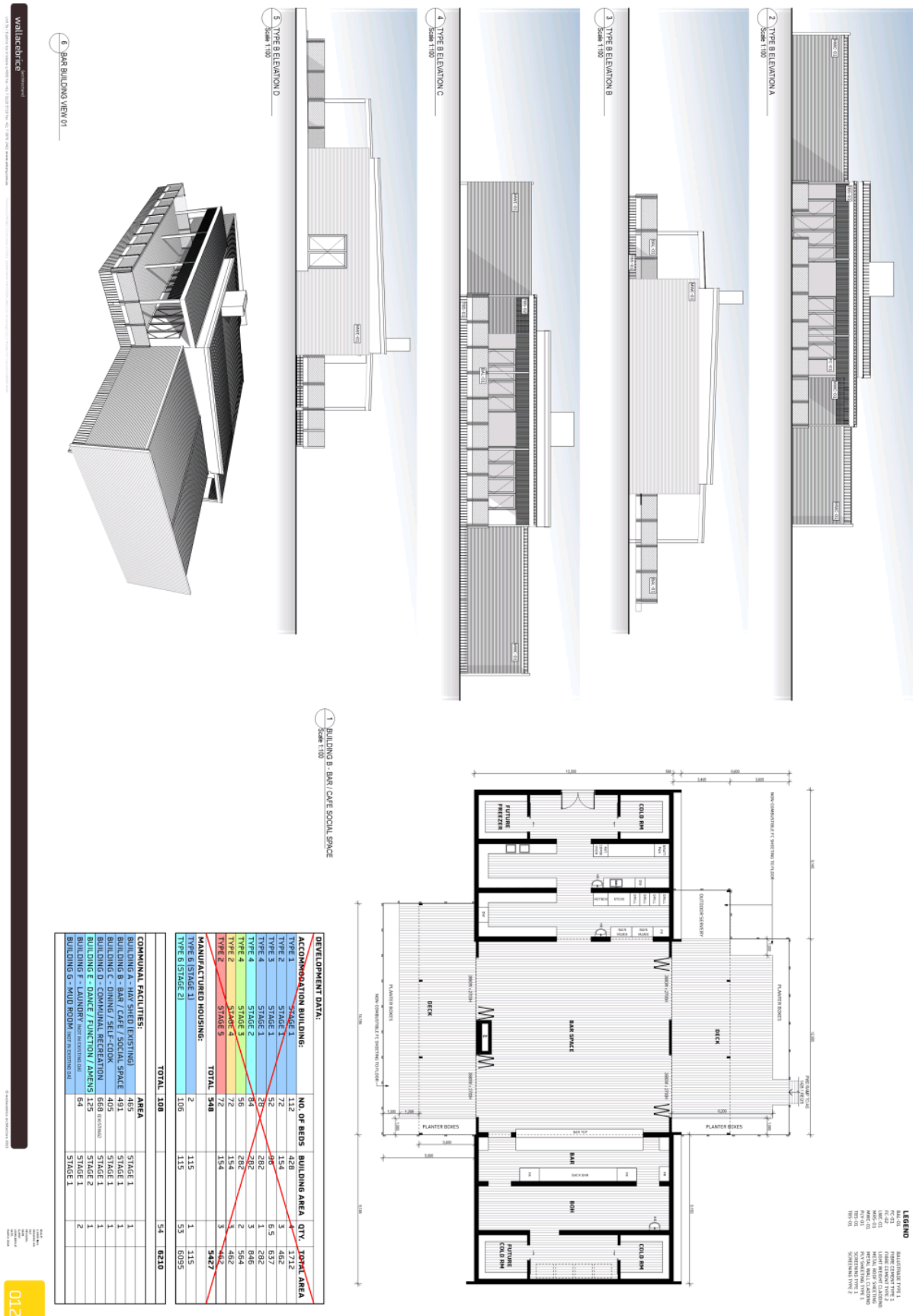
5 TYPE 3 ELEVATION D  
Scale 1:100

ACCOMMODATION DATA:				
DEVELOPMENT DATA:		BUILDING AREA		
	NO. OF BEDS	BUILDING AREA	QTY.	TOTAL AREA
<b>ACCOMMODATION BUILDING:</b>				
TYPE 1	STAGE 1	112	428	4
TYPE 2	STAGE 1	72	154	1
TYPE 3	STAGE 1	32	182	1
TYPE 4	STAGE 1	84	282	3
TYPE 4	STAGE 2	56	282	2
TYPE 4	STAGE 3	72	154	4
TYPE 2	STAGE 3	72	154	3
<b>MANUFACTURED HOUSING:</b>		<b>540</b>		<b>540</b>
TYPE B (STAGE 1)		2	115	1
TYPE B (STAGE 2)		106	115	53
<b>TOTAL</b>		<b>108</b>		<b>6210</b>
<b>COMMUNAL FACILITIES:</b>				
BUILDING A - MIX-SHED (STINGI)	AREA	465	STAGE 1	1
BUILDING B - BAR / CAFE / SOCIAL SPACE	491	STAGE 1	1	
BUILDING C - DINING / SELF-COOK	405	STAGE 1	1	
BUILDING D - KITCHEN / KITCHEN	405	STAGE 1	1	
BUILDING E - DANCE / FUNCTION / AWAY'S	525	STAGE 1	1	
BUILDING F - LAUNDRY	64	STAGE 1	2	
BUILDING G - MUD ROOM		STAGE 1		

LEGEND	
BAL-01	BALUSTRADE TYPE 1
PC-01	PIRE CEILING TYPE 1
FC-02	FLUSH CEILING TYPE 2
LWC-02	LIGHT WEIGHT CLADDING
MWS-01	METAL ROOF SHEETING
MWC-01	METAL WALL CLADDING
PVY-01	PVC SHEETING TYPE 1
TDS-01	SCOTCHBARK TYPE 1
TDS-01	SCOTCHBARK TYPE 2



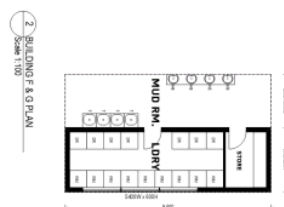
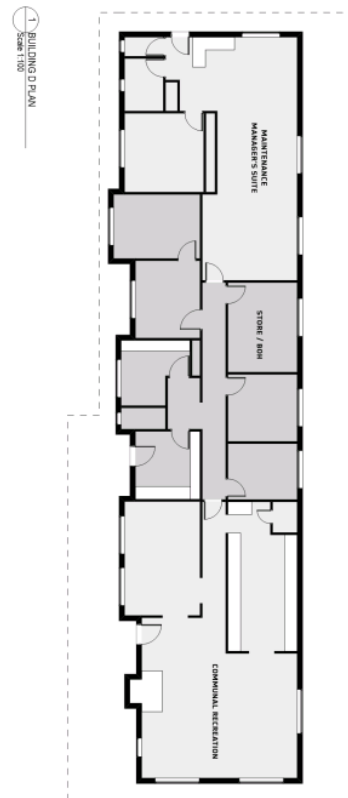




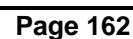
**Wallacebrice**  
Specialists in  
Quality  
Unit 5B / B, Parkway, Box 10, Walsby, G. 4800, Tel: 01723 5725 Fax: 01723 581917 [www.wallacebrice.co.uk](http://www.wallacebrice.co.uk)



013



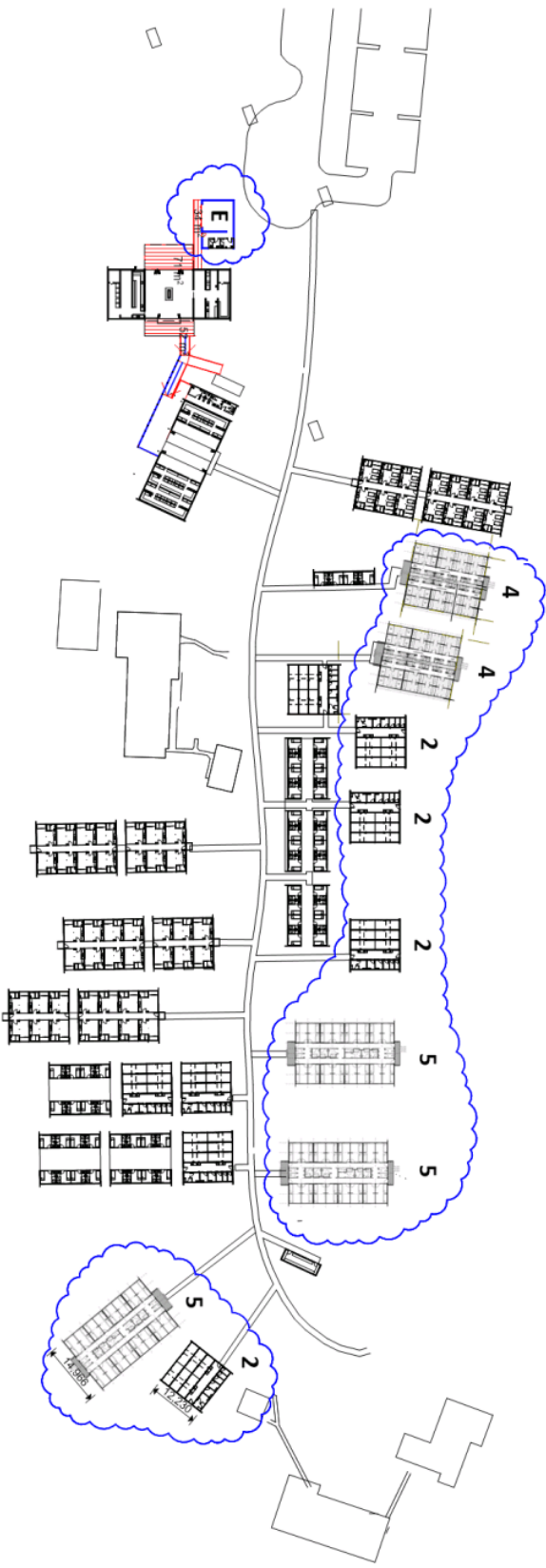
ACCOMMODATION BUILDING				
TYPE 1	STAGE 1	112	1	1,712
TYPE 2	STAGE 1	128	4	5,120
TYPE 3	STAGE 1	72	13	9,072
TYPE 4	STAGE 1	26	5	1,300
TYPE 4	STAGE 2	282	1	1,282
TYPE 4	STAGE 2	84	3	846
TYPE 4	STAGE 2	56	2	564
TYPE 2	STAGE 1	72	1	462
TYPE 2	STAGE 1	72	154	10,440
TYPE 2	STAGE 1	72	154	10,440
TOTAL		548	5	54,270
MANUFACTURING HOUSING:				
TYPE B (STAGE 1)		2	115	1
TYPE B (STAGE 2)		106	115	53
TOTAL		108		54
TOTAL		108		6210
COMMUNAL FACILITIES:				
AREA		AREA		
BUILDING A - VAN SHED (EXISTING)	465	STAGE 1	1	
BUILDING B - BAR / CAFE / SOCIAL SPACE	491	STAGE 1	1	
BUILDING C - DINING / SEATING / KITCHEN	491	STAGE 1	1	
BUILDING D - OFFICE / STORAGE	125	STAGE 1	1	
BUILDING E - DANCE / PARTY / EVENTS	125	STAGE 2	1	
BUILDING F - LAUNDRY / WASH IN EXISTING BAY	64	STAGE 1	2	
BUILDING G - MID ROOM / WASH IN EXISTING BAY		STAGE 1		





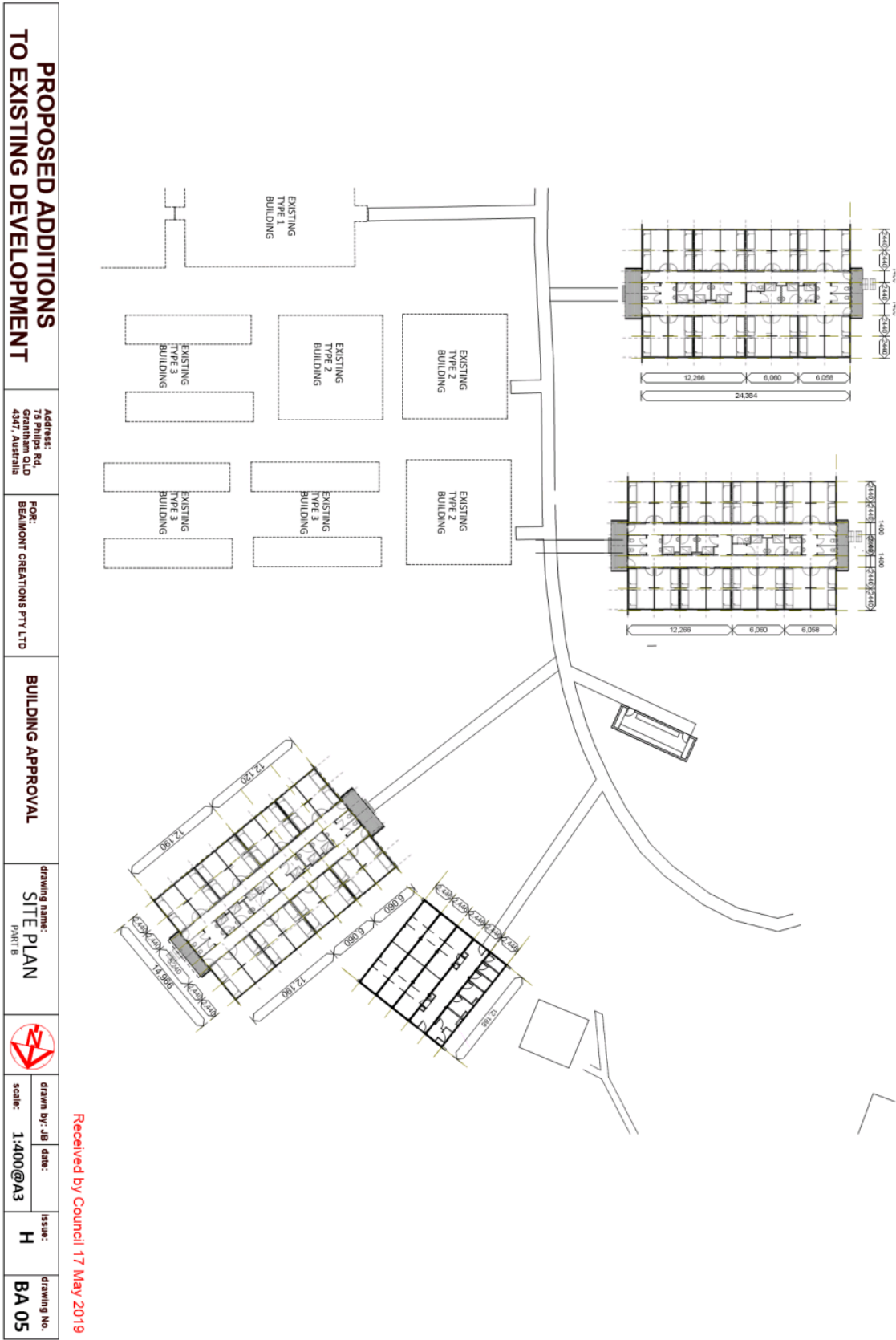
PROPOSED ADDITIONS TO EXISTING DEVELOPMENT	Address: 75 Philps Rd, Grantham QLD 4347, Australia	FOR: BEAMONT CREATIONS PTY LTD	BUILDING APPROVAL	drawing name: SITE PLAN		drawn by: JB scale: 1:1000@A3	date: 17 May 2019	issue: H	drawing No. BA 01
	Received by Council 17 May 2019								

DEVELOPMENT DATA				
ACCOMMODATION BUILDING				
TYPE	STAGE	No. OF BEDS	BUILDING AREA	QTY
TYPE 1	STAGE 1	112	428	4
TYPE 2	STAGE 1	96	154	4
TYPE 3	STAGE 1	52	98	4
TYPE 2	STAGE 2	96	154	4
TYPE 4	STAGE 2	96	272	2
TYPE 5	STAGE 3	96	360	3
TOTAL		548		5205
MANUFACTURED HOUSING				
TYPE 6 (STAGE 1)		2	115	1
TYPE 6 (STAGE 2)		106	115	53
TOTAL		108		54
COMMUNAL FACILITIES				
BUILDING A (EXISTING)	STAGE 1	465		1
BUILDING B BAR/CAFE/SOCIAL SPACE	STAGE 1	491		1
BUILDING C DINING / SELF COOK	STAGE 1	405		1
BUILDING D COMMUNAL RECREATION	STAGE 1	668 EXISTING		1
BUILDING E FUNCTION/ AMENS	STAGE 2	125		1
BUILDING F LAUNDRY	STAGE 1	64		2
BUILDING G MUD ROOM	STAGE 1			









**12.1 Executive Manager Corporate and Community Services Monthly Report - May 2019**

**Date:** 03 June 2019  
**Author:** David Lewis, Executive Manager Corporate & Community Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during May 2019.

**THAT Council receive and note the Executive Manager Corporate and Community Services Monthly Report for May 2019.**

**THAT Council receive and note the Executive Manager Corporate and Community Services Monthly Report for May 2019.**

**Moved By:** Cr Cook **Seconded By:** Cr McLean  
**Resolution Number:** 16-20/1379

**CARRIED**  
**7/0**

## 1. Introduction

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during May 2019.

## 2. Background

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

### 3. Report

A summary of the key outcomes for Corporate and Community Services during May 2019 by functional grouping follows.

## FINANCE AND CUSTOMER SERVICES

## **FINANCE**

### **Revenue Services**

At 31 May, 94.09% of the second levy for 2018/19 has been collected. Collections will continue to slowly come in as property owners make payments within the terms of their payment commitments. Legal action for overdue rates is commencing shortly with notification letters being sent to property owners advising that their accounts remain overdue.

The rates system is now being updated for the latest QVAS changes in preparation for testing the new levy.

### **Accounting Services**

The budget has been provided to Council to meet the statutory 14-day period prior to the Special Council Meeting on 14 June.

Recruitment for the Financial Services Coordinator remains ongoing.

### **Procurement & Stores**

Induction sessions for the Trade Services, Plant and Quarry Products Panels were completed in May. A total of 150 suppliers attended over 4 sessions. The new panel arrangements will take effect from 1 July 2019.

Peak Services have been commissioned to undertake a comprehensive review of Council's procurement practices and Procurement and Stores functions. Workshops will be conducted with the Executive Leadership Team and Council as part of this review.

## **CUSTOMER SERVICES**

The year to date service level remains slightly higher than the target range with calls answered in the call centre on target at 85.41%.

The Customer Service Team continues to be involved in many of the Voice of the Customer Working Groups.

A matrix of familiarisation visits for Customer Services to find out more about other areas of Council continues.

A summary of key Customer Services, service standards follows. Other key Customer Service statistics are given in the attachment to this report.

For the Month of May						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	26,634	25,365	608	661	● 83.91%	0:24:24
Current Month	3,216	3,082	50	84	● 85.22%	0:10:18
▲ to previous	↑ 893	↑ 904	↓ 17	↑ 6	↑ 4.27%	↓ 0:14:06
YTD Trend						
	Calls Transferred	Enquiries Answered in Call Centre	Average Call time inc Post Processing	Total Web Chats	Average Web Chat Session Duration	Online Service Requests Received
YTD	5,093	79.92%	0:04:27	547	0:09:53	438
Current Month	654	78.78%	0:04:30	42	0:08:45	55
▲ to previous	↑ 227	↓ 1.61%	↑ 0:00:13	↑ 11	↓ 0:00:57	↑ 14
YTD Trend						

Note: Service level target is between 75% to 80% - ● <75% ● 75% - 81% ● > 81%

### **BUILDING AND FACILITIES**





A table of the status of the major projects being managed by Buildings and Facilities follows.

Project	May 2019 Activity
Thinextra Project	Hardware installation has been completed
Gatton Shire Hall Amenities (Drought funding)	Demolition completed Hydraulic rough-in completed Electrical and mechanical rough-in in progress Wall framing in progress ready for wall sheeting.
Gatton Cemetery Outdoor Gazebo	Site establishment and secure compound Civil earthworks to construct building pad Preparation, placement and finish of the footings.
Cahill Park Lighting	Tender evaluation completed Contract negotiations in progress with the Electrical Company and Cahill Park Committee.
Springbrook Park Irrigation	Tender evaluation for the bore connection works completed Electrical investigation in progress for the adequate power supply to the bore pump.
Laidley Cultural Centre Refurbishment	Remaining grant funding to be used on electrical lighting upgrade to the external security lights.
Gatton Shire Hall Stage Lighting and Audio	Tender evaluation completed Contract negotiation in progress Pre-start inspection with the contractor held on 21 May.
Gatton Showgrounds Energy Reduction	Solar installation awaiting Energex approval to become operational LED Lighting retrofit is in progress LED lighting retrofit expected completion by 31 May.
Withcott Toilet Block	Project completed

Gatton Showgrounds Separate Metering	Awaiting the supply of NHP metering equipment
Cahill Park Amenities	Tender evaluation completed Contract negotiation with the successful builder underway Completion of the Grant funding pre-construction conditions by 31 May Issue of the building & plumbing approval by 31 May.
Gatton Depot Workshop Building Alterations	Structural steel frame has been erected. Wall & Roof sheeting completed Roller doors installed.
Laidley Veterans Support Centre	Building Certifier inspection was carried out in May. The Building Certifier provided an additional list of items to be actioned before a certificate of classification can be issued.
Laidley Pioneer Village	Onsite inspection with the Committee President to discuss other capital works required to improve the facility Action the replacement of damaged gauze on the butcher shop.
Gatton Childcare Playground	Pre-start meeting held on Tuesday, 14 May Site establishment on Wednesday, 15 May Demolition works began on Wednesday, 15 May Complete 50% of the external landscaping works in May.

## LIBRARIES

Key statistics and outcomes for Lockyer Valley Libraries for May 2019 follow.

Lockyer Valley Libraries – Monthly Performance					
69,526  Items in our collection (physical and eResources)	<b>LOANS</b>		9,987 Items issued	823 Items renewed	85.4% of items issued via Self-Service
			498 Acquisitions	1,147 Withdrawals	<b>Physical Loans</b> <b>10,810</b>
 <b>EVENTS</b>	79 Programs and Events	866 Attendees	<b>10,507</b> <b>LIBRARY VISITS</b>		
230 Clients @ Gatton	122 Clients @ Laidley	 Total WiFi Sessions 346			
Total Data Transferred <b>167.02 GB</b>		996 Computer Bookings	Gatton Library <b>5,140 visits</b> Laidley Library <b>5,367 visits</b> Active Members <b>15,961</b> New Members <b>167</b>		

- Lockyer Valley Libraries held a successful National Simultaneous Storytime Celebration and Session at Gatton and Laidley Libraries. This incorporated bringing a Llama and an Alpaca into the library for the session to link with the book Alpacas with Maracas. National Simultaneous Storytime is held in May each year and we joined with over 11,500 locations and 1,138,889 participants to read the same story simultaneously.
- Library staff continue to network within our community meeting with early childhood educators at the Together44341 meeting as well as catching up with State Manager for ALIA (Australia Library Information Agency). Both meetings were successful in promoting Lockyer Valley Libraries.
- School holiday activities for the July school holidays are arranged and promotion has started.
- Self-service has now reached at 85.4%
- Wifi usage is currently averaging 26 clients per day using approximately 500mb each.

### **Art Gallery**

- The exhibition with two individual artists having two separate gallery spaces is concluding. This has worked well and gives further opportunities for artists to work together or side by side to have great exhibitions. These exhibitions: Pencil and Colour by Silke Kirch and Debra Anne by Debra Morgan close on Sunday 2 June. The next exhibition is Tainted Landscapes by Mick Pospischil, Chris Fletcher and David Lemay. This is a collaboration of works exploring contemporary issues of the environment and runs from 7 June to 21 July
- Another round of RADF funding has commenced and closes on 14 June
- Council will continue to seek applications for the “Home Grown” exhibition which is scheduled for end July to September 2019.

### **CHILDCARE**

Occupancy rates for May 2019 were Gatton 75% and Kensington Grove 32%.

Community Awareness Programs undertaken in May included

- National Families Week 15 – 21 May
- National Sorry Day 26 May
- National Reconciliation Week 26 May – 2 June.

### **HEALTH, WASTE AND REGULATORY SERVICES**

A total of 360 Health, Waste and Regulatory Services related CRMs were received by Council within May with 131 remaining open at month end.

### **Environmental Health**

- Completed Customer Service Information Session Training
  - o The Environmental Health Coordinator presented a 30-minute recorded information session on general Environmental Health to Customer Service
  - o Environmental Health staff sat with Customer Service Officers for an overview of the Customer Service role

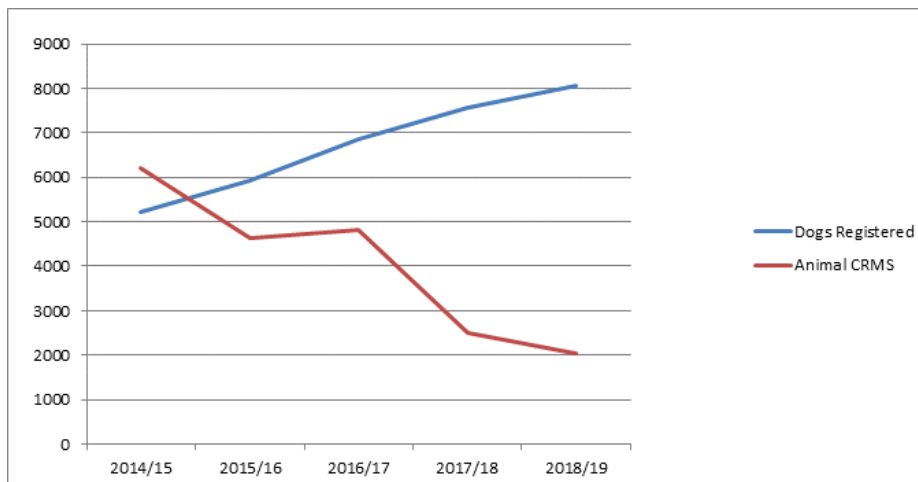
- o Environmental Health Coordinator toured Customer Service Officers and Executive Assistances through the Mosquito Laboratory and provided information on identifying, capturing, monitoring and reporting of mosquitoes
- Environmental Health Coordinator and Principal Waste Officer presented to Environmental Health Students from Griffith University on Disaster Management, Hoarding and Waste Recycling
- Staff attended Clandestine Lab information session
- Staff participated in consumer testing for Queensland Health Food Safety Project
- Staff attended Laidley Recreational Grounds Users Group Meeting to determine Food licensing requirements for non-profit organisations
- Assisted in execution of a Warrant for Planning development offence
- Conducted four (4) enforcement inspections
- Conducted a drug destruction burn in association with the Queensland Police Service.

### **Waste Management**

- **WRRP** – Adopted Wednesday 22 May
  - o Corflute signage delivered and erected at all sites
  - o Response letters prepared for all submitters.
- **Road Closures** – Old Toowoomba Road (road reserve adjoining Laidley Landfill)
  - o Signage erected
  - o Documentation displayed Gatton/Laidley foyer
  - o Objections close 20 June.
- **Road Closure** – Connors Road - DNRME notification to display documentation and erect signage received today Thursday 30 May with objections to close on 4 July.
- **Levy Capital Works**
  - o Fencing at the Laidley Transfer Station is approximately 70% complete
  - o Fencing at Gatton commenced 30 May
  - o Laidley Weighbridge construction commenced 27 May
  - o Driver Station Gatton – complete
  - o CCTV installation – Gatton and Laidley – complete.
- **Levy Operational**
  - o Iweigh updates internally complete – data upgrades approximately 85% complete
  - o Exemption application lodged
  - o Financial data under review for invoicing and processing
  - o Media/website and communication details finalised for delivery on 1 June
  - o Waste levy training (reporting) presented by DES attended by Waste Management and Recycling Coordinator.
- **General operational**
  - o Green Waste Grinding at Withcott, Murphys Creek, Helidon and Grantham complete
  - o All underground utility services identified for mapping – Gatton Waste Facility
  - o Illegal dumping statement of Waste Management and Recycling delivered to DES
  - o Gatton Landfill buffer revegetation maintenance delivered and complete.

### **Local Laws**

A graphical comparison of the number of animal related CRM's received in comparison to dog registrations follows.



Currently 8,048 dogs are registered for 2018-19 with 4 dogs outstanding in registration.

During May 2019, there were 2 (two) dog attacks on persons with a further 7 attacks on animals. In relation to the 2 (two) dog attacks on persons:

- A customer at Laidley reported that dogs had attacked and injured a child. The alleged offending dogs and their owner have been identified.
- A customer at Withcott reported a dog had attacked but not injured her causing fear. Alleged offending Dog and its owner yet to be identified.

Within May there were also 32 Warning Notices and 7 Infringement Notices issued to animal owners by Local Laws Compliance Officers with a further 20 Infringement Notices issued to dog owners by the Dog Survey Officer.

Dog Registration Renewals were issued on 30 May 2019 for renewal by 26 June 2019.

### INFORMATION SERVICES

- Councillors will commence Cyber Security Awareness Training in June, after a presentation on Cyber Security Risks at a Council Workshop in May.
- Meetings have been held and further planned with TechnologyOne to enable improved communication around the timing of the development of the new Property & Rating CIA (P&R CIA) software and migration tools. The massive task to develop these tools while continuing development of their suite of products was underestimated and as such the timelines for implementation of P&R CIA at Council have moved several times. After the most recent recalculation of the timeline, Council is considering our options as to what Technology One projects we should focus on and in which order they should be delivered over the next 12 to 24 months.
- Council was semi-targeted in a recent Email phishing attack. The Emails appeared to come from a Council of Mayor South East Queensland (COMSEQ) representative and as such, a number of receivers attempted to open a malicious document and click on a malicious link in the document. The Email was quickly identified with communication sent around to all receivers to advise of the

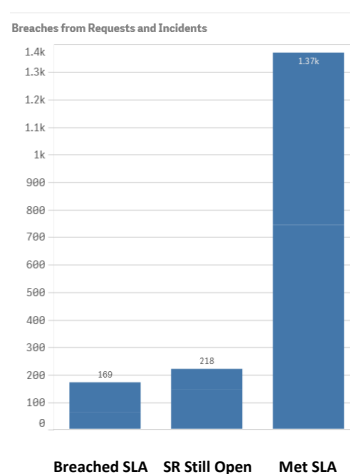


malicious nature of the Email. Two machines were rebuilt as a risk management exercise to ensure that they had not been compromised.

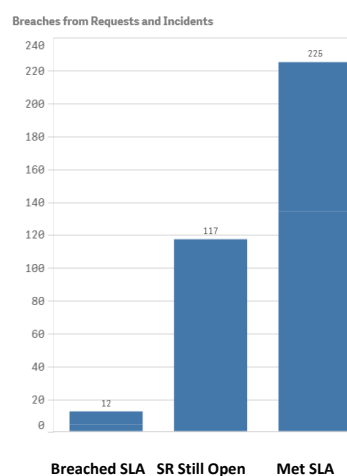
- Council was advised during the month that the ePlanning online tool that it used to communicate the current planning schemes had a critical vulnerability that was being actively targeted around the world. Due to this situation, the tool was taken down from service on the evening of 30 May. Options were looked at to determine how to get the service back up with an alternate tool that provides the same service without the vulnerability. Subject to testing, it is expected the service will be back online by 5 June.

Details of specific threat details to Council during May follows.

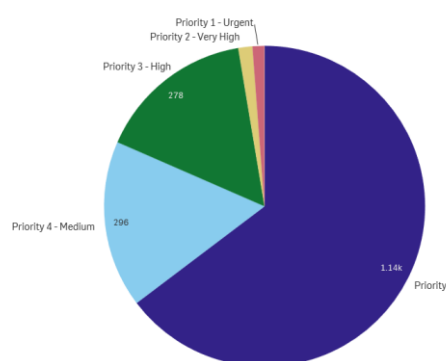
Number of Service Requests that Met SLA – YTD to  
28/05/2019



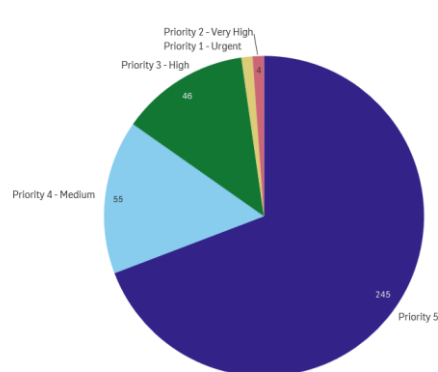
Number of Service Requests that Met SLA -  
May 2019



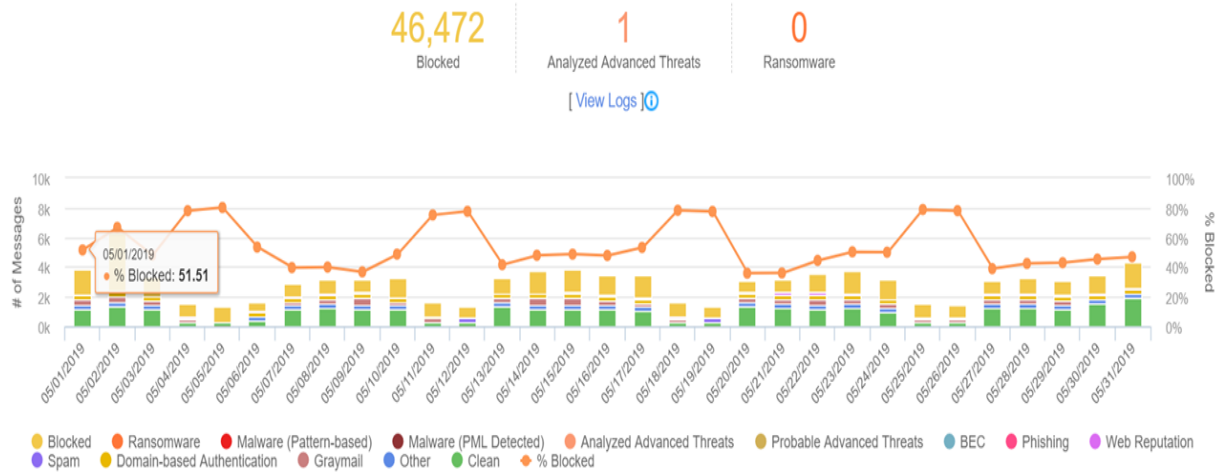
Number of Service Requests by Priority – YTD to  
28/05/2019



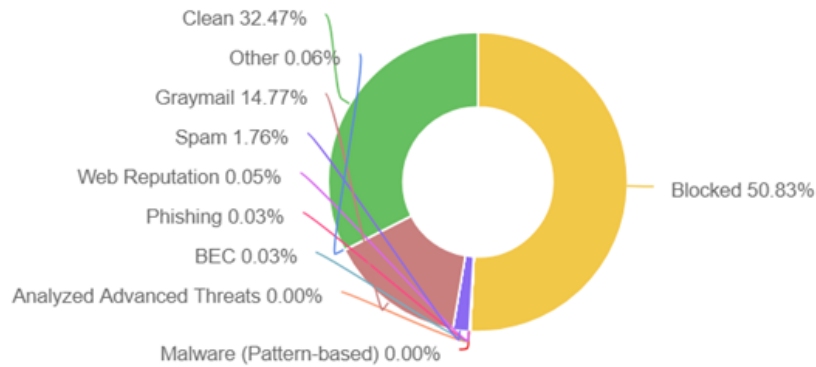
Number of Service Requests by Priority – May 2019



**Email Block Stats** (Ransomware stat is ransomware identified after standard filtering has taken place. The majority of ransomware is identified in standard filtering due to where it has been sent from. Analyzed Advanced Threats are where the email is further analysed if the standard filtering identifies it as requiring further analyse to determine the threat.)

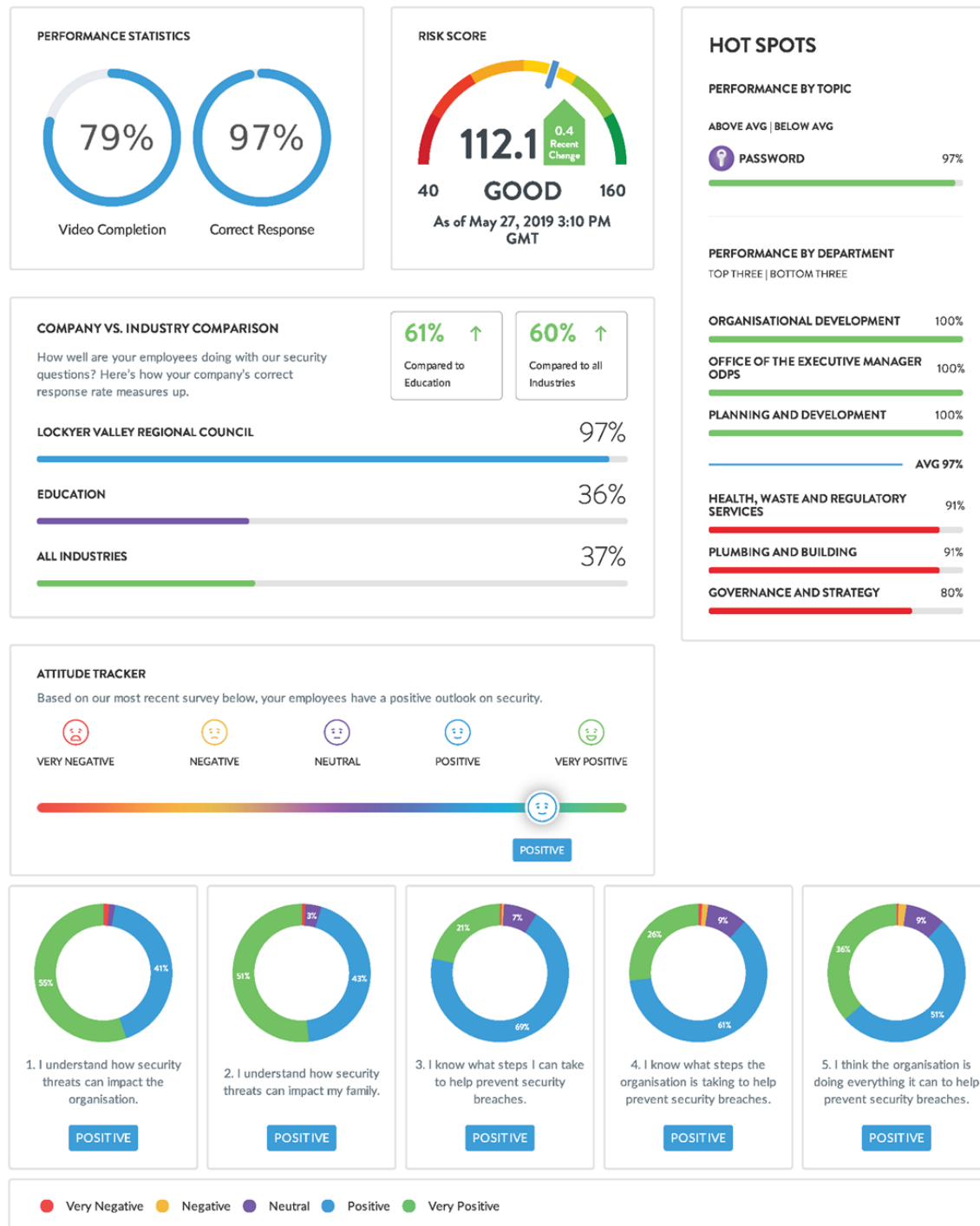


### Threats for lvrc.qld.gov.au – Month of 05/2019



## SECURITY AWARENESS TRAINING - OVERALL

LOCKYER VALLEY REGIONAL COUNCIL  
Reported as of: May 28, 2019



## DISASTER MANAGEMENT

Council's flood camera network will undergo a major operating system upgrade in early June with the public vision via the Disaster Dashboard being unavailable for up to two weeks during this time. A message will be displayed on the dashboard should the cameras be attempted to be accessed. The Customer Service team has been advised.

The Manager Disaster Coordination is taking part in Griffith University Food Contingency Project. The project team would like to do a case study on the Lockyer Valley area; an overview of the project's aims follows:



Details of SES activities for May 2019 follows.

Activations:

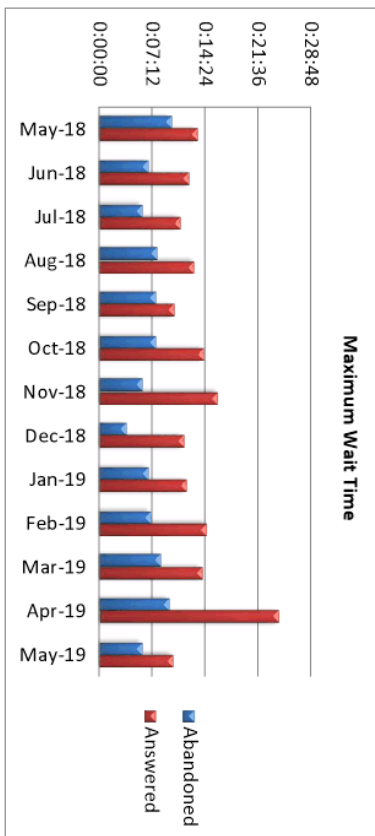
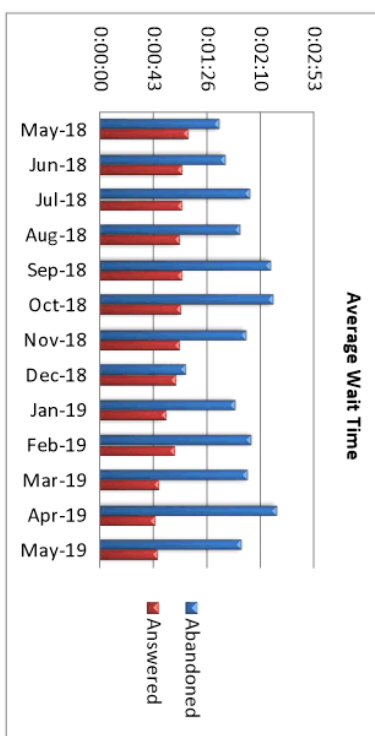
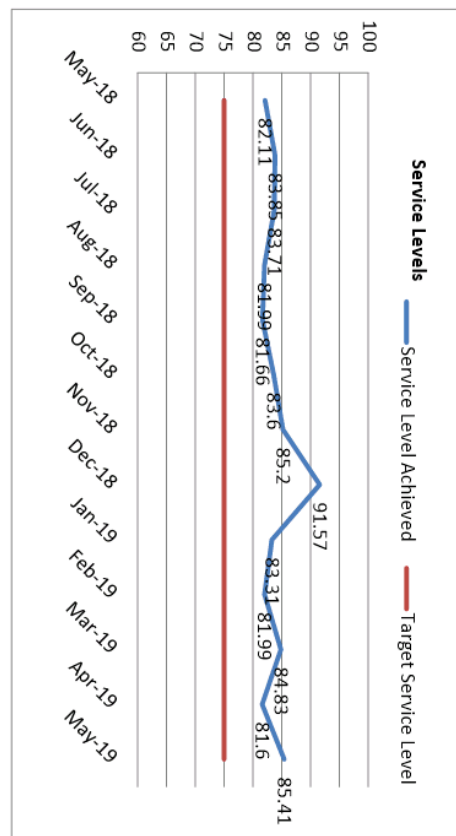
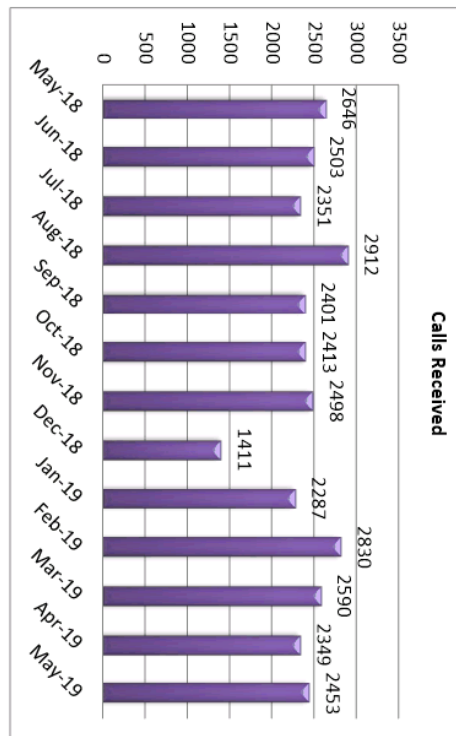
- 18 May – Assistance to the Queensland Ambulance Service with Helicopter Patient Transfer at Gatton Showgrounds
- 19 May – Assistance to the Queensland Ambulance Service with Helicopter Patient Transfer at Gatton Showgrounds.

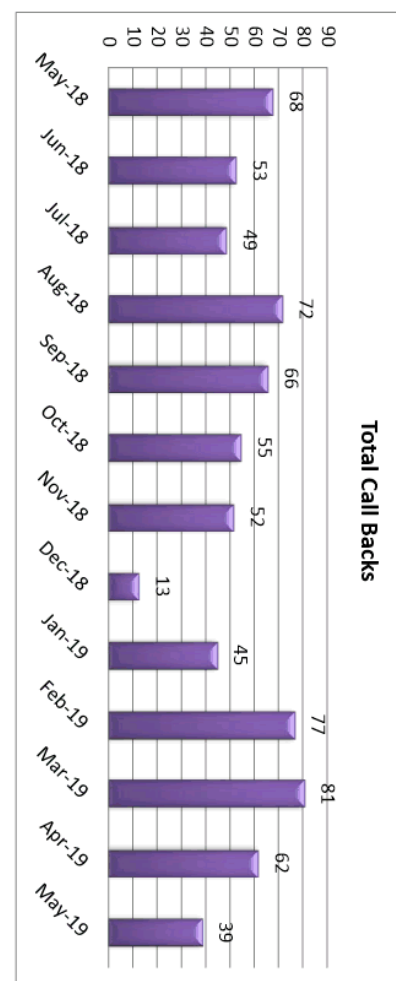
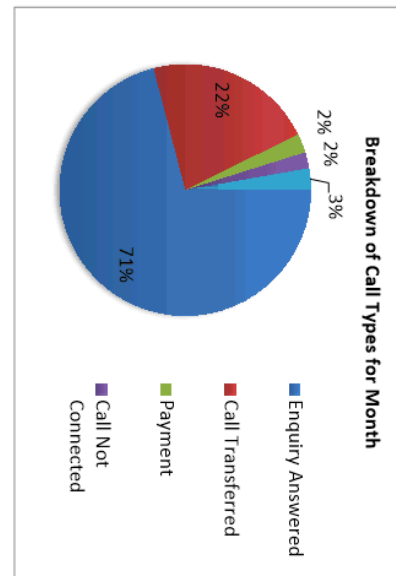
## Attachments

1 [↓](#) Customer Service Monthly Statistics - May 2019 6 Pages

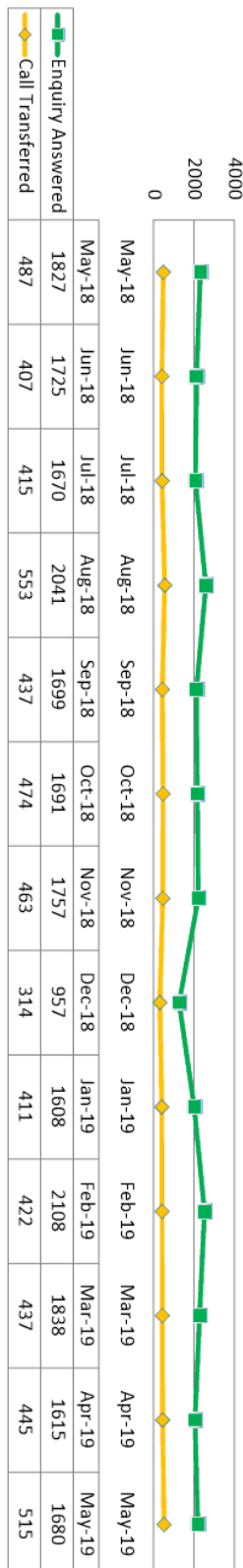
Lockyer Valley Regional Council – Customer Service Monthly Statistics – May 2019

Telephone

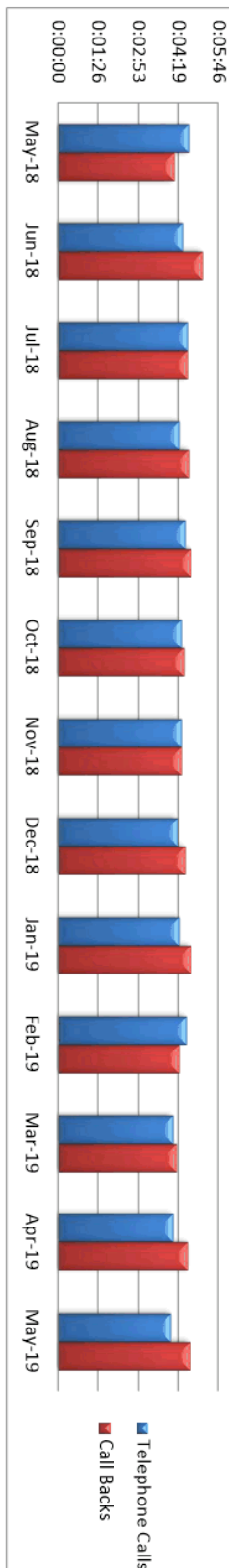




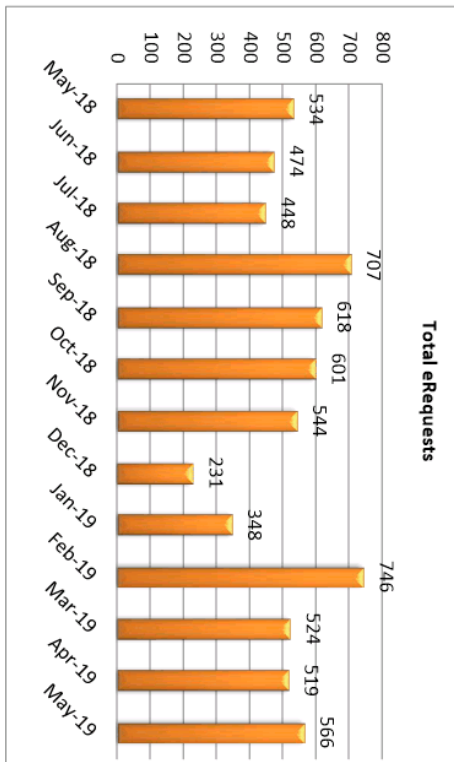
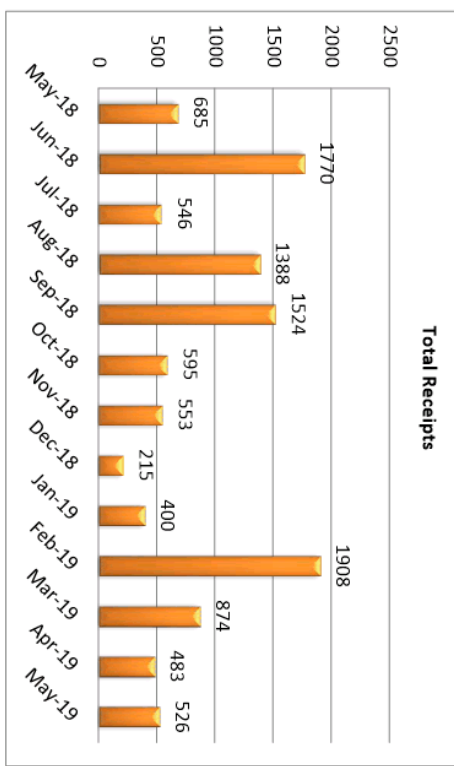
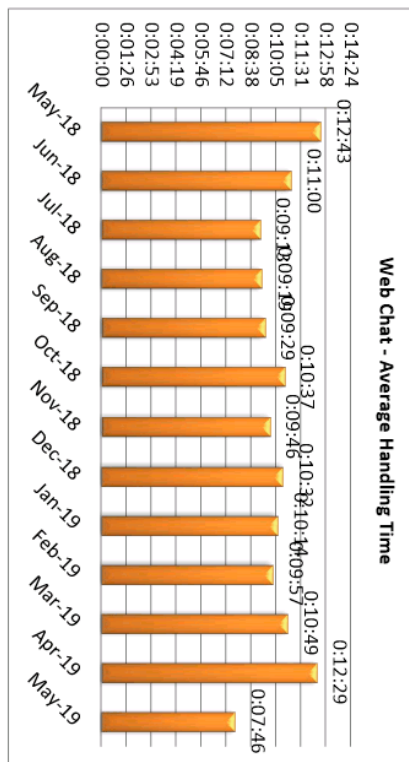
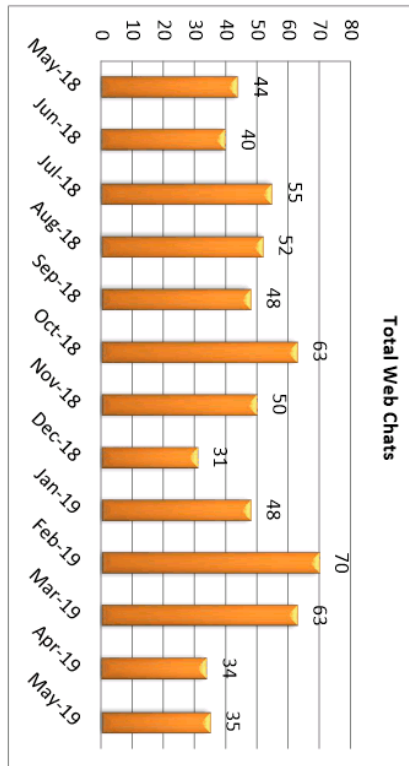
### Calls handled by Month



### Average Handling Time

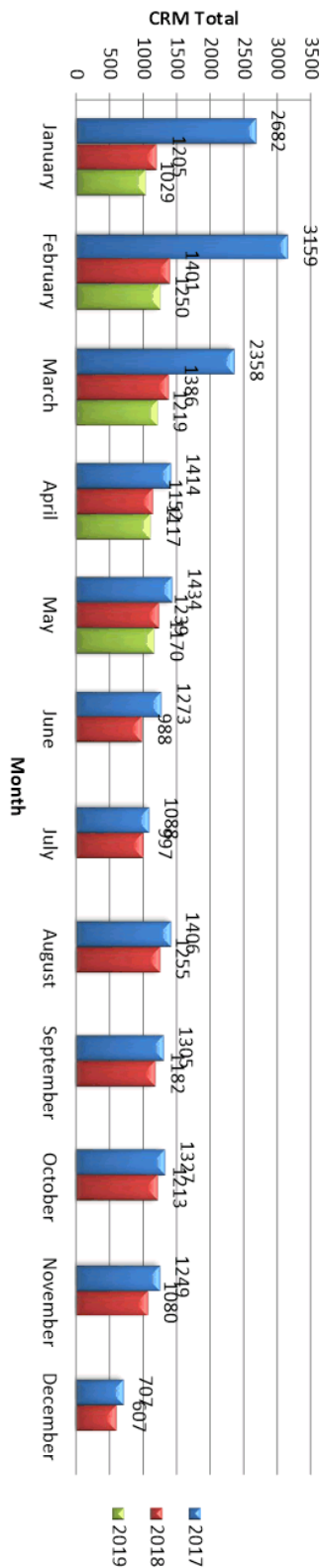


## Live Chat, ERequests & Receipts

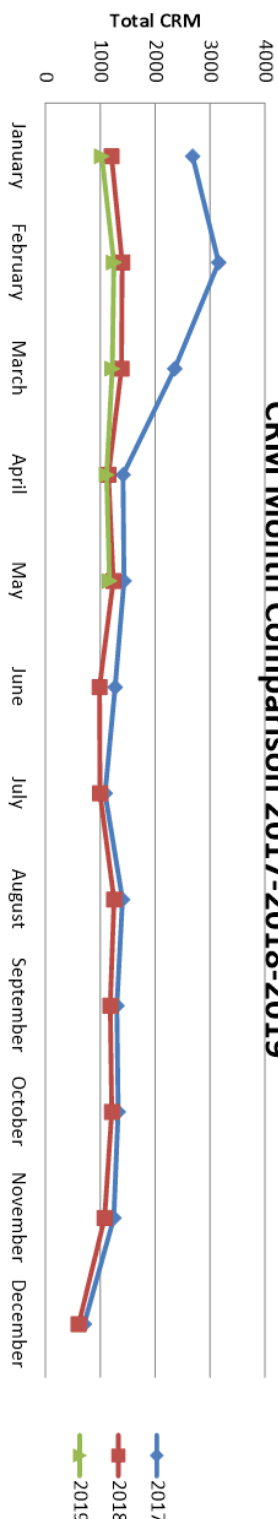


## Customer Requests

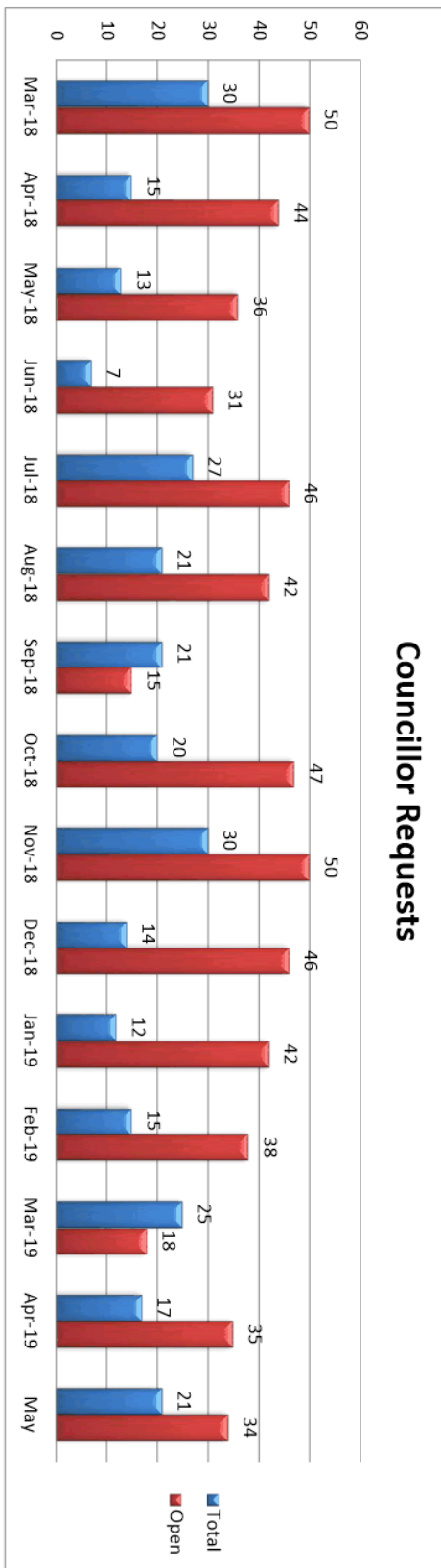
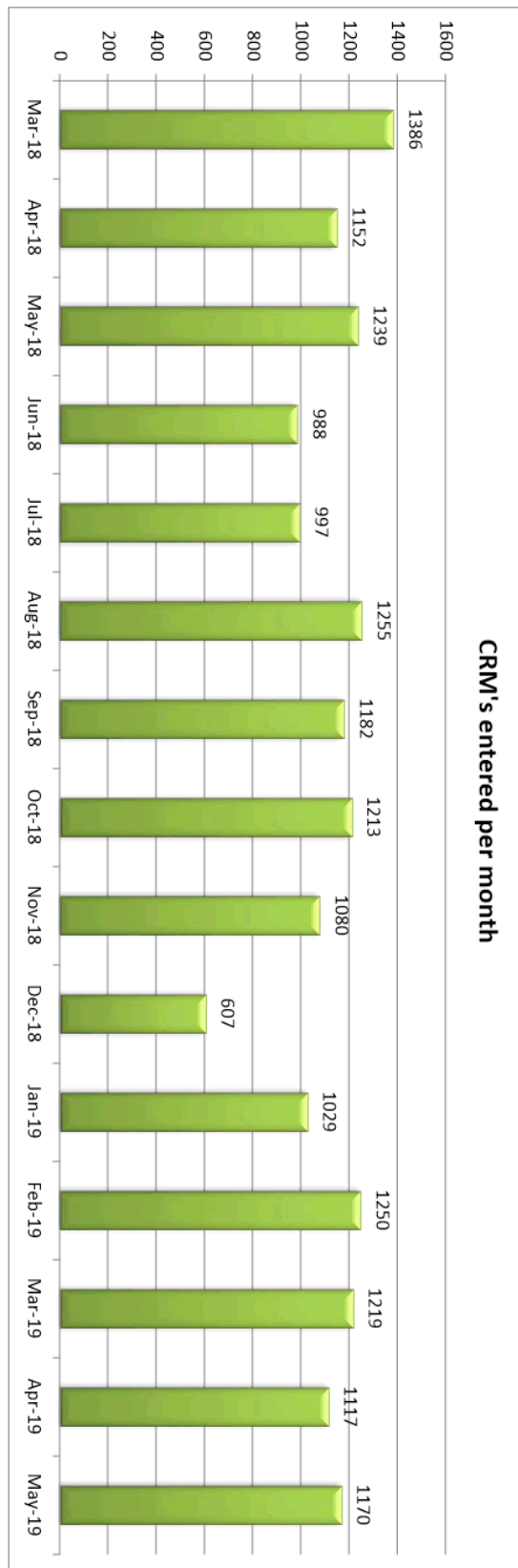
CRM Month Comparison 2017-2018-2019



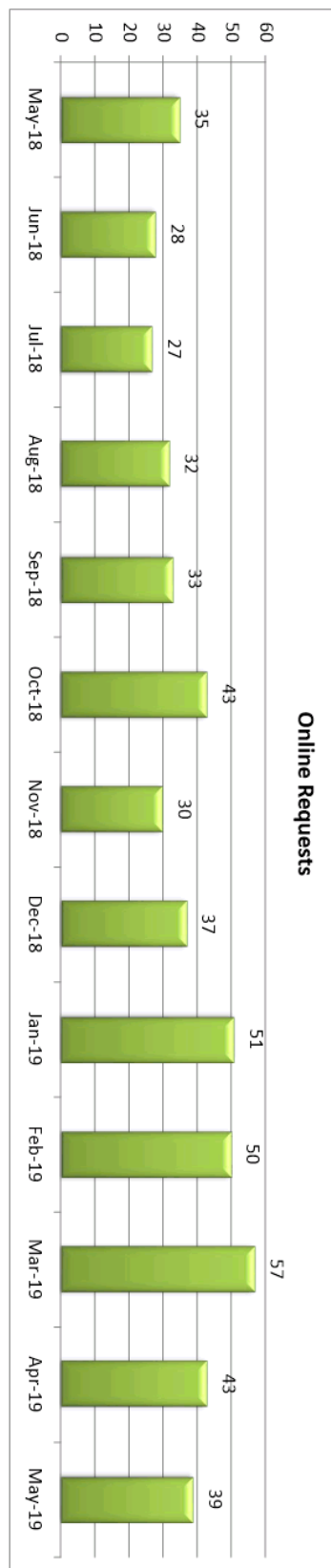
CRM Month Comparison 2017-2018-2019







## Online Requests



## QGAP Performance Report

Total time taken for all transactions	91.6 hrs
Total number of transactions	522
Total average time for all transactions	10.53

**Date:** 04 June 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

In accordance with Section 204 of the Local Government Regulation 2012, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 May 2019.

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 May 2019.**

**AND Further;**

**THAT Council make an additional one-off payment of \$500,000 to the “Lockyer Valley Regional Council Other Capital Works” loan prior to 30 June 2019.**

**THAT Council receive and note the Summary of Actual Financial Performance versus Budget to 31 May 2019. Further;**

**THAT Council make an additional one-off payment of \$500,000 to the “Lockyer Valley Regional Council Other Capital Works” loan prior to 30 June 2019.**

**Moved By:** Cr Wilson **Seconded By:** Cr Holstein  
**Resolution Number:** 16-20/1380

**CARRIED**  
**7/0**

## 1. Introduction

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

## 2. Background

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

### 3. Report

The following report provides a summary of Council's financial performance against budget to 31 May 2019.

**Operating Revenue - Target \$53.58 million Actual \$53.06 million or 99.03%**

At 31 May 2019, overall operating revenue was on target for the budgeted amount. Other Revenue remains above target due to the recovery of insurance claims and higher than expected revenue from Queensland Urban Utilities. Interest revenues also remain higher than the budgeted amount and the State Trainee Grant has also been received making grants slightly higher than expected.

Overall rates and charges are on budget with a variance of 0.55% in anticipation of growth in assessments over the last quarter of the year. The take up of discount has been greater than expected for both six-monthly levies with more property owners paying on time.

The unfavourable variances in fees and charges for Building and Plumbing and Development Applications is now \$0.46 million and is indicative of a general downturn in the sector for the year to date. It is unlikely that there will be a recovery in this area prior to the end of the financial year.

Contracts and Recoverable Works revenue is also below target; however, this is mainly due to less than expected private works which is offset with a reduction in expenditure.

**Operating Expenditure - Target \$50.83 million Actual \$49.82 million or 98.01%**

At 31 May 2019, overall operating expenditure for the year to date was slightly under target. Employee costs remain slightly over target by \$0.5 million or 2.34% with minor variances across all cost centres, with the timing of day labour capital works also contributing to the over expenditure.

Materials and services are under budget in several areas with an overall variance of \$1.2 million or 7.33%. Much of this variance can be attributed to additional grant funded projects which are currently underway and the timing of recoverable works expenditures.

Actual depreciation, based on the final asset values as at 30 June, is less than budget due to the timing of write-offs and additions.

**Capital Revenue - Target \$4.14 million Actual \$4.56 million or 110.14%**

Overall capital grants and subsidies revenue is slightly ahead of 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.

The negative revenue amount of \$4.29 million shown against capital expenses relates to accounting adjustments associated with Council's asset capitalisation processes. This will be reviewed as part of the end of year accounting process for additions and disposals.

**Capital Expenditure – Target \$26.78 million Actual \$17.69 million or 66.05%**

To 31 May 2019, Council has expended \$17.69 million on its capital works program with a further \$4.37 million in committed costs for works currently in progress. With commitments included, the works program was 82.37% spent at 31 May 2019. A review of works not likely to be completed this

financial year has been undertaken and the initial estimate is that approximately \$1.60 million of carry overs will be included in the 2019/2020 budget.

The main expenditures are \$12.88 million within Infrastructure, Works and Services and \$3.62 million within 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 \$31.44 million in current assets compared to \$9.11 million in current liabilities with a ratio of 3.45:1. This means that for every dollar of current liability, there is \$3.45 in 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 outflow of \$3.25 million with \$12.12 million received from operating activities with a net cash outflow of \$14.34 million being spent on capital works and a further net outflow of \$1.03 million for debt repayments.

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. To maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 31 May, Council's cash balance was \$22.69 million.

#### **Additional Debt Repayment**

Analysis of Council's predicted cash flows and forecast operational and capital costs has shown that an additional repayment of \$0.50 million could be made without reducing the cash balance below the three-month cash holding bench mark limit, with the remaining cash balance providing sufficient flexibility for the funding of unexpected costs or emerging works which may arise in the future.

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

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

Council's adopted Debt Policy allows for additional repayment to be made on loans provided that surplus funds are available, and it is advantageous to do so. It has been estimated that there is a net benefit to Council in making the proposed repayment, which is in compliance with the Policy.

The loan terms and conditions allow for additional repayments; however, as it is a fixed rate loan, an early repayment adjustment will be charged.

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

Monitoring of budgets and actuals remains important if Council is to achieve the financial results adopted as part of the 2018/2019 Budget, with any variations or anomalies to be investigated and action taken as appropriate.

At present, the overall financial result is in line with the forecast; however, key items of risk moving forward include the reduced amount of fees and charges from Plumbing and Building and Development Assessment and the allocation of resources between operational and capital works.

The interest rate on Council's "Other Capital Works" loan is 4.71%, while the investment rate for the QTC Cash Fund is 2.70%. Although the investing rate is less than the debt rate, and with no significant increase in investment rates anticipated over the next few years, there is a small cost to making an additional repayment. This small cost may become a benefit as interest rates are expected to fall further over the next six months.

In estimating the financial cost/benefit, QTC has calculated the following:

Item	\$ Amount
Early Payment Adjustment	(65,999)
Interest Savings	152,375
Investment Interest Foregone	(88,636)
Net Cost	(2,260)

This means that at current interest rates, the early repayment of the loan will result in a net cost of \$2,260. The repayment will also reduce the "Other Capital Works" Loan balance to \$16.10 million net of the early payment adjustment. Since 2017, Council has reduced its total debt by 25% from \$32.45 million to \$24.44 million.

As the payment is a one-off lump sum, the term of the loan has not been changed, with the quarterly principal and interest payments being reduced accordingly.

## 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, revenues are on target and expenditures are slightly under target. A further lump sum payment is recommended to reduce Council's overall debt and take advantage of the current interest rate situation.

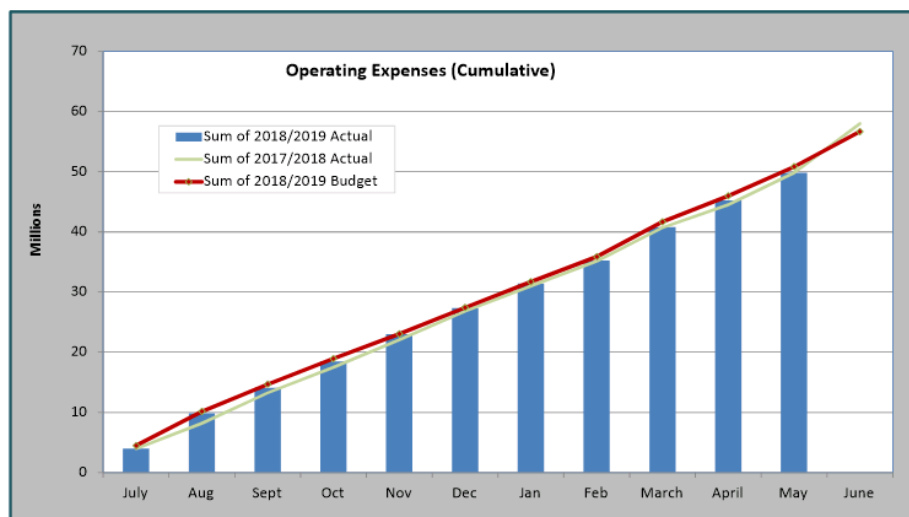
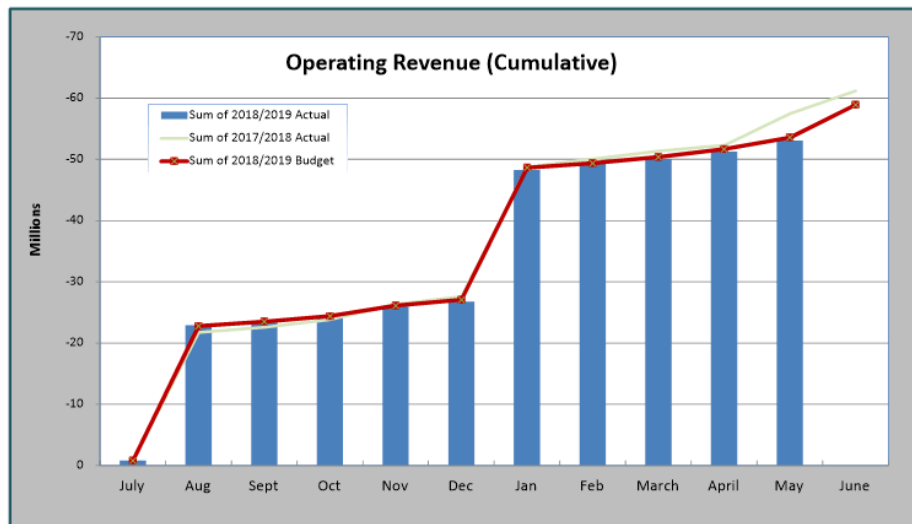
## 9. Action/s

1. Nil

## Attachments

1. [Monthly Financial Report - May 2019](#) 19 Pages

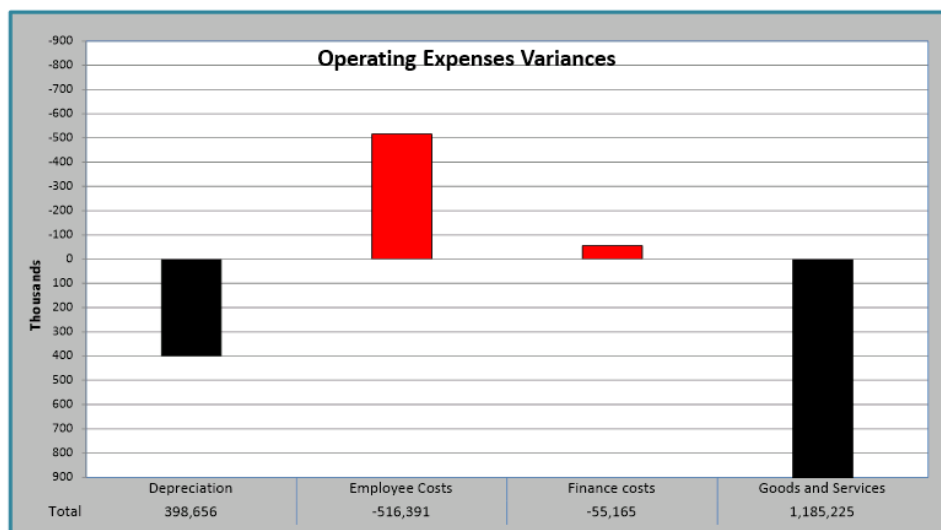
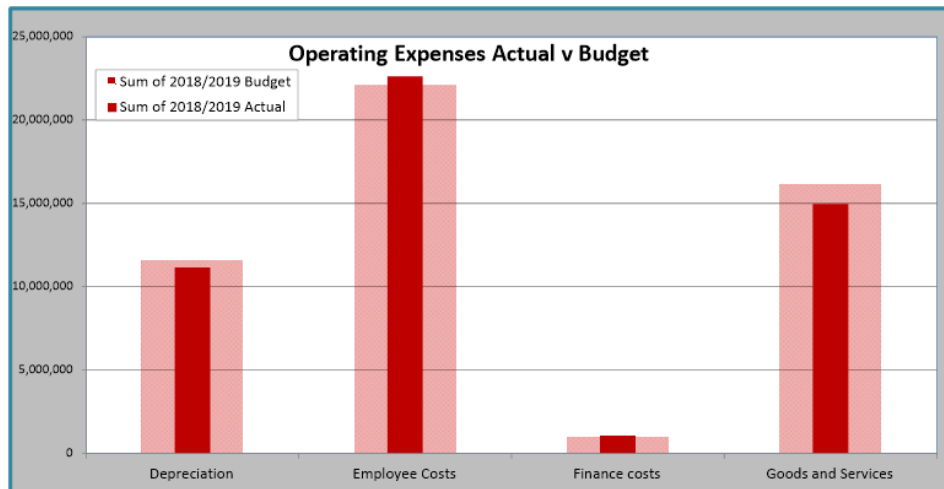
**LOCKYER VALLEY REGIONAL COUNCIL**  
Total Council Operating Revenue and Expenses  
For the Period Ended 31 May, 2019



## LOCKYER VALLEY REGIONAL COUNCIL

### Operating Expenses

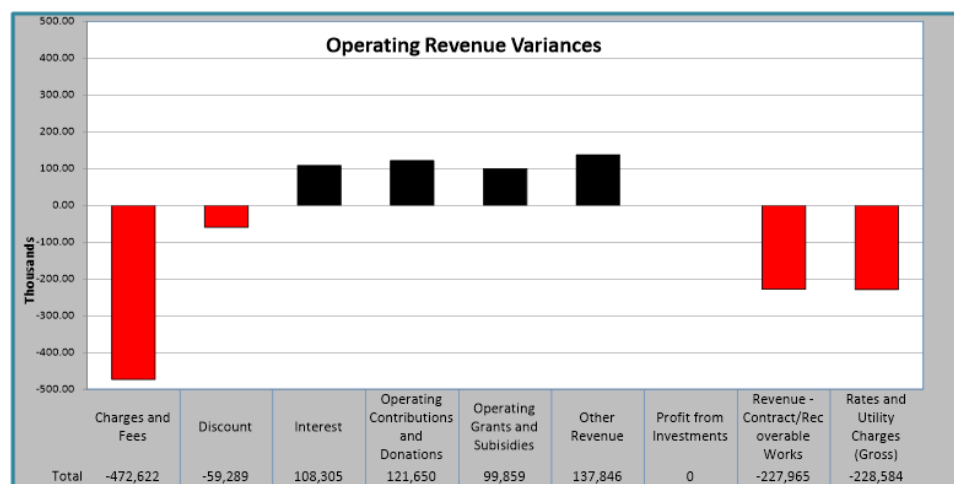
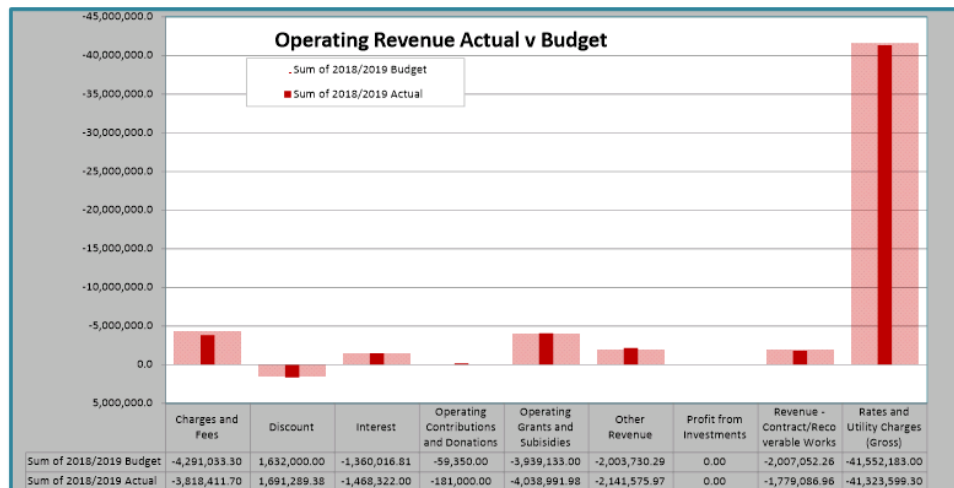
For the Period Ended 31 May, 2019





## LOCKYER VALLEY REGIONAL COUNCIL

Operating Revenue  
For the Period Ended 31 May, 2019



Lockyer Valley Regional Council (Whole Council)  
Statement of Comprehensive Income  
For Period Ending May 2019

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	41,551,983	41,323,599	41,552,183	228,584	0.55
Discount	(1,632,000)	(1,691,289)	(1,632,000)	59,289	(3.63)
Charges and Fees	4,639,400	3,818,412	4,291,033	472,622	11.01
Interest	1,548,200	1,468,322	1,360,017	(108,305)	(7.96)
Operating Grants and Subsidies	5,926,383	4,038,992	3,939,133	(99,859)	(2.54)
Operating Contributions and Donations	60,600	181,000	59,350	(121,650)	(204.97)
Revenue - Contract/Recoverable Works	2,231,099	1,779,087	2,007,052	227,965	11.36
Other Revenue	2,246,600	2,141,576	2,003,730	(137,846)	(6.88)
Profit from Investments	2,350,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>58,922,265</b>	<b>53,059,699</b>	<b>53,580,499</b>	<b>520,800</b>	<b>0.97</b>
<u>Operating Expenses:</u>					
Employee Costs	24,457,644	22,624,174	22,107,782	(516,391)	(2.34)
Goods and Services	18,290,000	14,975,590	16,160,814	1,185,225	7.33
Finance costs	1,320,000	1,062,065	1,006,900	(55,165)	(5.48)
Depreciation	12,610,000	11,160,511	11,559,167	398,656	3.45
<b>Total Operating Expenses</b>	<b>56,677,644</b>	<b>49,822,339</b>	<b>50,834,663</b>	<b>1,012,324</b>	<b>1.99</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,244,621</b>	<b>3,237,359</b>	<b>2,745,835</b>	<b>(491,524)</b>	<b>(17.90)</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	4,960,000	4,563,154	4,138,237	(424,917)	(10.27)
Profit (Loss) on Disposal of Non Current Assets	-	(65,174)	-	65,174	0.00
Capital Expenses	233,000	(4,293,368)	-	4,293,368	0.00
<b>Total Capital Revenue</b>	<b>5,193,000</b>	<b>204,612</b>	<b>4,138,237</b>	<b>3,933,625</b>	<b>95.06</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>7,437,621</b>	<b>3,441,971</b>	<b>6,884,073</b>	<b>3,442,101</b>	<b>50.00</b>

Lockyer Valley Regional Council (Executive Office)  
Statement of Comprehensive Income  
For Period Ending May 2019

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Operating Grants and Subsidies	63,960	238,885	63,960	(174,925)	(273.49)
Operating Contributions and Donations	-	1,000	-	(1,000)	0.00
Revenue - Contract/Recoverable Works	1,049,634	908,020	963,165	55,144	5.73
Other Revenue	511,600	484,198	488,663	4,465	0.91
<b>Total Operating Revenue</b>	<b>1,625,194</b>	<b>1,632,103</b>	<b>1,515,788</b>	<b>(116,316)</b>	<b>(7.67)</b>
<u>Operating Expenses:</u>					
Employee Costs	4,641,977	4,528,101	4,282,162	(245,939)	(5.74)
Goods and Services	3,569,673	3,012,751	3,286,200	273,450	8.32
Finance costs	900	5,194	825	(4,369)	(529.54)
Depreciation	24,000	12,176	22,000	9,824	44.66
<b>Total Operating Expenses</b>	<b>8,236,550</b>	<b>7,558,221</b>	<b>7,591,187</b>	<b>32,966</b>	<b>0.43</b>
<b>Operating Surplus/(Deficit)</b>	<b>(6,611,356)</b>	<b>(5,926,118)</b>	<b>(6,075,400)</b>	<b>(149,282)</b>	<b>2.46</b>
<u>Capital Revenue:</u>					
Capital Expenses	-	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(6,611,356)</b>	<b>(5,926,118)</b>	<b>(6,075,400)</b>	<b>(149,282)</b>	<b>2.46</b>

Lockyer Valley Regional Council (Organisational Development and Planning)  
Statement of Comprehensive Income  
For Period Ending May 2019

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	310,480	304,993	310,480	5,487	1.77
Charges and Fees	2,347,000	1,706,348	2,171,000	464,652	21.40
Interest	-	1,891	-	(1,891)	0.00
Operating Grants and Subsidies	425,489	391,157	414,739	23,582	5.69
Operating Contributions and Donations	15,000	180,000	13,750	(166,250)	(1,209.09)
Other Revenue	-	684	-	(684)	0.00
<b>Total Operating Revenue</b>	<b>3,097,969</b>	<b>2,585,073</b>	<b>2,909,969</b>	<b>324,896</b>	<b>11.16</b>
<u>Operating Expenses:</u>					
Employee Costs	4,606,078	3,909,371	4,228,699	319,328	7.55
Goods and Services	1,879,389	1,321,181	1,666,773	345,592	20.73
Finance costs	-	593	-	(593)	0.00
<b>Total Operating Expenses</b>	<b>6,485,467</b>	<b>5,231,146</b>	<b>5,895,472</b>	<b>664,327</b>	<b>11.27</b>
<b>Operating Surplus/(Deficit)</b>	<b>(3,387,498)</b>	<b>(2,646,072)</b>	<b>(2,985,503)</b>	<b>(339,431)</b>	<b>11.37</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	874,340	1,997,020	711,255	(1,285,765)	(180.77)
<b>Total Capital Revenue</b>	<b>874,340</b>	<b>1,997,020</b>	<b>711,255</b>	<b>(1,285,765)</b>	<b>(180.77)</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(2,513,158)</b>	<b>(649,053)</b>	<b>(2,274,248)</b>	<b>(1,625,196)</b>	<b>71.46</b>

Lockyer Valley Regional Council (Corporate and Community Services)  
Statement of Comprehensive Income  
For Period Ending May 2019

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	40,329,898	40,106,606	40,330,098	223,492	0.55
Discount	(1,632,000)	(1,691,289)	(1,632,000)	59,289	(3.63)
Charges and Fees	2,271,400	2,064,277	2,100,783	36,507	1.74
Interest	1,548,200	1,466,403	1,360,017	(106,386)	(7.82)
Operating Grants and Subsidies	3,955,819	2,477,494	2,519,319	41,825	1.66
Operating Contributions and Donations	45,600	-	45,600	45,600	100.00
Revenue - Contract/Recoverable Works	150,000	4,126	112,500	108,374	96.33
Other Revenue	1,502,400	1,381,093	1,301,117	(79,976)	(6.15)
Profit from Investments	2,350,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>50,521,317</b>	<b>45,808,709</b>	<b>46,137,434</b>	<b>328,725</b>	<b>0.71</b>
<u>Operating Expenses:</u>					
Employee Costs	8,450,855	7,605,992	7,375,650	(230,343)	(3.12)
Goods and Services	10,502,702	8,543,384	8,986,947	443,563	4.94
Finance costs	924,100	754,421	709,825	(44,596)	(6.28)
Depreciation	11,443,000	10,102,004	10,489,417	387,413	3.69
<b>Total Operating Expenses</b>	<b>31,320,657</b>	<b>27,005,801</b>	<b>27,561,838</b>	<b>556,037</b>	<b>2.02</b>
<b>Operating Surplus/(Deficit)</b>	<b>19,200,660</b>	<b>18,802,908</b>	<b>18,575,596</b>	<b>(227,312)</b>	<b>(1.22)</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	884,341	378,405	884,341	505,936	57.21
Profit (Loss) on Disposal of Non Current Assets	-	(44,121)	-	44,121	0.00
Capital Expenses	-	113,990	-	(113,990)	0.00
<b>Total Capital Revenue</b>	<b>884,341</b>	<b>448,273</b>	<b>884,341</b>	<b>436,068</b>	<b>49.31</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>20,085,001</b>	<b>19,251,181</b>	<b>19,459,937</b>	<b>208,756</b>	<b>1.07</b>

Lockyer Valley Regional Council (Infrastructure, Works and Services)  
Statement of Comprehensive Income  
For Period Ending May 2019

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	911,605	912,000	911,605	(395)	(0.04)
Charges and Fees	21,000	47,787	19,250	(28,537)	(148.24)
Interest	-	29	-	(29)	0.00
Operating Grants and Subsidies	1,481,115	931,456	941,115	9,659	1.03
Revenue - Contract/Recoverable Works	1,031,465	866,940	931,388	64,447	6.92
Other Revenue	232,600	275,601	213,950	(61,651)	(28.82)
<b>Total Operating Revenue</b>	<b>3,677,785</b>	<b>3,033,813</b>	<b>3,017,308</b>	<b>(16,505)</b>	<b>(0.55)</b>
<u>Operating Expenses:</u>					
Employee Costs	6,758,735	6,580,709	6,221,271	(359,438)	(5.78)
Goods and Services	2,338,235	2,098,274	2,220,895	122,620	5.52
Finance costs	395,000	301,857	296,250	(5,607)	(1.89)
Depreciation	1,143,000	1,046,331	1,047,750	1,419	0.14
<b>Total Operating Expenses</b>	<b>10,634,970</b>	<b>10,027,171</b>	<b>9,786,166</b>	<b>(241,005)</b>	<b>(2.46)</b>
<b>Operating Surplus/(Deficit)</b>	<b>(6,957,185)</b>	<b>(6,993,358)</b>	<b>(6,768,858)</b>	<b>224,500</b>	<b>(3.32)</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	3,201,319	2,187,730	2,542,641	354,912	13.96
Profit (Loss) on Disposal of Non Current Assets	-	(21,052)	-	21,052	0.00
Capital Expenses	233,000	(4,407,358)	-	4,407,358	0.00
<b>Total Capital Revenue</b>	<b>3,434,319</b>	<b>(2,240,681)</b>	<b>2,542,641</b>	<b>4,783,322</b>	<b>188.12</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(3,522,866)</b>	<b>(9,234,039)</b>	<b>(4,226,217)</b>	<b>5,007,823</b>	<b>(118.49)</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 May, 2019**

	2018-2019 Full Year Budget	2018-2019 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	16,880,000	11,993,429
Cash investments	-	10,700,000
Trade and other receivables	3,530,000	6,308,639
Inventories	2,860,000	387,189
Non-current assets classified as held for sale	-	2,050,000
<b>Total Current Assets</b>	<b>23,260,000</b>	<b>31,439,258</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,740,000	14,745,256
Equity investments	31,780,000	29,491,422
Investment properties	1,850,000	1,850,000
Property, plant and equipment	588,570,000	580,560,342
Intangible assets	6,550,000	4,945,692
<b>Total Non Current Assets</b>	<b>643,490,000</b>	<b>631,592,713</b>
<b>TOTAL ASSETS</b>	<b>666,750,000</b>	<b>663,031,971</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	3,950,000	3,815,141
Provisions	5,130,000	4,936,911
Borrowings	1,540,000	362,662
<b>Total Current Liabilities</b>	<b>10,620,000</b>	<b>9,114,714</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	28,980,000	28,970,605
Borrowings	23,310,000	24,939,884
<b>Total Non Current Liabilities</b>	<b>52,290,000</b>	<b>53,910,489</b>
<b>TOTAL LIABILITIES</b>	<b>62,910,000</b>	<b>63,025,203</b>
<b>NET COMMUNITY ASSETS</b>	<b>603,840,000</b>	<b>600,006,768</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	388,550,000	380,109,525
Asset revaluation surplus	213,040,000	213,218,187
Reserves	-	3,237,085
Current Surplus/(Deficit)	2,250,000	3,441,971
<b>TOTAL COMMUNITY EQUITY</b>	<b>603,840,000</b>	<b>600,006,768</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31 May, 2019**

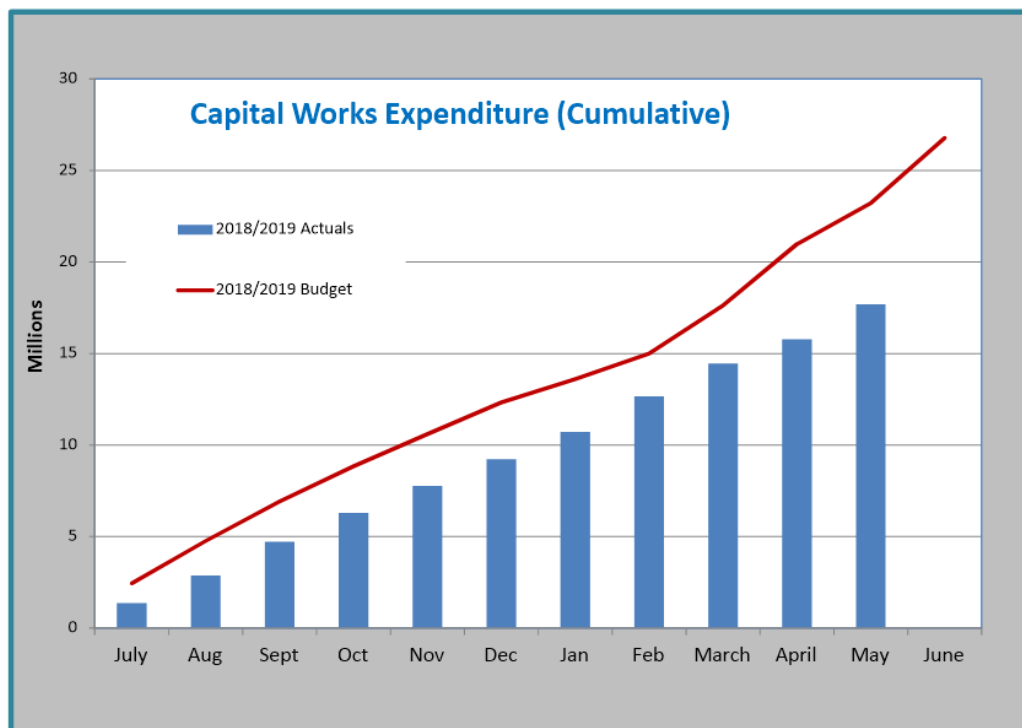
	2018-2019 Full Year Budget	2018-2019 YTD Actuals
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	57,240,000	52,182,877
Interest received	1,550,000	1,468,322
<b><u>Payments</u></b>		
Payments to suppliers and employees	(45,410,000)	(40,581,113)
Interest expense	(1,220,000)	(953,514)
<b>Net cash inflow (outflow) from operating activities</b>	<b>12,170,000</b>	<b>12,116,571</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	4,770,000	2,798,635
Payments for property, plant and equipment	(26,610,000)	(17,174,070)
Net transfer (to) from cash investments	840,000	-
Proceeds from sale of property plant and equipment	1,240,000	35,849
<b>Net cash inflow (outflow) from investing activities</b>	<b>(19,760,000)</b>	<b>(14,339,587)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(1,480,000)	(1,026,956)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(1,480,000)</b>	<b>(1,026,956)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(9,060,000)</b>	<b>(3,249,971)</b>
Cash and cash equivalents at beginning of the financial year	25,940,000	25,943,401
<b>Cash and cash equivalents at end of the financial year</b>	<b>16,880,000</b>	<b>22,693,429</b>



## LOCKYER VALLEY REGIONAL COUNCIL

### CAPITAL WORKS BY GROUP

Row Labels	Values		
	2018/2019 Budget	2018/2019 Actuals	Sum of PercentSpent
Corporate & Community Services	6,725,527	3,623,002	53.87%
Executive Office	470,000	115,830	24.64%
Infrastructure Works & Services	17,731,221	12,877,848	72.63%
Organisational Development & Planning	1,857,000	1,074,108	57.84%
<b>Grand Total</b>	<b>26,783,748</b>	<b>17,690,789</b>	<b>66.05%</b>



**LOCKYER VALLEY REGIONAL COUNCIL  
CAPITAL WORK SUMMARY  
May, 2019**

	2018-2019 Amended Budget	2018-2019 Expenditure	Committed	2018-2019 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Corporate &amp; Community Services</b>					
Disaster Management	176,000	85,484	13,497	98,981	77,019
Facilities	3,040,021	1,890,816	977,382	2,868,198	171,823
Information Management	125,000	67,955	0	67,955	57,045
Information Technology	1,780,000	554,210	235,099	789,309	990,691
Public Order & Safety	66,980	65,741	23,595	89,335	-22,355
SES	44,000	35,073	3,092	38,165	5,835
Transfer Stations	1,259,026	743,854	385,569	1,129,422	129,604
Gatton Child Care Centre	65,000	46,046	28,096	74,143	-9,143
Waste Collection	10,000	0	0	0	10,000
Kensington Grove Community Childcare	25,000	351	0	351	24,649
Health and Regulatory Services	134,500	133,472	0	133,472	1,028
<b>Corporate &amp; Community Services Total</b>	<b>6,725,527</b>	<b>3,623,002</b>	<b>1,666,330</b>	<b>5,289,332</b>	<b>1,436,196</b>
<b>Executive Office</b>					
Regional Development Management	75,000	59,018	11,356	70,375	4,625
Staging Post Café	20,000	0	18,175	18,175	1,825
Tourism Initiatives	40,000	-7,326	0	-7,326	47,326
Legal Services	335,000	64,138	800	64,938	270,062
<b>Executive Office Total</b>	<b>470,000</b>	<b>115,830</b>	<b>30,331</b>	<b>146,161</b>	<b>323,839</b>
<b>Infrastructure Works &amp; Services</b>					
Capital Program Delivery	11,694,912	8,343,909	871,596	9,215,504	2,479,408
Depot	80,000	76,914	623	77,537	2,463
Fleet	3,328,000	2,868,351	447,998	3,316,348	11,652
Parks & Open Spaces	950,959	498,241	387,797	886,038	64,921
Cemetery	367,350	165,470	74,540	240,009	127,341
NDRRA Program - Infrastructure Recovery	1,310,000	924,964	88,972	1,013,936	296,064
<b>Infrastructure Works &amp; Services Total</b>	<b>17,731,221</b>	<b>12,877,848</b>	<b>1,871,525</b>	<b>14,749,373</b>	<b>2,981,848</b>
<b>Organisational Development &amp; Planning</b>					
Planning Scheme	1,170,000	947,333	311,414	1,258,747	-88,747
Environmental Planning	25,000	0	0	0	25,000
Sport Recreation and Community Grants	592,000	71,782	494,946	566,727	25,273
Pest Management	70,000	54,994	0	54,994	15,006
<b>Organisational Development &amp; Planning Total</b>	<b>1,857,000</b>	<b>1,074,108</b>	<b>806,360</b>	<b>1,880,469</b>	<b>-23,469</b>
<b>Grand Total</b>	<b>26,783,748</b>	<b>17,690,789</b>	<b>4,374,546</b>	<b>22,065,335</b>	<b>4,718,413</b>

LOCKYER VALLEY REGIONAL COUNCIL  
CAPITAL WORKS DETAIL  
May, 2019

Row Labels	Amounts				
	2018-2019 Budget	2018-2019 Expenditure	Committed	2018-2019 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Corporate &amp; Community Services</b>					
<b>Disaster Management</b>					
Alert Forecaster Gauge Mulgowie	40,000	0	0	0	40,000
Flood Camera System Upgrade	70,000	61,314	0	61,314	8,686
Flood Intelligence System	10,000	15,000	0	15,000	-5,000
Flood Mapping and Modelling L'yer Catchm	22,000	6,437	11,787	18,224	3,776
Flooded Road Hot Spot Sensors	30,000	733	0	733	29,267
Waterride Flood Intelligence	4,000	2,000	1,710	3,710	290
<b>Disaster Management Total</b>	<b>176,000</b>	<b>85,484</b>	<b>13,497</b>	<b>98,981</b>	<b>77,019</b>
<b>Facilities</b>					
Admin Building Fire Detection/Counter	31,000	32,410	0	32,410	-1,410
Blenheim Public Toilets Structural Wall	25,000	10,949	0	10,949	14,051
Buildings & Facilities Asset Replacement	14,542	0	0	0	14,542
Cahill Park Lighting - Netball Courts	0	2,584	0	2,584	-2,584
Cochrane Street Units Drainage issues	24,994	24,994	0	24,994	-0
Construction of New Fence 75 Philips Rd	0	76,936	17,300	94,236	-94,236
Das Neumann Haus Kitchen upgrade	2,420	2,418	0	2,418	2
Donga 6 Facilities Staff Relocation	87,486	88,794	982	89,776	-2,290
Gatton Cemetery Outdoor Chapel	163,755	48,977	124,166	173,143	-9,388
Gatton Depot Meeting Room	80,000	2,371	0	2,371	77,629
Gatton Depot W'Shop Building Alterations	155,000	118,381	38,884	157,265	-2,265
Gatton Shire Hall Masterplan Works	100,000	11,764	79,855	91,619	8,381
Gatton Show Grounds Internal Roadworks	95,219	95,204	0	95,204	15
Gatton Showgrounds	25,000	19,929	4,546	24,475	525
Gatton Showgrounds Energy Reduction	510,000	55,820	408,811	464,630	45,370
Gatton Showgrounds Separate Metering	84,055	9,294	75,287	84,581	-526
Gatton Showgrounds Yellow Toilets Replac	31,661	31,661	0	31,661	0
Gatton Squash Courts Refurbishment	44,231	41,945	2,750	44,695	-464
GSH Refurbishment PWD Amenities	270,000	58,870	208,352	267,222	2,778
Gymnastics Shed Cooling Sys LVISC	60,451	60,451	0	60,451	0
Helidon Community Hall Solar Power Initi	40,000	3,800	0	3,800	36,200
Indoor Sports Ctr LED Light & Cooling	106,000	101,783	0	101,783	4,217
Jessie's Cottage Repairs & Painting	0	2,241	0	2,241	-2,241
Laidley Admin Building Refurbishment	0	406	217	623	-623
Laidley Pioneer Village Upgrades	50,000	17,759	0	17,759	32,241
Laidley Pool Construct Disabled Toilet	0	-600	0	-600	600
Laidley Pound Fencing Drainage & Repairs	13,000	13,011	0	13,011	-11
Laidley Swimming Pool refurbishment	57,514	57,514	0	57,514	-0
LCC Refurbish Ramp and Balustrading	30,000	9,348	4,000	13,348	16,652
LCC Install air handling system	100,000	78,366	0	78,366	21,634
LCC Refurb Drought Comm Programme Fund	53,500	52,015	0	52,015	1,485
LCC Replace Curtains & PA System	21,750	21,750	0	21,750	0
Lions Park Laidley Replace Toilet Block	69,220	63,042	6,178	69,220	0
LRR Changeroom Refurbishment	69,640	69,340	300	69,640	-0
LV Cultural Centre Tile Replacement	42,900	42,748	142	42,891	9
LVEC Structural Remediation & Other Work	50,000	49,720	0	49,720	280
LVSA Roof Repairs, Water Proof G'Stand	25,000	10,681	0	10,681	14,319
Multiple Venues Solar Initiatives	11,509	11,509	0	11,509	0
Murphys Creek Community Centre Upgrades	14,943	14,943	0	14,943	0
Office Accommodation Review	10,000	0	0	0	10,000
Replace Ageing Furniture at Prem Halls	0	-113	0	-113	113
Shire Hall Basement Exit/Fire Detection	1,257	975	282	1,257	-0
Sight Screen Ropehill Comm Centre	0	17,334	0	17,334	-17,334
Static Safety Lines Various Facilities	30,000	16,302	0	16,302	13,698
Vets Support Laidley Disabled Carpark	30,000	25,046	4,429	29,475	525
Withcott Sport Centre Sewerage	30,548	30,548	0	30,548	0
Withcott Toilet Block& Sewer Plant	211,621	213,761	0	213,761	-2,140
Workshop & Store Electrical Switchboard	149,705	156,662	900	157,562	-7,857
<b>Facilities Total</b>	<b>3,040,021</b>	<b>1,890,816</b>	<b>977,382</b>	<b>2,868,198</b>	<b>171,823</b>
<b>Information Management</b>					
Records Relocation and Sentencing	125,000	67,955	0	67,955	57,045
<b>Information Management Total</b>	<b>125,000</b>	<b>67,955</b>	<b>0</b>	<b>67,955</b>	<b>57,045</b>
<b>Information Technology</b>					
Council Chambers Audio Visual System	1,000	0	0	0	1,000
Cyber Security	100,000	5,639	0	5,639	94,361
Data Centre Upgrades	53,000	14,250	0	14,250	38,750
Flood Information / Advice Portal	0	6,654	0	6,654	-6,654

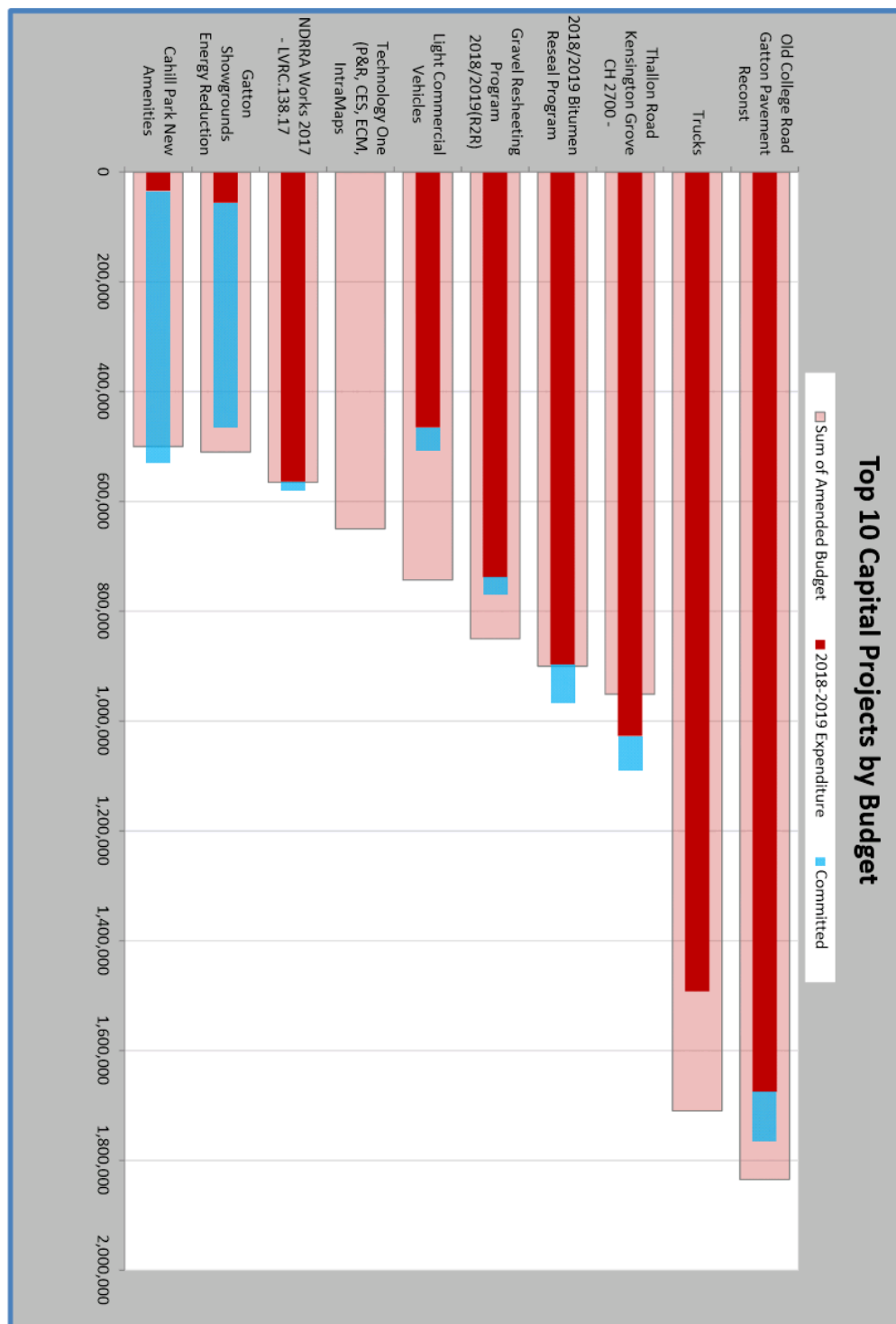
Row Labels	Amounts				
	2018-2019 Budget	2018-2019 Expenditure	Committed	2018-2019 Expenditure (including Committed)	Remaining Budget (including Committed)
GIS Enhancement	102,000	37,441	20,945	58,385	43,615
Implement BCP Functionality	50,000	0	0	0	50,000
Implementation of Live Pro System	9,000	0	1,526	1,526	7,474
LVCC Audio Visual	30,000	0	0	0	30,000
LVCC Point of Sale	20,000	15,441	40,812	56,253	-36,253
Network Cabinets & Cabling	20,000	0	0	0	20,000
Network Perimeter Security (Firewalls)	75,000	0	0	0	75,000
Network Security	14,000	984	51,006	51,990	-37,990
Network Upgrades & Replacements	0	2,447	0	2,447	-2,447
Printers/Scanners Renewal	60,000	0	0	0	60,000
Skype for Business	25,000	10,001	0	10,001	14,999
Switches Renewal	63,000	0	0	0	63,000
Technology One (P&R, CES, ECM, IntraMaps)	650,000	0	0	0	650,000
Technology One 'ECM Upgrade'	9,000	8,200	0	8,200	800
Technology One 'One Council' Project	250,000	330,600	120,811	451,410	-201,410
Upgrade MS Office	95,000	47,228	0	47,228	47,772
Upgrade Technology One P&R System to CiA	0	4,990	0	4,990	-4,990
Upgrade Windows Desktop Operating System	0	2,636	0	2,636	-2,636
UPS Renewal	25,000	0	0	0	25,000
Website Upgrade	50,000	0	0	0	50,000
Wireless Access Points	25,000	0	0	0	25,000
Wireless Network Secured	4,000	3,229	0	3,229	771
<b>Information Technology Total</b>	<b>1,780,000</b>	<b>554,210</b>	<b>235,099</b>	<b>789,309</b>	<b>990,691</b>
<b>Public Order &amp; Safety</b>					
Das Neumann Haus CCTV	4,980	4,527	0	4,527	453
Gatton CCTV Project	23,000	22,539	10,032	32,571	-9,571
Laidley CCTV Project	10,000	11,106	13,563	24,669	-14,669
Mobile Body CCTV Cameras for Staff	29,000	27,004	0	27,004	1,996
Renewal of CCTV Equipment in Laidley	0	564	0	564	-564
<b>Public Order &amp; Safety Total</b>	<b>66,980</b>	<b>65,741</b>	<b>23,595</b>	<b>89,335</b>	<b>-22,355</b>
<b>SES</b>					
Gatton SES Driveway Improvement	10,000	8,939	0	8,939	1,061
Laidley SES Floor Coverings	14,000	13,273	0	13,273	727
SES Buildings Roller Door Auto Mechanism	10,000	8,332	0	8,332	1,668
SES Buildings Roof Ventilation	10,000	4,530	3,092	7,622	2,378
<b>SES Total</b>	<b>44,000</b>	<b>35,073</b>	<b>3,092</b>	<b>38,165</b>	<b>5,835</b>
Bitumen Sealing at Transfer Stations	10,000	42,810	0	42,810	-32,810
Driveway Entrance Repairs to Lock Waters	2,000	1,083	684	1,767	233
Gatton and Laidley Sites Landscaping	20,000	10,647	0	10,647	9,353
Gatton and Laidley Telemetry	59,000	62,784	0	62,784	-3,784
Gatton Landfill EHP Compliance	185,000	173,497	17,549	191,046	-6,046
Gatton Waste Facility Security & Softwar	144,537	61,126	35,699	96,825	47,712
Gatton Weighbridge Platform/Ramp	25,000	32,337	0	32,337	-7,337
Laidley Landfill Capping Works	7,000	0	6,177	6,177	823
Ldley Facility WBridge, Fencing & Securi	426,489	78,812	261,384	340,196	86,293
Oil buildings Upgrade and Maintenance	20,000	0	22,137	22,137	-2,137
Pest (weeds & fireants) washdown provisi	20,000	0	24,703	24,703	-4,703
Transfer Stations Landscaping	20,000	0	0	0	20,000
Waste Disposal Sites Survey and Fencing	35,000	28,736	17,235	45,971	-10,971
Waste management Signage Review	10,000	4,759	0	4,759	5,241
Water Pump & Reticulation System Gatton	100,000	84,107	0	84,107	15,893
<b>Transfer Stations Total</b>	<b>1,259,026</b>	<b>743,854</b>	<b>385,569</b>	<b>1,129,422</b>	<b>129,604</b>
<b>Gatton Child Care Centre</b>					
GCCC Landscaping	10,000	0	0	0	10,000
GCCC Signage, Gazebo, L'Scaping & Tanks	45,000	41,538	28,096	69,635	-24,635
GCCC Update Children's Equipment	5,000	4,508	0	4,508	492
Replace External glass doors, Screens	5,000	0	0	0	5,000
<b>Gatton Child Care Centre Total</b>	<b>65,000</b>	<b>46,046</b>	<b>28,096</b>	<b>74,143</b>	<b>-9,143</b>
<b>Waste Collection</b>					
Laidley Levy/Garbage Truck Turnarounds	10,000	0	0	0	10,000
<b>Waste Collection Total</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
<b>Kensington Grove Community Childcare</b>					
KGCC Refurbish,Paint Interior & Exterior	15,000	0	0	0	15,000
KGCC Signage and Refurbishment	5,000	351	0	351	4,649
KGCC Update Furniture & Outdoor Equipmen	5,000	0	0	0	5,000
<b>Kensington Grove Community Childcare Total</b>	<b>25,000</b>	<b>351</b>	<b>0</b>	<b>351</b>	<b>24,649</b>
<b>Health and Regulatory Services</b>					
Dog Off Leash Areas, LRR & Gatton	72,000	73,840	0	73,840	-1,840
LVRC Animal Management Facility	30,000	31,652	0	31,652	-1,652
Security fencing for dog runs	7,500	6,673	0	6,673	827
Shade Shelters for Cattle Yards	10,000	13,515	0	13,515	-3,515
Upgrade Gate	15,000	7,792	0	7,792	7,208
<b>Health and Regulatory Services Total</b>	<b>134,500</b>	<b>133,472</b>	<b>0</b>	<b>133,472</b>	<b>1,028</b>
<b>Corporate &amp; Community Services Total</b>	<b>6,725,527</b>	<b>3,623,002</b>	<b>1,666,330</b>	<b>5,289,332</b>	<b>1,436,196</b>

Row Labels	Amounts				
	2018-2019 Budget	2018-2019 Expenditure	Committed	2018-2019 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Executive Office</b>					
<b>Regional Development Management</b>					
Entry Statements	40,000	10,290	0	10,290	29,710
GWIZ	0	57,485	11,356	68,841	-68,841
Lakeview Accommodation Precinct	0	3,564	0	3,564	-3,564
Lockyer Legends	20,000	18,921	0	18,921	1,079
Pre-sale Activities Grantham West	10,000	-33,842	0	-33,842	43,842
Upgrade to Water Infrastructure Hawck St	5,000	2,600	0	2,600	2,400
<b>Regional Development Management Total</b>	<b>75,000</b>	<b>59,018</b>	<b>11,356</b>	<b>70,375</b>	<b>4,625</b>
<b>Staging Post Café</b>					
Roadside Signage for whole of complex	20,000	0	18,175	18,175	1,825
<b>Staging Post Café Total</b>	<b>20,000</b>	<b>0</b>	<b>18,175</b>	<b>18,175</b>	<b>1,825</b>
<b>Tourism Initiatives</b>					
Entrance Statement Plainland	0	-7,326	0	-7,326	7,326
Event Promotion Stands and Props	40,000	0	0	0	40,000
<b>Tourism Initiatives Total</b>	<b>40,000</b>	<b>-7,326</b>	<b>0</b>	<b>-7,326</b>	<b>47,326</b>
<b>Legal Services</b>					
Legal Costs & Compensation Placid Hills	162,000	23,500	0	23,500	138,500
Property Management & Disposal Strategy	148,000	40,638	800	41,438	106,562
Restoration of access L202 CP817791	25,000	0	0	0	25,000
<b>Legal Services Total</b>	<b>335,000</b>	<b>64,138</b>	<b>800</b>	<b>64,938</b>	<b>270,062</b>
<b>Executive Office Total</b>	<b>470,000</b>	<b>115,830</b>	<b>30,331</b>	<b>146,161</b>	<b>323,839</b>
<b>Infrastructure Works &amp; Services</b>					
<b>Capital Program Delivery</b>					
2018/2019 Bitumen Reseal Program	900,000	897,012	69,655	966,667	-66,667
2018/2019 Black Spot Projects	150,000	0	0	0	150,000
2018/2019 Kerb & Channel Rehabilitation	129,774	53,345	0	53,345	76,429
Airforce Road, Helidon Wheel Path Failur	45,000	39,047	560	39,607	5,393
Back Flagstone Road, Iredale	280,000	283,946	0	283,946	-3,946
Blanchview Road Signage, Blanchview	20,000	16,023	0	16,023	3,977
Blanchview Road/O'Neils Road, Withcott	82,000	2,818	385	3,203	78,797
Bridge Minor Remedial Works	90,000	80,553	30,580	111,133	-21,133
Cooper Street Laidley	80,000	0	0	0	80,000
Crowley Road, Crowley Vale	40,000	70,508	1,803	72,311	-32,311
Culvert Renewals - Various	490,000	397,094	41,999	439,093	50,907
Cycle Network Gatton	342,000	7,629	0	7,629	334,371
Depot Traffic Management	20,000	19,411	141	19,552	448
Dolleys Road Blanchview	27,500	4,868	0	4,868	22,632
Dolleys Road Upgrade	240,000	12,250	5,540	17,790	222,210
Drainage Works White Gums Road, H'Vale	80,000	0	0	0	80,000
Drainage Works Tew Ct and Rogers Drive	50,000	12,371	770	13,141	36,859
Edward Street Laidley CH 0 - 270	90,000	36,236	11,604	47,839	42,161
Fairway Drive Kensington Grove Footpaths	141,390	5,849	0	5,849	135,541
Feldhahn St Gatton Pavement Reconstruct	51,000	38,330	0	38,330	12,670
Flagstone Creek Road Flagstone	58,000	57,983	0	57,983	17
Flagstone Creek State School	6,000	1,252	0	1,252	4,748
Forestry Road Bridge	130,000	3,317	0	3,317	126,683
Gatton Long Distance Coach Project	42,256	72	0	72	42,184
Gaul Street Gatton CH 0 - 300	60,000	42,113	0	42,113	17,887
Gehrke Hill Road, Summerholm CH 100 - 10	350,000	190,591	62,795	253,387	96,613
Golf Links Drive Gatton Signs and lines	17,500	0	0	0	17,500
Gravel Resheeting Program 2018/2019(R2R)	850,000	737,859	31,668	769,527	80,473
Hannant Road Kensington Grove	100,000	95,001	0	95,001	4,999
Hickey Street Gatton	38,000	7,744	0	7,744	30,256
Jordan Street, Gatton CH 0 - 150	270,000	302,318	74,034	376,353	-106,353
Laidley State High School Laidley	100,000	139,776	873	140,649	-40,649
Lake Clarendon Way (TIDS)	330,000	2,695	0	2,695	327,305
Lake Clarendon Way CH 0 - 1500	443,000	462,470	0	462,470	-19,470
Liftins Bridge-Black Spot Project 17/18	35,000	31,691	0	31,691	3,309
Lockyer Valley District School, Gatton	100,000	0	0	0	100,000
Meadows Road Withcott	0	-4,450	0	-4,450	4,450
Old College Road Gatton Pavement Reconstr	1,835,000	1,674,981	91,154	1,766,135	68,865
Princess Street Road Pavement Gatton	250,000	346,448	1,275	347,723	-97,723
Railway crossings safety improvements	30,000	6,539	0	6,539	23,461
Railway Street Gatton town lighting	153,000	11,973	0	11,973	141,027
Road Closure Signs	40,000	6,707	0	6,707	33,293
Robinsons Road, Laidley	150,000	3,741	820	4,561	145,439
Rockmount Rd/Sawpit Gully Rd/Stockyard	18,500	12,732	0	12,732	5,768
Rockmount Road/Walkers Road, Rockmount	67,500	95,703	5,524	101,227	-33,727
Seventeen Mile Rd (Ch. 0.0-0.9)	27,000	27,015	0	27,015	-15
Signs and Lines Projects	94,000	47,163	1,831	48,994	45,006
Spencer/William Street Gatton	30,000	27,780	1,009	28,789	1,211

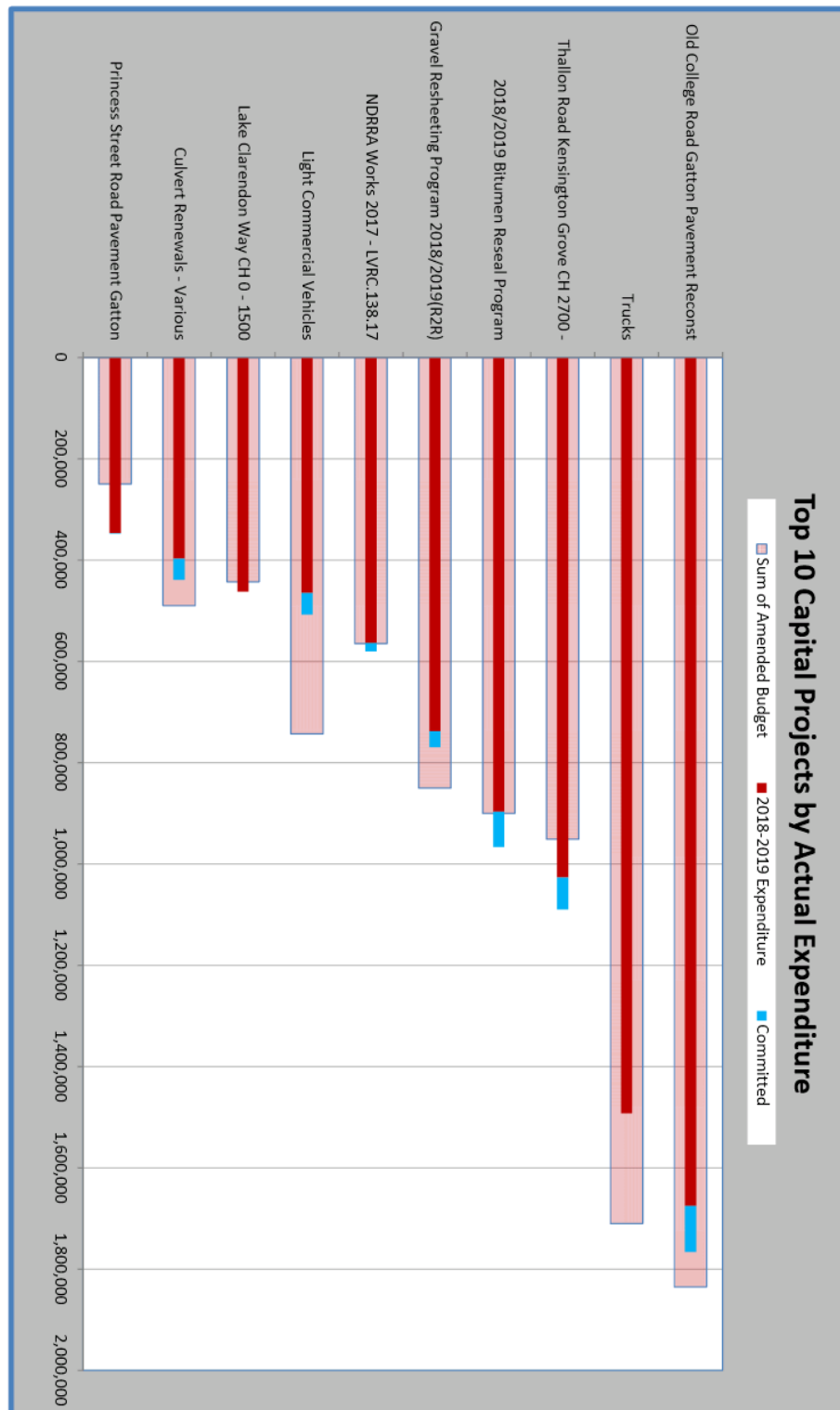


Row Labels	Amounts		Committed	2018-2019 Expenditure (including Committed)	Remaining Budget (including Committed)
	2018-2019 Budget	2018-2019 Expenditure			
Stevens Road Upgrade & Bitumen Seal	150,000	140,693	27,977	168,670	-18,670
Stormwater Improvements Gatton	100,000	2,360	24,918	27,278	72,722
Stormwater Outlet Protection	40,000	12,864	0	12,864	27,136
Summerholm Road Summerholm	100,000	116,804	2,449	119,253	-19,253
Thallon Road Kensington Grove CH 2700 -	950,892	1,026,893	62,733	1,089,627	-138,735
Urban stormwater drain inlet protection	40,000	0	0	0	40,000
Vehicle Activated Signs Road Safety PJ	25,000	25,664	0	25,664	-664
Wandin Road Withcott - CH 170 -300	5,000	-36	0	-36	5,036
William St Footpaths Gatton	20,000	14,537	2,797	17,334	2,666
William Street and Lake Apex Drive PCNP	0	-3,989	0	-3,989	3,989
William Street/Smith Street, Gatton	20,000	31,755	7,365	39,120	-19,120
Woodlands Rd/ Pitt Rd/Forest Hill Blenhe	35,000	21,648	0	21,648	13,352
Woodlands Road Woodlands	58,200	6,758	0	6,758	51,442
<b>Capital Program Delivery Total</b>	<b>11,694,912</b>	<b>8,343,909</b>	<b>871,596</b>	<b>9,215,504</b>	<b>2,479,408</b>
<b>Depot</b>					
Gatton Depot Quarry Bays	70,000	76,914	623	77,537	-7,537
Loose Tools & Equipment	10,000	0	0	0	10,000
<b>Depot Total</b>	<b>80,000</b>	<b>76,914</b>	<b>623</b>	<b>77,537</b>	<b>2,463</b>
<b>Fleet</b>					
Crane Mechanism in Workshop	35,000	35,270	0	35,270	-270
Earthmoving	230,000	340,117	405,371	745,488	-515,488
Light Commercial Vehicles	743,000	464,866	42,627	507,493	235,507
Mowers	199,000	311,428	0	311,428	-112,428
Passenger Vehicles	386,000	224,403	0	224,403	161,597
Trailers	25,000	0	0	0	25,000
Trucks	1,710,000	1,492,266	0	1,492,266	217,734
<b>Fleet Total</b>	<b>3,328,000</b>	<b>2,868,351</b>	<b>447,998</b>	<b>3,316,348</b>	<b>11,652</b>
<b>Parks &amp; Open Spaces</b>					
Centenary Park Lighting	83,000	1,180	107,954	109,134	-26,134
Das Neumann Haus Museum Park Sprinklers	12,100	1,356	14,545	15,902	-3,802
Dawson Phipps Carpark	32,000	13,123	1,651	14,774	17,226
Dismantling Playground Equipment	5,000	0	0	0	5,000
Forest Hill PI Refurbish Shade Shelter	8,000	7,114	0	7,114	886
Forest Hill Recreation Reserve Refurbish	10,000	4,130	0	4,130	5,870
Fred Gillam Park Play Equipment	3,000	2,749	0	2,749	251
Gatton CBD Streetscape - Lighting	0	0	94,773	94,773	-94,773
Gatton Revitalisation Various	42,500	0	0	0	42,500
Hatton Vale Park Concept and Design	60,000	16,358	22,205	38,563	21,437
Jean Biggs Park Withcott	13,500	13,255	0	13,255	245
Jean Biggs Park, Sprinkler System	29,700	2,882	26,818	29,700	0
Koffal Park Improvements Drought Grant	55,000	8,952	39,173	48,125	6,875
Laidley CC Bichel Oval Earth Drain Const	10,000	9,485	0	9,485	515
Laidley Rec Res Renewal PA001460	0	708	0	708	-708
Laidley Rec Res Renewal of PA001454	0	73	0	73	-73
Lake Apex fingerboard signage	8,800	8	0	8	8,792
Lake Apex Pk Irrigation & Landscaping	5,000	3,606	0	3,606	1,394
Lake Apex Shelter Gatton	19,800	0	10,866	10,866	8,934
Lake Apex Skate Bowl Carpark	15,000	10,778	0	10,778	4,222
Lake Apex Skate Park Access Crossing	13,000	0	26,544	26,544	-13,544
Lake Apex Storage Shed	4,950	4,221	0	4,221	729
Lake Apex Tree Planting	4,400	0	500	500	3,900
Lake Apex Upgrade of Steps	34,050	36,878	449	37,326	-3,276
Lions Park Irrigation Renewal Laidley	21,500	6,959	0	6,959	14,541
Lions Park Laidley Install bollards	62,390	59,815	0	59,815	2,575
Lions Pk Laidley Refurb Timber Shelters	33,500	23,400	0	23,400	10,100
Lions Pk, Park, Grantham Refurb P/Ground	4,400	1,900	0	1,900	2,500
LRR Bollard Replacement	44,000	44,404	0	44,404	-404
M/Creek Cricket Gnd Renewal of Seating	12,500	10,646	0	10,646	1,854
McGovern Park Shelter Replacement	15,400	11,700	0	11,700	3,700
Murphys Creek Cricket Ground fence	40,000	40,681	0	40,681	-681
Murphys Creek Grounds Playground Edging	4,400	2,915	0	2,915	1,485
Parks and Gardens Deficiencies Review	33,000	22,532	9,600	32,132	868
Plainland roundabout landscaping upgrade	50,000	0	0	0	50,000
Ropehill Comm Ctre Replace Damaged Asset	55,000	54,503	0	54,503	497
Rotary Park BBQ Shelter	5,400	5,223	0	5,223	177
Rotary Park BBQ, Gatton	7,169	7,061	0	7,061	108
Rotary Park, Gatton Shelter Replacement	17,500	11,700	0	11,700	5,800
Springbrook Park Sprinkler System	50,000	47,733	32,337	80,071	-30,071
William Kemp Park BBQ Shelter	4,000	3,072	0	3,072	928
Zabel Road Lockrose Dip Site Rehabilitat	22,000	7,141	383	7,524	14,476
<b>Parks &amp; Open Spaces Total</b>	<b>950,959</b>	<b>498,241</b>	<b>387,797</b>	<b>886,038</b>	<b>64,921</b>
<b>Cemetery</b>					
Cemeteries Service Management Plan	0	103	0	103	-103
Gatton Cemetery Expansion Works	275,000	81,105	57,780	138,886	136,114
Gatton Cemetery Seating	5,100	5,091	0	5,091	9
Laidley Cemetery Garden & Fence Removal	5,000	4,233	0	4,233	768
Laidley Columbarium	82,250	74,227	16,759	90,986	-8,736

Row Labels	Amounts				
	2018-2019 Budget	2018-2019 Expenditure	Committed	2018-2019 Expenditure (including Committed)	Remaining Budget (including Committed)
Master Plan for all LVRC Cemeteries	0	711	0	711	-711
<b>Cemetery Total</b>	<b>367,350</b>	<b>165,470</b>	<b>74,540</b>	<b>240,009</b>	<b>127,341</b>
<b>NDRRA Program - Infrastructure Recovery</b>					
NDRRA Program Management 2017 FloodEvent	135,000	28,695	69,579	98,273	36,727
NDRRA Works 2017 - LVRC. 138.17	565,000	563,847	16,367	580,214	-15,214
NDRRA Works 2017 - LVRC. 139.17	172,000	84,527	0	84,527	87,473
NDRRA Works 2017 - LVRC. 141.17	124,000	65,265	0	65,265	58,735
NDRRA Works 2017 - LVRC. 143.18	153,000	62,923	3,027	65,950	87,050
NDRRA Works 2017- LVRC. 142.17	161,000	119,707	0	119,707	41,293
<b>NDRRA Program - Infrastructure Recovery Total</b>	<b>1,310,000</b>	<b>924,964</b>	<b>88,972</b>	<b>1,013,936</b>	<b>296,064</b>
<b>Infrastructure Works &amp; Services Total</b>	<b>17,731,221</b>	<b>12,877,848</b>	<b>1,871,525</b>	<b>14,749,373</b>	<b>2,981,848</b>
<b>Organisational Development &amp; Planning</b>					
<b>Planning Scheme</b>					
Cooper St Mitigation	50,000	12,862	7,728	20,590	29,410
Engineering (not inc in expert report)	60,000	0	0	0	60,000
Flood investigations	45,000	11,213	25,078	36,290	8,710
Flood Modelling DM & Planning LTPS	45,000	28,631	144,330	172,961	-127,961
Flood Modelling DM & Planning Thornton	120,000	0	25,000	25,000	95,000
LGIP Prepare Infrastructure Plan	95,000	200,161	5,952	206,113	-111,113
Master Planning Future Urban Gatton	45,000	0	0	0	45,000
NDRP Lockyer Creek hydrology project (2	75,000	0	0	0	75,000
O'Neil's Road Withcott	0	146,601	10,510	157,111	-157,111
Plainland Stucture Planning	50,000	0	0	0	50,000
Planning Scheme Revision LVRC	470,000	539,115	82,977	622,092	-152,092
Scheme Feedback/BRFS Phase 4 Local Risk	115,000	8,750	9,840	18,590	96,410
<b>Planning Scheme Total</b>	<b>1,170,000</b>	<b>947,333</b>	<b>311,414</b>	<b>1,258,747</b>	<b>-88,747</b>
<b>Environmental Planning</b>					
Lake Apex Water Quality Improvements	25,000	0	0	0	25,000
<b>Environmental Planning Total</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>Sport Recreation and Community Grants</b>					
Cahill Park New Amenities	500,000	34,141	494,946	529,086	-29,086
Implementation Sport & Recreation Report	50,000	30,898	0	30,898	19,102
LRR Purchase of New Wide Area Mower	35,000	0	0	0	35,000
Master Plans R'Hill, Springbrook & AFL	7,000	6,743	0	6,743	257
<b>Sport Recreation and Community Grants Total</b>	<b>592,000</b>	<b>71,782</b>	<b>494,946</b>	<b>566,727</b>	<b>25,273</b>
<b>Pest Management</b>					
Spray Unit Collection Shed	70,000	53,515	0	53,515	16,485
Upgrade Animal Traps	0	1,479	0	1,479	-1,479
<b>Pest Management Total</b>	<b>70,000</b>	<b>54,994</b>	<b>0</b>	<b>54,994</b>	<b>15,006</b>
<b>Organisational Development &amp; Planning Total</b>	<b>1,857,000</b>	<b>1,074,108</b>	<b>806,360</b>	<b>1,880,469</b>	<b>-23,469</b>
<b>Grand Total</b>	<b>26,783,748</b>	<b>17,690,789</b>	<b>4,374,546</b>	<b>22,065,335</b>	<b>4,718,413</b>







---

**12.3 Gatton Squash Courts**

**Date:** 06 June 2019  
**Author:** Christopher Goddard, Senior Project Officer  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

---

**Summary:**

The purpose of this report is to enable Council to consider the options for and resolve the future use of the Gatton Squash Courts and associated building assets.

**Officer's Recommendation:**

**THAT Council approve the demolition of the northern building of the Gatton Squash Courts and return the building site to a grassed public use area and complete the structural remediation work to the southern building of the Gatton Squash for use as a Council storage facility.**

**And further;**

**THAT Council refer the project to a future budget review for funding in the 2019-20 financial year.**

**RESOLUTION**

**THAT Council approve the demolition of the northern and southern buildings located at L1SP284975 and return the building site to a grassed public use area.**

**Further;**

**THAT Council authorise the Chief Executive Officer to notify the Gatton Squash Club that Council is unable to resolve building issues particularly relating to asbestos, and therefore unable to enter into a lease for the building in accordance with the previous resolution of Council 16-20/0283.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 16-20/1381**

**CARRIED**

**6/1**

**Voting**

**For the Motion: Crs Holstein, Milligan, McLean, Wilson, Hagan and Vela.**

**Against the Motion: Cr Cook.**

**Report**

**1. Introduction**

Council has engaged Registered Professional Engineers of Queensland (RPEQ) to undertake a site inspection to provide an analysis and estimation of costs to refurbish the Gatton Squash Court Complex (the Complex) to achieve building compliance.

The following report describes the limits of works and design considerations from the visual site inspections and provides limited analysis of the building structure. In assessing the estimation of costs for the structural compliance works, a Queensland Building Construction Commission licenced building contractor was engaged by the engineers to determine a fair market rate for the identified options.

## **2. Background**

The old squash courts complex located in Spencer Street Gatton has been vacant for many years; there has been recent interest in re-occupying the premises by the squash playing community.

Part of the south building is leased to LJ Hooker Pty Ltd under a commercial lease and Council utilises the balance of this building for the storage of office furniture and unused materials. The upstairs unit of this building is currently unused. Changes to the use of the buildings have not received appropriate building approvals to date.

Limited operational and capital work has been undertaken to the buildings within the last few years with building conditions deteriorating. The squash courts need major structural rectification and asbestos removal works to be suitable for use on a commercial basis.

## **3. Report**

Two options are provided for Councils consideration in the following discussion. The first being to demolish the northern section and the second being to refurbish it for use as squash courts. On balance, it is recommended that the most viable and cost effective option is to demolish the northern section.

### **Option 'A' – Demolition**

This option involves demolition of the northern section of the Complex with the reinstatement of a grassed area to allow the site to remain accessible to the community while ensuring the site remains available for future development.

The option also involves structural rectification of the southern section of the Complex to ensure that structural adequacy is fit for purpose to maintain the building as a storage area only for Council purposes, with the retail tenant continuing to operate from their current location.

This work will include the following:

- Disconnection of services that are interconnected to the northern section
  - o payment of associated fees and charges
  - o disconnection and capping of all water and sewer connections
  - o disconnection of electrical services
- Demolition
  - o statutory approvals and permits
  - o removal of all asbestos sheeting
  - o separation of northern (back) building from the northern (front) building
  - o demolition of the northern (back) building
  - o demolition of the stormwater detention tank
  - o machinery and equipment to complete the works

- o scaffolding, scissor lift and safety fencing / signage
  - o refuse fees / waste tracking certificate
  - o independent clearance
- Building works to reinstate southern building
  - o reinstatement of block wall to lower and upper levels
  - o replacement of external wall sheeting
  - o installation of disability access and toilet facilities
  - o scaffold and safety fencing
- Electrical
  - o relocation of electrical switchboard to external wall of (front) building
- Carpark Hardstand (optional in lieu of grassed area)
  - o creation of a bitumen hardstand area for carparking, including stormwater drainage (approximate 660m2 in total area to match in with the existing carpark)
  - o carpark line-marking

Structural Rectification of the Southern (front) Building – *Kehoe Myers Engineer Opinion of Costs Feb 2019* include:

- o reinstatement of capacity of the removed sections of dividing block wall
- o sealing of building perimeter to prevent water ingress to footings
- o compressible sealant to cracked blockwork sections
- o allowing for replacement of 5% of footpath around perimeter

The indicative costs of this option excluding GST are outlined below.

Disconnection of Services	\$ 5,000
Demolition	\$115,750
Building works	\$ 20,000
Electrical	\$ 5,000
Carpark Hardstand and line-marking	\$ 65,700
Southern building structural rectification	<u>\$ 63,000</u>
Total Estimate	\$264,450

It should be noted that the above estimate excludes approvals for firefighting, disability access and toilet facilities.

### **Option B – Refurbishment**

This option involves building refurbishment works to reinstate the northern section of the Complex to allow the Gatton Squash Club to operate from this building.

All refurbishment works undertaken must achieve building compliance to issue a Certificate of Classification (C of C) for the re-occupation of the building.

Structural rectification of the southern section of the Complex to ensure structural adequacy to maintain this building as a 'fit for purpose' storage area only for Council purposes with the retail tenant to continue to operate from the building.

This work will include the following:

- Structural Engineer Design and Compliance Works - *Kehoe Myers Engineers Feb 2019*
  - o engineer design and professional fees
  - o installation of fly braces for the long span rafters
  - o Installation of additional two (2) steel columns for the long span rafters
  - o Installation of roof bracing in the gable ends of the building
  - o demolition of existing steel column and installation of additional four (4) steel columns on the southern gable end of the building
  - o installation of diagonal struts to restrain the top of the block walls on the gable ends
- Asbestos
  - o allowance for asbestos roof removal and replace with colorbond
  - o removal of internal and external wall sheeting and floor coverings
- Electrical Design and Compliance Works – *Diametric Engineers Nov 2018*
  - o electrical engineer design and professional fees
  - o replacement of switchboards
  - o internal and external lighting
  - o emergency and exit lighting
  - o general power points and ceiling fans
  - o security and access control
  - o communications
  - o fire detection
- Mechanical Design and Compliance Works
  - o mechanical Engineer Design and Professional Fees
  - o ventilation to amenities
  - o energy efficiency (fans/cooling units and ventilation)
- Disability Access
  - o wheel chair ramp to access the ground floor, or lift access to all floors
  - o disability toilet and compliant pathway to carparking
  - o performance solution – alternative options **may** address disability compliance
- Building Compliance and Upgrade Works – *Local builder estimate Nov 2018*
  - o design consultant plans and professional fees
  - o reinstate new internal and external wall linings (after removal of asbestos sheeting)
  - o replacement of all windows, doors and hardware to Australian Standards
  - o replacement of handrails and stairs
  - o replace all amenities fixtures and fittings
  - o new floor coverings
  - o internal paint and clean
- Structural Rectification of the Southern (front) Building – *Kehoe Myers Engineer Opinion of Costs Feb 2019*
  - o reinstatement of capacity of the removed sections of dividing block wall
  - o resealing of building perimeter to prevent water ingress to footings
  - o compressible sealant to cracked blockwork sections

- o allowing for replacement of 5% of footpath around perimeter
- Building Certification
  - o planning approval
  - o building and plumbing approval
  - o QFES (Queensland Fire and Emergency Services) assessment and fire engineer
  - o fire safety compliance (fire hose reels and fire extinguishers).

The indicative costs of this option excluding GST are outlined below.

Structural (including asbestos roof removal)	\$216,000
Asbestos (removal of int/ext wall linings)	\$ 20,000
Electrical	\$ 75,000
Mechanical	\$ 30,000
Disability Access (lift)	\$250,000
Building upgrade works	\$170,000
Building certification	\$ 30,000
Southern building structural rectification	<u>\$ 63,000</u>
Total estimate	\$854,000

In previous discussions regarding asbestos, it was questioned as to whether the asbestos roof could be sealed with a paint membrane or sealant treatment. Sealant treatment of the asbestos roof would be a short-term solution that will require a scheduled six (6) monthly periodic inspection by a suitable licensed Asbestos Consultant, estimated at \$1,500 per inspection.

In addition, further inspections will be required following any significant storm event for evidence of any damage to the sealant.

This approach would be moth-balling or delaying any action, which is the replacement of the roof. There would also be considerable costs associated with the consultant's periodic inspections and working at heights obligations to provide a detailed inspection report.

In this instance, disability access requirements are also triggered.

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

The work is assessable building work under the *Planning Act 2016* and subordinate legislation.

All design, building and plumbing works are to be carried out in accordance with the National Construction Code (NCC) incorporating the Plumbing Code of Australia and Australian Standards to achieve a Certificate of Classification.

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

Should the northern (back) section of the Complex be demolished and reinstated as "green space" or carparking, the site would remain effectively vacant and ready for future development purposes. Ongoing maintenance costs would be minimal.

Should the northern (back) section of the Complex be refurbished to a certified compliant building standard for re-occupation of the squash club, there would be potential income generation from a

lease agreement. However, maintenance costs will be high due to the building age and the limit of works described in the report.

Due to high safety and building and plumbing compliance concerns, Council should not allow the re-occupation of the Complex or any works to be undertaken by community groups.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

This report has been peer reviewed by the Buildings and Facilities Branch which has provided advice on building classification, building certification, disabled access, disabled facilities and building rectification issues.

Council will continue to hold open discussions with other community organisations and local schools on the best way come to achieve a precinct for sporting activities that benefits the whole community and engages junior participation in all sports.

**8. Conclusion**

Due to the age of the Complex and the deterioration of the building structure, services, fixtures and fittings, a significant cost is required to refurbish the building and ensure it is compliant for occupation.

The Complex is located close to the Gatton central shopping district on a Council site that is suitable for future infrastructure development.

The general perception for grant funding allocations in the current environment is for the governing bodies of sporting clubs to provide a commitment of financial support and for the site to become a community and social hub that brings together several sporting activities.

The demolition of the northern (back) building and the re-purposing of the site for “green space” or additional carparking provides a low-cost maintenance solution for the site.

**9. Action/s**

1. Decision on the preferred outcome to demolish or refurbish the northern (back) building.
2. Notification to the Gatton Squash Club by the Chief Executive Officer under delegated authority of Council’s resolution.
3. Allocation of funds in a future budget to undertake works in-accordance with the Council resolution.
4. Preliminary phase to prepare the necessary design documentation, approvals and permits.
5. Implementation of procurement activity for the approved works including contract formation with the preferred contractor(s).
6. Delivery of the Council resolution.
7. Project completion and close out activities associated with approved building and plumbing works.

**Attachments**

There are no attachments for this report.



---

**12.4 Library Books - Write Off**

**Date:** 06 June 2019  
**Author:** Nicole Kilah, Branch Coordinator - Laidley Library  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

---

**Summary:**

This purpose of this report is to seek Council approval to write-off an accumulation of long overdue library materials borrowed prior to 1 January 2018 and to approve an annual system purge of inactive members regardless of any debt or write off history.

**Officer's Recommendation:**

**THAT Council approve the write-off of all long overdue library materials borrowed prior to 1 January 2018.**

**And Further;**

**THAT Council approve an annual library system purge of inactive members regardless of any debt or write off history.**

**RESOLUTION**

**THAT Council approve the write-off of all long overdue library materials borrowed prior to 1 January 2018. Further;**

**THAT Council approve an annual library system purge of inactive members regardless of any debt or write off history.**

**Moved By: Cr McLean**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 16-20/1382**

**CARRIED**

**7/0**

**Report**

**1. Introduction**

Outstanding library items that have been borrowed but never returned are a challenge for all public libraries. Recently, the implementation of the item recovery process has seen a reduction in the number of items that are outstanding. Unfortunately, it is extremely unlikely that older items (more than 12 months overdue) will be returned and it is not feasible or effective to follow up on these items.

**2. Background**

Council's library system indicates that there are 1,819 library charges for items currently long overdue (due prior to 1 January 2018), linked to 576 library members (403 of whom are adults). Some of these

items have been deleted due to the age of the item; however, the lost charge has remained on the borrower's card. Based on a \$30 average replacement cost, the total value of these items is \$54,570.

**3. Report**

Library members with long overdue loans since the 1 January 2018 are now referred to Council's Recovery Agent for collection. However, there are number of charges dating back to 2008 with members suspended from using Council's libraries.

The State Library of Queensland recommended inactivity period for purging members is two years.

Allowing the purging of members and the deletion of lost stock will help ensure that the library database is as current and accurate as possible. This will also help ensure that future reporting is accurate in terms of long overdue items and the effectiveness of the recovery process recently implemented.

**4. Policy and Legal Implications**

Any policy and legal implications associated with this report will be addressed as matters that arise before Council.

**5. Financial and Resource Implications**

As library books are an expense when purchased, there are no financial implications in removing the books from Council's library system.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

A press release was published in 2018 detailing the item recovery process. There is no further requirement for communication or engagement associated with the recommendations of this report.

**8. Conclusion**

The recommendations made in this report will ensure that the library database is reflective of current membership and stock. It will also enable officers to accurately report on the effectiveness of the recovery process.

**9. Action/s**

It is proposed that following Council's approval of the report recommendations, the following actions will be taken:

- The selected items will be formally deleted from Council's library database.
- Members with two years of inactivity will be purged regardless of written off debts.
- A scheduled task will be set up to annually delete members with two years of inactivity.

**Attachments**

There are no attachments for this report.

### 13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

#### 13.1 Executive Manager Infrastructure Works and Services Monthly Report - May 2019

**Date:** 06 June 2019

**Author:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

#### Summary:

This report is to update Council on the emerging matters arising in regard to the Infrastructure Works and Services Group for May 2019.

#### Officer's Recommendation:

**THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Report for May 2019.**

#### RESOLUTION

**THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Report for May 2019.**

**Moved By:** Cr Holstein

**Seconded By:**

Cr Cook

**Resolution Number: 16-20/1383**

**CARRIED  
7/0**

#### Report

##### 1. Introduction

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services Group during May 2019.

##### 2. Background

Activities undertaken and issues arising are described in the body of this report.

##### 3. Report

#### 3.1 PARKS, GARDENS AND CEMETERIES

The Parks, Gardens and Cemeteries Unit has undertaken the following activities during May 2019:

Capital Works	
Project	Status

Capital Works	
Project	Status
Laidley Recreation Reserve bollards	Installation continuing.
Rehabilitation of former livestock dip site at Lockrose	Waiting for comments from Auditor regarding Final Report
Gatton Cemetery extension - Stage 1	Works have commenced with removal of trees and earthworks
Laidley Cemetery ashes memorial garden	Drainage works ongoing, works on installation of water feature proceeding.
Lions Park Irrigation	Installation commenced.
Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> <li>Mowing of parks, streets, sporting field and cemeteries in the Region.</li> </ul>
Playground maintenance	<ul style="list-style-type: none"> <li>Playground audit has been completed.</li> <li>Repairs to playground at Lions Park Laidley</li> </ul>
Furniture maintenance	<ul style="list-style-type: none"> <li>Painting of skate bowls across the region</li> <li>Repairs to table settings at Soldiers Memorial Park Helidon, Tyson Park Helidon</li> <li>Replacement of art board at Tyson Park Helidon</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>Hatton Vale ANZAC park irrigation</li> <li>Lockyer Valley Cultural Centre garden maintenance</li> <li>Watering of Gatton Showgrounds ring in preparation of World Cup.</li> </ul>
Event assistance	<ul style="list-style-type: none"> <li>Event sign change over</li> <li>Event equipment delivery and pick up for heavy horse event, dressage event at the Gatton Showgrounds</li> <li>Event equipment delivery and pick up for multicultural festival</li> <li>Event preparation for car show at Murphys Creek Grounds</li> <li>Event preparation for a Night Under the Stars with Alastair</li> <li>Event preparation for Lockyer Valley Heritage Weekend</li> </ul>
Funerals/Interments	<ul style="list-style-type: none"> <li>8 held during May 2019</li> </ul>
General maintenance and business	<ul style="list-style-type: none"> <li>CRM resolution across the region</li> <li>Rubbish run continuing across the region</li> <li>Ongoing mobility roll out preparations occurring</li> <li>Draft Public Park Strategy has been presented for comment</li> <li>Hatton Vale/Kensington Grove park 50% concept design has been completed. Minor alterations to occur before heading to the next round of community engagement.</li> <li>Traffic management training was undertaken with TMR to gain an understanding of the changes that are coming to the MUTCD</li> </ul>

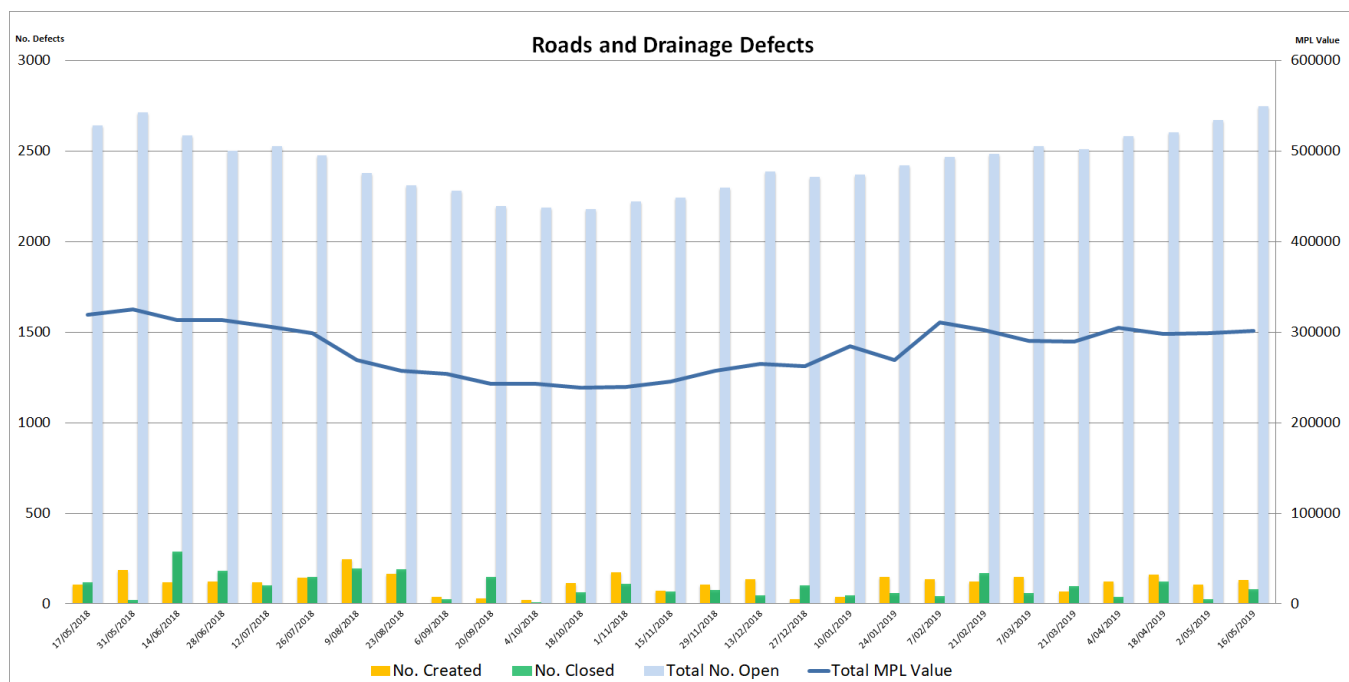
### 3.2 INFRASTRUCTURE DELIVERY

The Infrastructure Delivery Unit has undertaken the following activities during May 2019:

Capital Works	
Project	Status
Laidley High School, Laidley – Additional carparks for School	Works in progress. Linemarking outstanding.
Thallon Road, Kensington Grove (Pavement widening and reconstruction in sections from Yellowwood Court to Aniseed Grove)	Stage 2 (Aniseed Grove to Challenge Avenue) Works in progress. Linemarking outstanding.

Capital Works	
Project	Status
Tew Court, Gatton (Drainage works)	Works in progress.
Stevens Road, Murphys Creek (Upgrade 380m to a sealed standard)	Works in progress.
Gehrke Hill Road, Summerholm (Pavement reconstruction and widening)	Works in progress.
Reseal Program	95% of program completed.
Railway/Cochrane Street, Gatton (Install new median islands at the intersection)	Works in progress.
Maintenance Works	
Activity	Suburb
Road Grading	Forest Hill Mount Whitestone Murphys Creek
Roadside spraying	Adare Ballard Churchable College View Crowley Vale Flagstone Helidon Laidley Lake Clarendon Lilydale Ma Ma Creek
Road pavement repairs	Helidon Spa Withcott
Vegetation control and slashing	Blanchview Carpendale Flagstone Creek Forest Hill Hatton Vale Helidon Laidley Laidley North Lilydale Murphys Creek Plainlands Postman Ridge Summerholm Veradilla Withcott
Drainage works	Blanchview Forest Hill Glenore Grove Kensington Grove Laidley Lockyer Murphy Creek Regency Downs Upper Tenthill
Road patching	Laidley Spring Creek
Traffic signs and line-marking	Gatton Grantham Helidon Laidley Laidley Heights Lockyer Waters

### 3.2.1 Road and Drainage Defects



The above graph provides defect information from 17 May 2018 until 16 May 2019. The MPL has reduced from 318,924 12 months ago to 301,868 in May 2019.

### 3.3 INFRASTRUCTURE PLANNING AND DESIGN

The Infrastructure Planning and Design Unit have undertaken the following activities during May 2019:

Project	Status
Toowoomba Second Range Crossing	New Postmans Ridge Road and Brookside Place opened. Safety audit independently undertaken on Postmans Ridge Road, with a number of recommendations for improvements supplied to Nexus by auditor.  Handover documents received for Postman's Ridge, Gittins and Six Mile Creek Roads. Quality documentation associated for these roads to be reviewed.
Inland Rail Project	Helidon to Calvert Section: Draft EIS to be submitted for review by end on May prior to going to public consultation.  Gowrie to Helidon: 70% design documentation expected to be received in July.
Gatton Revitalisation LED Lighting Projects	Tender has been awarded, works will commence in Centenary Gardens in early June. Works in Railway Street will commence in August.
Lockyer Valley Planning Scheme	The Infrastructure Planning and Design Branch is assisting in the preparation of the Development Manual.

### 3.4 INFRASTRUCTURE SUPPORT SERVICES

#### 3.4.1 Asset Management Activities

- Stormwater condition assessment and CCTV has been completed in Withcott and the program has moved onto Helidon for completion. Currently forecast for completion and data handover approximately 7 June.

- Long term capital renewal programming is being finalised:
  - o 2019/2020 capital renewal programming has been completed and awaiting final adoption of the Council budget.
  - o Scoping documents and mapping has been completed with all items in the IWS capital budget (where applicable).
- Work has begun on analysing the delivered 18/19 capital program to improve future budget submissions and expected useful lives of constructed assets.
- Mahon Bridge has been under close inspection over recent months and multiple risk controls have been installed. Constant monitoring will continue into the short term as per the developed structure plan.

#### 3.4.2 Plant and Fleet 2018/19 Capital Program

The table below lists the vehicles and plant that have been sold at auction and vehicles that have been purchased to replace existing plant or fleet.

	Replacement	Disposal	New
Motor vehicles	1	1	0
Light plant	0	0	0
Heavy plant	2	0	0
Miscellaneous	0	0	0

### 3.5 EXTERNAL FUNDING

#### 3.5.1 2018/19 Cycle Network Local Government Grants Program

The following table provides an update on the 2018/19 Cycle Network Local Government Grants project:

Project	Funding Amount (Excl. GST)	Status
Gatton North South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	Project under review. Preparation of options report for TMR consideration in progress.

#### 3.5.2 Passenger Infrastructure Investment Program

The following table provides an update on the Passenger Infrastructure Investment project:

Project	Funding Amount (Excl. GST)	Status
Long Distance Coach Project	\$21,128	Funding successful, detail design. Request for extension of time for completion until 30 September 2019 has been approved.

#### 3.5.3 Safer Communities Fund

The following table provides updates on the Safer Communities Fund projects:



Project	Funding Amount (Excl. GST)	Status
Railway Street, Gatton (Lighting improvements)	\$105,000	Tender has been awarded to Electrical Contractor. Extension of time requested due to lead time on lights.
Centenary Gardens, Gatton (Lighting improvements)	\$83,000	Tender has been awarded to Electrical Contractor. Extension of time requested due to lead time on lights.
Das Neumann Haus, Laidley (Installation of CCTV cameras)	\$4,528	Final report submitted. Completed.

### 3.5.4 2019-21 Local Government Grants and Subsidies Program

The 2019-2021 Local Government Grants and Subsidies Program has been announced totalling \$58 million to be delivered over two financial years across Queensland.

The following table lists the projects submitted by Council that have been successful.

Project	Funding Amount (Excl. GST)	Status
Deterioration modelling of pavement and seal assets (Model current investment to understand effect of asset conditions and gain understanding of financial commitment required to maintain the asset condition)	\$36,000	Funding successful. Agreement to be signed and project management plan to be completed.
Installation of new LED street lighting in Laidley CBD (Upgrade of existing outdated and non-standard lighting in the Laidley CBD)	\$150,000	Funding successful. Agreement to be signed and project management plan to be completed.

### 3.5.5 2018-19 Move It AUS - Community Sport Infrastructure Program – Round 3

In the 2018 Budget, the Australian Government announced it would invest \$28.3 million in 2018-19 to improve local community sport infrastructure. This investment would support minor capital projects of small to medium scale, through the provision of grants valued up to \$500,000.

The below project was submitted by Council and has been successful.

Project	Funding Amount (Excl. GST)	Status
Laidley Skate Park Upgrade (Upgrade and extension of rideable concrete surface and additional spectator seating)	\$50,000	Funding successful. Agreement to be signed.

### 3.5.6 2018/19 Black Spot Road Safety Program Projects

The following table provides updates on the 2018/19 Black Spot projects:

2018/19 Black Spot Projects		
Project	Funding Amount (Excl. GST)	Status
Gehrke Road / Rons Road intersection, Glenore Grove	\$167,000	Lighting and power pole relocation design finalised by Energex. Extension of time requested due to delay in services relocation by external party.
Blanchview Road / O'Neills Road, Withcott	\$82,000	Request for extension of time for completion until 30 September 2019 has been approved by DTMR.
Blanchview Road / Nuttals Road, Blanchview	\$67,300	Request for extension of time for completion until 30 September 2019 has been approved by DTMR.
Rockmount Road / Walkers Road, Rockmount	\$67,500	Works majority completed. Linemarking pending.
Rockmount Road / Sawpit Gully Road and Stockyard Creek Road, Rockmount	\$18,500	Completed.
Dolleys Road, From Knitters Road to 2.0km north, Blanchview	\$27,500	In progress.
Woodlands Road, Pitt Road and Forest Hill Blenheim Road, Blenheim	\$35,000	Completed.
Lake Clarendon Way / Lake Clarendon Road, Lake Clarendon	\$24,000	Completed.
William Street / Smith Street, Gatton	\$20,000	Completed.
Old Toowoomba Road, from Lachlan Way to Parklea Drive, Placid Hills	\$19,000	Completed.
Woodlands Road, from Rangeview Drive to Manteuffel Road, Woodlands	\$58,200	Completed.
Mountain View Drive, 900m section from western junction with Warrego Highway, Hatton Vale	\$14,500	Completed.
Total for 2018/19	\$600,500	

### 3.5.7 2019/2020 Successful Black Spot Road Safety Program Projects

The following table provides updates on the 2019/20 Black Spot projects:

2019/2020 Black Spot Projects		
Project	Funding Amount (Excl. GST)	Status
Brightview Road, Brightview (Gehrke Road to Pagels road) <i>(Install warning signs, delineation and road marking)</i>	\$116,500	Agreement for the project currently being finalised
Lorikeet Road/Wagtail Drive Intersection, Regency Downs <i>(Install signs, delineation and road marking. Widen narrow section of Lorikeet Road)</i>	\$90,000	Agreement for the project currently being finalised
Tenthill Creek Road, Lower Tenthill <i>(Install signs, delineation and road marking. Narrow bridge treatment)</i>	\$21,000	Agreement for the project currently being finalised
Walnut Drive/Ashwood Court Intersection	\$7,000	Agreement for the project currently

2019/2020 Black Spot Projects		
Project	Funding Amount (Excl. GST)	Status
<i>(Bus Stop signage, linemarking)</i>		being finalised
Zischke Road (Mountain View Drive to Thallon Road), Regency Downs <i>(Install signs, delineation, guideposts and road marking)</i>	\$17,500	Agreement for the project currently being finalised
Blanchview Road, Blanchview <i>(Improve warning signs for curves, delineation and road marking)</i>	\$17,000	Agreement for the project currently being finalised
Brightview Road/Village Road intersection <i>(Intersection realignment to allow for vehicle turning movements. Shoulder widening, pavement markings)</i>	\$126,000	Agreement for the project currently being finalised
Norfolk Road, Summerholm <i>(Install warning signs, delineation and road marking)</i>	\$62,500	Agreement for the project currently being finalised
Summer Street/Railway Street intersection <i>(Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)</i>	\$66,000	Agreement for the project currently being finalised
Jones Road, Withcott (Bridge Guardrail Upgrade) <i>(Replace existing substandard guardrail, install signage, delineation and road marking)</i>	\$58,000	Agreement for the project currently being finalised
Total for 2018/19	\$581,500	

### 3.5.8 Drought Communities Programme

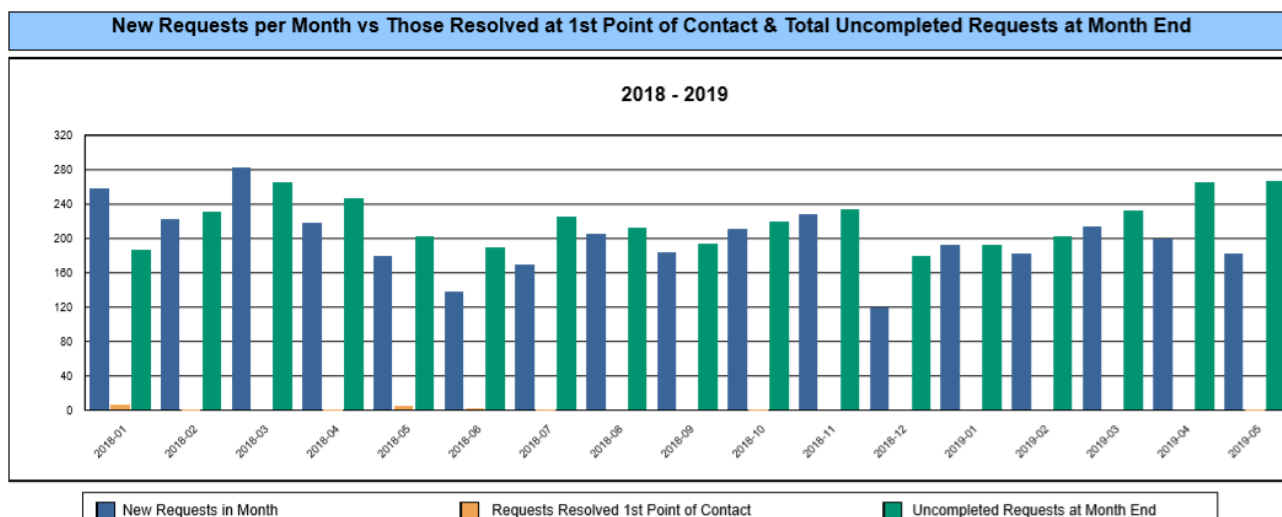
Project	Funding Amount (Excl. GST)	Status
Gatton Cemetery Gazebo (Installation of a gazebo)	\$72,521	Contract awarded. Works have commenced on footings for the new gazebo.
Koffal Park Plainland Upgrade (New Shade Sail for Playground and Irrigation System)	\$52,000	Shade sail design has been submitted to Council and has been given building approval. Irrigation design has been submitted for approval.
Park Upgrades (Lions Park Laidley, Das Neumann Haus Park, Forest Hill Recreation Reserve, Rotary Park Gatton, Lake Apex Gatton, McGovern Park, Lions Park Grantham, Jeans Biggs Park, Murphys Creek grounds, Springbrook Park)	\$170,000	<p><b>Springbrook Park Irrigation</b> Bore works have been completed. Quotes being sourced for equipping of bore and piping of water to tanks.</p> <p><b>Murphys Creek Playground Completed.</b></p> <p><b>Painting of Playgrounds at Forest Hill, Lions Park Grantham</b> Painted of playground has been completed on the 20/05/2019 at Forest Hill. Painting of playground has commenced at Lions Park Grantham.</p> <p><b>Painting of Shelters at Forest Hill Recreation Reserve</b> Painting of shelters have been completed on the 20/05/2019.</p> <p><b>Lake Apex Culvert</b> Culvert tender has been awarded.</p> <p><b>Lions Park Shelters replacement</b> Shelter replacement has been completed with table setting to be installed.</p> <p><b>Rotary Park Gatton Shelter replacement</b> Shelter replacement has been completed with table setting to be installed.</p> <p><b>McGovern Park Shelter replacement</b> Shelter replacement has been completed with table setting to be installed</p> <p><b>Das Neumann Haus Irrigation</b> Design has been approved with works to commence shortly.</p> <p><b>Jean Biggs Irrigation</b> Design has been approved with works to commence shortly.</p>
Footpaths (installation of approximately 1,100m of concrete footpaths across 2 areas, Fairway Drive and Allan Street, Gatton)	\$256,990	<p>Contract has been awarded to Concreting Contractor for the construction of the Allan Street Footpath only.</p> <p>Funding for the Fairway Drive Footpath has been reallocated to other Drought funded projects.</p>

### 3.5.9 Transport Infrastructure Development Scheme (TIDS)

The following table provides updates on the 2018/19 TIDS projects:

2018/19 TIDS Projects		
Project	Total Project Costs	Status
Blanchview Road (Blanchview), signage improvements	\$20,000	Completed
Lockyer District High School, parking improvements	\$100,000	Project deferred
Laidley State High School, parking improvements	\$100,000	Works majority completed. Linemarking pending.
Hannant Road (Kensington Grove), Fairway Drive, construct footpaths	\$100,000	Completed
Mountain Road (Laidley), Range Crescent - Clearidge Court	\$150,000	Completed
Thallon Road (Kensington Grove), reconstruct pavement	\$450,892	Completed
Various Local Roads of Regional Significance, culvert replacement	\$120,000	Detail design
Summerholm Road (Hatton Vale), widening	\$100,000	Completed

### 3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING



### Attachments

There are no attachments for this report.

**Date:** 03 June 2019  
**Author:** Brendan Sippel, Manager Parks Gardens and Cemeteries.  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

The purpose of this report is to endorse the Lockyer Valley Regional Council Cemetery Plan 2019-2029. It has been developed to establish a strategic direction to guide the management, operations and continual improvement of Council's cemeteries over the next 10 years.

**THAT Council endorse the Lockyer Valley Regional Council Cemetery Plan 2019-2029.**

**THAT Council endorse the “Lockyer Valley Regional Council Cemetery Plan 2019-2029”, as attached.**

**Moved By:** Cr Holstein **Seconded By:** Cr Vela  
**Resolution Number:** 16-20/1384

**CARRIED**  
**7/0**

## 1. Introduction

A requirement of Council's Operational Plan for the 2018-19 financial year, is development of a strategic plan for the region's cemeteries.

## 2. Background

The Lockyer Valley region currently has a population of 40,229 as of 2017 with figures pointing towards an aging population who may require use of Council cemeteries facilities. To ensure that Council has ability to cope with future usage of Council cemeteries a detailed analysis of cemetery data has occurred to determine what infrastructure Council has in place to cater for the pending usage in operating Council owned cemeteries located at Laidley, Gatton, Forest Hill, Caffey and Murphys Creek.

### 3. Report

Lockyer Valley Regional Council has an important role to play in the provision of cemetery services and facilities to the community.

Data analysed includes forecasted population growth, religious trends, current age of residents, current number of internments per year, available space in current cemeteries and growing trends that require investment and creation of infrastructure to provide burial facilities for the community.

By understanding these requirements Council can create an investment plan to ensure that the current service level that the community enjoys can be maintained.

The Cemetery Plan also identifies areas where Council is performing well and identifies areas for improvement through the creation of an action plan with short, medium and long-term action items to continue to improve cemetery services to the community.

**4. Policy and Legal Implications**

The Lockyer Valley Regional Council Cemetery Plan 2019-2029 aligns with Council's Cemetery Management Policy and Procedure.

**5. Financial and Resource Implications**

The Cemetery Plan investigates the importance of cost neutrality of cemetery operations and the ongoing requirement of responsible financial management for cemetery operations by regular monitoring of fees and charges, ongoing review of revenue generated against expenditure, efficient maintenance of Council owned cemeteries within current service levels, cemetery asset renewal and upgrade in line with the Cemetery Management Plan whilst also identifying areas of other revenue sources that could assist in offsetting the cost to carry out cemetery operations or more efficient works practice .

If further development of Council cemeteries is required during the life of the cemetery plan, items will be submitted as a part of Council's capital budget process. Ongoing monitoring of trends and usage will determine if new infrastructure is required.

**6. Delegations/Authorisations**

No additional or amended delegations are required to give action to Council's resolution. The Executive Manager Infrastructure Works and Services will act under current delegations to address the resolution.

**7. Communication and Engagement**

Council's decision on this matter will be communicated to relevant stakeholders and published on Council's website.

**8. Conclusion**

The provision of cemetery services and facilities is an important aspect of what Council delivers for the community. With an in depth look at requirements for the future, current practices, expenditure and continued monitoring of trends and completing actions from the Cemetery Plan, Council will be able to continue to provide this essential community service.

**9. Action/s**

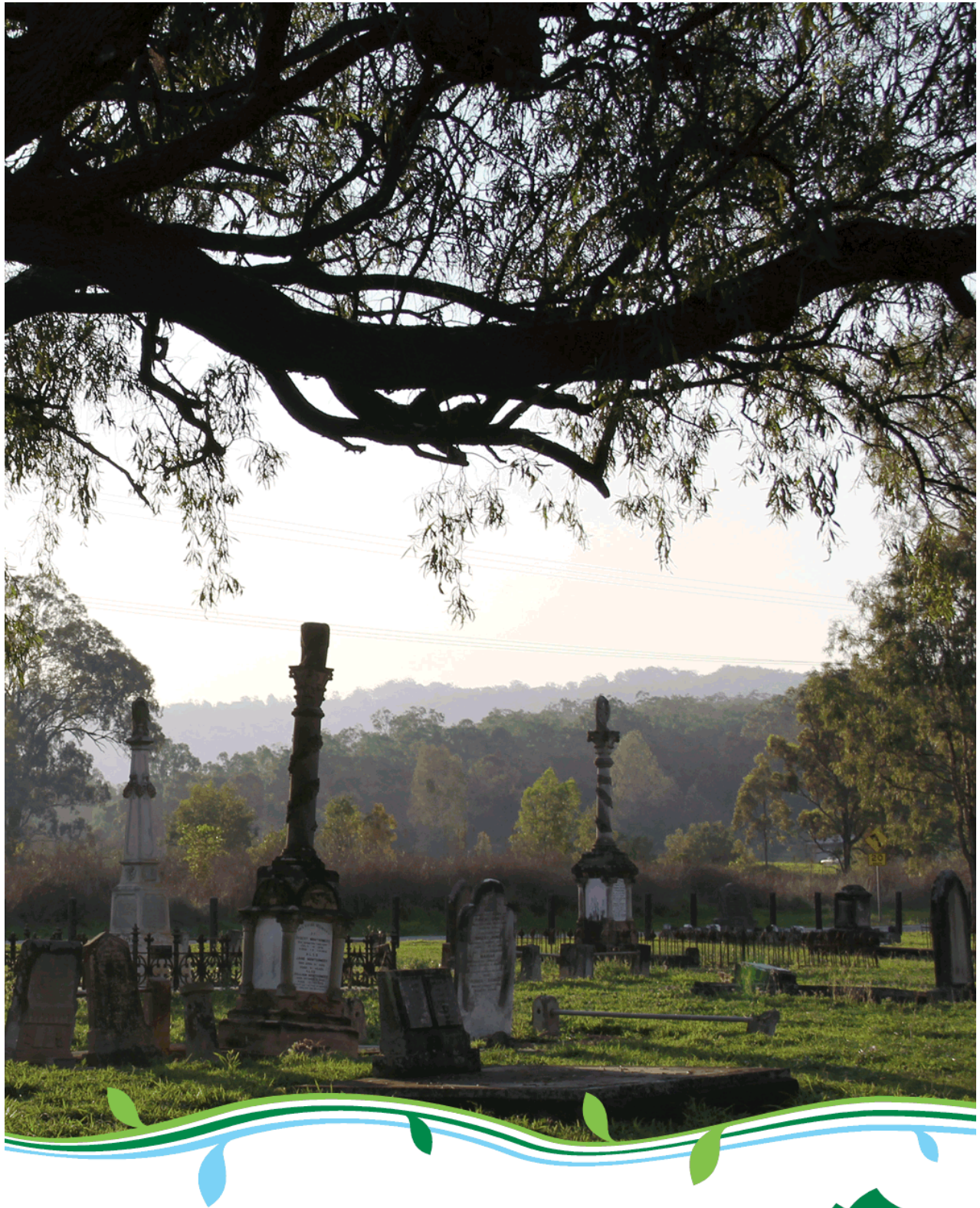
- 1) Publish the Plan on Council's website
- 2) Provide the Plan to relevant stakeholders.

**Attachments**

---

1 [↓](#) Lockyer Valley Regional Council Cemetery Plan 2019-2029 28 Pages





## Lockyer Valley Regional Council

Cemetery Plan 2019–2029

Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019







Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019

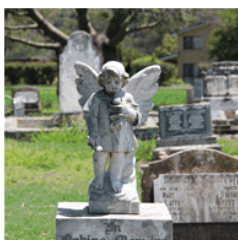


## CONTENTS

1. Introduction .....	2
2. Legislative and Policy Context .....	3
2.1 Legislation.....	3
2.2 Policies and Procedures .....	3
2.3 Community Plan.....	3
2.4 Corporate Plan .....	3
2.5 Local Laws.....	3
3. Strategic Context.....	4
3.1 Lockyer Valley Region Population .....	4
3.2 Lockyer Valley Cemeteries.....	7
3.3 Achievements.....	9
4. Future Considerations.....	10
4.1 Current Capacity of Council's Cemeteries.....	10
4.2 Burial Capacity Requirements .....	11
4.3 Ashes Interments Requirements.....	11
4.4 Additional Burial Space .....	12
4.5 Additional Burial Space Options .....	13
5. Community Involvement in Council Cemeteries .....	13
5.1 The Friends of the Cemeteries Group .....	13
6. Cemetery Operations and Fiscal Management .....	14
6.1 Cost Neutrality .....	14
6.2 Fees and Charges .....	14
6.3 Cemeteries Asset Management Plan .....	15
6.4 Continued Monitoring of Cemetery Trends.....	15
6.5 Ongoing Review of Revenue and Expenditure.....	16
6.6 Maintenance of Council Cemeteries.....	16
6.7 Economic Opportunities .....	17
7. Administration and Record Keeping.....	18
8. Key Actions .....	18
9. Related Documents.....	18
9.1 Action Plan.....	18







## 1. Introduction

Lockyer Valley Regional Council (LVRC) plays an important role in the provision of services and facilities to the community. The purpose of the Lockyer Valley Regional Council Cemetery Plan 2019-2029 is to establish a strategic direction to guide the management, operations and continual improvement of Council's cemeteries over the next 10 years.

The Cemetery Plan provides:

- A summary of the policy context for the Cemetery Plan
- A summary of the trends impacting on cemetery services which require consideration in developing future actions
- Detail of the successes of Council's cemetery services to date
- Key considerations for improving operations over the next 10 years
- A detailed action plan for implementation over the short, medium and long term for the improvement of cemetery services.

The Cemetery Plan also provides a framework to be used as a guide in relation to planning, allocation of resources, and the development of Council's cemetery services.



Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019

## 2. Legislative and Policy Context

A detailed review of the relevant legislation and Council's strategic documents and policies has been conducted to ensure the Cemetery Plan aligns where applicable legislation supports Lockyer Valley Regional Council's framework and priorities.

### 2.1 Legislation

The following is a list of relevant legislation that applies to the management of cemeteries for Lockyer Valley Regional Council:

- *Local Government Act 2009*
- *Land Act 1994*
- *Environmental Protection Act 1994*
- *Work Health & Safety Act 2011*

### 2.2 Policies and Procedures

The Cemetery Plan has been developed to align with Council's existing Cemetery Management Policy and Cemetery Management Procedure. These documents provide a framework for the management and operation of Council's cemeteries, promoting a safe and respectful environment for all users.

### 2.3 Community Plan

The Lockyer Valley Community Plan 2017 - 2027 is Council's leading planning document which outlines the vision the community has for the Lockyer Valley region. The Plan specifically seeks the provision of and access to quality services and facilities for the community.

### 2.4 Corporate Plan

The Cemetery Plan supports the following outcomes of the Lockyer Valley Regional Council Corporate Plan 2017-2022 in responding to needs of the community:

- A community with fair and reasonable access to services
- Council optimises the use of its open spaces and facilities by improving access to and the quality of the facilities for individuals and groups for cultural, recreational and community activities.

### 2.5 Local Laws

Minimal provisions relevant to the operations of Council's cemeteries are contained in Council's local laws. The following subordinate local laws have limited provisions regarding the management of Council's cemeteries:

- *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011*



### 3. Strategic Context

#### 3.1 Lockyer Valley Region Population

In 2017, the population of the Lockyer Valley region was approximately 40,229 with an ageing population trend. The Lockyer Valley is a culturally diverse community as the home for many overseas transient workers who work locally providing support to the agriculture sector and migrants. With this increase in ethnic groups and religious requirements in the region, new services to accommodate these requirements need to be put considered in local cemeteries.

The table below identifies that projected population growth over the term of the Cemetery Plan (2019 - 2029). The range is predicted to be from 43,477 (2021) to 52,302 (2031) with the majority of increases occurring in the key localities of Gatton, Plainland and Laidley.

#### Future Growth Projection Lockyer Valley

Planning District	2016	2021	2026	2031	2036	Ultimate
Gatton Town	8,035	9,781	11,704	13,911	15,974	29,640
Helidon Hills and Grantham	4,061	4,462	4,842	5,157	5,573	7,665
Helidon Village	963	1,028	1,076	1,118	1,154	1,353
Lawes University	438	439	443	444	446	469
Murphys Creek and Surrounds	1,601	1,638	1,678	1,715	1,758	2,003
Withcott	2,055	2,221	2,379	2,502	2,634	3,377
Forest Hill	523	531	537	543	548	577
Laidley North	2,937	3,166	3,449	3,766	4,148	6,120
Laidley Town	6,138	6,583	7,173	7,751	8,460	12,685
Moreton Vale	1,276	1,288	1,301	1,313	1,332	1,449
Plainland	7,988	8,781	9,591	10,350	10,954	14,499
Rural South	1,548	1,606	1,667	1,724	1,758	1,962
Rural West	1,925	1,953	1,982	2,009	2,019	2,106
<b>TOTAL</b>	<b>39,486</b>	<b>43,477</b>	<b>47,824</b>	<b>52,302</b>	<b>56,758</b>	<b>83,903</b>

Source: LVRC Model 2018 (Local Government Infrastructure Plan)

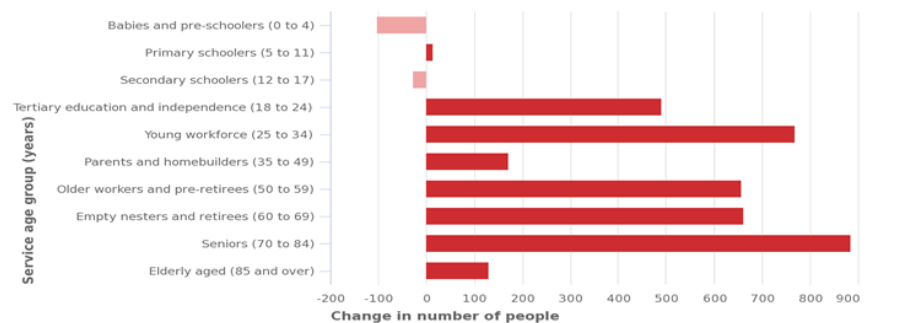


### 3.1.1 Age

Changes are expected with age structure during the life of the Cemetery Plan. Analysis provided by the Australian Bureau of Statistics from 2016 has indicated that the Lockyer Valley region is experiencing a high rate of growth in the 50+ age groups compared to the rest of South East Queensland

Change in age structure - service age groups, 2011 to 2016

Lockyer Valley Regional Council - Total persons



Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 and 2016 (Usual residence data). Compiled and presented in profile.id by .id, the population experts.

.id  
the population experts

The South East Queensland growth average for the 50 + age group is 20.1% whilst the Lockyer Valley region is 22.2%.

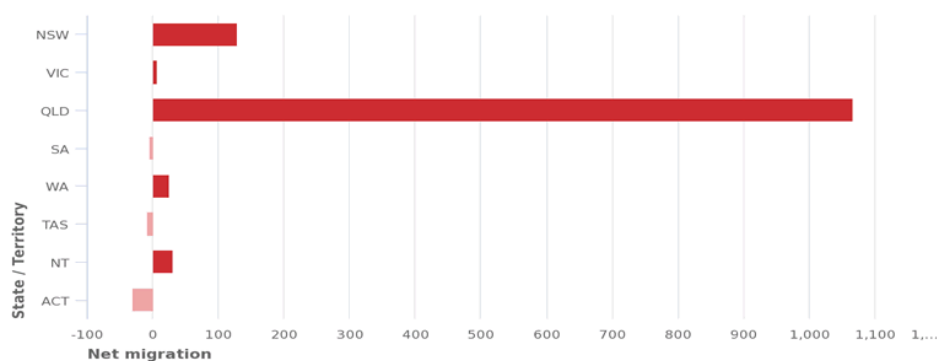
This predicted increase in population in the 50+ age group will impact on the need for cemetery related services provided by Council.

### 3.1.2 Migration

Migration is a key consideration in planning for the future of cemetery services. Over the past five years, according to the Australian Bureau of Statistics, a total of 1067 people moved to the Lockyer Valley region.

Population movement by State/Territory

Lockyer Valley Regional Council



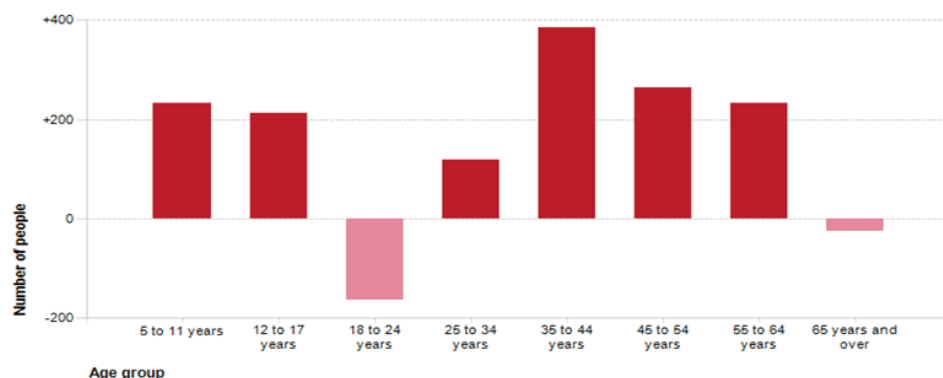
Source: Australian Bureau of Statistics, Census of Population and Housing, 2016 (Usual residence data). Compiled and presented in profile.id by .id, the population experts.

.id  
the population experts

The most popular age group for this migration was the 35 to 44 year age group. It is important to note that there was a decrease in 65 years and over and 18 to 24 years.

### Net migration by age group 2016

Lockyer Valley Regional Council



Source: Australian Bureau of Statistics, Census of Population and Housing, 2016 (Usual residents data). Compiled and presented in profile.id by .id, the population experts.

.id  
the population experts

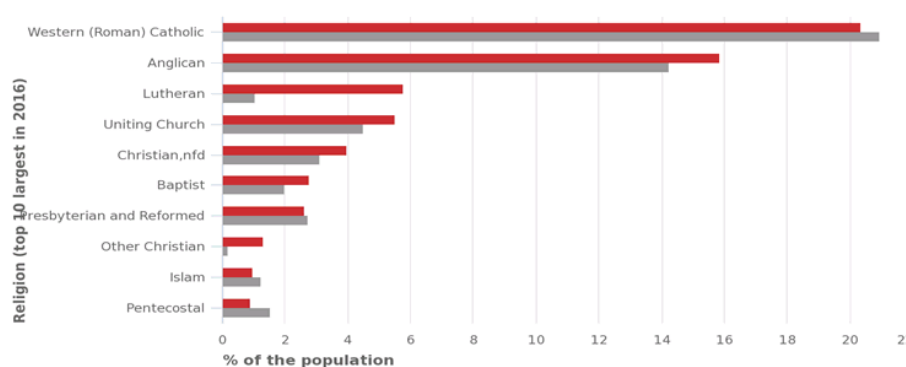
With the 35 to 44 age group being the most dominant and the Lockyer Valley Region having 52.4% of its residence not changing addresses over the last 5 years, Council can assume that this age group will more than likely be a permanent resident of the Lockyer Valley over the life of the cemetery plan. With population in the Lockyer Valley growing and the migration increasing to 1067 over five years there will be a requirement to factor a higher usage of Council controlled cemeteries.

### 3.1.3 Religious and Ethnic Background

The Lockyer Valley region is comprised of a large number of different religious groups with Christianity the most popular at 62.4%. (Australian Bureau of Statics 2016). Currently, the Roman Catholic denomination is the most popular at 20.4 % followed by Anglican at 15.9% and Lutheran at 5.8% with the Roman Catholic Religion slightly below the South East Queensland average. However, the Anglican, Lutheran, Uniting Church, Christian and other Christian religion is higher than the South East Queensland.

#### Religion, 2016

Lockyer Valley Regional Council South East Queensland



Source: Australian Bureau of Statistics, Census of Population and Housing, 2016 (Usual residence data). Compiled and presented in profile.id by .id, the population experts.

.id  
the population experts



In 2016, Christianity according to Australian Bureau of Statistics decreased by 6% from 68.4 % since the census in 2011. With this decline there has been an increase in residences identifying that they have no nominated religion at 23.6%. Whilst Christianity has decreased since 2011, Islam, Buddhism, Hinduism, Sikhism has increased in the results from the 2016 census. With these religions continuing to grow, future interments options will need to be considered as a part of the 10 year Cemetery Plan to cater for these emerging religions. As well as catering for the emerging trends, considerable burial capacity will still be required to cater for traditional burial options.



### 3.2 Lockyer Valley Cemeteries

#### 3.2.1 Council Controlled Cemeteries

Lockyer Valley Regional Council is responsible for the management and operations of five operating cemeteries and two historical cemeteries across the region. Operational cemeteries are located at Gatton, Laidley, Forest Hill, Caffey and Murphys Creek whilst the historical cemeteries are at Ropeley and Ingoldsby which are closed for further interments.

These cemeteries contain monumental sections, however any new graves open for use are reverted to lawn graves or concrete beam areas. Currently, Council's operational cemeteries consist of 161,515 square metres of land (see Appendix 1: Council cemetery land analysis) however, most sites have constraints that makes areas unusable for further cemetery interments.

Council's cemeteries at Gatton and Laidley are currently nearing capacity and are the most used cemeteries in central locations with outlying cemeteries at Murphys Creek, Caffey and Forest Hill having enough capacity to accommodate cemetery operations on current usage for many years.

#### List of Council Cemeteries and Location

Cemetery	Location
Laidley	Southern Street, Laidley Qld
Forest Hill	Logan Road off QAC Connection Road, College View
Gatton	Dennis Minson Drive, Gatton
Caffey	Mt Sylvia Road, Caffey
Murphys Creek	Cemetery Road, Murphys Creek
Ropeley	Ropeley and Olm Road Ropeley
Ingoldsby	Ingoldsby Road, Ingoldsby

### 3.2.2 Cemetery Trends

As a service to the community, Lockyer Valley Regional Council carries out cemetery related activities as a part of Council's core services. These services include burials of coffins, ashes, placing of ashes in columbarium walls etc. Through a recent desktop audit of cemetery burial records, it has produced the following key trends:

- Over the last five years there has been a steady increase in ashes interments activities, with a large increase in 2017 and initial modelling indicating that there will be a similar amount of ashes interments in 2018.
- Total burials across Council cemeteries have remained consistent over the last 5 years.

#### Lockyer Valley Regional Council statics relating to cemetery activities

	2013	2014	2015	2016	2017	2018	2019
Total Burials	81	80	85	77	87	72	25
Total Ashes Interment	N/A	10	10	13	20	3	5
Total Interment	81	90	95	90	107	75	

These trends provide the basis for planning for the future use of the Council's cemetery services enabling the allocation of sufficient funds to cover these requirements.

### 3.2.3 Cemetery Services Team

Lockyer Valley Regional Council's Parks, Gardens and Cemeteries Team is a part of the Infrastructure Works and Services Group at Council and manages Council's cemeteries carrying out the day to day operations of the cemeteries.

The key responsibilities of the Parks, Gardens and Cemeteries team include:

- Burial operations and ashes interment services
- Inspectors of monumental works that are carried out in Council controlled cemeteries
- Carry out general maintenance activities such as mowing, landscaping, spraying of weeds and lawn grave repairs
- Project manage and carry out capital works for cemeteries
- Chairing of Friends of the Lockyer Valley Regional Council Cemeteries Group
- Implementation of Council asset management plan for cemeteries
- Management of Cemeteries Operational and Capital budgets
- Development and monitoring of Council fees and charges



Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019

The Parks, Gardens and Cemeteries Team is ably assisted by the Customer Service Team who is responsible for provision of the following activities in the management of cemetery operations:

- Liaising with funeral homes, families and Council's Parks, Gardens and Cemeteries team with cemetery related applications such as burials, columbarium, and request for monumental works
- Processing applications through Council's Technology One cemetery module and updating cemetery related records
- Processing online burials through Birth, Death and Marriage (BDM) registry
- Assistance with grave reservation and selection of columbarium niches and plots
- Issuing of accounts for cemetery related activities
- First point of contact for cemetery enquiries
- Assist families with grave locations for deceased relatives.

Currently the Parks, Gardens and Cemeteries team is located in Gatton, with ease of access to Council controlled cemeteries across the region leading to efficient service delivery.

### 3.3 Achievements

In July 2016, Council approved changes to cemetery management with the Parks and Gardens team taking responsibility for Council controlled cemeteries forming the Parks, Gardens and Cemeteries Team. Since the change of management, Parks, Gardens and Cemeteries have made significant achievements improving cemeteries operations for Lockyer Valley Regional Council, including:

- The creation of cemetery related activities factsheets which are located on the Council website and at the local funeral homes to help answer customer enquiries.
- Implementation of new cemetery application forms
- The creation of the Gatton Cemetery Master Plan, to help cater for future expansion works that are required at the cemetery
- Council achieving a minor deficit for the first time in cemetery operations, a significant step towards running efficient cemetery services
- The creation of a universal design for concrete seam strips in cemeteries to ensure long life of the seam strip
- Introduction of a Council policy and procedure for cemetery activities ensuring good governance across Council controlled cemeteries
- Implementation of a GIS map layer identifying grave locations and occupancy e.g. full, reserved and one interment
- The construction of Council's first ashes interment garden at Laidley cemetery
- The establishment of Friends of the Lockyer Valley Council Cemeteries Group to educate the community around cemeteries activities
- In conjunction with Council's asset management team, development of a cemeteries asset plan outlining future expenditure required to renew current cemetery assets.

These achievements have contributed to improved customer service for users of council controlled cemeteries and efficiency gains for operation of the cemeteries. The Cemetery Plan identifies further opportunities for improvements within Council controlled cemeteries across the region.



## 4. Future Considerations

Cemeteries like any other infrastructure need to be planned for the future. Cemeteries ultimately have a useful life where they are unable to cater for their core functions of cemetery interments. A Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis has been completed to identify what Council is currently doing well and area where opportunities for the future. (See attachment Appendix 2). An action plan has also being developed to ensure that momentum is maintained in establishing efficient and practicable cemetery service delivery for the community in the future.

### 4.1 Current Capacity of Council's Cemeteries

The required use of Council's cemeteries continues to grow every year. Council's two main regional cemeteries located in Gatton and Laidley receive most use cemetery interments. When factoring what is required for cemeteries operations in the future at these main regional facilities and other Council cemeteries.

The following information is to be considered in future planning:

- The expected population growth in the next 10 years for the Lockyer Valley
- The Lockyer Valley Region having a higher than South East Queensland average for 50+ which will lead to further cemetery related requirements
- The Lockyer Valley Region has a high level of Christianity therefore more likely traditional burial methods will not change in near distant future, over alternative methods such as cremation
- Lockyer Valley Regional Council Cemeteries are currently the preferred location for the community needs when it comes to cemetery internments
- The ongoing increased development in the Plainland / Hatton Vale area, with no Council cemetery facility in this area to cater for the needs of the community
- A high level of migration to the Lockyer Valley, with 52.1% of the population not moving address in the Lockyer Valley in the last five years, its assumed that they will be permanent residents for their natural life
- The potential growth of the industrial zone at Helidon and the potential to bring more residents to the region

With the increase growth and development in the Lockyer Valley, assumptions can be made that the increase in cemetery operations will increase dramatically over the next 10 years. Over the life of this plan Council needs to take proactive planning to ensure that the community requirements will be catered for. On current average of internments across the Council region and over the life of the plan, Council will require an existing 820 graves to cover future demands at its current average without the expected increase in population growth.



Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019

#### 4.2 Burial Capacity Requirements

With the projected growth in population in the Lockyer Valley of 10% over the next ten years and lack of planning and development of Council's cemeteries carried over the past 10 plus years, land and budget are required to accommodate this future growth.

The factors requiring consideration for future expansion of Council's cemeteries for interments include:

- Suitability of land for cemetery operations due to drainage flow paths and geological constraints
- Changes to vegetation laws will limit areas that can be cleared for cemetery operations
- Sensitive ecological inhabitants / fauna on some cemetery sites.

Council's Forest Hill Cemetery has protected species of trees that severely limits the availability of land for cemetery operations.

The below table provides an estimate of usable land for cemetery operations after each site has been evaluated for usability assessing the above factors. Other requirements that need to be included to determine the suitability of land for cemetery expansion include space for access tracks, gardens and storage spaces.

Council's current grave sizes differ across the region due to geological conditions. Laidley Cemetery currently operates on a 1.5m wide x 3m long grave including seam strip due to highly reactive soil and the potential for the grave to collapse, whilst Gatton, Murphys Creek and Caffey cemeteries operate on 1.2m width and 2.6m long graves.

Factoring in the dimension above and estimated available area, Council will have the following graves available in the table below.

#### Land Available for Cemetery Operations (Estimate)

Cemetery	Uncleared/Unusable	Total Used	Total Area	Total Available	Graves available
Laidley	15487	22879	45419	7052	1567
Forest Hill	48167	1953	56713	6593	1465
Gatton					
Caffey	538	1409	9677	7730	1717
Murphys Creek	339	892	3465	2234	448

*Area based on squares metres*

#### 4.3 Ashes Interments Requirements

With the trend towards ashes interments continuing to grow, Council needs to continue to create areas for ashes to be interred to cover this growing demand. Ashes can be interred in columbarium walls, lawn graves and gardens. Currently, Council has columbarium walls for interments located at Gatton, Laidley and Forest Hill Cemeteries, and ashes lawn area at Gatton and are currently developing a formal ashes memorial garden at the Laidley Cemetery. Current ashes interment spaces available at council-controlled cemeteries are:

**Niches Available**

Cemetery	Single Niche	Double Niche	Family Niche	Lawn Ashes
Gatton	14	49	9	21
Laidley	1	26	NA	NA
Forest Hill	55	48	NA	NA
Caffey	NA	NA	NA	NA
Murphys Creek	NA	NA	NA	NA

Further budget allocation is required to cover shortfalls that currently exist in the ashes infrastructure at the Gatton Cemetery which has been identified through the Gatton Cemetery Master Plan.

**4.4 Additional Burial Space**

With the population forecasted to grow and therefore an increased need for cemetery services, Council needs to investigate options to purchasing additional land to cater for this demand. Once further sites have been identified a capital investment plan will be developed to ensure significant funds are available to cover the purchase and embellishment of the land.

Potential options for land include:

- Expansion of existing cemetery land to cater for the required usage
- Purchase of land adjacent to current cemeteries from private properties
- Review current parcels of land held by Council that may be suitable for cemetery operations within areas that will require cemeteries in the future
- Allocating existing government land for cemetery purposes.

When assessing further land for cemetery operations, the following criteria has been developed to ensure suitability for cemetery activities:

- The site is suitable for digging with no geological issues
- Close proximity to utility services such as water and sewerage
- Majority of the site has a moderate slope (less than 10%)
- Location has good access from local arterial road network
- No evidence of sensitive environmental fauna or cultural heritage issues.
- Location is not subject to flooding events.

Once a site has been selected for cemetery operations, master planning of the site will occur to ensure the most practicable use of the space. Cost effective establishment of cemetery infrastructure in appropriate construction order to limit issues that can occur from lack of appropriate planning.

Items to consider for the master planning stage include:

- Road network on the site covering access to all parts of the cemetery, ease of access to grave site for funeral directors and vehicles
- Adequate car parking arrangement for users of the cemetery
- Central location of equipment storage shed to provide easy access to areas for cemetery operations
- Toilet amenities for users of the cemetery
- Location of columbarium walls, ashes gardens and burial sites.
- Seating, landscaping and water bubblers.



A key component of the master planning works is the engagement of key stakeholders such as funeral homes, stonemasons, internal Council Departments, local cemeteries groups and the general users of the cemetery. Once this has been completed, a staged capital program can be developed and submitted for inclusion in the cemetery asset management plan.

#### 4.5 Additional Burial Space Options

Other burial space options that Council can consider to assist with the looming shortage of land for cemetery options include:

***Extra depth or Triple Depth Graves*** - When a request comes into Council for the preparation of a grave, Council offers the customer the opportunity of a grave depth to be single depth or double depth. If Council continues to offer the option of double and even triple depth interments Council can reduce the footprint that is required for cemetery operations and reduce grass control maintenance costs.

***Ashes memorialisation*** - Council has commenced catering for the growing trend of ashes memorialisation through the construction of columbarium walls and ashes memorial gardens at the Laidley Cemetery. These gardens and wall require a smaller foot print than traditional burial options and are commonly placed in areas at cemeteries where the land is not suitable for burial options. The current trend across the cemetery industry is for ashes memorialisation.

## 5. Community Involvement in Council Cemeteries

### 5.1 The Friends of the Cemeteries Group

In October 2018, Council endorsed a proposal to form the Friends of the Cemetery Group for the region to enable members of the Lockyer Valley community to assist and provide feedback to Council regarding the management of Council's cemeteries.

Council receives multiple requests regarding Council cemeteries with enquiries ranging from general maintenance to infrastructure improvements. The purpose of the group is to help educate the community in cemetery related activities.

Key functions of the group include:

- A group where Council can inform users of Lockyer Valley Regional Council controlled cemeteries about maintenance works, future projects and Council directions for the cemeteries
- An opportunity for members of the group to express ideas, concerns and possible solutions about Council controlled cemeteries in the Lockyer Valley Region
- An opportunity to have special guests to educate members on funeral operations, cleaning techniques and other functions
- The potential to involve the community to assist Council to update old records with their local knowledge
- The potential for working bees to assist in bringing new life to old graves with no living descendants

The creation of this group will assist in educating the community and Council on cemetery requirements for the length of this plan.

## 6. Cemetery Operations and Fiscal Management

### 6.1 Cost Neutrality

Unlike the private sector that provide death care arrangements focusing on profits for stakeholders, Lockyer Valley Regional Council carries out death care arrangements as a service to the local community.

Lockyer Valley Regional Council cemetery activities in previous years have run at an operating deficit, where revenue generated from cemetery activities currently doesn't cover operational expenditure, however in 2018-19 Lockyer Valley Regional Council is on track to achieve cost neutrality for operational services e.g. maintenance and cemetery interments. (See Appendix 1. Revenue and expenditure cemeteries).

The revision of cemetery practices, staffing levels that carry out cemetery operations and adoption of fees and charges that are appropriate to carry out cemetery activities has helped changed Council's financial position in cemetery operations. However continued monitoring of actual cost of individual cemetery activities need to occur regularly to ensure that Council is still tracking towards its goal of cost neutrality. These activities need to then be benchmarked against neighbouring Council's cemeteries services to ensure that efficient practices are still occurring and value for money services are being delivered to the community.

### 6.2 Fees and Charges

Under the *Local Government Act 2009*, Council has the ability to recover costs for providing services to the community. Cemetery services are covered under this provision. In June 2016, a review of cemetery fees and charges was undertaken against the actual cost to provide those services. The costs were also benchmarked against neighbouring Council's to gain an understanding of how Council's fees and charges compared. (See Appendix 2 comparison fees and charges)

Key findings of the review include:

- Fees and charges set for cemetery activities where inadequate to cover services provided to the community
- Fees and charges for cemetery activities where the lowest amongst neighbouring Council's in every activity category
- Contractors costs had increased which has not been reflected in an increase in fees and charges
- Geological and environmental conditions where effecting time taken to prepare graves for burials
- Extra requests from the community and funeral homes not allowed for in the standard costing e.g. extra 50 required.

As a result of the review, Council commenced an incremental increase of fees and charges for the provision of cemetery activities to achieve the goal of cost neutrality. In addition, clear and precise details of what is included in each burial (e.g. number of chairs, etc.) were detailed to reduce requests for extra equipment. As a result of these changes cemetery operation deficits have reduced.

Ongoing reviews of revenue verses expenditure will continue to achieve cost neutral of services. An adjustment may be required in certain cemetery activities to ensure that the cemetery service is not being completed at a loss.

Affordability for the community is integral in considering future fees and charges increases however decisions will also need to consider the wider cost for the community.



Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019



### 6.3 Cemeteries Asset Management Plan

In 2019, Lockyer Valley Regional Council completed a draft asset management plan for Council's cemeteries. Council cemeteries currently have assets valued at \$403, 226 which includes concrete seam strips, columbarium walls, fencing, furniture etc. These assets are regularly inspected by Council asset officers for defects and condition ratings of the assets are adjusted accordingly. Once condition ratings reach a trigger rating, assets are then scheduled for replacement as a part of the cemeteries capital program. To maintain the current assets in the cemeteries, current renewal forecast is \$12,550 per year.

As a part of the cemeteries asset management plan, a 10-year upgrade or new program has been developed to assist in developing and improving council cemeteries throughout the region. It is forecasted that Council will need to contribute \$995, 000 over the next 10 years to cater for cemetery expansion works for Council to cope with growing usage of Council cemeteries, with the majority of these works in expanding existing council cemeteries.

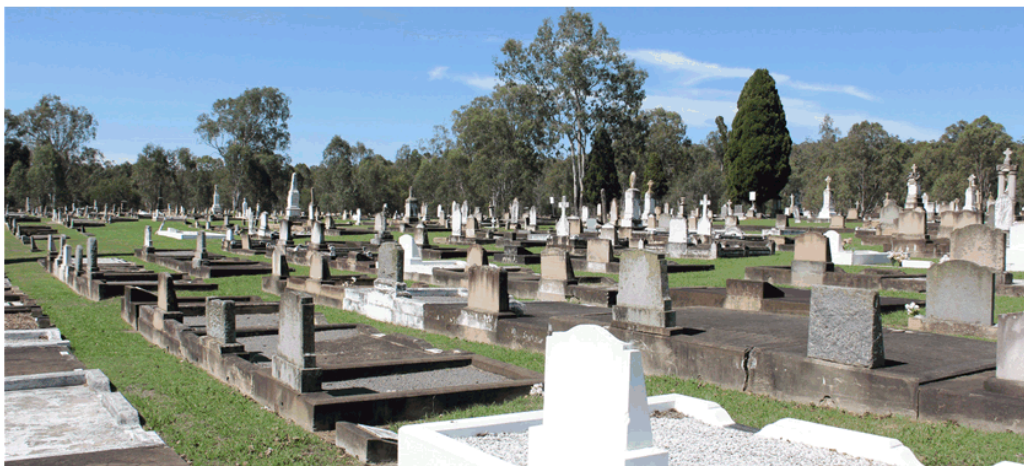
The acquisition of future land for cemetery activities is not included in the forecasted new expenditure over the next 10 years, however through identification in the cemetery plan, further land acquisition maybe required to continue to provide cemetery services for the community.

In addition, further capital expenditure may be required to generate further revenue from cemetery activities e.g. creation of ashes gardens to assist in covering operational costs.

### 6.4 Continued Monitoring of Cemetery Trends

Although the Lockyer Valley region has a high percentage of Christianity designated as the most popular religion and believes in traditional burial methods, a key trend in the death care sector has been for cremation over burials which may affect cemetery services in the future. To cater for the new cemetery trends Council needs to consider developing alternative methods of interments to cater for this growing market.

Regular monitoring of cemetery trends is required during the life of the plan, and budget for certain projects may be required to be relocated to cover shortfalls that occur from this trend becoming more popular than forecasted. Ongoing reviews of statics will be required by Council Officers to forecast these trend changes to ensure that the requirements of the community are being met and that revenue is continually being generated to assist in maintenance and cemetery works in the future.



### 6.5 Ongoing Review of Revenue and Expenditure

To continue to achieve the goal of cost neutrality for cemetery operations, regular reviews of works practices will occur. Educating the Parks, Gardens and Cemeteries officers around financial management will be key to achieve efficient cemetery services and making them responsible for budgets will help drive productivity dividends.

Council officers will continue to participate in local Council cemetery working groups to gather ideas that other Councils are currently using that may lead to savings in operating expenditure. Information gathering on fee structures and reasoning behind their fees may lead to identifying areas of opportunities that may potentially produce other revenue streams.

Embracing new mobility technology and data capture has the potential to assist in reducing costs in plaque application and inspection process whilst speeding up response time to customers. Through this technology, works orders for costings can be created per task and true costs for a cemetery interment can be thoroughly analysed to see if improvement can be completed to reduce expenditure. e.g. hard rock, grave took six hours to dig, did we use the appropriate machine?

Ongoing development of Council officers, review of expenditure and embracing new technology can all assist in producing cost neutral cemetery services.

### 6.6 Maintenance of Council Cemeteries

Council is committed to maintaining Council-controlled cemeteries to a high standard. Like other Councils there is a high community expectation that cemeteries are kept in a presentable manner as a mark of respect for former community members that have passed.

Parks, Gardens and Cemeteries staff currently carry out maintenance activities across all of Council-controlled cemeteries. Maintenance activities include mowing, spraying, gardening, furniture maintenance, ground improvements etc. These activities are carried out in accordance with the below schedule:

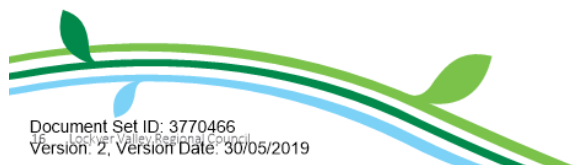
#### Current maintenance schedule for Council controlled cemeteries

Cemetery	Intervention level
Laidley Lawn	Weekly
Laidley Monumental	Fortnightly
Forest Hill	Fortnightly
Gatton Lawn	Weekly
Gatton Monumental	Fortnightly
Caffey	Fortnightly
Murphys Creek	Fortnightly
Ropeley (closed)	On request
Ingoldsby (closed)	On request

Intervention levels have been set based on feedback from the community via Council's customer request system in alignment with resourcing that is available to carry out maintenance activities. Extra servicing is carried out for signature events such as Christmas, Easter, Mother and Father's Day as well as Anzac Day when usage of Council cemeteries is high.

Council currently allocates a budget of \$199,000 for maintenance and cemeteries operations every financial year, with usage increasing and cemeteries expanding it is forecasted that the budget for maintenance and operation will need to increase to cater for the expected increased usage.

All future works at Council cemeteries involve maintenance minimisation principles with every aspect of the planning process in future expansion works to identify the maintenance cost and burden when completing the new or upgrade works. By utilising these principles, a reduction in maintenance costs may be possible. Council has moved away from lawn plaques areas due to the maintenance issues that have been occurring and will be utilising concrete seam strips in lawn areas in future plans.



Issues that have arisen in lawn areas include:

- Potential of damage to plaques from mowers and claims for repairs
- Long servicing costs to maintain a lawn area over a concrete seam strip. Receptacles and plaques are placed on concrete strip and weed eating doesn't need to occur around the vases
- Continued sinking of plaques in lawn areas and requirement to continue re-levelling
- Increased maintenance costs due to memorialisation issues.

By moving towards concrete seam strips, it will reduce maintenance cost and time and free up Council staff to complete other cemetery related tasks.

All landscaping works will be done in a manner which is maintenance friendly and only drought tolerant plants are utilised that require limited maintenance. This planting will mainly occur where an opportunity exists to create ashes memorial gardens and where revenue can be generated to assist in maintenance costs.

### 6.7 Economic Opportunities

Council is always looking for opportunities to growth revenue streams to assist in covering expenditure to deliver services. Cemetery operations are no different. Potential opportunities exist in Council cemeteries to provide extra revenue streams by capitalising on the historic nature of the cemeteries. With genealogy and history becoming popular council could potentially carry out cemetery tours focusing on history of key graves throughout the cemeteries. Gatton cemetery is home to the famous Murphys Grave which has links to recent publications around the "Gatton murders". A cost benefit analysis would be required to be completed before progressing further to understand if this economic opportunity could produce significant revenue to cover the cost of carrying out tours.

As highlighted earlier in the cemetery plan, Christianity since 2016 as decreased by 6% form the census carried out in 2011. Alternative venues for funeral services will be required to cater for families who won't have their funeral service in a church and may prefer an area located at a cemetery.





## 7. Administration and Record Keeping

Lockyer Valley Regional Council currently utilises Techonolgy One Council in conjunction with Intramaps for our day to day operations. One Council is the organisational tool that allows the cemetery team to generate new grave sections in our cemeteries, update existing graves and locate and retrieve deceased records. Cemetery information from One Council is automatically updated into Council's mapping software Intramaps. At a glance Intramaps will display what is available within our cemeteries which assists the community and funeral homes. This provides information to the Parks, Gardens and Cemeteries team which helps ascertain what land is required for future cemetery activities.

The integration of One Council and Intramaps has made interpreting data easier which only benefits the cemetery officers and the customers. It offers coloured plots to differentiate available, occupied, partially occupied and reserved graves in the cemeteries. This data is constantly updated giving invaluable support to all involved in cemetery services.

## 8. Key Actions

The Cemetery Plan has identified key considerations that need to be addressed to future proof cemetery operations and accommodate for the project growth in usage over the life of the plan.

Council will address the key considerations highlighted within the Cemetery Plan under three guiding principles and strategies:

Guiding principle	Strategy
Future considerations for cemetery operations	Lockyer Valley Regional Council will maintain sufficient land and facilities to carry out cemetery operations in the region and adjust to growing cemetery trends when required.
Provide professional, customer focus cemetery operations to the community	Provide fit for purpose cemetery facilities that are too a high standard and are well maintained that encourages community usage and ownership.
Efficient and cost-effective service delivery	Continue to manage expenditure whilst increasing revenue opportunities whilst embracing efficient cemetery operations delivery.

## 9. Related Documents

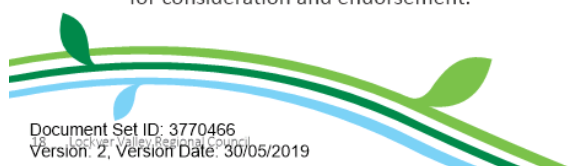
### 9.1 Action Plan

This action plan has been created to address the above key guiding principles that have been identified through the Cemetery Plan. Completed actions identified in the plan will assure continued professional customer focus cemetery operations for the community into the future.

Each principle identified in the Cemetery Plan has a series of actions which will require action either immediately, or in the short, medium, long term.

Time Frame	Priority
Immediate	High risk and requires immediate action
Ongoing	Action a part of daily core business
Short term	Within the next 3 years
Medium term	Within 3 – 5 years
Long term	Within 5 – 10 years

Key infrastructure projects identified through the plan will be submitted to Council's Capital works budget for consideration and endorsement.

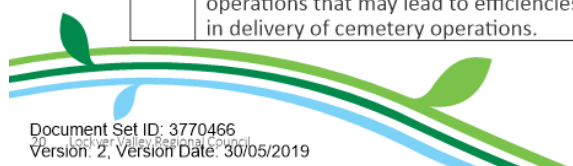


Daily core business actions identified through the plan will be completed utilising existing operational budget allocation each financial year.

<b>Action Plan – Guiding Principle 1: Future Considerations for cemetery operations.</b>				
<b>Strategy 1:</b> Lockyer Valley Regional Council will maintain sufficient land and facilities to carry out cemetery operations in the region and adjust to growing trends when required.				
<b>Action</b>		<b>Delivery Timeframe</b>	<b>Estimated Cost</b>	<b>Responsibility</b>
1.1	Continue to monitor cemetery interment trends and develop plans to cater for the trends if necessary.	Ongoing	Core Business	Parks, Gardens and Cemeteries
1.2	Analysis existing cemetery interment data and ensure that there is adequate and useable land to provide for burial and ashes interments across council cemeteries.	Ongoing	Core Business	Parks, Gardens and Cemeteries
1.3	If further land is required to be developed for burial and ashes interments, appropriate master planning of area to occur and budget to be allocated for development.	Short term	Capital Budget to cover master planning and development of site	Parks, Gardens and Cemeteries Finance
1.4	Should further land be required due to existing cemetery being full to provide for usage. Investigations to take place on suitable sites according to Council's suitable cemeteries standards and land acquisition process to occur.	Short term	Capital Budget to purchase land	Parks, Gardens and Cemeteries Finance
1.5	Monitor projected growth data, religious trends and update plans to cover potential changes required to service the need.	Ongoing	Core Business	Parks, Gardens and Cemeteries
1.6	Investigate the requirement to establish new cemeteries in high projected growth areas in the region.	Medium Term	Core Business	Parks, Gardens and Cemeteries
1.7	Liaise with Council's Legal Services and Property Coordinator to identify spare council land parcels that may be suitable for future cemeteries when current cemeteries have no room for expansion.	Long Term	Council Business	Parks, Gardens and Cemeteries Legal Services Planning
1.8	Continued replacement of cemetery assets in accordance with Council Cemetery Asset Management Plan.	Ongoing	Core Business	Parks, Gardens and Cemeteries Finance
1.9	Updating of Cemetery Asset Management Plan when renewal and new works have been completed.	Ongoing	Core Business	Parks, Gardens and Cemeteries Asset Management
1.10	Implementation of the Gatton Cemetery masterplan.	Ongoing	Capital Budget allocations	Parks, Gardens and Cemeteries
1.11	Creation of masterplan for existing Council cemeteries to help plan for future growth.	Short term	Budget Allocation	Parks, Gardens and Cemeteries
1.12	Review of Cemetery Plan to update action items.	Medium Term	Core Business	Parks, Gardens and Cemeteries
1.13	Submission of Capital budget bids to cover cemetery requirements identified in the Cemetery Asset Management Plan and the Cemetery Plan.	Ongoing	Core Business	Parks, Gardens and Cemeteries

Action Plan – Guiding Principle 2: Provide professional customer focus cemetery operations to the community.				
Strategy 2: Provide fit for purpose cemetery facilities that are too a high standard, well maintained and encourages community usage and ownership.				
	Action	Delivery Timeframe	Estimated Cost	Responsibility
2.1	Develop a Friends of the Cemeteries Group where Council can discuss and inform the community on projects and issues at the cemeteries.	Immediate	Core Business	Parks, Gardens and Cemeteries
2.2	Provide well maintained cemeteries that meet the community expectations.	Immediate	Core Business	Parks, Gardens and Cemeteries
2.3	Develop relationships via the Friends of Cemeteries Group to help improve cemetery data from cemeteries that council has received from trusts.	Short Term	Core Business	Parks, Gardens and Cemeteries
2.4	Continue to develop and update information fact sheets, procedures and form to ensure a professional customer experience.	Immediate	Core Business	Parks, Gardens and Cemeteries Customer Service
2.5	Continued training in cemetery procedures to customer service and parks, gardens and cemeteries staff to provide a professional and consistent customer service experience.	Immediate	Core Business	

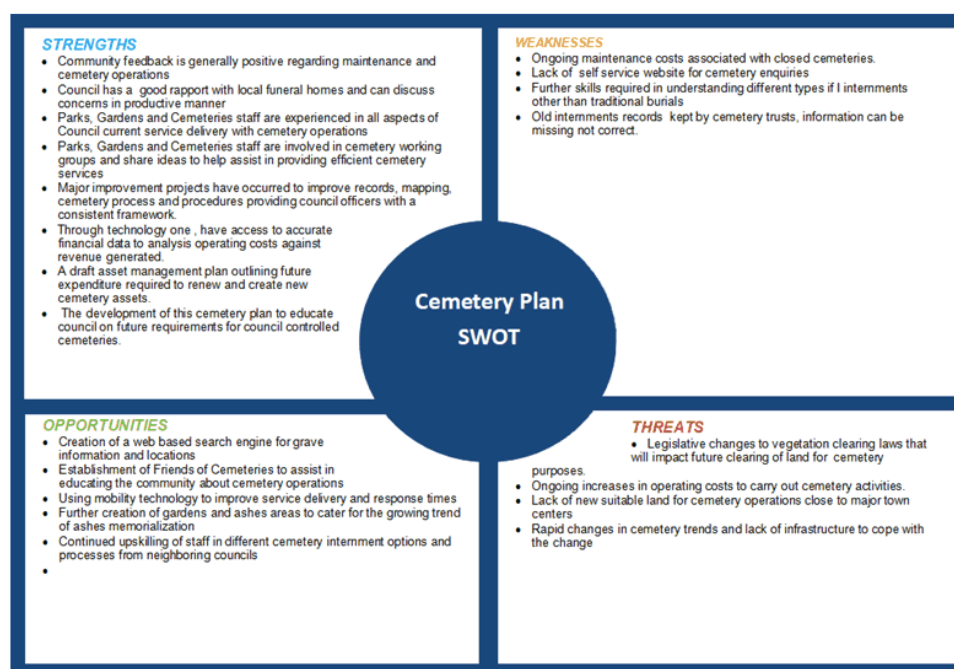
Action Plan – Guiding Principle 3: Efficient and cost effective service delivery.				
Strategy 3: Continue to monitor expenditure whilst increasing revenue opportunities and embracing efficient cemetery operations.				
	Action	Delivery Timeframe	Estimated Cost	Responsibility
3.1	Annual review of revenue generated against operations expenditure to determine if fees and charges have been adequate to cover expenses occurred.	Immediate	Core Business	Parks, Gardens and Cemeteries
3.2	Ongoing review of cemetery operations to determine if efficiencies can be made by changing work practices to help lower operational expenditure.	Short term	Core Business	Parks, Gardens and Cemeteries
3.3	Annual benchmarking of fees and charges against neighbouring councils.	Short Term	Core Business	Parks, Gardens and Cemeteries
3.4	If required, continued incremental increase of fees and charges to assist in delivery of services at affordable levels to the community.	Short Term Long Term	Core Business	Parks, Gardens and Cemeteries
3.5	Continued training for Parks, Gardens and Cemeteries staff on cemetery practices to ensure efficient delivery.	Short Term	Core Business	Parks, Gardens and Cemeteries Customer Service
3.6	Attendance of regular Queensland Councils cemetery meetings to fact find and discuss different cemetery operations that may lead to efficiencies in delivery of cemetery operations.	Immediate	Core Business	Parks, Gardens and Cemeteries Customer Service



Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019

3.7	Embrace the use of mobility to gain efficiencies when carrying out plaque inspections.	Short Term	Core Business	Parks, Gardens and Cemeteries
3.8	Ongoing development of web-based search engines database of cemetery data to assist in public record searches.	Short Term	Budget Allocation	Parks, Gardens and Cemeteries IT
3.9	Investigate opportunities to carry out historic cemetery tours to assist in generating revenue.	Long Term	Core Business	Parks, Gardens and Cemeteries
3.10	Creation of an open-air chapel at the Gatton cemetery to cater for services whilst capitalising on a new revenue stream.	Short Term	Core Business	Parks, Gardens and Cemeteries Community Facilities

### Appendix 1 – Cemetery Plan SWOT



*Appendix 2 – Cemetery Figures***7406 Cemetery Revenue and Expenses 18/19 Financial Year to Date**

Budget Detail	Accum	Accum	Original Budget
	Actual	Budget	
1BRV801 - Other Revenue	112,688	100,000	100,000.00
3BCR101 - Capital Grants, Subs	36,260	0	0.00
<b>Total Revenue to Date</b>	<b>148,948</b>	<b>100,000</b>	<b>100,000</b>
2BEX101 - Employee Costs	26,907	78,430	78,430.00
2BEX201 - Goods and Services	27,937	55,500	55,500.00
2BEX203 - Internal Transfers (Plant Hire)	17,662	31,200	31,200.02
2BEX204 - Oncost Recoveries	11,668	34,393	34,393.00
<b>Total Expenses to Date</b>	<b>84,174</b>	<b>199,523</b>	<b>199,523</b>
<b>Net Result to Date</b>	<b>64,774</b>	<b>(99,523)</b>	<b>(99,523)</b>

**7406 Cemetery Revenue and Expenses 17/18 Financial Year**

Budget Detail	Accum	Accum	Original Budget
	Actual	Budget	
1BRV801 - Other Revenue	154,673	140,000	100,000.00
<b>Total Revenue</b>	<b>154,673</b>	<b>140,000</b>	<b>100,000</b>
2BEX101 - Employee Costs	49,027	71,819	78,430.00
2BEX201 - Goods and Services	48,672	68,000	55,500.00
2BEX203 - Internal Transfers (Plant Hire)	35,295	15,073	31,200.02
2BEX204 - Oncost Recoveries	21,599	30,294	34,393.00
2BEX401 - Depreciation	18,031	19,040	0.00
<b>Total Expenses</b>	<b>172,623</b>	<b>204,226</b>	<b>199,523</b>
<b>Net Result</b>	<b>(17,949)</b>	<b>(64,226)</b>	<b>(99,523)</b>





**7406 Cemetery Revenue and Expenses 16/17 Financial Year**

	Accum	Accum	
Budget Detail	Actual	Budget	Original Budget
1BRV601 - Operating Contributions	423	0	0.00
1BRV801 - Other Revenue	167,724	160,000	100,000.00
<b>Total Revenue</b>	<b>168,147</b>	<b>160,000</b>	<b>100,000</b>
2BEX101 - Employee Costs	47,334	74,000	78,430.00
2BEX201 - Goods and Services	74,050	78,000	55,500.00
2BEX203 - Internal Transfers (Plant Hire)	28,459	66,152	31,200.02
2BEX204 - Oncost Recoveries	20,029	0	34,393.00
2BEX401 - Depreciation	2,078	3,000	0.00
<b>Total Expenses</b>	<b>171,950</b>	<b>221,152</b>	<b>199,523</b>
<b>Net Result</b>	<b>(3,804)</b>	<b>(61,152)</b>	<b>(99,523)</b>

**7406 Cemetery Revenue and Expenses 15/16 Financial Year**

	Accum	Accum	
Budget Detail	Actual	Budget	Original Budget
1BRV801 - Other Revenue	105,199	99,000	100,000.00
<b>Total Revenue</b>	<b>105,199</b>	<b>99,000</b>	<b>100,000</b>
2BEX101 - Employee Costs	60,225	51,000	78,430.00
2BEX201 - Goods and Services	66,568	42,500	55,500.00
2BEX203 - Internal Transfers	17,542	23,000	31,200.02
2BEX204 - Oncost Recoveries	26,576	23,000	34,393.00
2BEX401 - Depreciation	2,746	3,000	0.00
<b>Total Expenses</b>	<b>173,658</b>	<b>142,500</b>	<b>199,523</b>
<b>Net Result</b>	<b>(68,459)</b>	<b>(43,500)</b>	<b>(99,523)</b>

**7406 Cemetery Revenue and Expenses 14/15 Financial Year**

	Accum	Accum	
Budget Detail	Actual	Budget	Original Budget
1BRV801 - Other Revenue	116,607	99,000	100,000.00
<b>Total Revenue</b>	<b>116,607</b>	<b>99,000</b>	<b>100,000</b>
2BEX101 - Employee Costs	52,526	48,000	78,430.00
2BEX201 - Goods and Services	44,640	30,000	55,500.00
2BEX203 - Internal Transfers (Plant Hire)	24,345	7,000	31,200.02
2BEX204 - Oncost Recoveries	22,983	21,600	34,393.00
2BEX401 - Depreciation	3,071	5,000	0.00
<b>Total Expenses</b>	<b>147,564</b>	<b>111,600</b>	<b>199,523</b>
<b>Net Result</b>	<b>(30,958)</b>	<b>(12,600)</b>	<b>(99,523)</b>

**7406 Cemetery Revenue and Expenses 13/14 Financial Year**

(only from Oct 2013 after go Live to June 2014)

	Accum	Accum	
Budget Detail	Actual	Budget	Original Budget
1BRV801 - Other Revenue	105,915	95,000	100,000.00
<b>Total Revenue</b>	<b>105,915</b>	<b>95,000</b>	<b>100,000</b>
2BEX101 - Employee Costs	51,063	0	78,430.00
2BEX201 - Goods and Services	23,554	29,001	55,500.00
2BEX203 - Internal Transfers (Plant Hire)	21,146	0	31,200.02
2BEX204 - Oncost Recoveries	25,063	0	34,393.00
2BEX401 - Depreciation	3,301	4,082	0.00
<b>Total Expenses</b>	<b>124,127</b>	<b>33,083</b>	<b>199,523</b>
<b>Net Result</b>	<b>(18,212)</b>	<b>61,917</b>	<b>(99,523)</b>

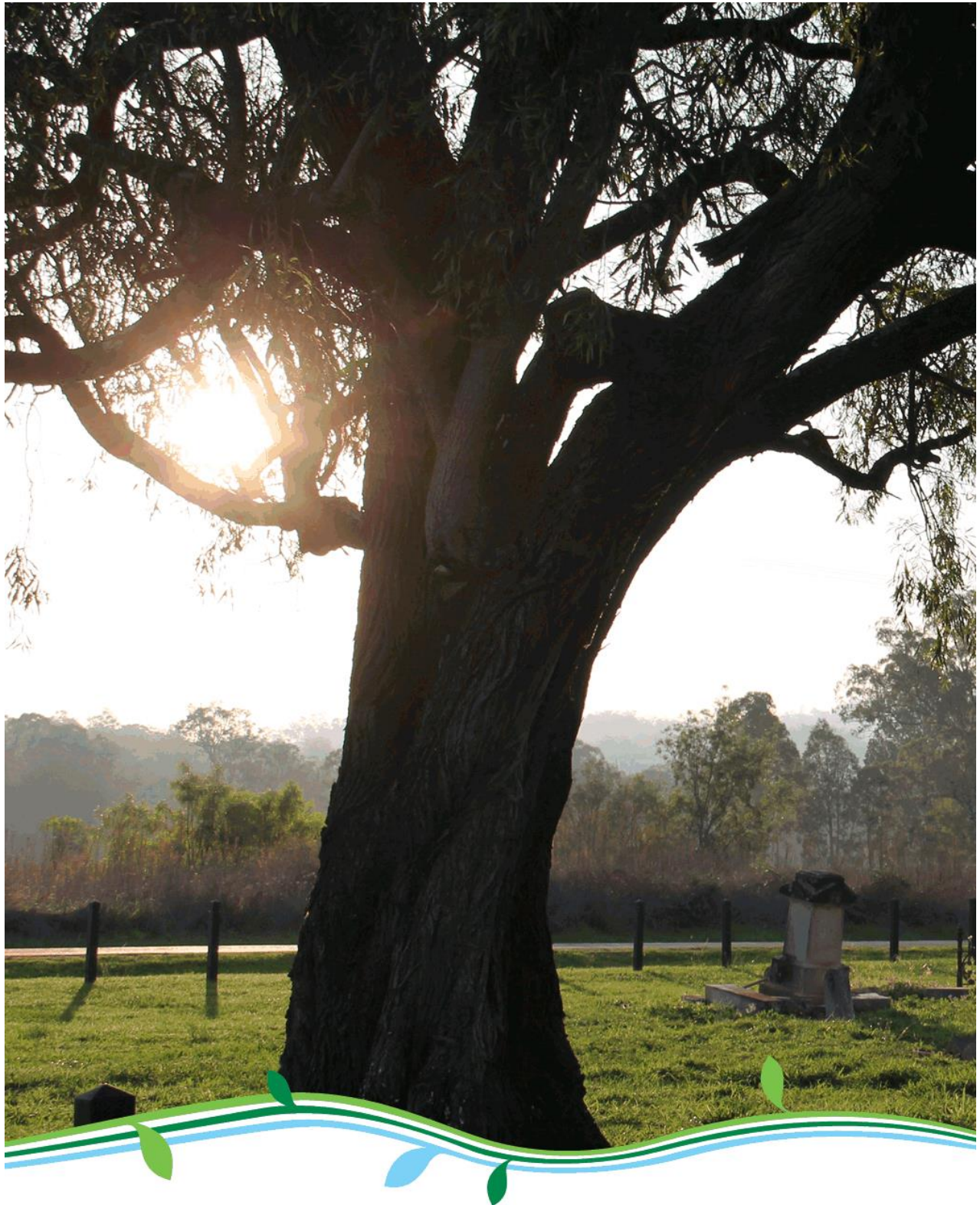


### Appendix 3 - Proposed 2019-2020 Fees and Charges

Lockyer Valley Regional Council   2 - Commercial Fees & Charges   2.8 - Cemeteries   2.8.1 - Gatton, Laidley, Caffey, Forest Hill & Murphys Creek   General Cemetery				
Application for Burial	\$890.00	\$910.00	2.25%	\$20.00
Application for Reservation of Plot Extra Depth	\$1,025.00	\$1,050.00	2.44%	\$25.00
Interment Fee - Monumental	\$1,455.00	\$1,490.00	2.41%	\$35.00
Interment Fee - Lawn	\$1,335.00	\$1,370.00	2.62%	\$35.00
Interment Fee for Child aged 12 and under	\$670.00	\$685.00	2.24%	\$15.00
Land for Child Grave (Smaller Plot)	\$446.00	\$457.15	2.50%	\$11.15
Breaking of Concrete on Graves	Price on application			
Land for Burial of Ashes	\$512.00	\$524.80	2.50%	\$12.80
Burial of Cremation Ashes	\$195.00	\$200.00	2.56%	\$5.00
Re-Opening Grave / Exhumation	Price on application			
Hand Digging	\$515.00	\$530.00	2.91%	\$15.00
Application for Monumental Work and Plaque Modifications	\$82.00	\$84.00	2.44%	\$2.00
Lockyer Valley Regional Council   2 - Commercial Fees & Charges   2.8 - Cemeteries   2.8.1 - Gatton, Laidley, Caffey, Forest Hill & Murphys Creek   Overtime Rates				
Overtime Rates	\$175.00	\$180.00	2.86%	\$5.00
Lockyer Valley Regional Council   2 - Commercial Fees & Charges   2.8 - Cemeteries   2.8.1 - Gatton, Laidley, Caffey, Forest Hill & Murphys Creek   Columbarium				
Single	\$515.00	\$530.00	2.91%	\$15.00
Double	\$635.00	\$650.00	2.36%	\$15.00
Family	\$710.00	\$730.00	2.82%	\$20.00
Interment of Ashes	\$160.00	\$160.00	0.00%	\$0.00
Removal of Ashes	\$160.00	\$160.00	0.00%	\$0.00







For more information phone 1300 005 872,  
email [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) or visit [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343  
© Lockyer Valley Regional Council

Document Set ID: 3770466  
Version: 2, Version Date: 30/05/2019

**Date:** 06 June 2019  
**Author:** Angelo Casagrande, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

The purpose of this report is to amend Council resolution 3227 (18 December 2013) as the property owner of lot 98 RP 895297 would like to retain his original property number being 104 Mount Berryman Road, Mount Berryman.

**THAT Council agree to amend Council resolution 3227 from the Ordinary Meeting of Council on 18 December 2013 in order for the property owner of lot 98 RP 895297 to retain the address of 104 Mount Berryman Road, Mount Berryman.**

**THAT Council agree to amend Council resolution 3227 from the Ordinary Meeting held on 18 December 2013, in order for the property owner of lot 98 RP 895297 to retain the address of 104 Mount Berryman Road, Mount Berryman.**

**CARRIED**  
**7/0**

Council resolved at the Ordinary Council meeting on 18 December 2013 to name a Council maintained road reserve off Mount Berryman Road, Mount Berryman as Whipbird Lane, Mount Berryman to ensure the level of maintenance undertaken by Council would continue. It was also decided to update the property addresses of the adjacent land owners, in accordance with the Australian Standard as each of the property accesses are now off Whipbird Lane. Since the Council Resolution the property owner of lot 98 RP 895297 (known as 22 Whipbird Lane), has remained using 104 Mount Berryman Road, unknown to Council and the property owner has returned to Council requesting to formally retain 104 Mount Berryman Road.

Numbering the property lot 98 RP 895297 - 22 Whipbird Lane ensures emergency services would identify the property more easily and the property address would be correct in accordance with the current number system used by the previous Laidley Shire Council however, the property owner, would like to retain his address as he has been known as 104 Mount Berryman Road for many years.

## Page 257



It was highlighted in 2013 that unnamed, maintain section of road required a name due to issues locating the road as it was often referred to as Berlin Road South. However you were unable to access via Berlin Road.

It was determined to formally rename the road, as the two property owners were accessing via this road reserve off Mount Berryman Road, at the time it was advantageous for both the residents and Council to name this section of road to ensure improved location identification for emergency services and to ensure Council would continue to maintain the road reserve.

At the Ordinary Council meeting on 18 December 2013 Council resolved under resolution 3227, to name the section of Council maintained road reserve off Mount Berryman Road, Mount Berryman as Whipbird Lane, Mount Berryman and to advised affected landholders, Department of Natural Resources, Mines and Energy and all other necessary agencies of the change. This action has previously been completed.

Whipbird Lane provides access to two properties, number 22 (lot 98 RP 895297) and number 23 (lot 2 RP 61045). Lot 98 RP 895297 was known as 104 Mount Berryman Road, Mount Berryman prior to the naming of Whipbird Lane and Lot 2 RP61045 was formally known as 106 Mount Berryman Road.

In August 2018 the owners of Lot 11 RP857759, a property further south accessing via Mount Berryman Road requested a property address. This property was issued 104 Mount Berryman Road, Mount Berryman in September 2018, which is in accordance with the current numbering system utilised by the previous Laidley Shire Council.

The owner of lot 98 RP 895297 22 Whipbird Lane approached the new property owners and requested to retain his property number as 104 Mount Berryman Road, Mount Berryman as he believes there will be no further property developments on the surrounding land. It is believed the resident has no objections.



Figure 1: Google image of Mount Berryman Road with Whipbird Lane to the right.

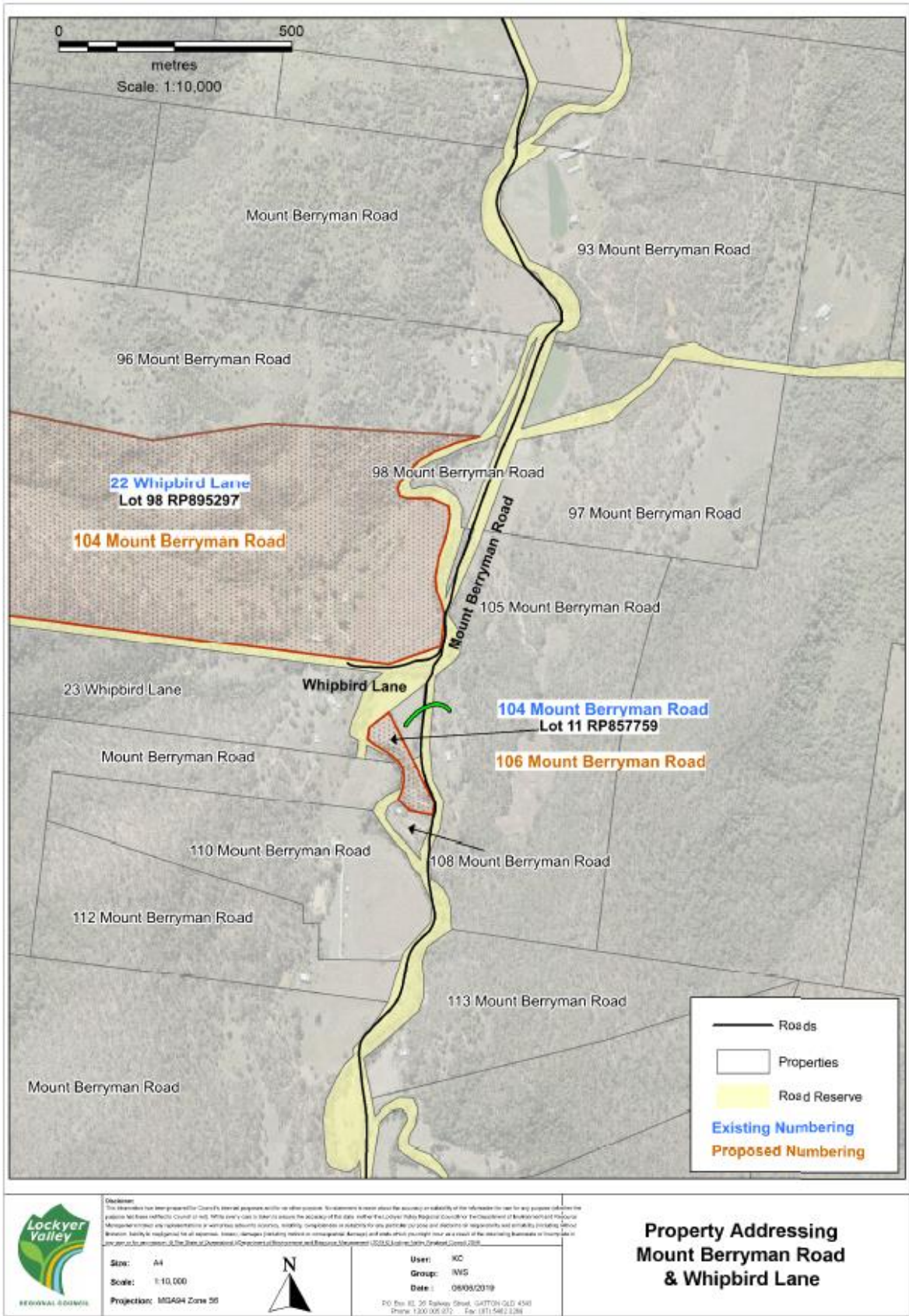


Figure 2: Existing and proposed numbering of properties

3. Report

The owner of lot 98 RP 895297 22 Whipbird Lane received his neighbours mail which triggered him to contact Council. He requested to retain his property number as 104 Mount Berryman Road, Mount Berryman as he believes there will be no further property developments on the surrounding land.

The Chief Executive Officer and the Executive Manager of Infrastructure Works and Services met with the owner on 21 December 2018 to further discuss the request and gain an onsite perceptive.

**4. Policy and Legal Implications**

Council has adopted the Australian/New Zealand Standard for Rural and Urban Addressing – Mount Berryman Road however is numbered using the old Laidley Shire Council numbering system, which has been utilised to be consistent with existing numbering.

**5. Financial and Resource Implications**

Resources required to renumber the affected properties and notify external parties.

**6. Delegations/Authorisations**

The Executive Manager Infrastructure Works and Services will act under current delegations to address the resolution.

**7. Communication and Engagement**

Ongoing discussions will need to occur with the property owner of lot 98 RP895297 and lot 11 RP857759 to advise of formal property addressing changes.

**8. Conclusion**

Due to the rural location of the property it is recommended that lot 98 RP 895297 currently numbered at 22 Whipbird Lane be changed back to 104 Mount Berryman Road. The current 104 Mount Berryman Road will be renumbered to 106 Mount Berryman Road.

**9. Action/s**

- 1) Advise the property owner of Lot 98 RP 895297 (22 Whipbird Lane) that his address will remain 104 Mount Berryman Road, Mount Berryman.
- 2) Advise the current property owner of Lot 11 RP857759 (104 Mount Berryman Road) will be changed to 106 Mount Berryman Road, Mount Berryman.
- 3) Update Council's asset registers
- 4) Advise the Department of Natural Resources, Mines and Energy and all other necessary agencies of the changes.

**Attachments**

There are no attachments for this report.



**Date:** 06 June 2019  
**Author:** John Keen, Manager Infrastructure Support Services  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

The annual review of Council's plant and fleet utilisation has identified two (2) items of plant that are no longer required due to the cessation of the flood restoration program on the regional road network.

**THAT Council dispose of the two designated plant items being Fleet No. 117, Mack 6 x 4 Tipper and Fleet No. 430/431, John Deere 7280R Tractor with an FAE road stabiliser attachment.**

**THAT Council dispose of the two designated plant items being Fleet No. 117, Mack 6 x 4 Tipper and Fleet No. 430/431, John Deere 7280R Tractor with an FAE road stabiliser attachment.**

**Moved By:** Cr Wilson **Seconded By:** Cr McLean  
**Resolution Number:** 16-20/1386

**CARRIED**  
**7/0**

## 1. Introduction

A requirement of Council's Operational Plan for the 2018-19 financial year, was to undertake a review of the utilisation of Council's plant and fleet in comparison with benchmark hours developed by the Institute of Public Works Engineering Australasia for local government.

(5.1.2 Undertake a utilisation review of Council's plant and fleet to compare with Institute of Public Works Engineering Australia (IPWEA) benchmark hours)

## 2. Background

Council operates a significant fleet in delivering services to the Lockyer Valley Regional Council area. The size and composition of the fleet is largely determined by the type and quantity of services provided by Council to the community and in a large asset intensive organisation, by the performance of the communities' assets in service. Council reviews plant and fleet utilisation each year and compares them with the benchmark hours developed by the Institute of Public Works Engineering Australasia. These comparisons are used as a basis to determine the suitability of current plant for the services delivered.

### 3. Report

The review of the fleet utilisation undertaken in May 2019 has identified two (2) items of plant that are significantly underutilised and deemed no longer necessary for Council's operations going forward.

They are:

- Fleet No. 117, Mack 6 x 4 Tipper, purchased in 2005 (dispose). This item was held after its scheduled disposal date due to ongoing flood restoration works. This work has now been completed.
- Fleet No. 430/431, John Deere 7280R Tractor with an FAE road stabiliser attachment, purchased in 2013 (dispose). This unit was purchased to assist with flood restoration works, this work has now been completed.

In relation to Fleet No. 117 the Mack tipper, this truck was due to be disposed of in 2017 and was retained for operational convenience to finalise the flood restoration works. This work is now complete, and this truck needs to be disposed of due to age and condition.

Fleet No. 430/431 is a John Deere Tractor with a road stabiliser attachment. The unit was bought to assist with road rehabilitation following subsequent flooding events. This work has now been completed and the work type that will be undertaken in Council's 10 year forward list of road rehabilitation projects is work that does not require this specific equipment type.

**4. Policy and Legal Implications**

Council will dispose of the two identified fleet items via public auction in accordance with the *Local Government Regulation 2012*.

**5. Financial and Resource Implications**

There will be no impact on the Council's service delivery with the disposal of this equipment. The remaining fleet is deemed to have sufficient capacity to provide an appropriate level of service.

**6. Delegations/Authorisations**

Authorise the Chief Executive Officer to take all necessary actions to enact the resolution of Council on this matter.

**7. Communication and Engagement**

Council's decision on this matter will need to be communicated to internal stakeholders.

**8. Conclusion**

With the cessation of approved flood restoration works to Council's road networks the equipment that has been identified for disposal is deemed no longer necessary for Council's ongoing operations.

**9. Action/s**

Action Council's resolution as appropriate.

**Attachments**

There are no attachments for this report.

**14.0 ITEMS FOR INFORMATION**

**GENERAL BUSINESS**

**THAT Council receive and note the following reports for information:**

**14.1 - Queensland Urban Utilities Monthly Report - May 2019**

**14.2 - Councillor Portfolio Report - May 2019**

**Moved By: Cr Vela**

**Seconded By:**

**Cr Holstein**

**Resolution Number: 16-20/1387**

**CARRIED**

**7/0**

**14.1 Queensland Urban Utilities Monthly Report - May 2019**

**Date:** 06 June 2019

**Author:** Vickie Wieland, EA to Chief Executive Officer

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

**Summary:**

Council has received an update from Queensland Urban Utilities (QUU) Board which provided highlights from their Board Meeting for the month of May 2019.

**This document is for Council's information only.**

**Report**

**1. Introduction**

Lockyer Valley Regional Council maintains an ongoing working relationship with QUU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to QUU for Council's information.

**2. Background**

Queensland Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked to deliver drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.
- Responsible for delivering water to customers, collecting, transporting and treating sewage, as well as charging and billing for water and waste water services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

**3. Report**

## **FOUNDATIONAL SUCCESS**

### ***Netserv Plan***

QUU's first Water Netserv Plan was finalised in 2014, with a requirement to be reviewed every five years in accordance with the SEQ Water Act.

The latest review of the plan has incorporated feedback from their customer engagement program, Let's Talk Water. This engagement has also included consultation with regulators, shareholders, the development sector and QUU employees.

The proposed plan is at a stage where management is ready to engage with shareholders to validate the planning assumptions and to request endorsement from the Planning Minister with regards to the consistency between the plan and the SEQ Regional Plan. Management also intends to commence public consultation.

The Board supported management undertaking these stakeholder engagement activities prior to the plan being approved by October 2019.

### ***Capital budget 2019/20***

The Board considered and approved QUU's 2019/20 Capital Infrastructure Program.

The proposed budget for 2019/20 is \$413M, which is higher than the budget forecasted in the 2018 Corporate Plan (\$334M).

Despite this increase, the overall five-year forecast from 2018-23 has reduced from \$1.76B to \$1.69B. This reduction is a result of re-forecasted investment profiles for the Brisbane and Ipswich service regions.

The higher investment profile next year is partly driven by increased renewal expenditure, particularly in our sewage treatment plants and our ICT program. The overall Capital Investment Program is structured around five key drivers, namely that: infrastructure is delivered to enable our region's growth needs; existing assets are renewed to ensure reliability of services; regulatory requirements are met; customer expectations around water quality and supply are met; and the network is operated in a cost-effective manner.

### ***Operational budget 2019/20***

Following consideration by the Finance and Pricing Committee, the Board considered and approved the 2019/20 operational budget.

The Board noted that the budget remains sound across the forward forecasts and supports the financial sustainability targets set out in the Corporate Plan.

### ***Final participation return***

The Board considered and approved the final participation return for the 2018/19 financial year. The payment of this return is consistent with the Participation Return Policy.

The notice of the return will occur on 26 July with payment to shareholders occurring on 30 September 2019.

### ***Pricing***

Following consideration by the Finance and Pricing Committee, the Board considered the pricing arrangements from 1 July 2019. Similar to previous years, the Board has continued to identify opportunities to place downward pressure on QUU's operating costs. They are committed to minimising the impact of any price increases whilst balancing the need to invest in infrastructure to support growth across the region.

QUU is required to announce changes to its tariffs, fees and charges before 1 July 2019. This will include briefing Councils on the pricing structures for 2019/20.

The Board considered and approved this matter, with management expected to make these announcements over the next month.

### ***HR and Payroll Insourcing Project***

QUU has commenced a project to bring payroll in-house from their third-party provider that currently processes their employees' payroll transactions.

Management has identified a number of benefits from this decision, including improved employee master data, improved pay accuracy, enhanced controls and increased employee experience from payroll helpdesk enquiries.

Recognising the risk associated with payroll, the business has adopted a low-risk 'lift and shift' approach, supported by strong project governance, independent project assurance through their internal audit service provider, KPMG, and reporting to the Audit and Risk Committee.

The Board noted the status of the project and that it remains on track for implementation.

### ***Simpler Billing update***

As advised in previous updates, QUU has embarked on a project to improve the timeliness in which Lockyer Valley and Somerset customers receive their bills, with accounts now being issued within one week of the meter read.

This month, the Board received an update on the project's implementation, which has included a comprehensive communications program involving direct and indirect engagement with customers, as well as briefings to councils. System readiness activities have been completed and the majority of customers have now received their 'reset' bill.

### ***SCADA Update***

The Board received an update on the deployment of the SCADA project, which is aimed at improving telemetry platforms and infrastructure across all service regions. This project will allow QUU to improve how they monitor the operations at our sewage treatment plants, pump stations and reservoirs.

### ***Aurizon QCA decision***

Management presented an update on a recent QCA decision regarding Aurizon's regulated assets and returns.

The Board noted that QUU's regulatory structure is not the same as Aurizon's therefore the risk of a ruling similar to Aurizon is very low.

**Attachments**

There are no attachments for this report.

---

**14.2 Councillor Portfolio Report - May 2019**

**Date:** 06 June 2019  
**Author:** Kayla Gill, Executive Support Officer - CEO & Councillors  
**Responsible Officer:** Ian Church, Chief Executive Officer

---

**Summary:**

This report informs Council of the key portfolio focus areas identified during these meetings.

<b>This document is for Council's information only.</b>
---

**Report**

**1. Introduction**

This report is to provide an update from Portfolio Councillors.

**2. Background**

Council determined the portfolio responsibility areas in order for Councillors to focus on their particular areas.

**3. Report**

Portfolio:

***Deputy Mayor Cr Cook:*** Recreation/Amenity Facilities: Sport and Recreation, Community Facilities, Health and Waste Management, Animal Management.

- Attended the Lockyer Chamber of Commerce and Industry after hours Event.
- Attended the Celebration of the Veteran Vintage Chevrolet Association farewell dinner.
- Attended the Laidley District Historical Society Heritage Festival.
- Attended the Clydesdale and Heavy Horse Field Day.
- Attended the Councillor Budget workshop.
- Attended the Ordinary Council Meeting.
- Met with the Gatton Show Committee at the showgrounds.
- Attended the Forest Hill Handmade Arts and Crafts Exhibition.
- Attended the Meet the Candidates afternoon for the Federal Election candidates.
- Attended the Councillor Budget Workshop.
- Attended the Councillor Workshop.
- Attended the Gatton Showgrounds User Meeting.
- Attended the Recognition Dinner Committee meeting.
- Met with Officers and a Kensington Grove resident to discuss compliance matters.
- Met with The Mayor and officers to discuss the Draft Showground Masterplan.
- Attended Schulte's Car Show Meet and Greet.
- Met with Officers and Cr Wilson for an Audit Committee Agenda Briefing.
- Attended the Councillor Budget Workshop.
- Attended the Volunteers Luncheon at Sage on Hickey at the Gatton Bowls Club.
- Met with Lockyer Chamber of Commerce and Industry representatives for a monthly catch up.



- Attended the Laidley Recreation Reserve Users Meeting.
- Attended the Recognition Dinner Committee meeting.
- Attended the Ordinary Council Meeting.
- Attended the Lockyer Valley Australian Citizenship Ceremony.
- Attended the Lockyer Valley Regional Council Audit and Risk Management Committee Meeting.
- Attended the Council of Mayors South East Queensland, Waste Working Group Meeting in Brisbane.
- Attended the Evening Under the Stars with Alastair McLeod.
- Attended the Lockyer Valley Multicultural Festival at Laidley.
- Attended the Councillor Budget Workshop.
- Attended the Recognition Dinner Committee Meeting.
- Attended the Gatton Revitalisation Committee Meeting.
- Attended the Scouts Qld Moreton region Annual Report Presentation in Ipswich.
- Represented the Mayor at the Council of Mayors South East Queensland, Olympic Feasibility Taskforce Meeting.
- Attended the Gatton bowls Club Bowls Night Fundraiser.

**Cr Wilson:** *Business Systems and Processes; Corporate Plans and Performance; Finance; Information, Communication and Technology (ICT).*

- 1/5 – Lockyer Chamber of Commerce Committee Meeting
- 3/5 – Attended Council of Mayors South East Queensland - Economic Development Working Group
- 4/5 – Attended Clydesdale Heavy Horse Field day
- 4/5 – Attended Laidley District Historical Society Heritage Festival
- 7/5 – Attended Council Workshop – Budget
- 8/5 – Attended ordinary Council Meeting
- 8/5 – Attended Walk Meeting with Gatton Show Society
- 14/5 – Attended Councillor Workshop and Budget Workshop
- 16/5 – West Mac School
- 16/5 – Attended Crime Stoppers Fundraising bowls night
- 21/5 - Attended the Lockyer Valley Regional Council Audit and Risk Management Committee Meeting.
- 21/5 – Attended Councillor Workshop – Budget
- 21/5 – Attended Volunteers luncheon at Sage on Hickey
- 21/5 – Attended Lockyer Chamber of Commerce and Industry Committee meeting
- 22/5 – Attended ordinary Council meeting
- 23/5 – Attended Australian Citizenship Ceremony
- 23/5 – Did media interview regarding, State Government land valuations
- 23/5 – Attended Lockyer Valley Regional Council Audit and Risk Management Committee Meeting
- 23/5 – Councillor portfolio review
- 25/5 – Attended An Evening Under The Stars with Alastair McLeod
- 28/5 – Attended Councillor Workshop and Budget Workshop
- 28/5 - Attended the Laidley Chaplaincy Committee Coffee and Dessert Night
- 29/5 – Attended the Technology One Showcase in Brisbane

---

**Cr Holstein:** *Roads and Drainage, Parks and Gardens, Transport and Active Transport, Asset Management and Disaster Management.*

- Infrastructure Portfolio meeting
- Attended Mulgowie Markets
- Attended Laidley Historical Society Heritage Festival
- Attended Das Neumann Haus for Heritage Festival
- Attended Heavy Horse Field Day in Gatton
- Attended and spoke on behalf of Crime Stoppers at the Grantham Women's Group
- Attended Centenary Gardens with Queensland Police Service for photo about Road Safety Week
- Attended Budget workshop
- Attended resident funeral
- Attended walk through at Gatton Showgrounds
- Attended meeting with Withcott Hotel regarding Foothills Art Show catering
- Attended Withcott Rural Fire Brigade meeting
- Attended to items for Crime Stoppers fundraiser, raffle prizes, food etc.
- Attended Orchid Show at Anglican Church in Gatton
- Attended site meeting at Otto Road Plainland regarding road issues, proposed transfer station
- Attended Crime Stoppers meeting at Laidley Queensland Police Service
- Attended meeting with resident regarding planning issue
- Attended budget workshop
- Attended Council workshop
- Attended Lockyer Business Ladies Meeting
- Attended Spring Bluff meeting
- Attended Crime Stoppers Bowls night in Laidley
- Attended meeting with Mayor regarding Niemeyer Road
- Attended meeting with resident regarding planning issues Gatton
- Attended site meeting at Stockyard regarding road issues
- Attended Hatton Vale Uniting Church Biggest Morning Tea event
- Attended Murphys Creek Markets and Car Show and present trophies
- Attended Budget workshop
- Attended volunteers lunch at Gatton
- Attended Council meeting
- Attended Pest and Weed Symposium with Darling Downs Moreton Rabbit Board
- Attended Darling Downs Moreton Rabbit Board meeting at the Gold Coast
- Attended Evening Under the Stars at Lockyer Valley Cultural Centre
- Attended Multicultural Festival in Laidley
- Attended meeting with at Stanbroke regarding expansion proposal
- Attended Withcott-Helidon Lions Club meeting
- Attended Budget workshop
- Attended Budget workshop
- Attended Gatton Revitalisation meeting
- Attended Foothills Art receival days
- Attended to set up for Foothills Art Show
- Attended and represent the Mayor at the Queensland Police Service Multi-Faith Afternoon Tea in Toowoomba
- Attended and MC opening night of Foothills Art Show

- Update Facebook pages for Lockyer Valley Tourism, Darling Downs Moreton Rabbit Board, Spring Bluff Railway Station, Lockyer Valley Foothills Art Show

#### **Rabbit Board Update**

Directors, CEO and several staff members of the Darling Downs attended the Pest and Weeds Symposium held at the Gold Coast where we had a stand to liaise with interested parties both local government and state in relation to rabbit control. The Board meeting was also held while at the Gold Coast with an invitation extended to all Gold Coast elected members to attend given the City of Gold Coast is in the precept area. During the Symposium there were two presentations on Rabbit issues. One from previous Board employee Dr David Berman and the other from Dr Peter Elsworth who the Board has worked closely with. Both presentations focussed on the need for all landholders to be vigilant in biosecurity measures relating to rabbits. Dr Peter Elsworth stressed that while virus releases are helpful in reducing numbers of rabbits the real game changer is destroying rabbit habitat and burrows. This has also been the Board's experience in recent survey work completed in the Lockyer Valley and currently being undertaken in the Toowoomba Regional Council and Southern Downs region as well as outside the Board area.

In the last month the Darling Downs Division patrolmen have completed the installation of 1,408 metres of foot netting. A contractor has commenced replacement of the fire damaged fence at Karara near Stonehenge.

In the Moreton Area as part of the fence replacement program some of the strainer posts have been replaced in the Lindsay Creek area. foot netting is being replaced at White Swamp/Mt Phillips area. The fence replacement at Tartars Creek is underway. The house at White Swamp is having repair work undertaken with relevening completed. A tank will be installed to increase water storage. Foot netting installed in the last period is 401 metres.

Attendance at the Field Day in Cottonvale has been well received with the demonstration of harbour removal and the ripping of warrens.

As part of the Rabbit Funding Project, the Board is upgrading the Hare and Rabbit taxidermy display.

Twenty-five properties have been inspected (10 in TRC, 6 Lockyer Valley, 3 Southern Downs, 3 City of Gold Coast, 2 Ipswich City, 1 other. Of these 9 were new reports from the public, (8 uncovered by DDMRB compliance staff, and others ongoing.

Eleven rabbit breeding sites were identified during property inspections. Two reports of pet rabbits were received.

City of Ipswich Survey being undertaken west of Ipswich to locate rabbit breeding areas commence at the beginning of April. Most landholders have been cooperative with only a few slowing down the survey process. During the survey 274 property visits were conducted, locating 62 breeding locations across 24 properties. The majority of harbour for rabbits in this area is man made with the top three breeding sites being log piles, shipping containers, and farm sheds.

Somerset Survey along the southern border of Somerset Regional Council area from Gatton-Esk Road, Buaraba to the Brisbane River at Borallon started on March 18. The survey area is predominantly cropping and cattle country with rural residential lots in between. During the reporting period 591 property visits were conducted, locating 242 breeding locations across 72 properties. The majority of harbour for rabbits in this area is man made with the top three being log piles, farm sheds and piles of rubbish.

Southern Downs Survey

The Dalveen Survey continued through March and April with 150 property visits conducted during the reporting period and a total of 247 visits for the survey. There were 1247 breeding places located across 58 properties, bringing the total number of breeding places to 2417 across 124 properties. The main breeding areas located during the reporting period were burrows, log piles and blackberry.

Virus Update

Results of the national release of the RHDV1-K5 (K5) in March 2017 have been released. The report describes RHDV2 as a complicating factor by reducing rabbit numbers by 60% at 8 of the 18 intensively monitored K5 release sites. The release of K5 into reduced populations made it difficult to monitor reductions in rabbit numbers after the release of K5. Preliminary results from the release of K5 shows a national average reduction of 36% and analysis showed that K5 appears to work as a biocide rather than a biocontrol. Further research is being conducted into the viability of RHDV2 as a biocontrol agent, but it will require APVMA approval and a vaccine will also need to be developed to protect farm and pet rabbits. Results from samples submitted by DDMRB staff since May 2017 are 10 RHDV2, 1 Chinese strain, 2 Pending and 7 negative.

Fulcrum Training for Somerset Regional Council staff has been undertaken with Fulcrum field training and rabbit survey training has been given to staff at SRC

**Lockyer Valley Foothills Art Show & Markets**

The Lockyer Valley Foothills Art Show and Markets were held May 31-June 2 at Postmans Ridge Hall, Murphys Creek Road, Postmans Ridge. The event is a showcase for budding artists to promote their artwork. The event includes the art competition with the winners in each open category receiving \$100 and Encouragement Award and People's Choice \$75 and Best in Show receiving \$150. The new children's category was 1<sup>st</sup> \$20, 2<sup>nd</sup> \$15, 3<sup>rd</sup> \$10. Categories are;

Photography – Colour

Photography – Black & White

Watercolour

Pastel

Oil/Acrylic

Mixed Medium/Drawing

Sculpture/Pottery

People's Choice

Encouragement Award

#### Best in Show

The Art Show was sponsored by local businesses who presented to the winners during the official proceedings on opening night. The event was hugely successful with opening night well attended. Artists entered including Lockyer Valley artists, Lockyer Valley Art Society members, Pittsworth Art Group members, The Range Artists Toowoomba members, and artists from Ipswich as well as individual artists. Over the three-day event just over \$6,000 of artworks were sold.

Feedback from artists and event visitors has been extremely positive. Curator of the well-known Downlands Art Exhibition, Evan Hollis was judge and conducted the official opening.

The Art Show was open Friday night May 31, Saturday June 1 and Sunday June 2. The Sunday also featured an art & craft markets run by the Withcott-Helidon Lions Club.

Following the Art Show success, plans are already underway for the 2020 event.

**Cr Hagan:** *Community Development: Arts and Culture, Youth and Disability/Multicultural, Public Safety, Customer Service and Community Services.*

#### Youth and Disability / Multicultural

I attended the Together4Lockyer Meeting at Laidley State School.

- o Together44341 has a new name – Together4Lockyer is more appropriate as now the group covers more of the Lockyer Valley than just Laidley and Hatton Vale. The heading for messaging will be 'Happy, Healthy and Learning'.
- o Laidley Community Centre was successful in obtaining the 'Early Years Youth Worker' grant and has been filled as a job share position.
- o The Early Years Network is being established. The initial purpose of the network is to build on positive relationships between schools and Early Childhood Education Centres (ECECs) to share the practice and pedagogy and develop an appreciation and awareness of each other's curriculums.

I attended the 'Partner Project – Reducing the Obesity Rate in the Lockyer Valley' meeting in Council Chambers.

- o The amended terms of reference were endorsed by the foundation group.
- o It was agreed that the scope of the project will encompass the Lockyer Valley Regional Council area.
- o The meeting was presented with data and Information - including Queensland Health's Preventive Health Branch, Diabetes Queensland and West Moreton Health.
- o A Risk Analysis Matrix and a Communication Plan were endorsed.

I attended the Australian Citizenship Ceremony at the Lockyer Valley Cultural Centre.

I attended the Lockyer Valley Multicultural Festival at the Laidley State School.

I attended the Reconciliation Weeks – National Australia Bank's indigenous trainee morning tea.

#### Arts and Culture

I attended the University of Queensland 'Reconciliation Artwork Launch' at the Foundation Building UQ Gatton.

I attended a meeting at the Gatton Historical Society with members of Lockyer Valley Art groups to discuss a possible Community Art Space.

I attended a meeting with Council's Events Support Officer and the Manager of Iconic Arts with regard to a Laidley Spring Festival Project.

I attended the 'Foothills Art Show Opening Night' at Postman's Ridge Hall.

**Organisations and Committees Representation:**

- Attended the Lockyer Valley Growers Group information and BBQ evening in the Foundation Building at the University
- Attended the Lockyer Valley & Somerset Water Collaborative meeting
- Meeting with the Executive Manager Infrastructure Works & Services with regard to Rockmount Road projects
- Attended the 'Biggest morning tea for cancer' at St Patrick's Church Hall, Laidley
- Attended the Stockyard Creek monthly BBQ and maned the Council information table
- Attended the Clydesdale and Heavy Horse Field Day Official Opening and Luncheon at the Gatton Show Grounds
- Visited the Mulgowie markets
- Visited the Laidley Pioneer Village and Das Neumann House during the Lockyer Valley Heritage Festival
- Attended the Forest Hill Community Development Association Meeting
- Attended Council's Special Budget Workshops
- Travelled to Postman's Ridge for the Australian Rail Track Corporation Community Consultative Committee meeting
- Attended the Infrastructure Works & Services Morning BBQ and Updates
- Attended the Gatton Show Society 'Walk through of showgrounds'
- Visited the Autumn Orchid Show at the Anglican Church Hall, Gatton
- I Visited the Ma Ma Creek markets
- Visited the 'Hand Made Markets' at the School of Arts Hall, Forest Hill
- Attended the 'Meet the Candidates Afternoon' for the Federal Election at the Lockyer Valley Cultural Centre
- Meeting with Council's Event and Marketing Officer with regard to a Laidley Spring Festival project
- Meeting with the Mayor and Council's Sports, Recreation & Community Grants Officer to discuss support for Stockyard Creek Hall Committee
- Attended the Gatton Showgrounds User Group meeting at the Gatton Show Grounds
- Meeting with Manager Regional Development with regard to water updates
- Attended the Peak Training – 'Councillor Roles & Responsibilities' Local Government Association Queensland, Brisbane
- Attended the Crime Stoppers Lawn Bowls and BBQ fundraiser at Laidley Bowls Club
- Presented trophies to a Car Club Rally at Murphy's Creek Markets
- Visit to the Rural Firefighters Combined Brigade Training at Lake Apex
- Attended the Lockyer Valley Shed Men meeting at College View
- Attended the Volunteers Lunch with the Mayor and Councillors at The Gatton Bowls Club
- Meeting with the Mayor, Councillors, and members of the Lockyer Chamber of Commerce and Industry Committee
- Visited Laidley Markets

- Attended 'An Evening Under the Stars with Alastair McLeod' event at the Lockyer Valley Function Centre
- I attended a luncheon at Mt Sylvia State School to welcome the new Gatton Lutheran Pastor
- Attended the Cahill Park Cluster Group meeting
- Attended Council meetings and workshops.

**Cr Vela:** *Environment: Environmental Management, Weed/Pest Management, Waterways, And Natural Resource Management.*

- 04/05 – Attended Mulgowie Markets
- 04/05 – Attended Laidley Pioneer Village Heritage Festival
- 04/05 – Attended Clydesdale and Heavy Horse Field Day
- 07/05 – Attended Councillor Portfolio Catch Up
- 07/05 – Attended Councillor Workshop
- 08/05 – Attended Ordinary Council Meeting
- 08/05 – Attended Walk Meeting with Gatton Show Society
- 10/05 – Attended Autumn Orchid Show
- 11/05 – Attended Brave Companion Dog Rescue Fundraising BBQ
- 11/05 – Attended Handmade Expo Forest Hill
- 11/05 – Attended Federal Election Candidates Forum
- 13/05 – Interview with WIN Television regarding baiting program
- 14/05 – Attended Councillor Workshop
- 15/05 – Interview with Channel 10 regarding baiting program
- 15/05 – Attended Business After Hours Event at Gatton Auto
- 16/05 – Attended Lockyer Says No to Violence Meeting
- 16/05 – Attended Crime Stoppers Bowls Night
- 18/05 – Attended Laidley Show and Shine
- 21/05 – Attended Councillor Workshop
- 21/05 – Attended Volunteers Lunch Function
- 21/05 – Attended Meeting with Lockyer Chamber Commerce and Industry
- 22/05 – Attended Councillor Portfolio Catch Up
- 22/05 – Attended Ordinary Council Meeting
- 23/05 – Attended Australian Citizenship Ceremony
- 24/05 – Attended Hatton Vale Uniting Church Markets
- 25/05 – Attended An Evening Under The Stars Event
- 26/05 – Attended Lockyer Uplands Catchment Inc Breakfast
- 26/05 – Attended Lockyer Multicultural Festival
- 28/05 – Attended Councillor Workshop
- 28/05 – Attended Laidley Chaplaincy Committee Desert Night
- 29/05 – Attended Gatton Revitalisation Committee Meeting
- 29/05 – Attended Creative Central Business District Info Session
- 30/05 – Attended Laidley District State School Under 8's Day
- 31/05 – Attended National Aborigines and Islanders Day Observance Committee (NAIDOC) week celebration at National Australia Bank Gatton
- 31/05 – Attended Corporate Bowls Night at Gatton Bowls Club

#### Attachments

There are no attachments for this report.

**15.0 CONFIDENTIAL ITEMS**

**CLOSED SESSION**

**THAT Council move into closed session at 11:47am to the exclusion of the press and public, in accordance with:**

- Section 275 (1) (h) of the Local Government Regulation 2012 as the matter involves business for which public discussion would be likely to prejudice the interests of Council or someone else, or enable a person to gain financial advantage, to discuss Item 15.1 – “Queensland Urban Utilities Board Appointments” & Item 15.5 – “Approval of Queensland Urban Utilities Statement of Strategic Intent”
- Section 275 (1) (f) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it, to discuss Item 15.2 – “Fourth Quarter Legal Update”
- Section 275 (1) (e) of the Local Government Regulation, 2012, as the matter involves contracts proposed to be made by it, to discuss Item 15.3 – “Sports and Aquatic Centre Management”
- Section 275 (1) (d) of the Local Government Regulation, 2012, as the matter involves ratings concessions, to discuss Item 15.4 – “Request for Rating Concession on Property ID 133260”

**Moved By: Cr Hagan**

**Seconded By:**

**Cr Cook**

**Resolution Number: 16-20/1388**

**CARRIED  
7/0**

**OPEN SESSION**

**THAT Council move into open session, the time being 12:17pm**

**Moved By: Cr Vela**

**Seconded By:**

**Cr Cook**

**Resolution Number: 16-20/1389**

**CARRIED  
7/0**

**15.1**

**Queensland Urban Utilities Board Appointments**

**Date:** 06 June 2019

**Author:** Stephen Hart, Coordinator Council Business

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

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

**Summary:**



Correspondence has been received from the Chair of the Board of Queensland Urban Utilities requesting Council consideration of Board Appointments for anticipated vacancies on the Board from 1 July 2019.

**Officer's Recommendation:**

**THAT Council resolve to:**

- **Appoint Mr Phillip Strachan as a new Board member of Queensland Urban Utilities effective from 1 July 2019 for a term of three years; and**
- **Appoint Mr (Alan) Mark Gray as a new Board member of Queensland Urban Utilities effective from 1 July 2019 for a term of three years.**

**Further,**

**THAT Council authorise the Chief Executive Officer to execute the Instrument of Appointment on behalf of Council.**

**RESOLUTION**

**THAT Council resolve to:**

- **Appoint Mr Phillip Strachan as a new Board member of Queensland Urban Utilities effective from 1 July 2019 for a term of three years; and**
- **Appoint Mr (Alan) Mark Gray as a new Board member of Queensland Urban Utilities effective from 1 July 2019 for a term of three years.**

**Further,**

**THAT Council authorise the Chief Executive Officer to execute the Instrument of Appointment on behalf of Council.**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr McLean**

**Resolution Number: 16-20/1390**

**CARRIED**

**7/0**

**Date:** 03 June 2019  
**Author:** Caitlan Natalier, Solicitor & Legal Services Coordinator  
**Responsible Officer:** Ian Church, 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) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it.*

The purpose of this Report is to provide an update to Council in relation to a number of confidential legal matters.

**THAT Council receive and note the fourth quarter legal update.**

**THAT Council receive and note the fourth quarter legal update.**

**Moved By:** Cr Wilson **Seconded By:** Cr Vela  
**Resolution Number:** 16-20/1391

**CARRIED**  
**7/0**

---

**15.3 Sports and Aquatic Centre Management**

**Date:** 03 June 2019  
**Author:** Gordon Magann, Manager Buildings and Facilities  
**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 recommend to Council that it accept the tender for the management rights for the Lockyer Valley Sports and Aquatic Centre and the Dal Ryan Memorial Pool from Swim Fit SEQ Pty Ltd, as being the most advantageous tender to Council for an initial period of 5 years commencing on 1 August 2019 with the option of a further 5-year extension by mutual agreement subject to the successful negotiation and execution of the contract.

**Officer's Recommendation:**

**That Council accept the tender for the management rights for the Lockyer Valley Sports and Aquatic Centre and the Dal Ryan Memorial Pool from Swim Fit SEQ Pty Ltd, as the most advantageous tender to Council for an initial period of 5 years commencing on 1 August 2019 with the option of a further 5-year extension by mutual agreement subject to the successful negotiation and execution of the contract.**

**AND Further;**

**THAT Council authorise the Chief Executive Officer to negotiate satisfactory contract terms and enter into the contract with Swim Fit SEQ Pty Ltd on behalf of Council.**

**RESOLUTION**

**That Council accept the tender for the management rights for the Lockyer Valley Sports and Aquatic Centre and the Dal Ryan Memorial Pool from Swim Fit SEQ Pty Ltd, as the most advantageous tender to Council, for an initial period of 5 years commencing on 1 August 2019 with the option of a further 5-year extension by mutual agreement subject to the successful negotiation and execution of the contract.**

**Further;**

**THAT Council authorise the Chief Executive Officer to negotiate satisfactory contract terms and enter into the contract with Swim Fit SEQ Pty Ltd on behalf of Council.**

**Moved By: Cr Vela**

**Seconded By:**

**Cr Cook**

**Resolution Number: 16-20/1392**

**CARRIED**

**7/0**

**15.4 Request for Rating Concession on Property ID 133260**

**Date:** 04 June 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**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) (d) of the Local Government Regulation, 2012, as the matter involves ratings concessions.*

**Summary:**

The purpose of this report is to provide Council with information to determine if the applicant should be granted a concession on the grounds of financial hardship.

**Officer's Recommendation:**

**THAT Council does not grant a concession on Property ID 159170 by way of a waiver of interest as the applicant has not sufficiently demonstrated that the payment of the rates and charges will cause hardship to the landowner.**

**AND Further;**

**THAT Council offers an extended payment arrangement in accordance with Council's Rates and Charges Debt Collection and Recovery Policy for the rates and charges to be cleared by 31 December 2019.**

**RESOLUTION**

**THAT Council does not grant a concession on Property ID 133260 by way of a waiver of interest as the applicant has not sufficiently demonstrated that the payment of the rates and charges will cause hardship to the landowner.**

**Further;**

**THAT Council offers an extended payment arrangement in accordance with Council's Rates and Charges Debt Collection and Recovery Policy for the rates and charges to be cleared by 31 December 2019.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Vela**

**Resolution Number: 16-20/1393**

**CARRIED**

**7/0**

**Date:** 05 June 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

### Summary:

**Officer's Recommendation:**

## RESOLUTION

**Moved By:** Cr McLean **Seconded By:** Cr Cook  
**Resolution Number:** 16-20/1394

Page 281

**16.0 MEETING CLOSED**

*There being no further business, the meeting closed at 12:20pm*