

# Minutes



## ORDINARY MEETING OF COUNCIL

### MINUTES

10 JULY 2019

## TABLE OF CONTENTS

Item	Subject	Page No.
1.0	Meeting Opened.....	5
2.0	Leave of Absence.....	6
2.1	Leave of Absence .....	6
3.0	Condolences/Get Well Wishes .....	7
3.1	Condolences/Get Well Wishes.....	7
4.0	Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers .....	8
5.0	Mayoral Minute .....	8
6.0	Confirmation of Minutes.....	9
6.1	Confirmation of Ordinary Meeting Minutes 26 June 2019.....	9
7.0	Business Arising from Minutes .....	10
8.0	Committee Reports .....	10
9.0	Deputations/Presentations .....	10
10.0	Executive Office Reports .....	11
10.1	Chief Executive Officer's Monthly Update - June 2019 .....	11
10.2	Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019 .....	19
10.3	Request for additional funding for lighting at Cahill Park.....	40
11.0	Organisational Development and Planning services Reports .....	42
11.1	Executive Manager Organisational Development and Planning Monthly Report - June 2019 .....	42
11.2	Request for Negotiated Decision for Development Permit for Material Change of Use for Intensive Agriculture (Hydroponics).....	53
12.0	Corporate and Community Services Reports .....	60
12.1	Executive Manager Corporate and Community Services Monthly Report - June 2019 .....	60
12.2	Consultation - Annual Valuation Effective 30 June 2020 .....	75
12.3	Update to Register of Cost Recovery and Commercial Fees and Charges 2019-20 .....	78
12.4	2019-20 Rates Concessions for Financial Hardship .....	83
12.5	Charitable Organisations Waste Disposal Fees.....	87
13.0	Infrastructure Works and Services Reports .....	91
13.1	Executive Manager Infrastructure Works and Services Monthly Report - June 2019.....	91
14.0	Items for information .....	102
14.1	Councillor Portfolio Report - June 2019.....	102
14.2	Queensland Urban Utilities Monthly Report - June 2019.....	112

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**15.0 Confidential Items ..... 115**

**16.0 Meeting Closed..... 115**

## **ATTENDANCE:**

### **Councillors Present**

- Cr Tanya Milligan (Mayor) (Chairperson)
- 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
- Corrin Bischoff, Coordinator Governance & Strategy
- Amanda Pugh, Manager Planning & Development
- Belinda Whelband, Coordinator Pest & Environment
- Erin Carkeet, Governance & Strategy Officer
- Mark Westaway, Contract Senior Planner
- Miriam Sharp, Planning Officer
- Kate Burns, Environment Project Officer

### **Apologies**

- Cr Jason Cook (Deputy Mayor)
- Dan McPherson, Executive Manager Organisational Development & Planning Services

### **Media**

- Dominic Elsome, Gatton Star

## **1.0 MEETING OPENED**

*The meeting commenced at 10:00am.*

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

## 2.1 Leave of Absence

**Date:** 04 July 2019  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**THAT Leave of Absence is granted to Deputy Mayor Jason Cook for the Ordinary Meeting held 10 July 2019, to attend the Asia Pacific Cities Summit (2019 APCS) & Mayor's Forum as the Mayor's proxy.**

**THAT Leave of Absence is granted to Deputy Mayor Jason Cook for the Ordinary Meeting held 10 July 2019, to attend the Asia Pacific Cities Summit 2019 (APCS), and Mayor's Forum, as the Mayor's proxy.**

**Moved By:** Cr McLean **Seconded By:** Cr Hagan  
**Resolution Number:** 16-20/1422

**CARRIED**  
**6/0**

### 3.1 Condolences/Get Well Wishes

**Date:** 04 July 2019  
**Author:** Susan Boland, 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 Vela  
**Resolution Number:** 16-20/1423

**CARRIED**  
**6/0**

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**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*



## 6.1 Confirmation of Ordinary Meeting Minutes 26 June 2019

**Date:** 04 July 2019  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 26 June 2019, as amended to include the corrected date from *Item 10.2, “2020 Public Holiday”* as “Country People’s Day” held Monday 10 August 2020 be taken as read and confirmed.**

**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 26 June 2019, as amended to include the corrected date for *Item 10.2, “2020 Public Holiday”* as “Country People’s Day” held on Monday 10 August 2020, be taken as read and confirmed.**

**Moved By:** Cr Hagan **Seconded By:** Cr McLean  
**Resolution Number:** 16-20/1424

**CARRIED**  
**6/0**

**7.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes*

**8.0 COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes*

**9.0 DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations*

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

**Date:** 02 July 2019  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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.

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

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

<b>Moved By:</b>	<b>Cr Hagan</b>	<b>Seconded By:</b>	<b>Cr Holstein</b>
<b>Resolution Number: 16-20/1425</b>			

**CARRIED**  
**6/0**

## 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 was adopted by Council at the Budget meeting held on 14 June 2019.

The fourth quarter 2018-19 Operational Plan performance report is being completed for presentation to Council at the 24 July 2019 meeting.

### 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	3	1
Privacy	0	1	0	0	0
<b>TOTAL</b>	<b>10</b>	<b>12</b>	<b>2</b>	<b>3</b>	<b>1</b>

### Audit and Risk Management

#### Internal Audit

O'Connor Marsden have been appointed as Council's internal auditor for the next two years, commencing 1 July 2019. An internal audit plan is currently being developed for presentation to the Audit and Risk Management Committee at their meeting to be held on 8 August 2019.

#### Risk Management

Council's Risk Management Policy, Framework and Corporate Risk Register were adopted by Council at its meeting held on 26 June 2019.

#### 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)	2	19	17
Council property	1	3	2
Third party property	3	28	25
<b>TOTAL</b>	<b>17</b>	<b>60</b>	<b>48</b>

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

The Connected Council Progress Group have facilitated the finalisation of the behaviour statements for each of Council's corporate values. The values and behaviour statements will be launched to the organisation on 25 July 2019.

## Marketing, Communications and Engagement (MCE)

### Queensland Transport Museum (QTM) Statistics

#### June 2019

Ticket Sales	Merchandise Sales	Adult Entry	Concessional Entry	Under 15 Entry	Child 6-15 Entry	Free Adult/Conc entry	Free Child Entry
\$1,444.50	\$1,974.06	92	117	13	23	48	15

#### June 2018

Ticket Sales	Merchandise Sales	Adult Entry	Concessional Entry	Under 15 Entry	Child 6-15 Entry	Free Adult/Conc Entry	Free Child Entry
\$1379.50	\$1761.73	117	77	16	20	69	50

#### Percentage Variation

Ticket Sales	Merchandise Sales	Adult Entry	Concessional Entry	Under 15 Entry	Child 6-15 Entry	Free Adult/Conc Entry	Free Child Entry
4.5%	10.7%	- 27%	34.2%	- 23%	13.0%	- 43.7%	- 233%

#### QTM Open Day

Plans are now finalised for the free QTM Open Day to coincide with the ten year anniversary of the museum. A Committee and founding member and the Mayor, Cr Tanya Milligan, will speak at the opening about the success of the facility over the past decade and the story behind its inception. The open day will be held on 13 July 2019.

Events on the day will include music performers, balloon art and market stalls. All local media outlets including the Gatton Star, Channel 7 and WIN Toowoomba have been invited to cover the event.

#### **Media enquiries**

Media enquiries dealt with during the month included:

- Adoption of the 2019/20 Budget
- Hatton Vale Park project
- Cemetery upgrade
- Land Valuation increases
- Waste Levy
- National Simultaneous Story Time
- BBQ Under the Stars
- Ministerial visit (corrective services announcement)
- Chrome and Clutter Festival

#### **Events**

##### Chrome and Clutter Festival

The Festival was held over the weekend of 28 to 30 June 2019, at the Laidley Showgrounds. The Festival was very successful, as measured by a 10% increase in gate takings. Given that the Festival

has been held at the Showgrounds for the second year now, staff are working with organisers to improve the Festivals connectivity with the township of Laidley by bringing some elements back into Laidley. The Festival has been held at the Showgrounds due to the growing numbers of participants and activities.

#### Community Groups Networking Session

As noted in my last monthly report the first of three community group networking sessions is due to be held on 13 July 2019 at the Lockyer Valley Cultural Centre. This will be a facilitated session bringing together executive members of community groups to network informally and discuss items of interest in a structured way. Items of interest will include traffic management for events and marketing and the use of social media. Registrations are now being called for the event and at the time of writing take up is relatively slow, with seven groups registered to date.

#### Laidley Spring Festival

Planning continues for the 2019 Laidley Spring Festival. Entrants in last year's garden competition have been contacted and informed that the 2019 competition will not be held. As an alternative to the competition Council is offering an open garden showcase from 12 to 14 September for which registrations are now open. The Forest Hill Community Development Association recently received a Regional Arts Development Fund grant to host Singer/Songwriter workshops during the Festival. Council is partnering with the Mulgowie Hotel to deliver the Mulga Bullride on the Friday Night. The Festival will also include a Crime Stoppers Trivia Night and a new boutique wine and beer bar, in order to provide experiences for visitors from outside the Lockyer.

#### Seniors Week

Program bookings for Seniors Week events open on Wednesday 10 July. Seniors Week is due to be held from 17 until 24 August and a program of events will be made available to Councillors as soon as possible.

#### Skate Titans Event

This event is a skateboarding competition and is due to be held on Friday 2 and Saturday 3 August at the Gatton Skate Park. Council is partnering with Australian Skateboarding Community Initiative to deliver the event which is attracting elite skaters, including a number of interstate participants. The event is part of Councils annual Youth Program.

### **Community Engagement**

#### Drought Communities Funding Program

At this stage there are three project that are at risk of not being completed by the 30 June 2019 deadline as follows:

- Ridges, Ranges and Riparian Restoration. Despite strong community uptake, this project has been scaled back in order to try and meet the current deadline.
- Das Neumann Haus irrigation project is unlikely to commence by the due date.
- Springbrook Park irrigation project will not have all works completed on time.

It is important to note that the delay to the start of these projects was the very slow approvals process emanating from the funding body, with Council at risk of having to incur substantial out of pocket expenses if a project was commenced and did not obtain funding approval. However, recent correspondence with the Federal Government Department administering the program indicates that extensions or reallocation of funds from projects that will not be delivered by the deadline will be

acceptable. As a result, Council will be requesting that funds from the first two projects noted above are reallocated to the Gatton Cemetery Facility as a means of reducing the Council funded additional cost of this project. (Please note that amounts have yet to be finalised).

#### Skatepark Master Plan

More than 100 completed surveys have been collected as part of the Regional Skatepark Master Plan Consultations. The consultants will now conduct a detailed and thorough maintenance review of the skatepark facilities and develop an upgrade and renewal program based on both facility inspections and community feedback.

### **Regional Development**

#### **Sustainable Water**

##### Lockyer Valley and Somerset Water Collaborative (LVSWC)

The Lockyer Valley and Somerset Water Collaborative July meeting has been reformatted as a facilitated workshop. This will enable members to review the Draft Strategic Business Case and provide comments back to the Department of Natural Resources, Mines and Energy (DNRME). At the time of writing, the workshop has been scheduled for 4 July with comments due back to DNRME by 12 July. Once this process has been completed it will satisfy the conditions of the business case funding obtained through the Maturing the Infrastructure Pipeline Program. This will enable the commencement of the procurement phase for the Detailed Business Case.

#### **Investment Attraction**

##### Gatton West Industrial Zone (GWIZ)

Council has sent a letter of intent to the investor interested in developing the GWIZ project. The investor is seeking an extension of their present exclusivity period beyond 25 June through until 30 September 2019. Council has also requested a business case and masterplan of the site for consideration.

##### Other

41 Railway Street Gatton has been sold for development. Pre-lodgement meetings have been held with Council to discuss potential development concepts.

##### Equine Collaborative

The Lockyer Valley Racing and Equine Collaborative has been established and continues to work on the potential for redevelopment of the Lockyer Valley Racing Facility located in Gatton. The last meeting of the group was hosted by Racing Queensland at Eagle Farm. This meeting included a familiarisation tour of the facilities. This enabled conversations with users to increase the understanding of the successful elements of the Eagle Farm facility. These could be applied to future upgrades of the Lockyer Valley facility.

### **Strategic Alliances and Partnerships**

##### Various

- Quarterly meetings have been conducted with Queensland Urban Utilities and Brisbane Marketing.
- The next meeting of the Local Government Association of Queensland sponsored Regional Economic Development Advisory Group (REDAG) is scheduled for 1 and 2 August.

- A meeting was held with the University of Queensland procurement team to identify any potential share opportunities for suppliers.

### **Trade and Investment**

The Manager Regional Development is attending the Asia Pacific Trade Conference to be held in Brisbane from 7 until 10 July. A short video clip has been prepared to showcase two of our region's international businesses on the large screen at the Brisbane Convention Centre, during the conference. The Manager will also be attending the Agriculture in Asia conference due to be held at the Brisbane Entertainment Centre.

### **Advocacy**

#### Stakeholder Relations

Officers attended a Darling Downs and South West Economic Development Forum focussing on transport and logistics. This forum had a focus on Inland rail which is a key interest for the region and beyond.

The Council of Mayors South East Queensland (COMSEQ) Waste Working Group and the Olympics Feasibility Taskforce are currently examining future directions for these two key areas and further information will be provided to Council as these Groups progress their ideas. At the time of writing, the next COMSEQ Board meeting will be held on 5 July and the Mayor and CEO will be attending.

#### Inland Rail

Technical Working Group meetings were held in June focussed mainly on the Helidon to Calvert (H2C) Section. The Gowrie to Helidon (G2H) Project is doing more focused concept planning prior to further engagement. Council provided input on behalf of the community regarding preferred alignments and to mitigate the impacts to road networks in the Lockyer Valley. An interface meeting was also held to consider higher order issues such as progress towards the Environmental Impact Statement (EIS). Council also held specific meetings with the project teams to consider the disaster management aspects of the G2H project. Council is also meeting with the Department of Transport and Main Roads (DTMR) from both a road planning and a rail policy perspective.

The Project Specification Technical Requirement (PSTR) documentation is also being developed. Interface agreements are also being drafted and Council has sought specialist legal advice on these and the Public Private Partnership (PPP) component of the project to ensure Councils future requirements will be addressed. Council is also working with other local governments along the Inland Rail alignment in both Queensland and New South Wales to share knowledge and to address concerns in a coordinated manner.

#### Association Linkages

The Australian Local Government Association (ALGA) National General Assembly was held in June and attended by the Mayor. Both Council resolutions were successfully passed by the Assembly. These motions dealt with drought policy and the impact of Inland Rail on communities along the proposed route.

#### Passenger Rail

It is understood that the Commonwealth's business case for the Toowoomba to Brisbane Passenger Rail has been delayed until further clarity is provided on the Inter-Government Agreement on Inland Rail.



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## **Economic Development**

### Industry Attraction/Stimulate the Local Economy

Officers have engaged with and provided information, economic data and local information to 13 enquirers during the month. Information provided included demographic information on towns, value and amount of fresh produce grown in the Lockyer Valley and assistance with economic benefit modelling for investment projects. There were several queries from existing businesses seeking new premises due to growth and/or expansion.

### Support Local Business

Digital workshops for small business continue to be held each month in the Lockyer Valley, with new workshops scheduled until November 2019. These workshops are supported by Regional Development Australia.

Media partnerships with the Gatton Star and River 949 have been confirmed for the 2019 Lockyer Valley Business, Training and Apprenticeship Awards. Officers are currently working to confirm Major and Category Sponsors for the Awards

25 businesses participated in the Shop Local during Queensland Week promotion, however overall entries were down on previous years. Winners have been drawn and notified. Feedback from some participating shops was that the prize was not as attractive as in past years.

### Jobs Skills and Development

Officers continue involvement in the Lockyer Valley Bringing Employers and Schools Together (BEST) group with local schools, businesses and training providers. Recently the schools have been linked with a local sandstone mine for increased hands-on experience in geography and history studies. Students will study the local sandstone and be able to gain some real-world insight into the industry and its history in the Lockyer Valley.

The first progress report and review has been completed for the Regional Skills Investment Strategy. The Department of Small Business, Employment and Training have been providing support and advice on the delivery of the project and how best to progress some of the emerging issues that have been identified.

## **Tourism**

### Food Trails/Tours

Lockyer Valley content on the South East Queensland Food Trails website has been successfully updated.

### Natural Environment

Lockyer Valley and Toowoomba Regional Councils have established a Joint Working Group on Escarpment Trails and this Group is looking at the potential for enhanced use of the escarpment. Funding from both Councils and the State Government has been committed to a project looking at an Escarpment Mountain Biking Masterplan. This work has commenced and will be a key resource in the future development of both mountain biking and multi-user trails on our shared escarpment.

Partnerships (Brisbane Marketing, Tourism Events Queensland & Regional Tourism Organisations)  
Councils Tourism and Marketing Officer attended:

- The Southern Queensland Country Tourism and Visit Darling Downs Launch event (Toowoomba)
- Lord Mayor's Tourism Summit (Brisbane)
- Lockyer Valley Tourism June meeting

#### Destination Marketing

Virtual Reality filming and production has commenced to enhance destination marketing experiences at Trade Shows.

Social media promotion; the Visit Lockyer Valley Facebook monthly insight to 30 June had page likes at 2, 070. Reach for the month (people who saw posts) was 6,061 (25,441 last month), post engagement (likes, comments, shares) was 1,400 (3,670) and video views totalled 427 (493). The strongest performing posts for the month included Regional Flavours, Holmwood Lavender Farm and the Chrome and Clutter Festival.

#### Visitor Information Centre (VIC) Customer Interactions

Source	Number
Local	255
Within 200km	372
Remainder of Qld	29
NSW	31
Vic	8
SA	3
WA	4
NT	0
ACT	4
Tas	3
Overseas	29
Total	738

VIC Souvenir Revenue for June 2019 amounted to \$1,542.41

#### VIC Staff Development

A VIC Officer recently completed the Queensland Tourism Industry Young Professionals Mentoring Program which is structured to develop a competitive edge for employees in the industry who are 35 years or younger, so that they gain professional development, knowledge and skills through the sharing of information and experience by being matched with a senior industry professional.

#### Community Service Obligation

The Lockyer Valley Chamber of Commerce recently held their annual recognition dinner at the Lockyer Valley Function Centre. This event has been supported by the venue for many years with a 25% community service obligation component.

The Lockyer Water Users Forum has been supported with a community service obligation by way of free room hire to support information sessions being delivered on the draft Moreton Water Resource Plan.

#### **Attachments**

**Date:** 02 July 2019  
**Author:** Corrin Bischoff, Coordinator Governance and Strategy  
**Responsible Officer:** Ian Church, Chief Executive Officer

The purpose of this report is to seek a council resolution to make *Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019* which will remove *Local Law No. 2 (Meetings) 2008* and *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*.

**THAT Council make *Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019, attached to this report.***

**THAT Council make *Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019, as attached to this report.***

**CARRIED**  
**6/0**

Page 19

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**1. Introduction**

The purpose of this report is to enable the formal process to for the repeal of *Local Law No.2 (Meetings) 2008* and *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011* which are no longer required by Council to be completed.

This report aligns to Council's Corporate Plan 2017-2022 outcomes:

- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values
- 5.7 Compliance with relevant legislation

**2. Background**

In 2008, Lockyer Valley Regional Council adopted *Local Law No.2 (Meetings) 2008* to provide for the orderly and proper conduct of its local government meetings. In accordance with this local law Council also adopted a Code of Meeting Practice to regulate the conduct of its meetings in 2012.

On 21 December 2011, Lockyer Valley Regional Council adopted a suite of model local laws and subordinate local laws developed by the State Government. This suite included *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*. This subordinate local law regulates the operation of cane railways in the local government area.

**3. Report**

*Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019* (attached) seeks to repeal *Local Law No. 2 (Meetings) 2008* (attached) and *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011* (attached) as both are no longer relevant to the operations of Council.

*Local Law No.2 (Meetings) 2008*

In 2008, Lockyer Valley Regional Council adopted *Local Law No.2 (Meetings) 2008* to provide for the orderly and proper conduct of its local government meetings. In accordance with this local law Council also adopted a Code of Meeting Practice to regulate the conduct of its meetings.

In 2018, the *Local Government Act 2009* was amended to include provisions for new model meeting procedures for council meetings developed by the Department of Local Government, Racing and Multicultural Affairs. Council adopted an updated Code of Meeting Practice based on the model provided by the Department which took effect from 3 December 2018 rendering *Local Law No.2 (Meetings) 2008* redundant.

*Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*

On 21 December 2011, Lockyer Valley Regional Council adopted a suite model local laws and subordinate local laws developed by the State Government. This suite included *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*. This subordinate local law regulates the operation of cane railways in the local government area. As there are no cane railways operating in the Lockyer Valley Regional Council area nor are there likely to be this local law is not required.

The following steps have been completed in the local law making process with regard to this matter:

Statutory Requirement	Action Taken	Date	Status
<b>Step 1:</b> Propose to make repealing local law.	Report to council to propose to make <i>Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019</i>	8 May 2019	Completed
<b>Step 2:</b> Consult with relevant government entities about the overall State interests in the proposed repealing local law.	A letter was sent to the Department of Local Government, Racing and Multicultural Affairs on 24 May 2019. The response advised that the Department did not identify any matters of adverse impact on State interests.	20 June 2019	Completed
<b>Step 3:</b> Consider anti-competitive provisions in the proposed repealing local law.	No possible anti-competitive provisions in the proposed local law have been identified.	8 May 2019	Completed
<b>Step 4:</b> Community Consultation.	Undertake community consultation including: (a) Public notice in the Gatton Star (b) The public notice and repealing local law was made available on Council's website information pages "Local Laws" and "Community Consultations" (c) A copy of the proposed repealing local law available for inspection during the consultation period in the Gatton and Laidley Customer Service Centres and able to be downloaded via the Council's website	15 May 2019 to 5 June 2019	Completed
<b>Step 5:</b> Accept and consider every submission properly made to Council	No submissions were received.		Completed
<b>Step 6:</b> Report to Council to decide whether to: a) make the repealing local law b) proceed with making the repealing local law with amendments c) not proceed with making the proposed repealing local law	Report drafted for consideration by Council.	10 July 2019	Current
<b>Step 7:</b> Advise the public of the adopted repealing local law a) in the government gazette b) on Council's website.	Yet to be commenced.		
<b>Step 8:</b> Make a copy of the repealing local law available in Council's public offices in Gatton and Laidley and download from Council's website.	Yet to be commenced.		
<b>Step 9:</b> Provide a copy of the repealing local law and copy of the public notice to the Minister.	Yet to be commenced.		
<b>Step 10:</b> Update Council's Local	Yet to be commenced.		

Statutory Requirement	Action Taken	Date	Status
Laws Register.			

#### 4. Policy and Legal Implications

The resolutions made in this report comply with the legislative requirements set out to facilitate:

- a) acceptance of the State interest check response
- b) notification that no public submissions were received
- c) proceeding with making the repealing local law.

The effect of the repealing local law, if adopted, will be the removal of *Local Law No. 2 (Meetings) 2008* and *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*.

#### 5. Financial and Resource Implications

If Council resolve to make the repealing local law in Step 6 of the process, Council will also incur gazettal fees. All other work to complete the local law making process will be undertaken by Council officers.

#### 6. Delegations/Authorisations

Authority is sought from Council for the Chief Executive Officer to undertake the public consultation process and make any minor formatting amendments to the proposed repealing local law if required.

#### 7. Communication and Engagement

Engagement with the following stakeholders has been undertaken regarding:

- Coordinator Legal and Property Services
- Regional Senior Advisor, Department of Local Government, Racing and Multicultural Affairs

Consultation has been undertaken with internal stakeholders including officers and Councillors. Council engaged with the Department of Local Government, Racing and Multicultural Affairs regarding the repeal of *Local Law No. 2 (Meetings) 2008* and *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*.

Notices advertising the public consultation period for the repealing local law were published in the Gatton Star newspaper, on Council's website and in Council's public offices in Gatton and Laidley on 15 May 2019. Copies of the documents will be available for inspection on Council's website and in hard copy from Council's public offices in Gatton and Laidley.

#### 8. Conclusion

The recommendations made in this report enable Council to complete the steps of the process to repeal Council's *Local Law No. 2 (Meetings) 2008* and *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011* which are no longer required.

#### 9. Action/s

1. Prepare and publish the Gazettal Notice
2. Notification to the Minister Local Government, Racing and Multicultural Affairs
3. Preparation of website notice on local law change

**Attachments**

<a href="#">1</a>	Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019	2 Pages
<a href="#">2</a>	Local Law No. 2 (Meetings) 2008	11 Pages
<a href="#">3</a>	Subordinate Local Law 1.07 (Operation of Cane Railways) 2011	3 Pages

***Repealing Local Law No.1 (Miscellaneous Local and Subordinate  
Local Laws) 2019***

Contents

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1	Short title .....	2
2	Commencement.....	2
3	Local laws repealed.....	2
4	Expiration .....	2



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*Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019*

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**1 Short title**

This local law may be cited as *Repealing Local Law No.1 (Miscellaneous Local and Subordinate Local Laws) 2019*.

**2 Commencement**

This local law commences on the date notice of the making of the local law is published in the gazette.

**3 Local laws repealed**

This local law repeals:

- *Local Law No. 2 (Meetings) 2008*
- *Subordinate Local Law 1.07 (Operation of Cane Railways) 2011*

**4 Expiration**

This local law expires on the day after notice of the making of the local law is published in the gazette.

## Model Local Law No. 2 (Meetings) 2008

### Contents

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<b>Part 1</b>	<b>Preliminary .....</b>	<b>3</b>
	1 Short title .....	3
	2 Object .....	3
	3 Definitions—the dictionary .....	3
<b>Part 2</b>	<b>Meetings of the local government.....</b>	<b>3</b>
	<b>Division 1 Standing orders .....</b>	<b>3</b>
	4 Standing orders .....	3
	<b>Division 2 Time of meetings .....</b>	<b>3</b>
	5 Times of ordinary meetings .....	3
	6 Special meetings .....	3
	<b>Division 3 Agenda for meetings.....</b>	<b>4</b>
	7 Agenda for meeting .....	4
	<b>Division 4 Conduct of meetings.....</b>	<b>4</b>
	8 Order of business.....	4
	9 Procedure at meetings .....	5
	10 Admission of non-members to debate etc. ....	5
<b>Part 3</b>	<b>Meetings of local government committees .....</b>	<b>5</b>
	<b>Division 1 Time of meetings .....</b>	<b>5</b>
	11 Times and places of ordinary meetings .....	5
	12 Special meetings .....	5
	<b>Division 2 Notice of meetings .....</b>	<b>6</b>
	13 Notice of meetings .....	6
	<b>Division 3 Conduct of committee meetings .....</b>	<b>6</b>
	14 Chairperson.....	6
	15 Procedure at meetings .....	6
<b>Part 4</b>	<b>Maintenance of good order.....</b>	<b>6</b>
	16 Acts of disorder by members of the local government or a committee	6
	17 Acts of disorder by non-members .....	7
<b>Part 5</b>	<b>Record of meetings.....</b>	<b>7</b>
	18 Minutes of meetings .....	7

	19 Audio and video recording of meetings .....	8
<b>Part 6</b>	<b>Authorised persons .....</b>	<b>8</b>
	20 Appointment .....	8
	21 Limitation on authorised person's powers .....	8
	22 Authorised person's appointment conditions .....	8
	23 Authorised person's identity card .....	9
	24 Production of identity card .....	9
	25 Offence .....	9
	26 Protection from liability .....	10
<b>Part 7</b>	<b>Miscellaneous.....</b>	<b>10</b>
	27 Defence of reasonable excuse.....	10
<b>Schedule</b>	<b>Dictionary .....</b>	<b>11</b>

## **Part 1 Preliminary**

### **1 Short title**

This model local law may be cited as *Local Law No. 2 (Meetings) 2008*.

### **2 Object**

The object of this local law is to provide for the orderly and proper conduct of local government meetings.

### **3 Definitions—the dictionary**

The dictionary in the schedule defines particular words used in this local law.

## **Part 2 Meetings of the local government**

### **Division 1 Standing orders**

#### **4 Standing orders**

The local government may, by resolution, make standing orders to regulate the conduct of meetings of the local government or committees.

### **Division 2 Time of meetings**

#### **5 Times of ordinary meetings**

- (1) The local government may, by resolution, fix dates and times for its ordinary meetings.<sup>1</sup>
- (2) If there is no resolution fixing the date and time for an ordinary meeting, the CEO must fix the date and time for the meeting.
- (3) Before the CEO fixes the date and time for an ordinary meeting, the CEO must, if practicable, consult with the mayor about the proposed date and time for the meeting.

#### **6 Special meetings**

- (1) The CEO must call a special meeting of the local government if—
  - (a) the special meeting is required by a resolution of the local government; or

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<sup>1</sup> The local government for a city or town must meet at least once in each month and for a shire at least once in each period of 3 months (See section 444(2) of the Act). A post election meeting must be held within 14 days after the conclusion of the quadrennial elections and each fresh election of the local government's Councillors (See section 442 of the Act).

- (b) a written request for the special meeting is lodged with the CEO under subsection (2).
- (2) A written request for a special meeting of the local government must—
  - (a) be signed by the mayor or 3 or more councillors; and
  - (b) specify the object of the special meeting; and
  - (c) propose a day and time for the holding of the special meeting.
- (3) The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each councillor.<sup>2</sup>

### **Division 3                      Agenda for meetings**

#### **7            Agenda for meeting**

- (1) The CEO must ensure that each statutory notice of meeting includes an agenda listing the items to be discussed at the meeting.
- (2) The agenda must include—
  - (a) items required under the Act or a local law to be included on the agenda; and
  - (b) items required under the standing orders to be included on the agenda; and
  - (c) items that are by resolution of the local government to be included on the agenda; and
  - (d) items whose inclusion on the agenda is requested by a councillor.
- (3) A councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the CEO at least 2 days before the notice of meeting is given.

### **Division 4                      Conduct of meetings**

#### **8            Order of business**

- (1) The local government must proceed with its business at a meeting in the order indicated on the agenda for the meeting.
- (2) However, the local government may, by resolution, alter the order in which it proceeds with the business for a particular meeting.

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<sup>2</sup> The notice must be given, if practicable, at least 2 days before the day of the meeting (See section 450(1) of the Act). The only business that may be conducted at a special meeting is the business specified in the notice of meeting (See section 450(3) of the Act).

## **9 Procedure at meetings**

- (1) The procedure for dealing with business must be in accordance with the standing orders or, in the absence of a standing order governing a particular matter, as decided by the chairperson of the meeting.
- (2) However, the local government may, by resolution—
  - (a) suspend a standing order; or
  - (b) overrule a decision on a procedural question made by the chairperson.

## **10 Admission of non-members to debate etc.**

- (1) The local government may allow a non-member to participate in the discussion of a particular item of business before the local government on conditions decided by the local government.
- (2) The local government may, as a mark of distinction, admit a non-member to a part of the local government chamber normally reserved for councillors during the conduct of local government business.

# **Part 3 Meetings of local government committees**

## **Division 1 Time of meetings**

### **11 Times and places of ordinary meetings**

- (1) A committee may, by resolution, fix dates, times and places for its meetings.<sup>3</sup>
- (2) If there is no resolution fixing the date, time and place for a committee meeting, the CEO may fix the date, time and place for the meeting.
- (3) Before the CEO fixes the date, time and place for a committee meeting, the CEO must, if practicable, consult with the chairperson of the committee.

### **12 Special meetings**

- (1) The CEO must call a special meeting of a committee if—
  - (a) the special meeting is required by a resolution of the local government; or
  - (b) a written request for the special meeting is lodged with the CEO under subsection (2).
- (2) A written request for a special meeting of a committee must—
  - (a) be signed by the chairperson or 3 or more members of the committee; and
  - (b) specify the object of the special meeting; and
  - (c) propose a day, time and place for the holding of the special meeting.

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<sup>3</sup> See section 457(1) of the Act.

## **Division 2                      Notice of meetings**

### **13    Notice of meetings**

- (1) The CEO must give written notice of a committee meeting setting out the date, time and place of the meeting, and the business to be conducted at the meeting, to each member of the committee.
- (2) The notice must be given, if practicable, at least 2 days before the day of the meeting.

## **Division 3                      Conduct of committee meetings**

### **14    Chairperson**

The chairperson of a committee must preside at a meeting of a local government committee.<sup>4</sup>

### **15    Procedure at meetings**

- (1) The procedure of a committee for dealing with business must be in accordance with—
  - (a) procedural directions given to the committee by resolution of the local government; or
  - (b) if there is no procedural direction governing a particular matter, the chairperson's decision.
- (2) However, a committee may, by resolution, overrule a decision on a procedural question made by the chairperson.

## **Part 4                              Maintenance of good order**

### **16    Acts of disorder by members of the local government or a committee**

- (1) A member of the local government or a committee commits an act of disorder at a meeting of the local government or the committee if the member—
  - (a) obstructs or interrupts the proper conduct of the meeting; or
  - (b) uses indecent or offensive language; or
  - (c) makes a statement reflecting adversely on the reputation of the local government or the committee; or
  - (d) makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the local government or a committee; or

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<sup>4</sup> If the chairperson is not present at a meeting, the members present may appoint a chairperson for the meeting (See section 456(2) of the Act).

- (e) refuses or wilfully fails to comply with a direction given by the chairperson of the meeting.
- (2) If a member of the local government or a committee has, in the chairperson's opinion, committed an act of disorder, the chairperson may direct the member to make a retraction or apology.
- (3) If the member does not comply immediately with a direction under subsection (2), the chairperson may immediately move a motion (a *suspension motion*) that the member be suspended for the remainder of the meeting or a lesser time fixed by the chairperson.
- (4) If the chairperson moves a suspension motion—
  - (a) the motion must be put to the vote immediately without discussion; and
  - (b) if the motion is passed, the member must immediately leave the meeting place and must remain away for the period of the suspension.
- (5) If a member contravenes subsection (4)(b), an authorised person may, at the request of the chairperson, exercise reasonable force to remove the member, and to keep the member away, from the meeting place.

#### **17 Acts of disorder by non-members**

- (1) A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting of the local government or a local government committee.  
Maximum penalty—20 penalty units.
- (2) If a person (other than a member) interrupts or obstructs the proper conduct of a meeting of the local government or a local government committee, the chairperson may ask the person to withdraw from the meeting place.
- (3) A person asked to withdraw from a meeting place under subsection (2) must immediately withdraw from the place and remain away until the end of the meeting or for a lesser period fixed by the chairperson.  
Maximum penalty—20 penalty units.
- (4) If a person contravenes subsection (3), an authorised person may, at the request of the chairperson, exercise reasonable force to remove the person, and keep the person away, from the meeting place.

## **Part 5 Record of meetings**

#### **18 Minutes of meetings**

- (1) Minutes of a meeting of the local government or a committee must include—
  - (a) a copy of any report adopted by the meeting; and
  - (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.



- (2) The material to be included in the minutes under this section is in addition to the material required under section 461(2) of the Act.

#### **19 Audio and video recording of meetings**

- (1) The local government may direct that an audio or video recording of a meeting of the local government or a local government committee be made for the purpose of verifying the accuracy of the minutes of the meeting.
- (2) An audio or video recording made under this section—
  - (a) may only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
  - (b) after being used for that purpose, must be destroyed or dealt with as directed by the local government.

### **Part 6 Authorised persons**

#### **20 Appointment**

- (1) A local government may appoint any of the following persons as authorised persons for this local law—
  - (a) employees of the local government;
  - (b) other persons who are eligible for appointment as authorised persons under Chapter 15, part 5 of the Act<sup>5</sup>.
- (2) An appointment of a person as an authorised person under this part must state the provisions for which the person is appointed as an authorised person.
- (3) A local government may appoint a person as an authorised person under this part only if—
  - (a) the local government considers the person has the necessary expertise or experience for the appointment; or
  - (b) the person has satisfactorily finished training approved by the local government for the appointment.

#### **21 Limitation on authorised person's powers**

An authorised person's powers may be limited in the person's instrument of appointment.

#### **22 Authorised person's appointment conditions**

- (1) An authorised person holds office on the conditions stated in the instrument of appointment.

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<sup>5</sup> Chapter 15, part 5 (Enforcement of Local Government Acts).

- (2) An authorised person—
  - (a) if the instrument provides for a term of appointment—ceases holding office at the end of the term; and
  - (b) may resign by signed notice of resignation given to the local government; and
  - (c) if the conditions of appointment provide—ceases holding office as an authorised person on ceasing to hold another office stated in the appointment conditions (the *main office*).
- (3) However, an authorised person may not resign from the office of authorised person (the *secondary office*) under subsection (2)(b) if a term of the authorised person's employment to the main office requires the authorised person to hold the secondary office.

### 23 Authorised person's identity card

- (1) A local government must give each authorised person an identity card.
- (2) The identity card must—
  - (a) contain a recent photograph of the authorised person; and
  - (b) be signed by the authorised person; and
  - (c) identify the person as an authorised person for the local government; and
  - (d) include an expiry date.
- (3) A person who ceases to be an authorised person must return the person's identity card to the local government within 21 days after the person ceases to be an authorised person.  
Maximum penalty—10 penalty units.
- (4) This section does not prevent the giving of a single identity card to a person for this part and for other purposes.

### 24 Production of identity card

- (1) An authorised person may exercise a power in relation to someone else (the *other person*) only if the authorised person—
  - (a) first produces his or her identity card for the other person's inspection; or
  - (b) has the identity card displayed so it is clearly visible to the other person.
- (2) However, if for any reason it is not practicable to comply with subsection (1), the authorised person must produce the identity card for the other person's inspection at the first reasonable opportunity.

### 25 Offence

A person must not pretend to be an authorised person.  
Maximum penalty—50 penalty units.

## **26 Protection from liability**

- (1) This section applies to—
  - (a) an authorised person; and
  - (b) a person acting under the direction of an authorised person.
- (2) The person does not incur civil liability for an act done or omission made honestly and without negligence under this local law.
- (3) A liability that would, apart from this section, attach to the person attaches instead to the local government.

## **Part 7 Miscellaneous**

### **27 Defence of reasonable excuse**

If a person is charged with an offence involving a contravention of a provision of this local law, it is a defence to prove that the person had a reasonable and lawful excuse for the contravention.

## Schedule Dictionary

### section 3

**authorised person** means a person authorised by the local government to exercise the powers of an authorised person under this local law.

**CEO** means the local government's Chief Executive Officer.

**chairperson of the local government or a committee** means the person presiding at a meeting of the local government or committee.

**ordinary meeting of the local government** means—

- (a) a post election meeting; or
- (b) a periodic meeting the local government is required to hold under section 444 of the Act;

**post election meeting** means the meeting required under section 442 of the Act.

**standing orders** means procedural rules governing the conduct of proceedings in meetings of the local government and its committees.

**statutory notice of meeting** means a notice of meeting to be given under section 450 of the Act (Notice of meetings).

**the Act** means the *Local Government Act 1993*.

## **Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011**

### **Contents**

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<b>Part 1</b>	<b>Preliminary.....</b>	<b>1</b>
	1 Short title .....	1
	2 Purpose and how it is to be achieved .....	1
	3 Authorising local law .....	1
<b>Part 2</b>	<b>Approval for prescribed activity .....</b>	<b>1</b>
	4 Matters regarding the prescribed activity—Authorising local law, s 6(3) .....	1
<b>Schedule 1</b>	<b>Operation of cane railways.....</b>	<b>2</b>

## **Part 1 Preliminary**

### **1 Short title**

This subordinate local law may be cited as *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011*.

### **2 Purpose and how it is to be achieved**

- (1) The purpose of this subordinate local law is to supplement *Local Law No. 1 (Administration) 2011* which provides for a legal and procedural framework for the administration, implementation and enforcement of the local government's local laws, subordinate local laws and other regulatory powers, and for miscellaneous administrative matters.
- (2) The purpose is to be achieved by providing for—
  - (a) various matters regarding the granting of approvals for prescribed activities; and
  - (b) further specification of the definitions relevant to various prescribed activities.
- (3) In particular, the purpose of this subordinate local law is to supplement the legal and procedural framework for the prescribed activity named in schedule 1, section 1.

### **3 Authorising local law**

The making of the provisions in this subordinate local law is authorised by *Local Law No. 1 (Administration) 2011* (the **authorising local law**).

## **Part 2 Approval for prescribed activity**

### **4 Matters regarding the prescribed activity—Authorising local law, s 6(3)**

- (1) Schedule 1—
  - (a) names a prescribed activity in section 1; and
  - (b) prescribes the matters specified in this section for the prescribed activity.
- (2) For section 6(3) of the authorising local law, it is declared that section 6(2) of the authorising local law does not apply to the particular activity stated in section 2 of schedule 1.

## **Schedule 1      Operation of cane railways**

### **Section 4**

- 1.      Prescribed activity**  
Operation of cane railways.
- 2.      Activities that do not require an approval under the authorising local law**  
Operation of cane railways.

This and the preceding 1 page bearing my initials is a certified copy of *Subordinate Local Law No. 1.7 (Operation of Cane Railways) 2011* made in accordance with the provisions of the *Local Government Act 2009* by Lockyer Valley Regional Council by resolution dated the 21<sup>st</sup> day of December 2011.

  
.....  
Chief Executive Officer

162489\_1

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**10.3 Request for additional funding for lighting at Cahill Park**

**Date:** 03 July 2019  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

The purpose of this report is for Council to consider a request from Cahill Park Sports for additional funding for lighting at Cahill Park and adjacent Council owned cricket field.

**Officer's Recommendation:**

**THAT Council resolve to endorse a contribution of up to \$35,000.00 at the request of Cahill Park Sports for the sport field lighting project.**

**RESOLUTION**

**THAT Council resolve to endorse a contribution of up to \$35,000.00 at the request of Cahill Park Sports, for the sports field lighting project.**

**Moved By:** Cr Hagan **Seconded By:** Cr McLean  
**Resolution Number: 16-20/1427**

**CARRIED  
6/0**

**Report**

**1. Introduction**

Cahill Park has secured State and Federal funding for two separate lighting projects. One project is for the lighting of the main football fields on land owned by Gatton Leagues Club and the second is for lighting of the netball courts on Council owned land, with both facilities being managed by Cahill Park Sports Complex.

The State and Federal funding bodies approved a request by Cahill Park Sports Complex to combine both of these projects and to extend the lighting to the cricket field near the netball courts (on Council owned land).

**2. Background**

The fields with installed lighting are currently utilised by senior and junior football, touch cricket and 'Step into Life'. The challenge of maintaining the playing fields in an optimum condition is affected by the high demand and usage of the playing fields. Consequently, additional field lighting will allow clubs to utilise a 'secondary' playing field and retain the main field for competition days.

**3. Report**

The project has been endorsed by Council and local community groups within the region.



A total of \$103,766.00 in contributions has been provided between the Lockyer Valley Regional Council \$20,000.00 (plus project management); Queensland Cricket \$20,000.00; Queensland Rugby League Central Division \$15,000; Lockyer Cricket \$5,000.00; Cahill Park Sports Complex \$15,000.00; Gatton Junior Rugby League \$20,000.00; Gatton Senior Rugby League \$10,000.00; Gatton Fordsdale Cricket \$5,000.00; Lockyer Valley Netball \$13,266.00, Gatton Touch \$500.00 and the State and Federal contributions.

Funding for the project falls short by \$35,000.00. The total cost of the whole lighting project is approximately \$600,000.00 with \$250,000.00 allocated for the lighting on Council owned facilities.

The increase in project cost is attributed to:

- Limited project scope development and due diligence investigations at the time of lodging the grant application;
- Adjustment to the project scope to include additional technical design for the light tower footings as the footings were not able to be quantified for certification purposes, and
- Increase in construction costs of 2% since 2018 following grant funding notification (Property Council of Australia), partially offset by competitive procurement.

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

Policy and legal implications will be address in the future on matters that may arise before Council.

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

Should Council endorse the contribution of up to \$35,000.00, the amount can be funded from under expenditure on other capital projects within the Facilities group.

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

Where further decisions are required with respect to of this matter, the Chief Executive Officer is delegated the authority to make those decisions.

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

The Chief Executive Officer will advise the Secretary of the Cahill Park Sports Complex and any other parties necessary to give effect to Council's resolution.

#### **8. Conclusion**

The challenge of maintaining high demand playing fields in an optimum condition is affected by the limited lighting available at the facility. Consequently, additional field lighting will allow clubs to utilise a 'secondary' playing field and retain the main field for competition days. The contribution of up to \$35,000.00, can be funded from under expenditure on other capital projects within the Facilities group.

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

1. Advise Cahill Park Sports of Council's decision.

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## 11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS

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

**Date:** 19 June 2019

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

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

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#### 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 June 2019.**

#### RESOLUTION

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

**Moved By:** Cr McLean

**Seconded By:**

Cr Vela

**Resolution Number: 16-20/1428**

**CARRIED**

**6/0**

#### 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 June 2019.

##### 3. Report

###### *ORGANISATIONAL DEVELOPMENT*

###### *Workforce*

Council's established FTE number for June 2019 is 315.7006.

*Learning & Development*

Training held since the last report:

- Corporate Induction  
(Code of Conduct / Work Health & Safety / Drug & Alcohol Training inclusive)
- Good Decisions Training

*Work Health & Safety*

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

*PLANNING & DEVELOPMENT*

*Development Assessment*

Refer to the attached graphs indicating all development applications, decisions and requests as at 30 June 2019.

*Regional and Strategic Planning*

- The Strategic Planning team are continuing ongoing liaison with the Department of State Development, Manufacturing, Infrastructure and Planning in relation to the Lockyer Valley Planning Scheme. It is anticipated that the Department will provide a final detailed list of comments by the end of July 2019.
- The work on the Development Manual is progressing with the cross departmental teams.
- Preparation for this year's Strategic Planning projects has been undertaken with consultant briefs to be released around the end of July for the Gatton MEIA Foundation Study and the Plainland Structure Plan.
- Council officers have been attending Regional planning events including ongoing work with the State Government on growth management strategies.
- The Planning Regulation amendment proposed for July was implemented in part by the State Government. Matters relating to Infrastructure Charges Registers have been delayed until later in the year. However, the Planning team are finalising a register in accordance with the current requirements under the Planning Regulation. It is anticipated that this will be uploaded when finalised, around the end of July.

*ENVIRONMENTAL PLANNING*

Project Updates

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

A total of 44 landholders have participated in the program, with 40 kilometres of creek reserve being treated for weed control, ranging from Buaraba to Haldon and Mulgowie to Murphys Creek. Participants have gained practical experience in weed control together with the ACDC accreditation and an opportunity to source equipment, PPE and materials to complete the work. This has provided many local business benefits as well as opportunities for participants to provide services to other landholders and create future business avenues. On ground project work has been successfully completed with final round payments for the program made to applicable participants following progress site inspections in mid to late June. Data is currently being collated for final acquittal to the Federal Government in August.

*Natural Resource Management (NRM) Plan*

Expressions of interest to be part of the Lockyer Valley NRM Working Group closed on 5 June 2019. An impressive number of expressions of interest were received with 44 members selected according to the criteria outlined in the NRM Plan Project – EOI Process – Fact Sheet. The first working group workshop was held on 25 June 2019 with 38 members in attendance. During the workshop, the members established principles for the working group which will be incorporated into a draft terms of reference document and tabled at council's Ordinary Meeting on 24 July.

*Resilient Rivers Initiative*

Lockyer Creek Sediment Stabilisation:

Planting at Cahill Park and Beavan Street revegetation sites has been completed with a total of 14,500 tube stock planted. Soil moisture conditions are generally good, following recent rainfall, however supplementary watering will continue to ensure plant stock survival. The next round of monitoring will occur in late July.

Tenthill Catchment Community Resilience:

Natural Disaster Relief and Recovery Arrangements (NDRRA) works in Blackfellow Creek (culvert flood debris clearing) have been completed. The works were completed in collaboration with the Department of Natural Resources, Mines and Energy (DNRME), the Department of Agriculture and Fisheries (DAF) and under instruction from the Department of Transport and Main Roads (TMR).

*Biosecurity Plan*

An interim report has been provided by the consultant developing the GIS products which will be used to assist the Planning Scheme, NRM Strategy and NRM Plan (habitat and weed vegetation classification). This GIS data will provide an initial baseline level of data and will 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.

*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 has an annual budget of \$2,000 to support National Tree Day planting events. Historically, Council has provided funding to schools and community groups which have approached Council for assistance. However, this year Council is allowing eligible schools and community groups to apply for grant funding of up to \$500 to help with the purchase of trees and associated planting and maintenance materials. The grants opened on 29 May and closed on 21 June. Advertisement was carried out via the Valley Voice, social media, Council's website, and via a profile on the National Tree Day website, which would have been seen by anyone organising a tree planting event. All advertising referred applicants to a Council SmartyGrant process.

This year we received one application from Gatton State School, to enhance an existing area of native bush (which contains existing nest boxes) and create a new planting on a bare dirt patch between two buildings. Quite extensive work is proposed, which will cost over \$2,000. To help get the costs down to within budget, Council will be providing tree guards and stakes which it has available and allocating \$2,000 to Gatton State School to purchase trees and associated equipment and services for their National Tree Day event.

*Invasive Weed Management*

Drier and cooler weather conditions have continued though it has had little influence on the demand for the Community Spray Equipment. This month officers have attended to ten spray equipment

collections, with this service strongly supported by participants of the Drought Communities Extension Grant – Creek Reserve Weed Management Program.

Pest and Environment Officers have undertaken site visits in response to customer requests for weed identification, Property Pest Management Plans, herbicide subsidies and loan spray equipment. Officers have also undertaken surveying and spraying of two main and four local roads ahead of roadside slashing activities.

Current key weed species include: GRT, Fireweed, Harrisia Cactus and Mother of Millions.

#### *Pest Animal Management*

Wild dog activity has been on the decline. Officers are continuing to provide advice and assistance on surveillance and trapping. Requests for loan traps have also decreased. Pest Officer has continued with efforts responding to Wild dog complaints in Summerholm and Helidon and with landholder assistance successfully trapped an additional 5 wild dogs. All captured dogs have been provided to the University of Queensland (Gatton Campus) to assist with their studies on wild dog movements, disease and genetics.

Planning is underway for our upcoming Wild Dog Monitoring and Control Workshop to be held 20 July. Two guest speakers will offer their practical knowledge on topics such as legislative responsibilities, monitoring and surveillance as well as a range of other control measures to improve the effectiveness of landholders' wild dog control program.

#### *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 occurred during June and will continue into the next financial year. The Reserve is closed to the public during this period. Works are underway for the planting of 3000 native tube stock, to be undertaken in early July.

#### *PLUMBING AND BUILDING SERVICES*

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

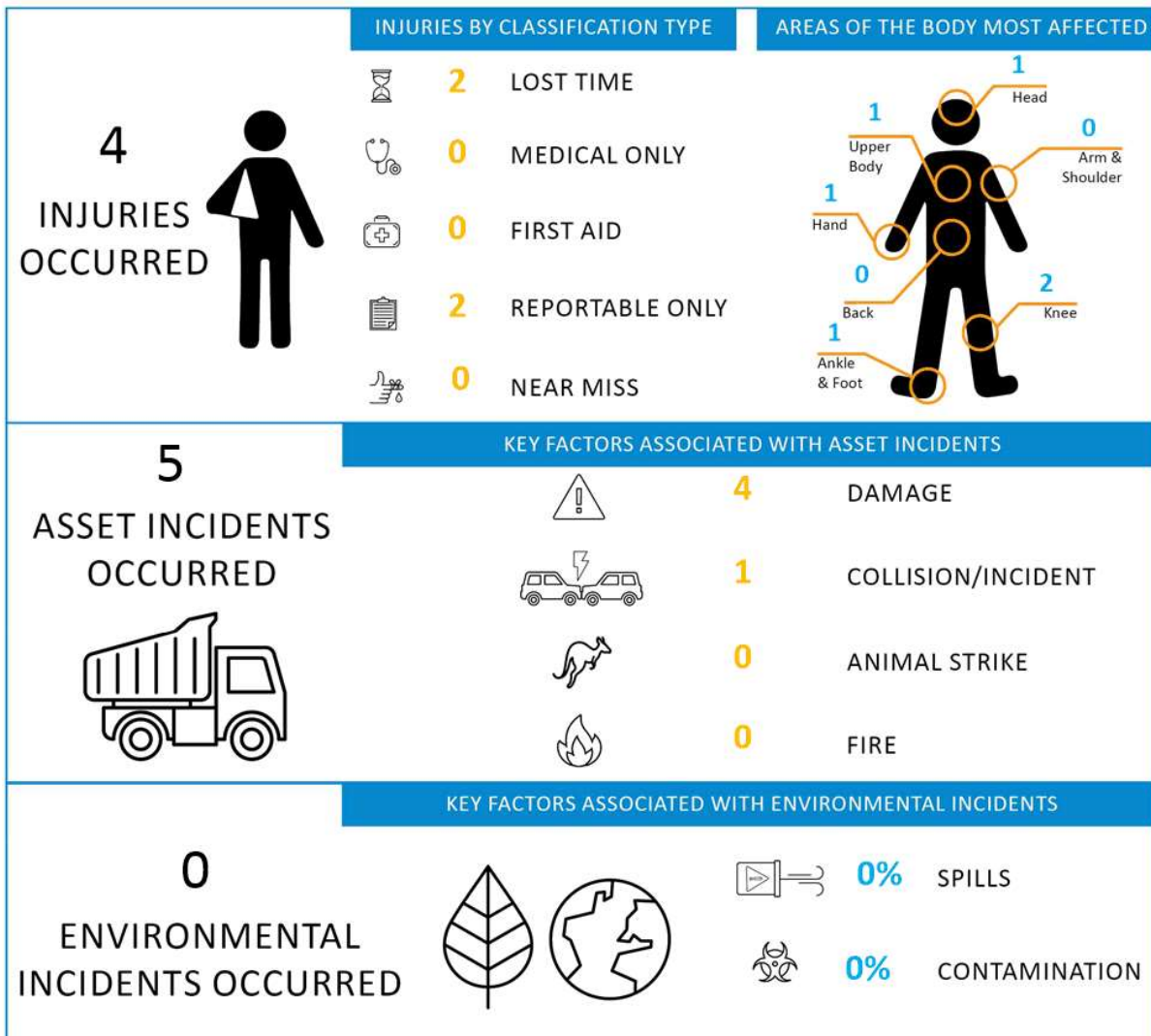
#### **Attachments**

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



## MEASURING OUR SAFETY PERFORMANCE

JUNE 2019



	June 2019	June 2018
Injury related incidents	4	6
Asset related incidents	5	8
Environment related incidents	0	0
Lost Time Injuries	2	2
Number of days lost due to injury	4	19
Total days lost due to ongoing injuries	12	23

FTE (June 2019)	317
Total Hours Worked	626392
LTIFR (June Quarter 2019)	0.626392

### LTIFR formula

$$\frac{(\text{Number of lost time injuries in accounting period})}{(\text{Total hours worked in accounting period})} \times 1,000,000$$



Application ID	Decision Days	Decision Notes
Decided Days greater than 20 days		
MC2018/0108	33	Working with Applicant to resolve Stormwater issues
MC2019/0007	28	Application required to go to Council meeting for decision
MC2019/0037	22	Application required to go to Council meeting
OW2018/0018	85	Applicant stopped the clock and waiting on further information from the applicant
OW2018/0025	75	Awaiting Applicant to provide further information prior to decision making
OW2019/0011	34	Waiting on QUU conditions
RL2019/0001	28	Awaiting Engineering conditions
RL2019/0016	21	Discussions with Applicant for proposed changes to conditions
RL2019/0017	22	22 Days in Decision due to 2 Days for Manager Signing.

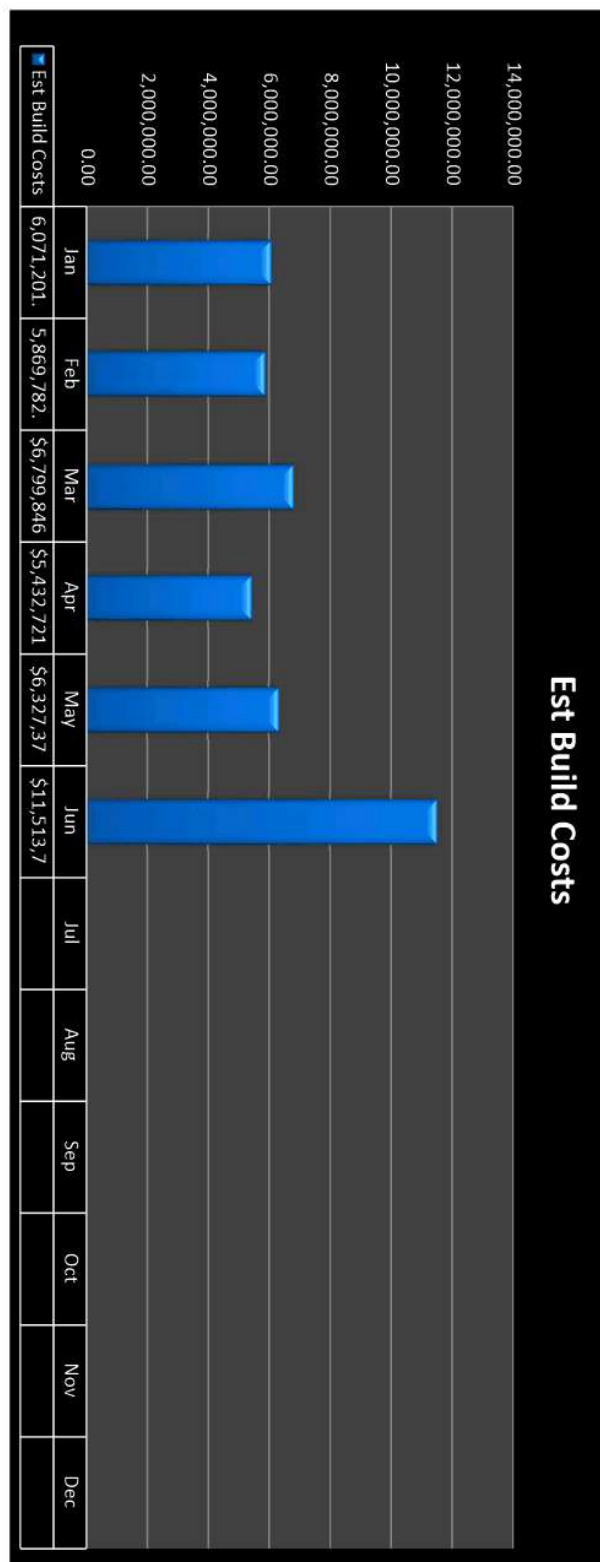


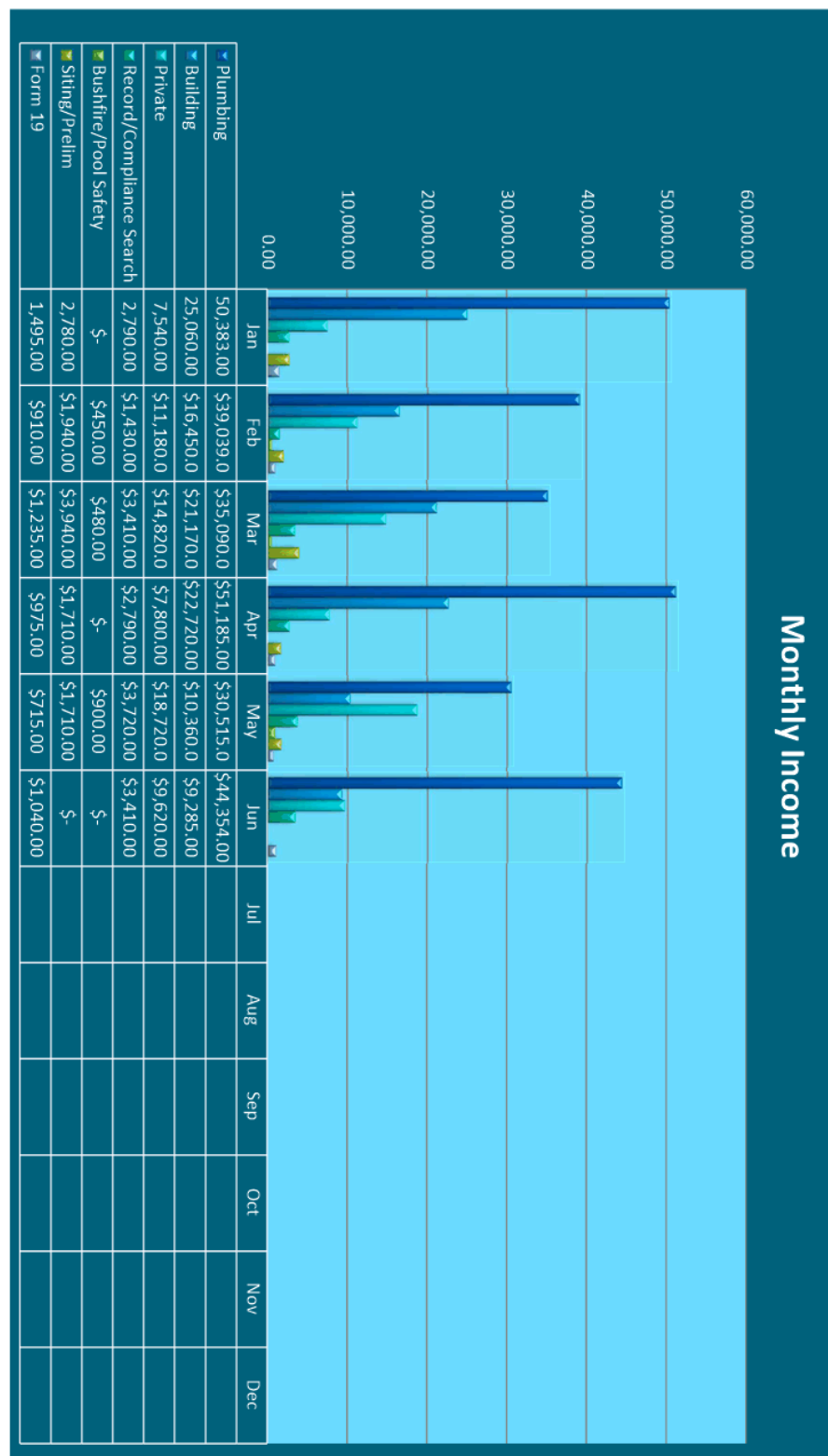
# PLUMBING AND BUILDING STATISTICS – JUNE 2019

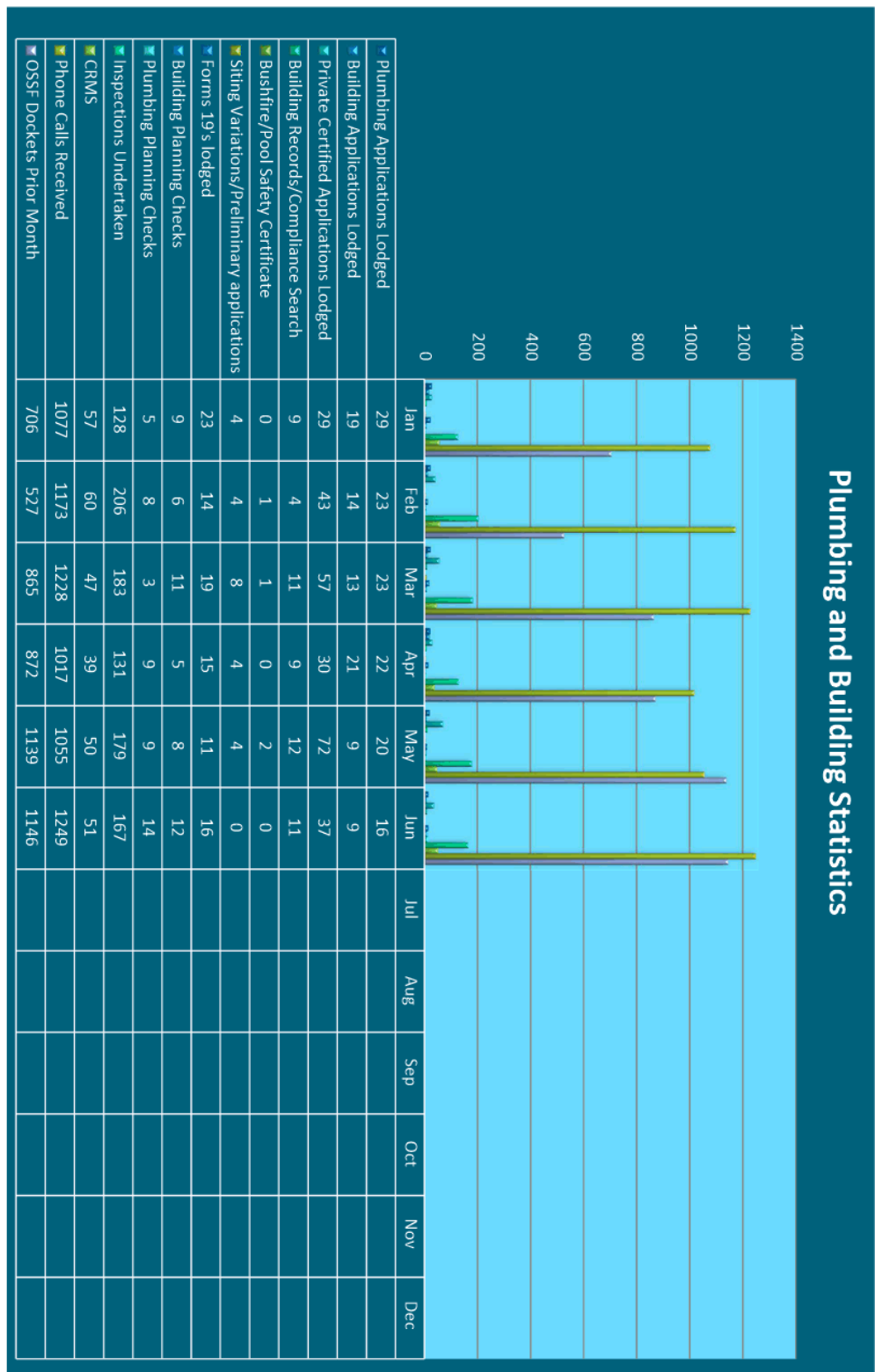
REGIONAL COUNCIL

ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	16	\$44,354.00	2.2	Plumbing
2.0	Building Applications Lodged	9	\$9,285.00	4.16	Building
3.0	Private Certified Applications Lodged	37	\$9,620.00		Admin Team
4.0	Building Records Search	11	\$3,410.00		Admin Team
5.0	Bushfire/Pool Safety Certificates Lodged	0	\$0.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	0	\$0.00		Building
7.0	Form 19's Lodged	16	\$1,040.00		Admin Team
8.0	Building Planning Checks	12	N/A		Building
9.0	Plumbing Planning Checks	14	N/A		Plumbing
10.0	Inspections Undertaken	167	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 15 Complaint CRMs)	51	N/A		Plumbing and Building
11.1	Phone Calls Received	1249	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for May	1146	N/A		Admin Team
	TOTAL		\$67,709.00		
CONSTRUCTION VALUE OF BUILDING WORKS					
1.0	Building Applications 01-06-19 to 30-06-19	Domestic	\$4,122,129.20		
2.0	Building Applications 01-06-19 to 30-06-19	Commercial	\$7,391,603.00		
	Year to Date	Total	\$42,014,657.26		

Page 1 of 4







**11.2 Request for Negotiated Decision for Development Permit for Material Change of Use for Intensive Agriculture (Hydroponics)**

**Date:** 02 July 2019  
**Author:** Miriam Sharp, Planning Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to consider a request for a Negotiated Decision for 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 request be approved in accordance with the Officer's Recommendation.

**Officer's Recommendation:**

**THAT the request for a Negotiated Decision for a Development Permit for Material Change of Use for Intensive Agriculture (Hydroponics) on Lot 101 RP151355 at 105 Koreelah Street, Upper Lockyer be approved as follows:**

It is recommended that the following plan is included as the Approved Plan:

**Approved Plan**

Plan No.	Rev.	Plan Name	Date
-	-	<i>Site Plan</i> , prepared by the applicant and received by Council 22 February 2019 as amended by Council in red	3/7/2019

It is recommended that condition 3 be amended as follows:

3.	The business does not employ more than three (3) staff members (other than the business owners). A further planning approval is required should the business require additional employees.	At all times
----	--	--------------

It is recommended that condition 4 be amended as follows:

4.	All hydroponic business activities (excluding office work) must only be undertaken between 5.30am and 7.30pm at any time.	At all times.
----	---	---------------

It is recommended that condition 10 be amended as follows:

10.	The most eastern access point is only to be used by vehicles relating to the hydroponics business to access the shed for loading and unloading during operating hours.	At all times.
-----	--	---------------

## RESOLUTION

**THAT the request for a Negotiated Decision for a Development Permit for Material Change of Use for Intensive Agriculture (Hydroponics) on Lot 101 RP151355 at 105 Koreelah Street, Upper Lockyer be approved as follows:**

It is recommended that the following plan is included as the Approved Plan:

### Approved Plan

Plan No.	Rev.	Plan Name	Date
-	-	<i>Site Plan</i> , prepared by the applicant and received by Council 22 February 2019 as amended by Council in red	3/7/2019

It is recommended that condition 3 be amended as follows:

3.	The business does not employ more than three (3) staff members (other than the business owners). A further planning approval is required should the business require additional employees.	At all times
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It is recommended that condition 4 be amended as follows:

4.	All hydroponic business activities (excluding office work) must only be undertaken between 5.30am and 7.30pm at any time.	At all times.
----	---	---------------

It is recommended that condition 10 be amended as follows:

10.	The most eastern access point is only to be used by vehicles relating to the hydroponics business to access the shed for loading and unloading during operating hours.	At all times.
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Moved By: Cr Hagan

Seconded By:

Cr McLean

Resolution Number: 16-20/1429

**CARRIED**

**6/0**

## Report

### 1. Introduction

The applicant has requested a Negotiated Decision Notice for the Development Permit for Material Change of Use for Intensive Agriculture (Hydroponics) on Lot 101 RP151355 at 105 Koreelah Street, Upper Lockyer. The approval was given by Council and therefore the request for a negotiated decision is presented to Council as well.

## 2. Background

A Development Permit for Material Change of Use for Intensive Agriculture (Hydroponics) was approved by Council on 12 June 2019. The applicant made representations on 25 June 2019 to the development approval conditions. The representations are detailed below but primarily relate to operational requirements, being operating hours, number of staff and use of driveway.

## 3. Report

### Assessment

An assessment in relation to each of the submitted representations is provided below.

### Condition 3

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
----	--	--------------

### Applicant's Representation

It is understood from the applicant that they employ two (2) staff on a regular basis, however occasionally require a third staff member during peak times to be able to complete the picking in time. Therefore, the applicant has requested that this is reflected in the condition.

### Assessment of Representation

#### *Agree*

The need for a third staff member arises only occasionally when the majority of the crop is ready for picking in a short period of time. To ensure the highest quality of produce, the crops need to be picked at that time. This may require a third picker for a short period of time during these peaks. As this happens only occasionally, this is not considered to have a significant impact on the amenity of adjoining properties. There may be a third staff car parked on the subject land, and no further intensification of the use is expected as a result of this occasional additional staff member. It is considered appropriate to allow the requested change to the condition as follows:

3.	The business does not employ more than <del>two (2)</del> <b>three (3)</b> staff members (other than the business owners). A further planning approval is required should the business require additional employees.	At all times
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### Condition 4

4.	<p>All hydroponics business activities (excluding office work) must only be undertaken:</p> <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.
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### Applicant's Representation

The applicant states that they occasionally need to finish packing orders within the shed after picking. At peak times this may be up to 7.30pm for the entire year. It is requested that the wording is amended as follows:

4.	All hydroponic business activities (excluding office work) must only be undertaken between 5.30am and 7.30pm at any time.	At all times.
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Assessment of Representation

*Agree*

The overall use of picking, packing and refrigeration of crops already occurs on site. To ensure that the amenity of adjoining residents is sufficiently protected, and given the submission received during the application process, it is considered reasonable to provide a timeframe during which the business can operate. The packing and refrigeration of crops needs to be completed as soon as possible after picking. At peak times this may not quite be able to be completed by 6.30pm. The packing and refrigeration occurs within a shed associated with the existing use. The use (in particular the packing and refrigeration within the shed) does not create any noise or light spillage issues. Further, this is akin to someone within a rural residential property using their shed for personal activities on their property. Therefore, the requested change is considered reasonable. The amended condition is to read as follows:

4.	All hydroponics business activities (excluding office work) must only be undertaken: <b>between 5.30am and 7.30pm at any time.</b>  <ul style="list-style-type: none"> <li><del>between 5.30am and 7.30pm between 1 October and 31 March;</del> and</li> <li><del>between 6.30am and 6.30pm between 1 April and 30 September.</del></li> </ul>	At all times.
----	--	---------------

**Condition 10**

10.	The most eastern access point is not to be used for traffic relating to the hydroponics business.	At all times.
-----	---	---------------

Applicant's Representation

The applicant states that they *"need to be able to use the eastern access point to be able load our produce from the fridge in the shed, and to be able to offload fertiliser and packaging to the shed. These activities are always conducted during the hours in point 4"*. This is generally day time, and the applicant considers that using the driveway for that purpose during these hours would cause *"very minimal disturbance"* to the neighbouring property. They are willing however to ensure that staff does not use this driveway to access the property. The applicant has therefore requested that the condition is amended to read as follows:

10.	The most eastern access point can only be used for business purposes between the hours of 5.30am and 7.30pm at any time and not at any time for the arrival and departure of staff.	At all times.
-----	---	---------------

Assessment of Representation



*Agree*

The overall use has been in existence since the original approval was given in 2004. The application for the additional polytunnel only marginally increases the intensity of the use. The condition regarding the use of the driveway was included in response to the submission from the adjoining property owner who objected to the use of the driveway by staff and for parking of their vehicles in particular. In response, it is considered reasonable to ask staff to not utilise this driveway and park their vehicles near the existing dwelling on site. The applicant is agreeable to this. However, loading and unloading of vehicles with e.g. produce has always occurred via the eastern driveway. It is impractical to do this utilising the most western driveway. As the issue regarding parking of staff vehicles is alleviated, it is considered that the condition may be amended to allow the loading and unloading of business related vehicles during the operating hours (as stated in condition 4) as follows:

10.	The most eastern access point is <del>not only</del> to be used <del>for traffic by vehicles</del> relating to the hydroponics business- <b>to access the shed for loading and unloading during operating hours.</b>	At all times.
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**Approved Plan**

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

Assessment of Representation

As a result of the above change to condition 10 it is necessary to amend the annotation on the approved plan. The new approved plan will be:

Plan No.	Rev.	Plan Name	Date
-	-	<i>Site Plan</i> , prepared by the applicant and received by Council 22 February 2019 as amended by Council in red	<del>22/2/19</del> <b>3/7/2019</b>

**Recommendation**

It is recommended that the Approved Plan is updated as follows:

**Approved Plan**

Plan No.	Rev.	Plan Name	Date
-	-	<i>Site Plan</i> , prepared by the applicant and received by Council 22 February 2019 as amended by Council in red	3/7/2019

It is recommended that condition 3 be amended as follows:

3.	The business does not employ more than three (3) staff members (other than the business owners). A further planning approval is required should the business require additional employees.	At all times
----	--	--------------

It is recommended that condition 4 be amended as follows:

4.	All hydroponic business activities (excluding office work) must only be undertaken between 5.30am and 7.30pm at any time.	At all times.
----	---	---------------

It is recommended that condition 10 be amended as follows:

10.	The most eastern access point is only to be used by vehicles relating to the hydroponics business- to access the shed for loading and unloading during operating hours.	At all times.
-----	---	---------------

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

Following a decision made by Council on the application, the applicant may appeal against Council's decision. If the applicant decides to appeal the decision by Council, legal representation may be required.

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

Following a decision made by Council on the application, the applicant may appeal against Council's decision. If the applicant decides to appeal the decision, Council may need to engage external technical experts (e.g. stormwater/flooding, traffic).

#### **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 in accordance with the requirements of the *Planning Act 2016*.

#### **8. Conclusion**

The request for a negotiated decision is recommended for approval.

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

Advise the applicant and submitter of Council's decision.

#### **Attachments**

- 1 [Amended Approved Plan 105 Koreelah Street](#) 1 Page







**12.1 Executive Manager Corporate and Community Services Monthly Report - June 2019**

**Date:** 02 July 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 June 2019.

**THAT Council receive and note the Executive Manager Corporate and Community Services Monthly Report for June 2019.**

**THAT Council receive and note the Executive Manager Corporate and Community Services Monthly Report for June 2019.**

**Moved By:** Cr Wilson **Seconded By:** Cr Holstein  
**Resolution Number:** 16-20/1430

**CARRIED**  
**6/0**

## 1. Introduction

This report provides Council with a summary of key operational activities undertaken by Corporate and Community Services during June 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 June 2019 by functional grouping follows.

## FINANCE AND CUSTOMER SERVICES

## FINANCE

### Revenue Services

- As of 28 June, 95.38% 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 has commenced with notification letters being sent to property owners advising that their accounts remain overdue.
- A test run on the rates has been completed and the initial levy is on target against rates modelling. The rate notices and inserts are now being reviewed prior to final proofs being sent back for approval.

### Accounting Services

- The budget was adopted at Council's Special Meeting on 14 June. All information has now been loaded into TechnologyOne to commence the new financial year.
- Recruitment for the Financial Services Coordinator is complete with the preferred candidate to commence on 30 July.

### Procurement & Stores

- Peak Services have commenced a comprehensive review of the Procurement and Stores functions as part of the Organisational Effectiveness Review process. Workshops have been conducted with the Executive Leadership Team and Council and a number of staff members have also been interviewed.

### 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 84.18%.
- The Customer Service Team continues to be involved in many of the Voice of the Customer Working Groups.
- Familiarisation visits for Customer Service officers 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 June						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	28,898	27,552	637	709	83.94%	0:24:24
Current Month	2,264	2,187	29	48	84.18%	0:12:14
▲ to previous	952	895	21	36	1.05%	0:01:56
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	5,505	80.02%	0:04:29	583	0:09:42	482
Current Month	412	81.16%	0:04:42	36	0:07:36	44
▲ to previous	242	2.38%	0:00:12	6	0:01:09	11
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.

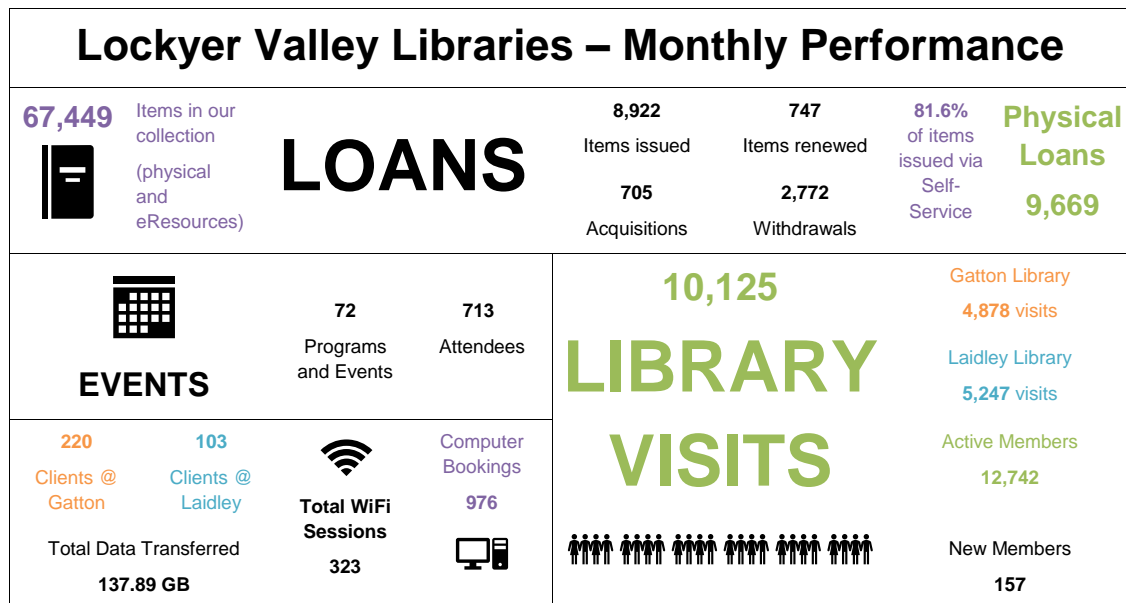
<b>Project</b>	<b>May 2019 Activity</b>
Gatton Shire Hall Amenities (Drought funding)	Floor and wall tiling installation has commenced.
Gatton Cemetery Outdoor Gazebo	Steel superstructure has been completed Concrete floor has been cast and finished, and roof sheeting and associated flashings fixed.
Cahill Park Lighting	Contract negotiations continuing with T2 Electrical.
Springbrook Park Irrigation	Tender evaluation for the bore connection works completed Electrical investigation is now in progress to provide adequate power to the bore pump.
Laidley Cultural Centre Refurbishment	All works are now complete.
Gatton Shire Hall Stage Lighting and Audio	All works are now complete.
Gatton Showgrounds Energy Reduction	Solar and LED installation are now complete. Final claim submitted for the Local Government Grants and Subsidies Program (LGGSP).
Gatton Showgrounds Separate Metering	Beef pavilion has been completed Equestrian Centre (Yates St) programmed for installation on 24 June 2019.
Cahill Park Amenities	Footings cast including adjustable piers Subfloor construction followed by the wall and roof frame construction.
Gatton Depot Workshop Building Alterations	All works are now complete Flow testing has been completed and report submitted.
Gatton Showgrounds Masterplan	Final public consultation completed on 21 June 2019 Final 'Draft' Masterplan presented to Council Workshop on 26 June 2019.
Laidley Veterans Support Centre	Building Certifier inspection completed.
Laidley Pioneer Village	Works has been complete to supply and install permanent screens to the 'Butcher's building.
Gatton Childcare Playground	All works are now complete.
Transportable Amenity Buildings	A meeting has been completed with designer and user groups for the scoping of proposed works. Spring Bluff sewer drainage solution has been confirmed by the Building and Plumbing Business Unit.
Laidley Rec Reserve lighting	Request for Quotation (RFQ) closed 18 June 2019. RFQ evaluation scheduled for completion by 26 June 2019.

LIEC Retaining Wall Review

Structural Engineer Registered Practicing Engineer of Queensland (RPEQ) engaged to complete a site visit on 26 June 2019 for report submission.

## LIBRARIES

Key statistics and outcomes for Lockyer Valley Libraries for June 2019 follow.



- The June maintenance day (closed day), allowed both libraries to assess their collections and make necessary adjustments to shelves and locations.
- Based on the recommendation from Council, long lost items have now been removed from our system resulting in a more accurate database. An annual purge (deletion) of non-active library members has also been scheduled. This allows for more accurate reporting of library membership to both Council and the State Library as part of our annual statistics.
- The Term 2 Outreach Program for First 5 Forever, Creation Box Play was successful at both Gatton and Laidley Libraries.
- Family History workshops commenced this month. These were very popular with over 20 people attending each workshop at Gatton and Laidley Libraries. There will be a series of these workshops over the next 6 months.

## Art Gallery

- The current exhibition is Tainted Landscapes by Mick Pospischil, Chris Fletcher and David LeMay. This exhibition opened on 8 June and will remain open until 21 July.
- The next exhibition will be a community exhibition for local artists called "Home Grown".
- RADF funds are now being distributed for this current funding round.

## CHILDCARE

Occupancy rates for June 2019 were Gatton 71% and Kensington Grove 30%.

Community Awareness Programs undertaken in June included:

- Queensland Day, Thursday, 6 June
- Red Nose Day, Friday, 28 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 project for the Food Safety and Public Health Working Group of LG Toolbox
- Approved Food Safety Program for on and off-site catering for Porters Plainland
- Approved Food business licence for Laidley Green Grocer and Rootz QLT Pty Ltd
- Approved an interim Caravan Park Permit for Helidon Spa caravan park
- Execution of Warrant for public health risk at Laidley regarding a quote for clean-up of the property.

### Local Laws

A graphical comparison of the number of animal related CRM's received in comparison to dog registrations follows.



Dog Registration Renewals were issued on 30 May 2019 for renewal by 26 June 2019.

Currently 5,297 dogs are registered for 2019-20.

During June 2019, there was 1 (one) dog attack on a person with a further 7 attacks on animals. In relation to the 1 dog attack on a person a customer at Upper Lockyer reported that a dog had attacked and injured a woman. The alleged offending dog and its owner have not been identified.

Within June 4 Warning Notices and 0 Infringement Notices were also issued to animal owners by Local Laws Compliance Officers.

### **AVA Petpep Update for 2018/2019**

10 Visits to venues located within Gatton, Laidley, Hatton Vale, Thornton and Flagstone Creek were conducted by the Local Laws Team to various schools and organisations throughout the region with



more than 245 children (from Pre-Prep to Year 6) being provided with information on responsible animal ownership and safety around dogs. As the Council contract is for only 6 visits per year, this result is an exceptional outcome for the team.

### **Waste Management**

- Waste Levy Fencing Laidley Transfer Station complete
- Waste Levy Fencing Gatton complete
- Laidley Weighbridge 99% complete as at Sunday 30 June
- Waste Levy training delivered to Anuha Transfer Station (supervision) staff and supervisors
- 2 (two) Waste/recycle education classes presented in collaboration with JJ Richards
- Waste Levy Volumetric Surveys commenced to meet Department of Environment and Science (DES) Levy expectations
- GPS coordinates for Resource Recovery Area (RRA) mapping complete and Resource Recovery Area declaration lodged with DES and approved
- Exempt Waste application lodged with DES
- Anuha Contract meeting held
- Green waste grinding complete – Transport of materials 80% complete
- New Oil containment unit delivered and installed at Gatton Landfill
- New E-Waste agreement commenced to include both recycling and collection (no-cost to Council)
- Traffic management plan commenced Gatton Landfill
- Envirocom Audit commenced for annual domestic and commercial wheelie bin breakdown (data analysis)
- Landfill Gas monitoring at all sites complete
- Public submissions for road closure Laidley complete.

### **INFORMATION SERVICES**

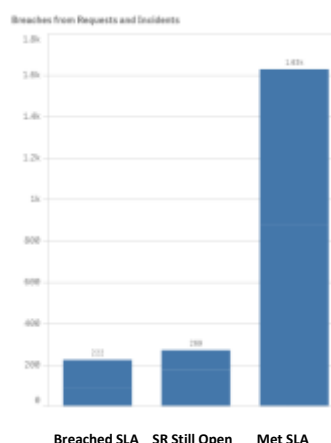
- TechnologyOne projects have been reviewed and the Executive Leadership Team and it has been agreed that Council will move to the TechnologyOne SaaS solution over the next six months as the priority project for the business systems team. The second priority project is the implementation of CIA Safety. This is scheduled to occur between January and March 2020. It is then expected that Council will commence the implementation of Property & Rating CIA from April 2020.
- Employee Self Service, which is the ability for staff to utilise a web portal to apply for leave and update personal and banking details will be adopted as the only method for staff wishing to apply for or cancel leave and updating their personal and banking details from 1 August 2019. All staff need to be aware of how to utilise the web portal so that when CIA Safety is implemented early next year, all staff will be able to register hazards and incidents.

CCTV	New camera installed to cover the Gatton Dog Park on 17 June. Upgrade of poor performing cameras in Laidley CBD, Laidley Rec Grounds and Gatton CBD completed on 13 and 14 June. An upgrade of the Laidley CCTV system storage was undertaken prior to new camera installation to provide adequate capacity for minimum storage timeframes for the new cameras.
Cyber Security	The Information Security Incident Response Plan and Incident Response Playbook were presented to the Information Services Steering Committee (ISSC) on 19 June. The Committee recommended that the Executive Leadership Team adopt the documents after the Plan was amended to include an element around cloud service providers and how they fit into the Response Plan.
Continuous	Review of LISA service level statistics is underway to confirm current service levels

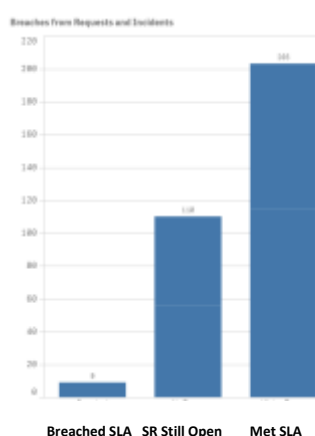
Improvement	and subsequently review for potential improvements. Ongoing development of procedures for use within the ICT Service Desk and System Administration teams to improve clarify over responsibilities and timeframes. A number of Service Desk procedures have been completed.
GIS	Working with Planning on the Planning Scheme. Working with Planning on the Flood Information Portal project.
Risk Management	ICT Risk Register has been reviewed and a draft Information Management Risk Register has been created. Items on the Audit Register as review by the Executive Leadership Team on 24 June will move across to an operational risk register subject to approval from Audit and Risk Committee.
Information Management	The ISSC supported the recommendation to the Executive Leadership Team that the historical minute books of the previous Gatton Shire Council dated from 1 January 1980 onwards be scanned by the IM team prior to transfer to Queensland State Archives (QSA). Those minutes from Laidley and Gatton Shire Councils that cannot be scanned by the IM team were recommended for direct transfer to QSA.

Key Information Services performance statistics for June 2019 and the Year to Date follow.

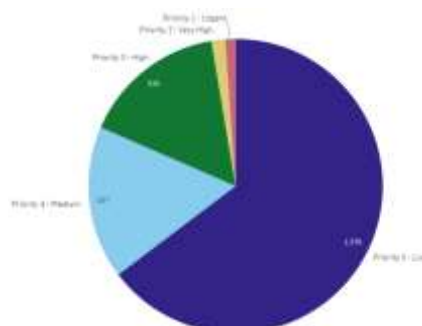
Number of Service Requests that Met SLA – YTD to 27/06/2019



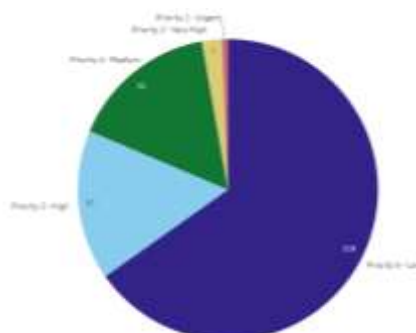
Number of Service Requests that Met SLA – June 2019



Number of Service Requests by Priority – YTD to 27/06/2019



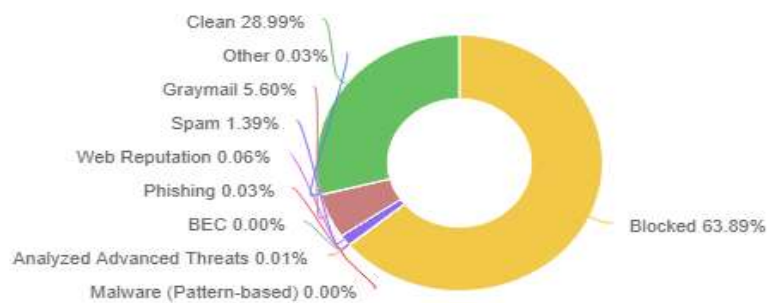
Number of Service Requests by Priority – June 2019



Details of specific threat details and security awareness training for Council during June follows.

#### Email Block Statistics

The majority of ransomware is identified in standard filtering due to where it has been sent from. Analysed Advanced Threats are where the email is further analysed if the standard filtering identifies it as requiring further analyse to determine the threat.



## SECURITY AWARENESS TRAINING - OVERALL

LOCKYER VALLEY REGIONAL COUNCIL  
Reported as of: June 27, 2019



## DISASTER MANAGEMENT

Council's flood camera network underwent a major operating system upgrade in early June with public vision via the Disaster Dashboard unavailable for a period of time. The new system is now available with still frame images accessible on the Disaster Dashboard.

Details of SES activities for June 2019 follows.

Activation:

- 5 June – Assistance to the Queensland Ambulance Service with a helicopter patient transfer at The Gatton Showground. 5 (five) members attended in an agency support role.

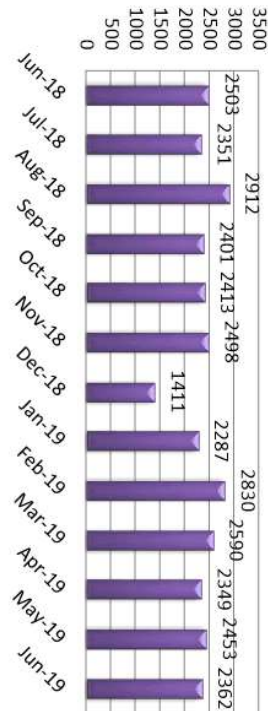
## Attachments

- 1 [Customer Service Monthly Statistics - June 2019](#) 6 Pages

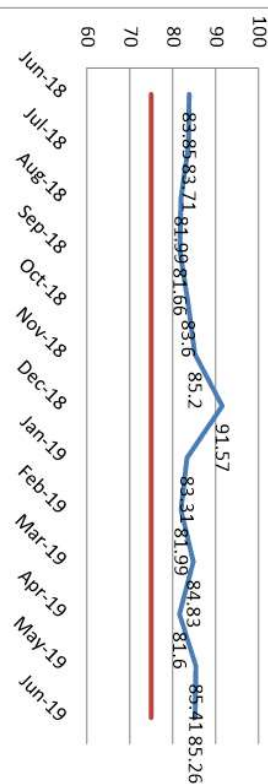
Lockyer Valley Regional Council – Customer Service Monthly Statistics – June 2019

Telephone

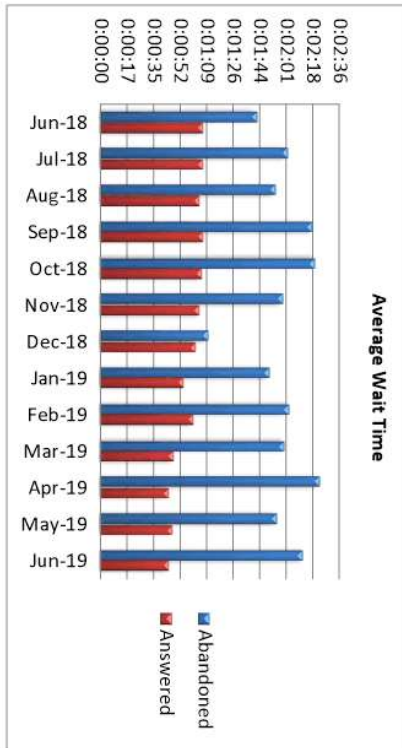
Calls Received



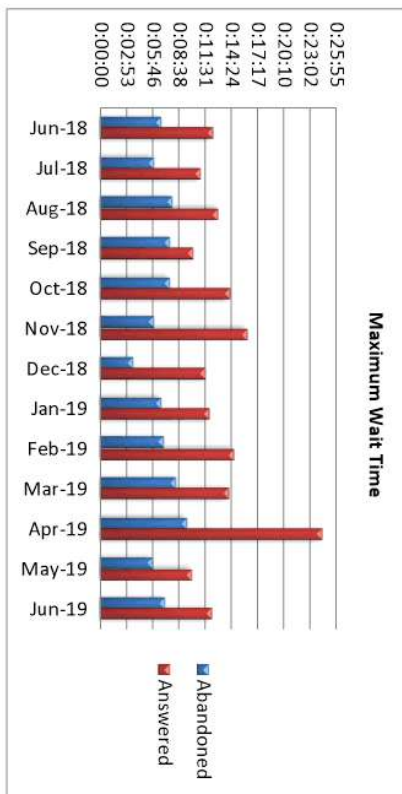
Service Levels — Service Level Achieved — Target Service Level

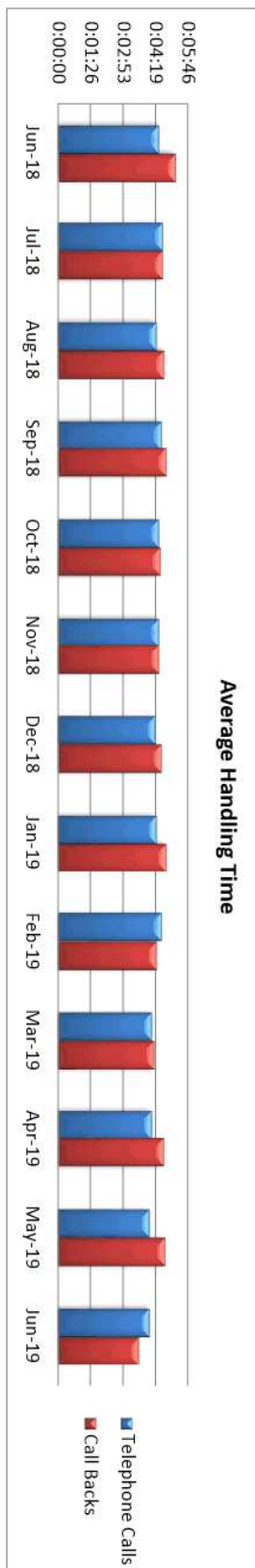
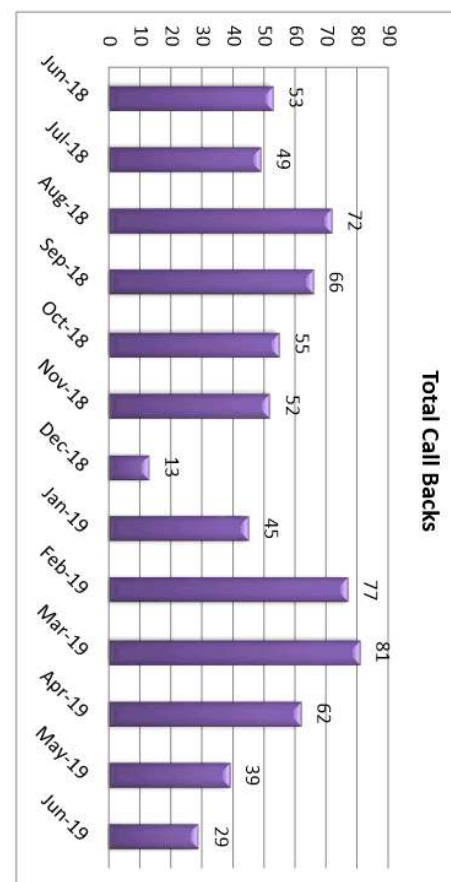
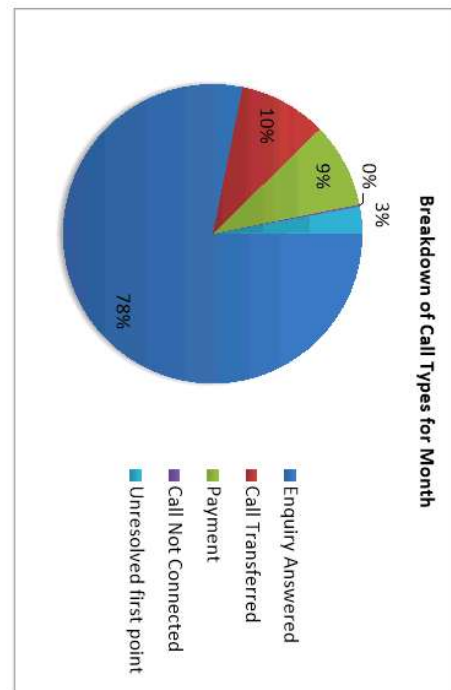


Average Wait Time



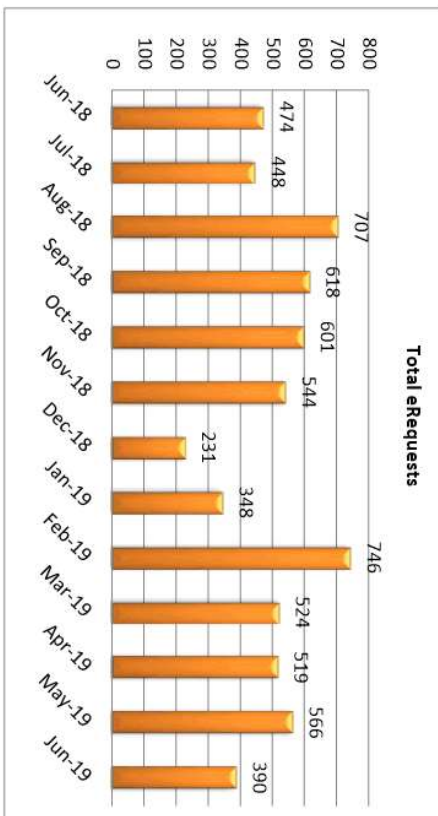
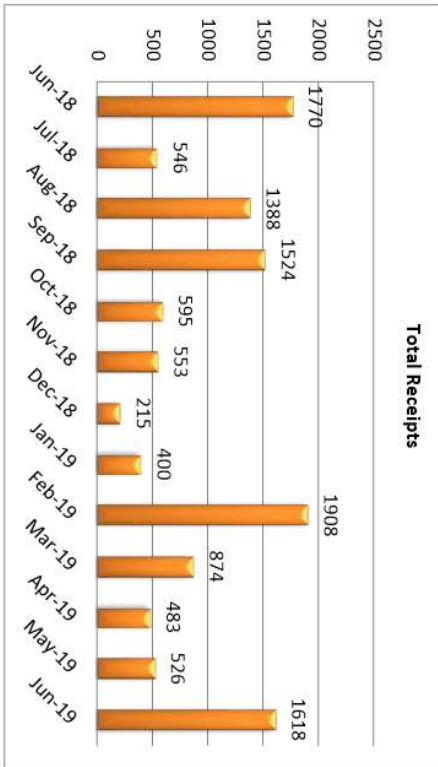
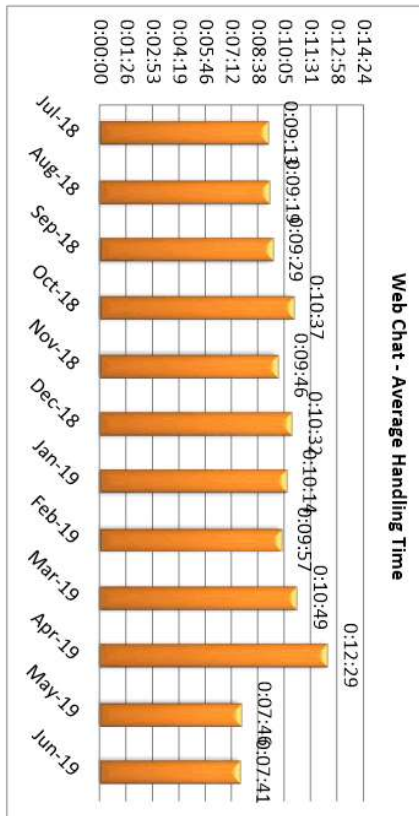
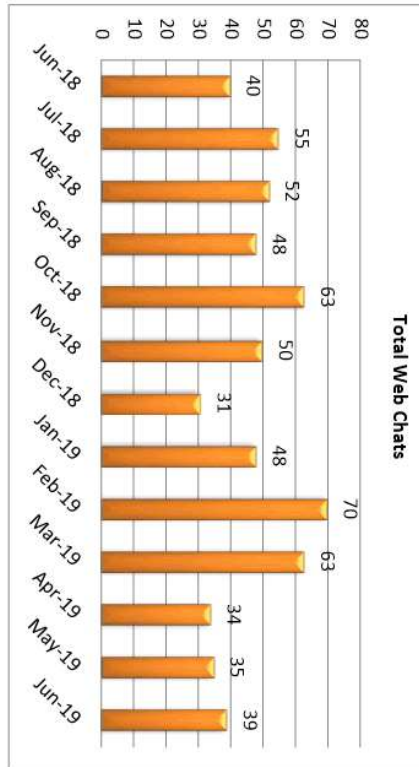
Maximum Wait Time





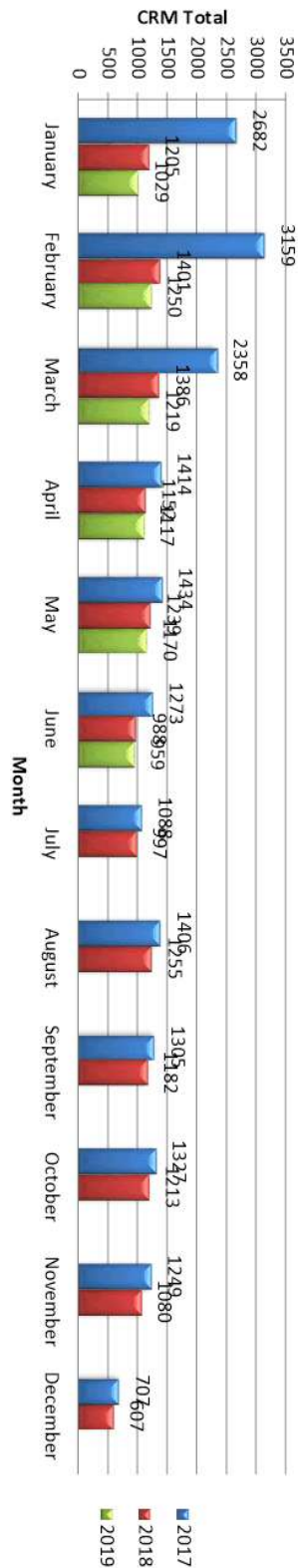


## Live Chat, ERequests & Receipts

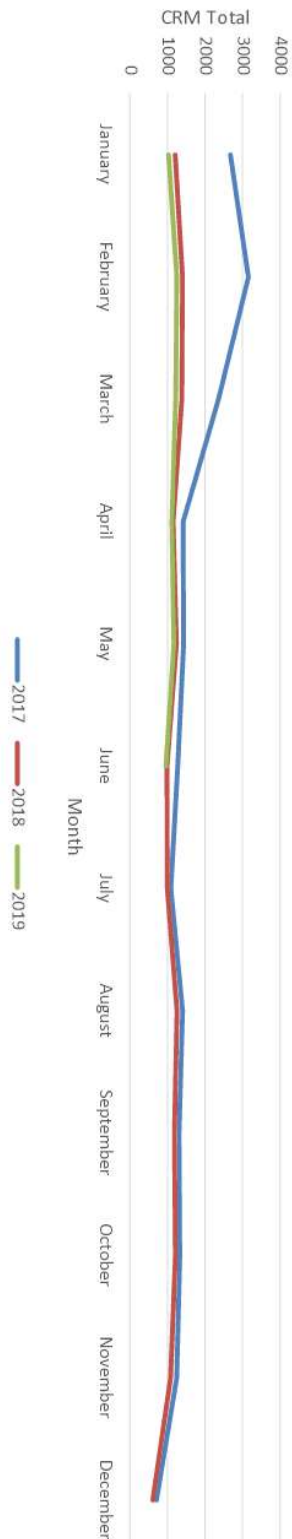


## Customer Requests

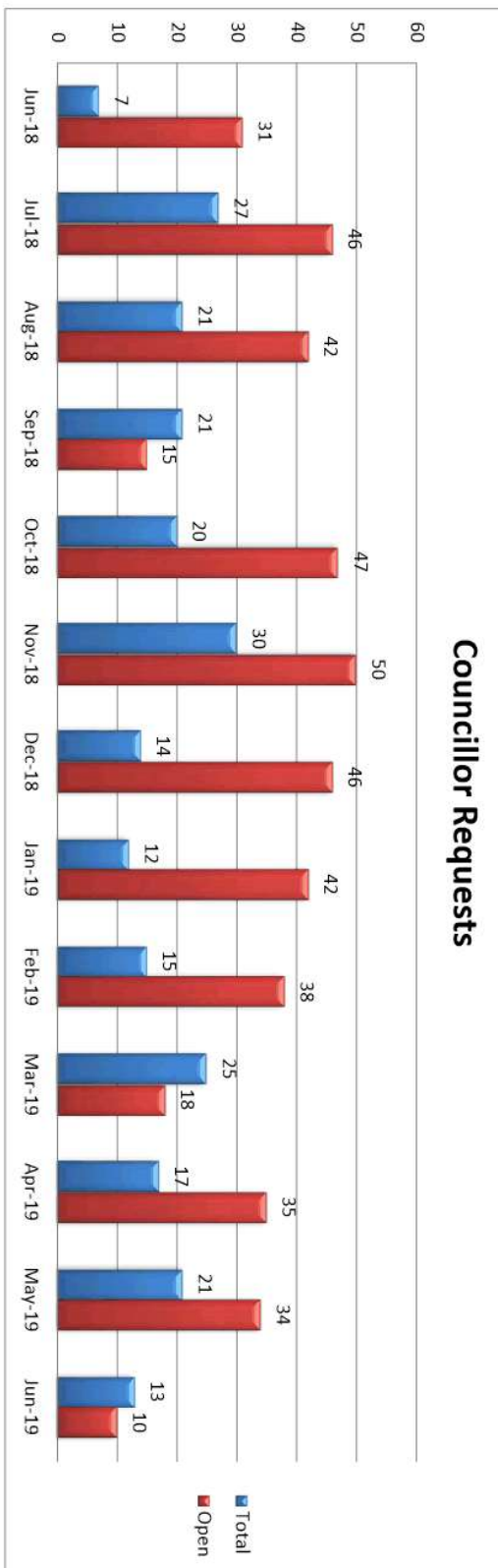
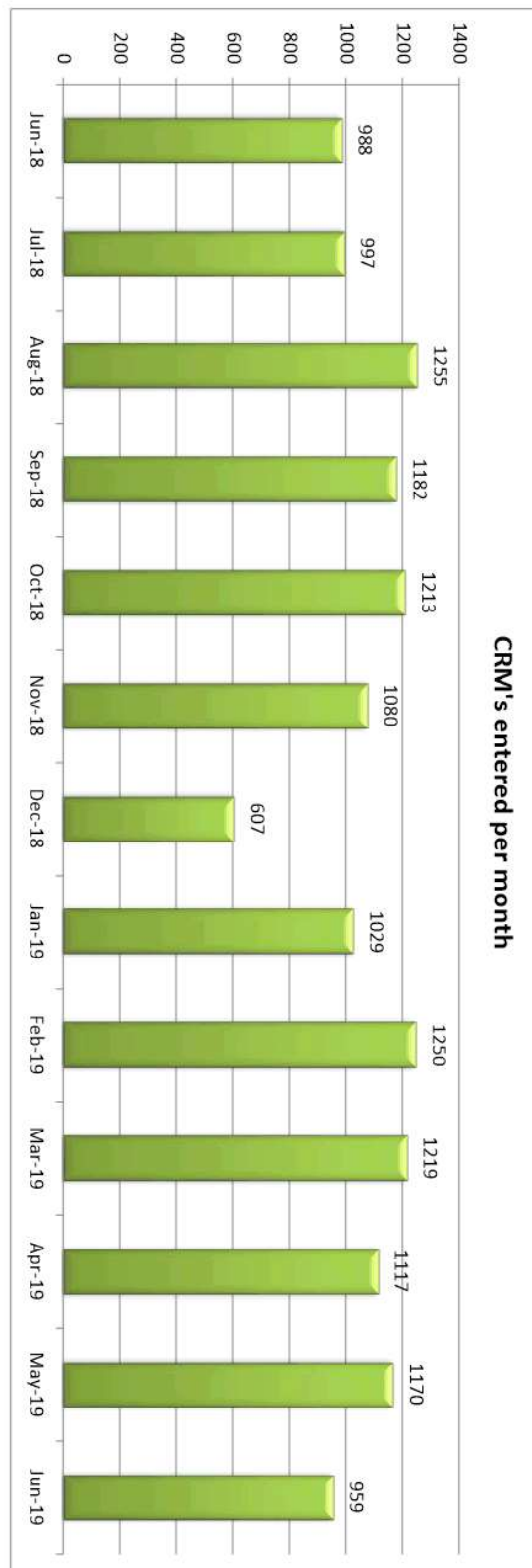
CRM Month Comparison 2017-2018-2019



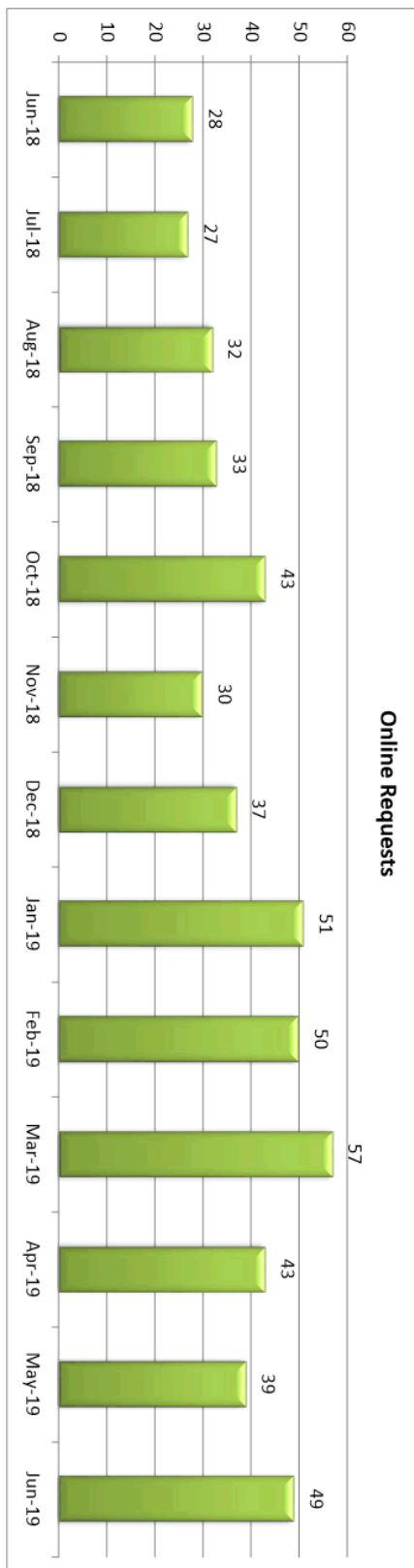
CRM Month Comparison 2017-2018-2019







## Online Requests



## QGAP Performance Report

Total time taken for all transactions	78.25 hrs
Total number of transactions	464
Total average time for all transactions	10.12

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**12.2 Consultation - Annual Valuation Effective 30 June 2020**

**Date:** 28 June 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

The Valuer-General has written to the Chief Executive Officer seeking a response as to whether a valuation of land within the region should be undertaken to be effective on 30 June 2020. The most recent valuation is effective for the 2019-20 financial year, as the Valuer-General had declined Council's requests for a valuation in both the 2017-18, and 2018-19 financial years.

It is recommended that a response is provided to the Valuer-General requesting a further valuation in order to ensure that changes in the market and the impact of land sales are reflected in property values. This will avoid shock increases and decreases when valuations are conducted several years apart as has been experienced with the most recent valuation which saw individual valuations vary from a reduction of 52.17 per cent through to an increase of 428.14 per cent.

**Officer's Recommendation:**

**THAT Council write to the Valuer-General and request that a valuation is conducted to take effect on 30 June 2020 for the following reasons:**

- a. development within the region may impact on property values;**
- b. the last valuation for land within the Region was effective on 30 June 2019 which caused large variances in valuations from the previous valuation effective on 30 June 2016. These variations caused significant difficulties in developing a consistent and equitable rate model; and**
- c. a regular valuation will reduce the significance of changes to property values when they occur.**

**RESOLUTION**

**THAT Council write to the Valuer-General and request that a valuation is conducted on all property within the region, to take effect on 30 June 2020, for the following reasons:**

- a. development within the region may impact on property values;**
- b. the last valuation for land within the region was effective on 30 June 2019 which caused large variances in valuations from the previous valuation effective on 30 June 2016. These variations caused significant difficulties in developing a consistent and equitable rate model; and**
- c. a regular valuation will reduce the significance of changes to property values when they occur.**

**Moved By:** Cr Wilson **Seconded By:** Cr McLean

**Resolution Number: 16-20/1431**

**CARRIED**  
**6/0**

**Report**

**1. Introduction**

The Valuer-General has written to Council seeking a response as to whether a valuation of land within the region should be undertaken to be effective on 30 June 2020.

## **2. Background**

The Department of Natural Resources, Mines and Energy is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer-General is required to review the valuations on an annual basis and as part of this process; Council's opinion is sought as to whether or not a revaluation should be undertaken.

Prior to the current financial year, the last valuation conducted was effective on 30 June 2016 despite Council requesting an annual valuation for the 2017-18 and 2018-19 financial years. If valuations had been conducted in the intervening years, the impact of the variations would have been lessened. The most recent valuations have seen individual valuations vary from a reduction of 52.17 per cent through to an increase of 428.14 per cent.

## **3. Report**

The *Land Valuation Act 2010* requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a market survey report of the Local Government Area which review sales of land since the last valuation and the probable impact of the sales on the value of land since the last valuation; and
- the results of consultation with the local government for the area, and appropriate local and industry groups.

As valuations must be issued prior to 31 March in the year in which they take effect, Council's opinion has been sought as to whether a revaluation should take place to be effective on 30 June 2020.

It is recommended that a response to the Valuer-General is provided advising that in Council's opinion a valuation should be undertaken as:

- there has been an increase in development within the region which may impact on property values;
- the last valuation for land within the Region was effective from 30 June 2019 which caused large variances in valuations from the previous valuation effective from 30 June 2016. These variations caused significant difficulties in developing a consistent rate model, and
- a regular valuation will reduce the significance of changes to property values when they occur.

Following the consideration of Council's response and the other factors outlined above, the Valuer-General will notify Council if a revaluation will be conducted or not.

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

Section 72 of the *Local Government Regulation 2012* requires Council to use the value of the land under the *Land Valuation Act 2010* when calculating its rates for a financial year.

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

The cost of valuations is approximately \$130,000 per year and an allocation is included in Council's annual budget. Council must pay the amount whether a valuation is conducted or not.

If the valuation is undertaken, the new values will be included within the rates modelling for the 2020-21 budget.

**6. Delegations/Authorisations**

This matter will be dealt with in line with existing delegations.

**7. Communication and Engagement**

Communication or engagement on this matter is not required.

**8. Conclusion**

A further valuation should be undertaken in order to ensure that changes in the market and the impact of land sales are reflected in the property values on a regular basis. This will avoid shock increases and decreases when valuations are only conducted several years apart.

**9. Action/s**

1. Send Council's response to the Valuer-General

**Attachments**

There are no attachments for this report.

**12.3 Update to Register of Cost Recovery and Commercial Fees and Charges 2019-20**

**Date:** 01 July 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

The purpose of this report is to make changes to Council's 2019-20 Register of Fees and Charges effective from 1 July 2019.

**Officer's Recommendation:**

**THAT Council include within its Register of Cost Recovery and Commercial Fees and Charges 2019-20 the following additional fees with an effective date of 1 July 2019:**

**a. 1.2.1 Dog Registration (New Registration & Registration Renewal)**

Description	Amount (inc. GST)	GST Applies
<b>Dog Registration</b>		
Dogs under 6 months of age AND desexed being registered for the first time with LVRC	No charge	
<b>Dog Registration – Pensioner Owners</b>		
Dogs under 6 months of age AND desexed being registered for the first time with LVRC	No charge	

**b. 1.3.10 Miscellaneous**

Description	Amount (inc. GST)	GST Applies
Lodgement of Application for Review of a Local Government Decision Fee to be refunded if the appeal is successful	\$80.00	No

**AND FURTHER:**

**THAT the amounts for the following fees and charges with an effective date of 1 July 2019 are updated:**

**a. 1.1.2 Impounding Fees (Cats & Dogs)**

Description	Amount (inc. GST)	GST Applies
Afterhours Fees – Cats & Dogs	\$150.00	No

**b. 1.4.1 – Right to Information**

Description	Amount (inc. GST)	GST Applies
Right to Information Application Fee	\$50.80	No
Processing Charges (per fifteen minutes or part thereof)	\$7.85	No

**c. 1.7.1 Other**

Description	Amount (inc. GST)	GST Applies
Exemption Certificate	No Charge	

**RESOLUTION**

THAT Council include within its Register of Cost Recovery and Commercial Fees and Charges 2019-20 the following additional fees with an effective date of 1 July 2019:

**a. 1.2.1 Dog Registration (New Registration & Registration Renewal)**

Description	Amount (inc. GST)	GST Applies
<b>Dog Registration</b>		
Dogs under 6 months of age AND desexed being registered for the first time with LVRC	No charge	
<b>Dog Registration – Pensioner Owners</b>		
Dogs under 6 months of age AND desexed being registered for the first time with LVRC	No charge	

**b. 1.3.10 Miscellaneous**

Description	Amount (inc. GST)	GST Applies
Lodgement of Application for Review of a Local Government Decision Fee to be refunded if the appeal is successful	\$80.00	No

**AND FURTHER:**

THAT the amounts for the following fees and charges with an effective date of 1 July 2019 are updated:

**a. 1.1.2 Impounding Fees (Cats & Dogs)**

## Report

The purpose of this report is to seek the amendment of Council's register of fees and charges effective from 1 July 2019.

Council is required as part of its annual budget process, to review its fees and charges each year to ensure that:

- The fees and charges for 2019-20 were originally adopted on 22 May 2019 to take effect from 1 July 2019.

Since the adoption of the 2019-20 Fees and Charges, it has become apparent that a number of fees need to be amended. The reasons why fees need to be amended include updated information and



errors or omissions from Council business units in compiling the original document. Additional fees may also be added to the register where new services are offered which incurs a fee.

The inclusion of the new fees for registration of desexed dogs under six months of age is to provide clarity that the dogs should be registered but at no charge. This is to encourage early registration as well as desexing.

The new fee for lodgement of an application for review of a local government decision is modelled on the existing fee to review regulated dog matters. The fee is to recover some of the costs involved in undertaking a review of a decision into the issuing of notices such as overgrown or unsightly allotments. Property owners have the right to review these decisions, but it does take time to review them; often the decision is upheld with the cost being borne by Council. If the review is successful, then the fee will be refunded.

A discrepancy has been identified between the afterhours fees for stock and cats and dogs, with the afterhours fee for cats and dogs being \$4.00 more than the afterhours fee for stock. As the cost for both are the same, the fee should be consistent. The fee for cats and dogs is reduced to \$150.00. All other applicable fees will still apply.

Advice has been received from the Department of Justice and Attorney-General on the fees to be charged for Right to Information Requests for the 2019-20 financial year. These fees are charged by Council but set by the State and updated every year in late June/early July.

Due to all exemption certificates being waived by the Chief Executive Officer under delegated authority, the associated administrative process will be simplified if this charge is set to zero. Exemption certificates are issued due to anomalies within the Planning Scheme which may not affect the development approval being sought.

While Finance staff co-ordinate the preparation of Council's annual budget process which includes annual fees and charges, Council business unit managers are responsible for setting both the level and expected revenue from fees and charges.

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

Section 97 of the *Local Government Act 2009* (the Act) 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) of the Act 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 amend its fees and charges by resolution at any time during the year.

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

The amendments to Council's 2019-20 Fees and Charges will ensure that the correct fee is charged for each service either on a cost recovery or commercial basis.

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

There are no new or additional delegation or authorisation issues associated with this report.

**7. Communication and Engagement**

Once amended by Council, the revised fees and charges will be updated on the Council's website and within internal systems.

**8. Conclusion**

The updating of Council's fees and charges forms an integral part of Council's annual budget process and ensures cost recovery fees and charges reflect the true cost of providing the associated service.

Adoption of the register of fees and charges also ensures compliance with Council's legislative obligations.

**9. Action/s**

1. Publication of the updated Register on Council's website.
2. Update of the fees and charges within Council's systems.

**Attachments**

There are no attachments for this report.

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**12.4 2019-20 Rates Concessions for Financial Hardship**

**Date:** 02 July 2019  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

The Department of Natural Resources, Mines and Energy has issued new property valuations for the region for 2019-20 which apply from 1 July 2019. There were significant variations in the valuations within rating categories and this has caused major difficulties in applying consistent increases across properties.

Due to the impact of the valuations, a number of properties will be subjected to larger than usual increases in their general rates and to assist the property owners in paying the increased amount, this report recommends that a concession on the grounds of financial hardship is granted by way of a deferral of the due date.

**Officer's Recommendation:**

**THAT Council grant a concession under Section 120 (1)(c) of the *Local Government Regulation 2012* for properties where the increase in 2019-20 General Rates from the amount of 2018-19 General Rates as a result of valuation changes is:**

- a. greater than or equal to five percent; and**
- b. greater than or equal to \$200.00.**

**Further;**

**THAT the concession to be granted is a deferral of the due date to 7 October 2019 for the rates levied for the period 1 July 2019 to 31 December 2019.**

**AND Further;**

**THAT Council resolve that the concession is granted as it is reasonably satisfied that payment of the rates and charges would cause financial hardship to the property owner.**

**RESOLUTION**

**THAT Council grant a concession under Section 120 (1)(c) of the *Local Government Regulation 2012* for properties where the increase in 2019-20 General Rates from the amount of 2018-19 General Rates as a result of valuation changes is:**

- a. greater than or equal to five percent; and**
- b. greater than or equal to \$200.00.**

**Further;**

**THAT the concession to be granted is a deferral of the due date to 7 October 2019 for the rates levied for the period 1 July 2019 to 31 December 2019.**

**AND Further;**

**THAT Council resolve that the concession is granted as it is reasonably satisfied that payment of the rates and charges would cause financial hardship to the property owner.**

**Moved By: Cr Wilson**

**Seconded By:**

**Cr Holstein**

**Resolution Number: 16-20/1433**

**CARRIED**

**6/0**

**Report**

**1. Introduction**

This report is to provide Council with a recommendation to provide relief to property owners who have experienced larger than usual increases in their general rates for the 2019-20 financial year. This is consistent with Council's previously expressed desire to avoid "rate shock".

**2. Background**

The Department of Natural Resources, Mines and Energy has issued new property valuations for the region for 2019-20 which apply from 1 July 2019. Valuation changes for individual properties varied from a reduction of 52.17% to an increase of 429.41% with the average change being an increase of 14.44%. The significant variations in the valuations within the categories has caused major difficulties in applying consistent increases across properties.

To counter the potential impact of increasing valuations, different rating scenarios were modelled, including the option of capping rate increases, changing the banding within some categories, and the creation of new categories. All of the scenarios presented challenges in managing the increase in rates at a level in keeping with Council's requirements; Council subsequently selected a combination of scenarios which provided the best outcome for the majority of property owners.

Due to the impact of the valuations, a number of properties will be subjected to larger than usual increases. It has been determined that Council will write to the affected property owners to advise them of the increase prior to the rates notices being issued on 7 August.

**3. Report**

In reviewing the impact of larger than usual increases the threshold that has been chosen is an increase of five percent *and* \$200.00 in General Rates when compared to the 2018-19 General Rates. Across all categories there are 1,746 properties which meet this criteria with most of them falling within the Residential Rating Categories.

As residential property owners are less likely to be able to afford a sudden increase in rates without causing financial hardship, it has been proposed to defer the due date for properties meeting the above threshold from 6 September 2019 to 7 October 2019. However, it would be equitable to extend the concession to all properties meeting the threshold irrespective of which rating category they fall into. The concession will provide an additional four weeks in which to pay the rates and charges and if paid within the extended time frame, eligibility for the discount for prompt payment will be retained.

The number of properties meeting the criteria is as follows:

Rating Category	Number of Properties
Gen Rates 1 - Comm \$0 <or= \$600,000	31
Gen Rates 2 - Comm \$600,001 & <=/ \$800,000	6
Gen Rates 3 - Comm > \$800,000 & <=/ \$1.5M	1
Gen Rates 4 - Comm > \$1.5M +	2

Rating Category	Number of Properties
Gen Rates 6 - Supermkts >or= \$1M	2
Gen Rates 9 - Motels </= 25 Rooms	1
Gen Rates 13 - Farm/Agricult \$200,001-\$380,000	27
Gen Rates 14 - Farm/Agricult \$380,001-\$610,000	35
Gen Rates 15 - Farm/Agricult >or= \$610,001	33
Gen Rates 16 - Rural Residential Owner Occupied	505
Gen Rates 17 - Srve Stion/Grge </= 100,000L	2
Gen Rates 24 - Urban Residential Owner Occupied	459
Gen Rates 30 - Multiple Dwellings	30
Gen Rates 31 - Land which is subject Ch2 Pt2	7
Gen Rates 33 - Sporting Clubs & Facilities	2
Gen Rates 34 - Licensed Clubs & Sporting Clubs	2
Gen Rates 35 - Non-Principal Place of Residence	432
Gen Rates 42 - Noxious/Off. Ind - Other	1
Gen Rates 45 - Caravan/Camp >\$600,000	1
Gen Rates 48 - Vacant Land	167
<b>Grand Total</b>	<b>1,746</b>

#### 4. Policy and Legal Implications

As 2019-20 rates have been levied correctly in accordance with Council's budget resolutions, Council is under no obligation to grant concessions and this should be considered carefully with regards to the potential implications of setting a precedent.

The granting of concessions is governed by Part 10 of the *Local Government Regulation 2012*. In reviewing the options available to Council, it has been assessed that in the circumstances the best criteria for granting a concession is Section 120(1) (c) the payment of the rates and charges will cause hardship to the land owner.

Whilst there is no guidance provided on how to assess how the payment of the rates will cause hardship, Council should be reasonably satisfied that hardship will occur. To minimise the risk of setting a precedent, each case should be assessed on its merits within guidelines set by Council. In reviewing the impact of larger than usual increases, the threshold chosen is an increase of five percent and \$200.00 in the 2019-20 General Rates when compared to the 2018-19 General Rates.

There are two types of concession under Section 121 of the *Local Government Regulation 2012* that Council could grant: a rebate of all or part of the rates or charges; or an agreement to defer payment of the rates or charges. In this instance, it is recommended that the type of concession that Council grants is a deferral of payment of the rates and charges.

#### 5. Financial and Resource Implications

By deferring the date for payment Council will forego any interest earned on rates and charges outstanding at the end of the original discount period. As the amount that would be outstanding cannot be accurately calculated, the potential amount of lost revenue cannot be determined.

The value of the rates and charges being deferred is \$2.75 million and depending on the timing of payments, this may have a minor impact on cash flows for a short period of time. Council does have sufficient cash reserves to cover its operations for several months, so the risk of any adverse impact is minimal.

**6. Delegations/Authorisations**

Council cannot delegate the granting of rating concessions.

**7. Communication and Engagement**

Once approved by Council, the appropriate adjustments will be made to the rates account. Property owners fitting the criteria for the concession will be contacted by letter to advise them of the increase in their rates and the extended due date.

A summary of concessions granted are required to be published in Council's 2019-20 Annual Report.

**8. Conclusion**

The granting of rating concessions is permitted under the *Local Government Regulation 2012*. In granting concessions, Council should consider the potential for setting a precedent as well as the short and long term financial implications of the concessions. As the concession being granted is an extension of the due date, there is minimal financial impact on Council.

**9. Action/s**

1. Concession to be applied to the rates accounts of eligible properties by extending the due date for payment.

**Attachments**

There are no attachments for this report.

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**12.5 Charitable Organisations Waste Disposal Fees**

**Date:** 03 July 2019  
**Author:** Peter Driemel, Manager Health, Waste and Regulatory Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

The purpose of this report is to seek Council confirmation for the continuation of the 50% fee applied on general waste disposal for approved charitable organisations and decline the request by the St Vincent DePaul Society and the Salvation Army for a 100% fee waiver of the respective organisation's applied 2018-19 waste disposal fees.

**Officer's Recommendation:**

**THAT Council resolve to:**

- a) continue to apply a 50% discount on general waste disposal by registered charitable organisations to encourage resource recovery at Council's waste management facilities; and**
- b) decline the request by the St Vincent DePaul Society and the Salvation Army for a 100% fee waiver of the respective organisation's applied 2018-19 waste disposal fees.**

**RESOLUTION**

**THAT Council resolve to:**

- a) continue to apply a 50% discount on general waste disposal by registered charitable organisations to encourage resource recovery at Council's waste management facilities; and**
- b) decline the request by the St Vincent DePaul Society and the Salvation Army for a 100% fee waiver of the respective organisation's applied 2018-19 waste disposal fees.**

**Moved By:** Cr McLean **Seconded By:** Cr Vela  
**Resolution Number: 16-20/1434**

**CARRIED**  
**6/0**

**Report**

**1. Introduction**

The St Vincent DePaul Society and the Salvation Army (two local charitable organisations) have written to Council seeking 100% fee waivers on waste to landfill that has been dropped off at their respective stores and subsequently disposed in the 2018-19 financial year.

Both organisations claim that the volume of unusable material (i.e. rubbish) received is overwhelming and continues to financially impact on store income and potentially the overall viability of the service.

**2. Background**

Prior to July 2013, the disposal of any stream of waste was free across all Council waste management facilities.

Charitable organisations commenced paying for the disposal of waste in July 2016, with fees based upon a 50% discount of the general waste fee.

### 3. Report

As part of the “user pays” philosophy imbedded in Council’s Waste Reduction and Recycling Plan 2012, disposal fees for general waste at waste management sites were introduced in July 2013.

In appreciation of the issue of illegal dumping at charitable businesses, a gate fee was introduced in 2016-17 which set a 50% discount on general waste disposal fees for inappropriate material received by charitable stores.

Charitable stores receiving donations at drop off points are occasionally inundated with unwanted items with little or no processes to manage or discourage this “illegal dumping”. This practice is not unique to the charitable businesses operating in the Lockyer Valley region.

The St Vincent DePaul Society and the Salvation Army are internationally recognised charitable organisations. These organisations receive goods and chattels through donations which are resold or repurposed. The operations are supported by volunteers.

During the 2018-19 financial year the St Vincent DePaul Society disposed of approximately 1.5 tonnes of waste with a disposal value of \$230.00, while the Salvation Army disposed of approximately 1.8 tonnes of waste with a disposal value of \$182.00 to Council’s waste management facilities. These costs are based on Council’s 2018-19 Fees and Charges i.e. 50% reduction of the general waste fee.

Both charities have now written to Council seeking a 100% waiver of fees on the disposal of waste for the 2018-19 financial year.

The costs above demonstrate a change of behaviour where if an organisation delivers all waste to landfill (the St Vincent’s DePaul Society) fees are increased in comparison to those which separate (the Salvation Army) through resource recovery and recycling of valuable items thus reducing waste to landfill (i.e. scrap metal, E-Waste).

Another influencing factor on waste disposal from 1 July 2019 is the introduction of the Queensland State Waste Levy (the levy) as fees will be applicable unless an exemption is granted by the State as provided for in the *Waste Reduction and Recycling (Waste Levy) Amendment Act 2019*.

Both organisations are eligible to apply for this exemption being a registered member of the National Organisation of Charitable Recycling Organisations (NARCO).

Information sought from neighbouring Councils demonstrates various approaches to charitable organisation waste disposal including a “no discount” policy, the waiving of fees on application (subject to conditions) and the no fee to Council but payment to State Government when the levy is introduced. (see below).

Local Government	Fees	Comments
Lockyer Valley Regional Council	\$115.00 per tonne	The charitable fees for 2018-19 is \$57.50 per tonne or \$5.00 per



		ute/trailer.
Toowoomba Regional Council	\$107.00 per tonne	Commercial and industrial waste
Western Downs Regional Council	\$38.00 per tonne	Gate fee can be waived on application (e.g. charity donation bins contamination.)
Somerset Regional Council	\$20.00 up to as high as \$1,500.00	Small vehicle loads up to large truck loads. No discounted rates
Ipswich Regional Council	\$200 per tonne with minimum charge of \$65.00.	Community service obligation applicable by application to receive up to \$250 per year – then commercial fees apply.

Council officers are concerned that if Council changes its policy position on this issue, then there is the risk of a perverse outcome in that when the general public realise or are made aware of “no monetary disposal fees for charitable organisations” then illegal dumping at these sites will increase substantially with no fees received to cover the cost of waste disposal. Other outcomes from such a decision would include increased waste to landfill thus impacting on the life of the landfill cell and removing potential resource recovery opportunities.

For these reasons Council officers recommend that Council resolves to continue with the 50% discount fee applied on general waste disposal for charitable organisations and decline the request to waive the applied 2018-19 fees.

#### 4. Policy and Legal Implications

The provisions of the *Local Government Regulation 2012* permit Council to set appropriate Fees and charges relevant to cost recovery activities.

#### 5. Financial and Resource Implications

There is a financial risk to Council that is hard to quantify, should charitable organisations be given free waste disposal, particularly with the recent introduction of the State Waste Levy and the risk of increased illegal dumping.

If Council resolves to apply a 100% waiver to applied 2018-19 waste disposal fees to the St Vincent DePaul Society and the Salvation Army, costs of \$412.00 will be incurred by Council.

#### 6. Delegations/Authorisations

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

#### 7. Communication and Engagement

Officers have communicated with both the St Vincent DePaul Society and the Salvation Army and have confirmed that the requests for a 100% waiver of fees on the disposal of waste for the 2018-19 financial year will be considered by Council. Additionally, officers have confirmed the current waste disposal fees applied by neighbouring Local Governments relative to charitable organisations.

#### 8. Conclusion

A number of charitable organisations are operating in the Lockyer Valley and managing waste disposal issues as part of everyday business. Two organisations have approached Council to seek a 100% waiver of the applied 2018-19 waste disposal fees even though a 50% discount has already been applied in accordance with the adopted 2018-19 Fees and Charges.

Council's fees and charges are generous, offer a level of support to charitable organisations and are relatively consistent when compared across local government boundaries.

It is recommended that Council resolve to continue with "business as usual" by applying the 50% discount for waste disposed by charitable organisations at its main waste management facilities.

**9. Action/s**

1. Preparation of correspondence to the St Vincent DePaul Society and the Salvation Army advising on Council decision in relation to the requests for a 100% fee waiver of 2018-19 waste disposal costs.
2. Officers prepare correspondence to issue to all charitable organisations in the Lockyer Valley outlining recommendations that can be implemented to deter excess unwanted waste at drop off points and the provision of education on resource recovery to effectively reduce landfill costs through recycling or repurposing.

**Attachments**

There are no attachments for this report.

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## 13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

### 13.1 Executive Manager Infrastructure Works and Services Monthly Report - June 2019

**Date:** 04 July 2019

**Author:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

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

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#### Summary:

This report is to update Council on the emerging matters arising in regard to the Infrastructure Works and Services Group for June 2019.

#### Officer's Recommendation:

**THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Report for June 2019.**

#### RESOLUTION

**THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly Report for June 2019.**

**Moved By:** Cr Holstein

**Seconded By:**

Cr Wilson

**Resolution Number: 16-20/1435**

**CARRIED  
6/0**

#### Report

##### 1. Introduction

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services Group during June 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 June 2019:

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 repairs ongoing from results from audit.</li> </ul>
Furniture maintenance	<ul style="list-style-type: none"> <li>Painting of bollards at Lake Apex</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>Replanting of plants at the Soldiers Memorial Park, Helidon</li> <li>Ma Ma Creek garden maintenance</li> </ul>
Event assistance	<ul style="list-style-type: none"> <li>Event sign change over</li> <li>Event equipment delivery for Chrome and Clutter Retro Festival</li> </ul>
Funerals/Interments	<ul style="list-style-type: none"> <li>8 held during June 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>Hatton Vale/Kensington Grove park 75% concept design has been completed.</li> </ul>

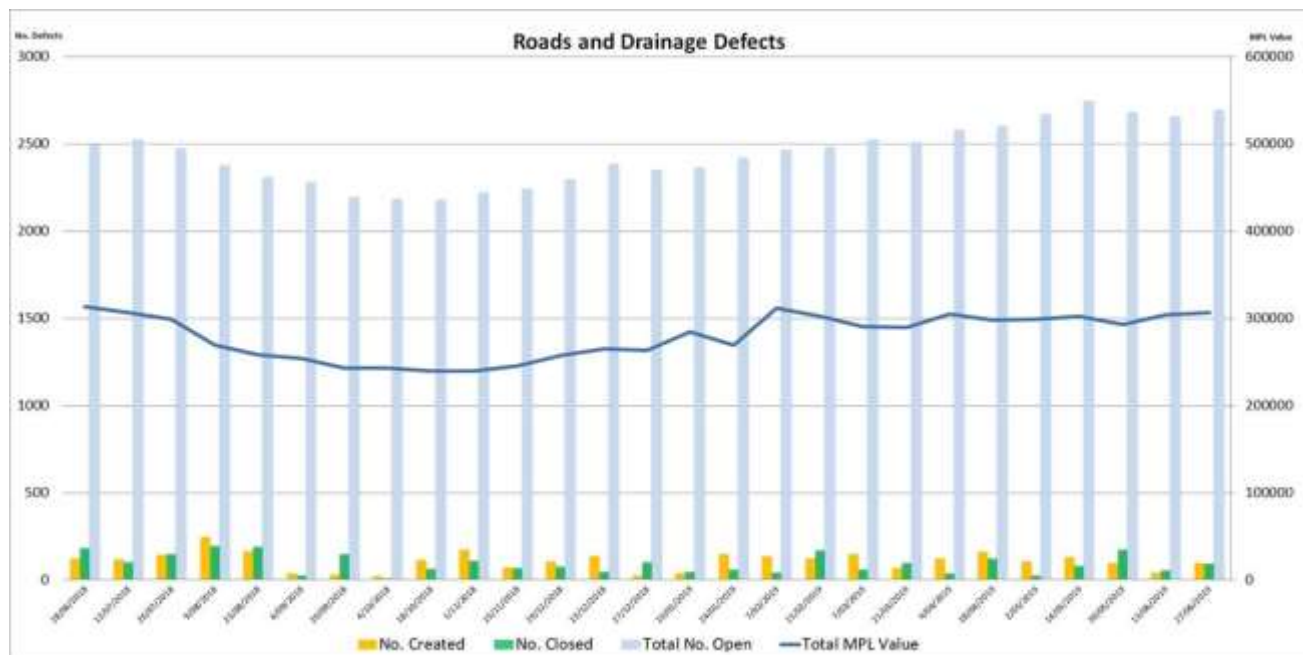
### 3.2 INFRASTRUCTURE DELIVERY

The Infrastructure Delivery Unit has undertaken the following activities during June 2019:

Capital Works	
Project	Status
Laidley High School, Laidley (Additional carparks for School)	Works completed.
Thallon Road, Kensington Grove (Pavement widening and reconstruction in sections from Yellowwood Court to Aniseed Grove)	Works completed.
Reseal Program	Works completed.
Railway/Cochrane Street, Gatton (Install new median islands at the intersection)	Works completed.
Tew Court, Gatton (Drainage works)	Works in progress. Shotcreting of drains outstanding.
Stevens Road, Murphys Creek (Upgrade 380m to a sealed standard)	Works in progress. Final seal outstanding.
Gehrke Hill Road, Summerholm (Pavement reconstruction and widening)	Works in progress.
Robinson Road, Laidley (Pavement reconstruction from William Street to Thomas Street)	Works in progress.

Capital Works		
Project		Status
Gatton Cemetery expansion earthworks		Works in progress.
Maintenance Works		
Activity	Suburb	
Road Grading	<ul style="list-style-type: none"><li>Iredale</li><li>Laidley Heights</li></ul>	
Roadside spraying	<ul style="list-style-type: none"><li>Blanchview</li><li>Brightview</li><li>Grantham</li><li>Helidon</li><li>Kensington Grove</li></ul>	<ul style="list-style-type: none"><li>Laidley North</li><li>Placid Hills</li><li>Regency Downs</li><li>Ringwood</li><li>Stockyard</li></ul>
Road pavement repairs	<ul style="list-style-type: none"><li>Gatton</li><li>Glenore Grove</li><li>Iredale</li></ul>	<ul style="list-style-type: none"><li>Kensington Grove</li><li>Mulgowie</li><li>Placid Hills</li></ul>
Vegetation control and slashing	<ul style="list-style-type: none"><li>Adare</li><li>Brightview</li><li>Caffey</li><li>Carpendale</li><li>Churchable</li><li>Gatton</li><li>Glen Cairn</li><li>Ingoldsby</li><li>Kensington Grove</li><li>Kentville</li></ul>	<ul style="list-style-type: none"><li>Lockrose</li><li>Lockyer Waters</li><li>Lower Tenthill</li><li>Morton Vale</li><li>Mount Sylvia</li><li>Ropeley</li><li>Upper Tenthill</li><li>Woodbine</li><li>Woodlands</li></ul>
Drainage works	<ul style="list-style-type: none"><li>Forest Hill</li><li>Gatton</li><li>Helidon</li><li>Laidley</li></ul>	<ul style="list-style-type: none"><li>Lake Clarendon</li><li>Lockyer</li><li>Morton Vale</li></ul>
Road patching	<ul style="list-style-type: none"><li>Ballard</li><li>Blenheim</li><li>Churchable</li><li>College View</li><li>Crowley Vale</li><li>Forest Hill</li><li>Grantham</li></ul>	<ul style="list-style-type: none"><li>Helidon</li><li>Junction View</li><li>Lake Clarendon</li><li>Murphys Creek</li><li>Upper Lockyer</li><li>Withcott</li></ul>
Traffic signs and line-marking	<ul style="list-style-type: none"><li>Adare</li><li>Ballard</li><li>Blenheim</li><li>Forest Hill</li></ul>	<ul style="list-style-type: none"><li>Gatton</li><li>Helidon</li><li>Plainland</li></ul>

### 3.2.1 Road and Drainage Defects



The above graph provides defect information from 28 June 2018 until 27 June 2019. The MPL has reduced from 313,536 12 months ago to 306,440 in June 2019.

### 3.3 INFRASTRUCTURE PLANNING AND DESIGN

The Infrastructure Planning and Design Unit have undertaken the following activities during June 2019:

Project	Status
Toowoomba Second Range Crossing	Quality documentation received for Postmans Ridge, Gittins and Six Mile Creek Roads currently being reviewed to confirm quality compliance and conformance of as constructed details. Defects inspection for Morleys Road and McNamaras Road are scheduled for July 2019.
Inland Rail Project	<u>Helidon to Calvert Section</u> : 100% feasibility design documentation expected to be received from ARTC in July. <u>Gowrie to Helidon</u> : 70% feasibility design documentation expected to be received from ARTC in late July.
Lockyer Valley Planning Scheme	The Infrastructure Planning and Design Branch is assisting in the preparation of the Development Manual.
2020/2021 Blackspot Funding applications	Applications are progressing with the first draft of all projects available for review by 5 July. Submissions are due by 19 July 2019.
2019/2020 Capital Project Designs	Project designs have commenced for works in coming months, with a program under development to allocate resources to complete the remaining projects listed in the Capital Works Program.

### 3.4 INFRASTRUCTURE SUPPORT SERVICES

#### 3.4.1 Asset Management Activities

- Stormwater condition assessment and CCTV has been completed in Withcott, Helidon and Laidley with the data received from the contractor.
- 2019/2020 capital renewal programming has been completed and was adopted by Council on 14 June 2019 in the budget adoption.
- Defect inspections being conducted at night during June to inspect defective street lights
- Capitalisation of projects completed during the 2018/19 financial year is being completed with asset changes being reflected in the asset registers

#### 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	0	0	0
Light plant	0	0	0
Heavy plant	1	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. Options report with TMR for consideration and feedback.

#### 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	Design and lease agreement being finalised with QR and Translink. Extension of time has been granted for completion until 30 September 2019.

#### 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	Installation of photoelectric cell, new light poles and new light fittings in Railway Street will begin once Centenary Gardens works is completed. A request has been made to amend the project end date to September 2019.
Centenary Gardens, Gatton (Lighting improvements)	\$83,000	Installation of underground services (install conduits and pits), switchboard works and photoelectric cell installation has commenced. A request has been made to amend the project end date to September 2019.
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 following table provides updates on the 2019-21 Local Government Grants and Subsidies Program projects:

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	Project management plan completed. Awaiting finalisation of funding agreement.
Installation of new LED street lighting in Laidley CBD (Upgrade of existing outdated and non-standard lighting in the Laidley CBD)	\$150,000	Project management plan completed. Awaiting finalisation of funding agreement.

### 3.5.5 **2018-19 Move It AUS - Community Sport Infrastructure Program – Round 3**

The following table provides updates on the 2018-19 Move It AUS - Community Sport Infrastructure Program projects:

Project	Funding Amount (Excl. GST)	Status
Laidley Skate Park Upgrade (Upgrade and extension of rideable concrete surface and additional spectator seating)	\$50,000	Agreement signed. Scope of works being confirmed.

### 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	Final seal and linemarking pending. Extension granted by DTMR to 30 September 2019.
Blanchview Road / O'Neills Road, Withcott	\$82,000	Updated concept design sent to DTMR for final review. Extension granted by DTMR to 30 September 2019.
Blanchview Road / Nuttals Road, Blanchview	\$67,300	Detailed design reviewed by LVRC, to be submitted to DTMR for approval. Extension granted by DTMR to 30 September 2019.
Rockmount Road / Walkers Road, Rockmount	\$67,500	Completed.
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	Completed.
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	Project in design phase.
Lorikeet Road/Wagtail Drive Intersection, Regency Downs <i>(Install signs, delineation and road marking. Widen narrow section of Lorikeet Road)</i>	\$90,000	Project in design phase.
Tenthill Creek Road, Lower Tenthill <i>(Install signs, delineation and road marking. Narrow bridge treatment)</i>	\$21,000	Project in design phase.

2019/2020 Black Spot Projects		
Project	Funding Amount (Excl. GST)	Status
Walnut Drive/Ashwood Court Intersection <i>(Bus Stop signage, linemarking)</i>	\$7,000	Project in design phase.
Zischke Road (Mountain View Drive to Thallon Road), Regency Downs <i>(Install signs, delineation, guideposts and road marking)</i>	\$17,500	Project in design phase.
Blanchview Road, Blanchview <i>(Improve warning signs for curves, delineation and road marking)</i>	\$17,000	Project in design phase.
Brightview Road/Village Road intersection <i>(Intersection realignment to allow for vehicle turning movements. Shoulder widening, pavement markings)</i>	\$126,000	Project in design phase.
Norfolk Road, Summerholm <i>(Install warning signs, delineation and road marking)</i>	\$62,500	Project in design phase.
Summer Street/Railway Street intersection <i>(Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)</i>	\$66,000	Project in design phase.
Jones Road, Withcott (Bridge Guardrail Upgrade) <i>(Replace existing substandard guardrail, install signage, delineation and road marking)</i>	\$58,000	Project in design phase.
Total for 2019/20	\$581,500	

### 3.5.8 Drought Communities Programme

Project	Funding Amount (Excl. GST)	Status
Gatton Cemetery Gazebo (Installation of a gazebo)	\$72,521	All structural and non- structural elements completed including painting. Minor screening works currently being installed and LVRC crew to start landscaping the area around the building on 8 July 2019.
Koffal Park Plainland Upgrade (New Shade Sail for Playground and Irrigation System)	\$52,000	Shade Sail and irrigation installed.
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 (Paul Rose)</b> All works are completed with the bore install and irrigation lines to the tank up behind the centre. Minor electrical connection to be completed.</p> <p><b>Murphys Creek Playground</b> Project completed.</p> <p><b>Painting of Playgrounds at Forest Hill and Lions Park Grantham</b> Project completed.</p> <p><b>Painting of Shelters at Forest Hill Recreation Reserve</b> Project completed.</p> <p><b>Lake Apex Culvert</b> Project completed.</p> <p><b>Lions Park Shelters replacement</b> New table setting to be installed. Project completed.</p> <p><b>Rotary Park Gatton Shelter replacement</b> New table setting to be installed. Project completed. Project completed.</p> <p><b>McGovern Park Shelter replacement</b> New table setting to be installed. Project completed. Project completed.</p> <p><b>Das Neumann Haus Irrigation</b> Design has been approved with works to commence shortly.</p> <p><b>Jean Biggs Irrigation</b> Irrigation works have been completed with minor connections works to be undertaken.</p>
Footpaths (installation of approximately 1,100m of concrete footpaths across 2 areas, Fairway Drive and Allan Street, Gatton)	\$256,990	<p><b>Allan Street, Gatton Footpath</b> Construction of the 439m footpath completed on the 10 June 2019. Final claim submitted.</p> <p><b>Fairway Drive, Hatton Vale</b> Funding for the Fairway Drive Footpath has been reallocated to other Drought funded projects.</p>

### 3.5.9 Transport Infrastructure Development Scheme (TIDS)

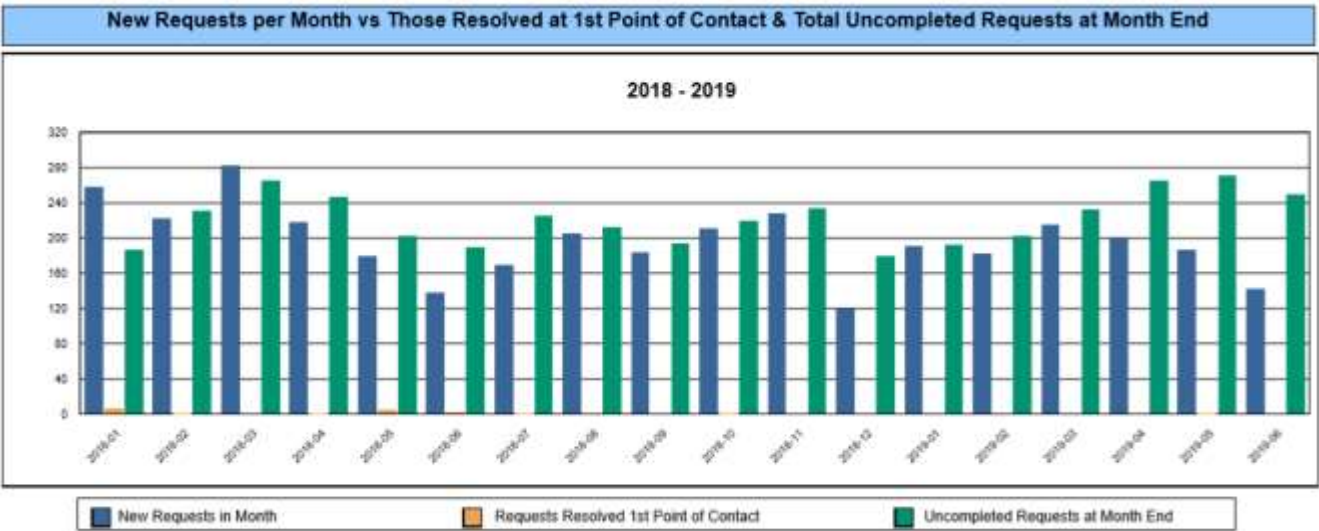
The following table provides updates on the 2018/19 TIDS projects:

2018/19 TIDS Projects			
Project	TMR TIDS Funding	Total Project Cost	Status
Blanchview Road, Blanchview (Signage improvements)	\$6,352	\$16,023	Completed
Summerholm Road, Hatton Vale (Widening)	\$50,000	\$116,804	Completed
Laidley State High School (Parking improvements)	\$61,399	\$145,272	Completed
Hannant Road/Fairway Drive, Kensington Grove Fairway Drive (Construct footpaths)	\$47,685	\$95,369	Completed
Mountain Road, Laidley (Range Crescent to Clearidge Court)	\$65,489	\$133,808	Completed
Thallon Road, Kensington Grove (Reconstruct pavement)	\$339,521	\$1,027,625	Completed
Lake Clarendon Way (Rehabilitation)	\$135,000	\$461,409	Completed
Niemeyer Road, Hatton Vale (Pavement Strengthening)	\$0.00	\$0.00	Project reallocated to the 2019/2020 TIDS Program.
Airforce Road, Helidon (Culverts and approaches)	\$0.00	\$0.00	Project deleted.
Lake Clarendon Way (Culvert replacement)	\$0.00	\$0.00	Project deleted.
Lockyer District High School (Parking improvements)	\$0.00	\$0.00	Project deleted.

The following table provides updates on the 2019/20 TIDS projects:

2019/20 TIDS Projects			
Project	TMR TIDS Funding	Total Project Costs	Status
Murphys Creek Road (Construct footpath from school to Jack Court)	\$170,000	\$340,000	Project in design phase.
Flagstone Creek Road (Rehabilitation)	\$210,000	\$420,000	Project in design phase.
Summerholm Road (Culvert replacement)	\$270,446	\$540,892	Project in design phase.
Safe Schools Project (Hatton Vale State School parking improvements)	\$30,000	\$60,000	Project in design phase.
Niemeyer Road (Strengthening pavement)	\$25,000	\$50,000	Project in design phase.

3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING



Attachments

14.0 ITEMS FOR INFORMATION

**GENERAL BUSINESS**

**THAT Council receive and note the following reports for information:**

**14.1 - Councillor Portfolio Report - June 2019**

**14.2 - Queensland Urban Utilities Monthly Report - June 2019**

**Moved By: Cr Holstein**

**Seconded By:**

**Cr Wilson**

**Resolution Number: 16-20/1436**

**CARRIED**

**6/0**

**14.1 Councillor Portfolio Report - June 2019**

**Date:** 01 July 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.

**This document is for Council's information only.**

**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:

***Mayor Cr Milligan:*** Communication; Promotion and Advocacy; Intergovernmental and Media Relations; Economic Development; Agribusiness; Tourism and Events; Community; Engagement and Disaster Management.

**MAY 2019**

- Queensland Transport Museum media
- Provide a council update at Growers BBQ

- 
- Visit Serco regarding 'Pups in Prison' initiative
  - Media regarding Assistance Dogs at Serco
  - Meeting with Disaster Coordinator
  - Briefing regarding Council agenda
  - Meeting with Somerset Mayor and Chief Executive Officer
  - Attended Lockyer Valley and Somerset Water Collaborative
  - Attended the Local Government Association Queensland Policy Executive in Brisbane
  - Attended the Stockyard community bbq and markets
  - Attended the Mulgowie markets
  - Open the Heritage Weekend event at Laidley Pioneer Village
  - Attended markets at Das Neumann Haus
  - MC and officiate at the Heavy Horse event in Gatton
  - Attended official luncheon at Heavy Horse event
  - Council budget workshop
  - Media with Cr Holstein and Police representatives for National Road Safety Week
  - Meeting with Falun Dafa representative
  - Visit Lockyer Information & Neighbourhood Centre (LINC) regarding recent renovations to the building
  - Chair Ordinary Meeting of Council
  - Site visit Gatton Showgrounds with Councillors and show committee
  - Interview with Australian Broadcasting Corporation (ABC) regarding Inland Rail
  - Meeting with Federal Member candidate
  - Attended the Lockyer District State High School Multipurpose Sports Hall official opening with Minister for Education and Minister for Industrial Relations
  - Attended the Forest Hill Handmade Expo
  - Attended Laidley Returned and Services League (RSL) cent auction
  - Attended the Federal 'Meet the Candidates' forum at Lockyer Valley Cultural Centre
  - Attended and present at the Brenda Wittman Classic
  - Attended and speak at the Mother's Day classic in Toowoomba for breast cancer
  - Attended Partner project with West Moreton Hospital and Health and Primary Health Network
  - Attend community member funeral at Lockrose
  - Met with officers to discuss waste strategy
  - Attended Councillor Workshop regarding Budget
  - Attended Lockyer Business Ladies dinner at Grantham Butter Factory
  - Faith student to 'shadow'
  - Meeting with representative from Laidley Pioneer Village
  - Media opportunity for student with local paper
  - Meeting with the Chief Executive Officer
  - Meeting with Human Resources
  - Meeting with Communications and Media
  - Site visit with Disaster Coordinator
  - Attended South East Queensland Catchment meeting
  - Attended Crime Stoppers fundraiser at Laidley
  - Meet with Federal Candidate from the Katter Australia Party
  - Meeting with Department of Transport and Main Roads regarding road issue
  - Meeting with Executive Manager Infrastructure, Works and Services
  - Meeting with Manager Planning and Development regarding South East Queensland Regional Plan
  - Meeting with Disaster Coordinator

- Meeting with community member regarding setting up an exercise program for cancer survivors
- Attended the Council of Mayors South East Queensland Industry Leaders Council meeting in Brisbane
- Home visit to community members
- Attended Budget Workshop
- Attended the Volunteers lunch / function at Sage on Hickey
- Meeting with the Chief Executive Officer
- Meeting with Councillors and members of Lockyer Chamber of Commerce and Industry
- Meeting with officer and community member regarding potential community non-profit organization
- Chair Ordinary Council meeting
- Officiate Citizenship Ceremony
- Meeting with community members regarding potential community event
- Meeting with Disaster Coordinator
- Meeting with Regional Development regarding Alastair event
- Meeting with Chair of Audit and Risk Committee
- Attended "Evening under the stars" event
- Attended and speak at the Multicultural Festival in Laidley
- Meeting with Officer in Charge, Laidley
- Call into Lockyer Valley Aged Care Forum regarding preparedness
- Attended Councillor Workshop
- Attended and introduce the Nikki Martin at Coffee and Dessert evening in Laidley
- Meeting with staff regarding briefing of Hatton Vale park
- Meeting with the Chief Executive Officer
- Attended Gatton Revitalization meeting
- Meeting with Communications and Engagement staff
- Meeting with Chief Executive Officer and State Member
- Meeting with representative from Leaders Institute regarding agriculture business
- Briefing regarding Gatton Showgrounds masterplan
- Meeting with outgoing/incoming Chair Queensland Urban Utilities
- Media for budget message
- Attended meet and greet with Shadow Minister for Communities, Disability Services and Seniors, State Member and Lockyer Information & Neighbourhood Centre (LINC) representatives
- Meeting to discuss community facility with Chief Executive officer and staff
- Meeting with Disaster Coordinator
- Briefing with Manager Planning and Development

#### JUNE 2019

- Attended Inland Rail Community Consultative Committee (CCC) meeting at Helidon Community Centre
- Chair Ordinary Council meeting
- Briefing regarding Australian Local Government Association National General Assembly
- Meeting to discuss planning issue of a community member
- Meeting regarding potential new business
- Meeting with community member regarding compliance issue
- Attended official opening of Porters Plainland in the Fintona Room
- Chair the Budget Adoption



- Meeting with community couple regarding community artwork
- Meeting to discuss Ageo Mayor visit
- Attended Community Forum – State of the Regions
- Attended National General Assembly in Canberra
- Meeting with Head of the National Resilience Taskforce
- Attended opening of ‘Community Grounds’ at Laidley
- Site visit to Ashes Garden at Laidley Cemetery
- Participate with Councillor, Toowoomba Regional Council in media with Minister for Local Government, Racing and Multicultural Affairs regarding Escarpment Project in Toowoomba
- Visit Ropeley State School
- Meeting with Councillor in Brisbane with Minister for Health and Ambulance Services regarding regional hospital
- Presented badges at Laidley District State School
- Chair Ordinary Council meeting
- Participate in media with Minister for Police and Corrective Services and Gatton IGA regarding prison announcement
- Meeting with Chief Executive Officer and Officers regarding Organisational Effectiveness Review
- Meet with representatives regarding community park
- Meeting with Councillors and CEO with Minister for Local Government, Racing and Multicultural Affairs

**Deputy Mayor Cr Cook:** *Recreation/Amenity Facilities: Sport and Recreation, Community Facilities, Health and Waste Management, Animal Management.*

- Attended the Faith College Open Day and Scholarship testing.
- Attended the Mulgowie Markets and Mulgowie Public Hall Art Project Launch.
- Attended the Foothills Art Show and markets at Postmans Ridge.
- Attended the Lockyer Chamber of Commerce and Industry Recognition Dinner.
- Attended a meeting regarding issues with Neimeyer Road upgrades.
- Attended the Lockyer Chamber of Commerce and Industry meeting.
- Attended an update for the Lockyer Valley Cultural Centre and Business Incubator.
- Attended the Ranch Sorting held at the Gatton Campdraft grounds.
- Toured Eagle Farm Racecourse with The Equine Collaborative.
- Attended the Ordinary Council Meeting.
- Attended the Queensland Plumbing Law Enforcement session.
- Met with Lockyer Indoor Equestrian Centre and Council Officers.
- Attended the Mens Health Week Celebration at the Shire Hall.
- Attended the opening of Plainland Hotel refurbishments.
- Attended the Special Budget Council Meeting.
- Attended the Faith Lutheran College Greater Brisbane Conference (GBC) Sports Finals.
- Attended the Laidley Recreational Reserve Meeting.
- Attended the Lockyer Chamber of Commerce and Industry Recognition Dinner meeting.
- Met with Equine Collaborative members at Lockyer Race Club.
- Met with Council Officers to discuss Grant Projects.
- Attended the Laidley Saleyards Meeting.
- Met with Claude ‘The Mower Man’ Harvey at the Lockyer Cultural Centre.
- Represented the Mayor at the Queen Scout Award Presentation.
- Attended the Laidley Lions Changeover Dinner.

- Met with the Mayor, Councillors, Chief Executive officer, Officers and Nolan's Transport to discuss Lights on the Hill
- Attended the Councillor Tour
- Attended the Ordinary Council Meeting.
- Met with Regency Downs Resident to discuss water issues.
- Attended the Laidley State School Jump Rope for Heart Day.
- Attended afternoon tea for 25 Years of service for a Lockyer Valley Regional Council employee
- Met with local business owners to discuss planning and building issues.
- Met with the Mayor, Chief Executive Officer, Councillors and the Minister for Local Government, Racing and Multicultural Affairs
- Attended the official opening of the Lockyer Valley Art Society Gallery at Forest Hill.
- Attended the Chrome and Clutter Festival at Laidley Showgrounds.

**Cr Wilson:** *Business Systems and Processes; Corporate Plans and Performance; Finance; Information, Communication and Technology (ICT).*

- Attended Mulgowie Markets and Art Project Launch
- Attended Friends of Cemeteries Group Meeting
- Attended Meeting regarding Niemeyer Road upgrade
- Attended Lockyer Chamber of Commerce and Industry Meeting
- Attended Business Incubator Discussion
- Attended Councillor update meeting regarding the Lockyer Valley Cultural Centre
- Attended the Lockyer Chamber of Commerce Business Dinner
- Ordinary Council Meeting
- Special Council Meeting – Budget Adoption
- Attended the Lockyer Chamber of Commerce and Industry Breakfast
- Had Councillor Portfolio Update – Finance and Technology
- Had Meeting regarding local business building enquiring
- Attended the Laidley Lions Change Over Dinner
- Attended Lights On The Hill meeting with Councillors, Mayor, Chief Executive officer and Local Business owner
- Councillor Tour and workshop
- Ordinary Council Meeting
- Represented the Mayor at the Gatton State School Year 6 Ideas Expo
- Attended meeting with the Minister for Local Government, Racing and Multicultural Affairs

**Cr Holstein:** *Roads and Drainage, Parks and Gardens, Transport and Active Transport, Asset Management and Disaster Management.*

- Attended Mulgowie Markets and Mulgowie Hall Public Art Project launch
- Worked at Foothills Art Show Saturday & Sunday
- Attended Lockyer Valley Regional Council/Toowoomba Regional Council, Joint Working Group for Escarpment Trails
- Attended Friends of Cemeteries Group meeting
- Attended meeting with Councillors regarding Neimeyer Road
- Attended meeting with Rusty's developer regarding Neimeyer Road
- Attended Lockyer Chamber Business Recognition dinner
- Attended Up the Creek Festival at Mt Sylvia
- Attended Stockyard Hall Trivia Night

- Attended Portfolio meeting with Executive Manager Infrastructure Works & Services
- Attended Crime Stoppers meeting
- Attended Australian Rail Track Corporation Community Consultative Committee meeting at Helidon
- Attended Council Ordinary meeting
- Attended official opening of Porters Motel opening, Plainland
- Attended Budget Adoption meeting
- Attended Gatton Lions Club meeting and give Lions International toast
- Attended Darling Downs Region Scouts Annual Report Presentation meeting on behalf of Mayor
- Attended Spring Bluff Trust Committee meeting
- Attended meeting with Helidon resident regarding skate park signage
- Attended site meeting with Executive Manager Infrastructure Works & Services and residents regarding condition of Pike Street Laidley pedestrian crossing
- Attended Regional Arts Development Fund meeting
- Attended Lockyer Valley Tourism Committee meeting
- Attended Lockyer Chamber of Commerce Breakfast in Gatton
- Attended Lockyer Community Centre Open Day
- Attended onsite meeting with Executive Manager Infrastructure Works & Service and resident at Upper Flagstone
- Attended Laidley Community Centre official opening night of Community Grounds café
- Attended onsite meeting with Minister for Local Government, Racing and Multicultural Affairs, Mayor and Toowoomba Regional Council Councillor at JE Duggan Park Toowoomba at Lockyer Lookout
- Attended meeting with Lockyer Valley Regional Council Chief Executive Officer and Mayor Toowoomba Regional Council and Councillor regarding Escarpment Working Group
- Attended opening day for Withcott Quality Produce new store
- Attended Laidley Lions Club Changeover dinner in Laidley
- Attended Refugee Week event at Grantham Butter Factory
- Attended Withcott-Helidon Lions Club meeting
- Attended Lunch with the Federal Member for Wright, Member for Lockyer, Councillor, Somerset Regional Council, Regional Development Australia Ipswich and West Moreton Chief Executive Officer and visitors from Kenya and tour Infrastructure projects
- Attended Council Ordinary meeting
- Attended site meeting with Withcott-Helidon Lions Club at Steve Jones Community Centre
- Attended and Chair Lockyer Valley Bushfire Sub Committee meeting
- Attended meeting with the member of the Legislative Assembly of Queensland for Scenic Rim at Beaudesert for Regional Development Australia Ipswich and West Moreton
- Attended American Chamber of Commerce luncheon with Rock Trade Industries in Brisbane hosted by Premier for Queensland
- Attended opening of Laidley Art Society Incorporated Gallery opening in Forest Hill
- Attended and work on Crime Stoppers stand at the Chrome and Clutter Retro Festival in Laidley
- Design art work for Crime Stoppers Trivia Night flyers
- Attend/host Thank you BBQ for Foothills Art Show volunteers
- Update Facebook pages for Lockyer Valley Tourism Association, Spring Bluff Railway Station, Lockyer Valley Foothills Art Show and Darling Downs-Moreton Rabbit Board

**Cr McLean:** *Planning and Building Services, Planning Scheme, Townships and Villages, Cultural Heritage and Streetscape, Regional Planning.*

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- Laidley District Heritage weekend
  - Pioneer Village Laidley District Heritage weekend
  - Das Neumann Haus Meeting
  - Councillor Workshop - Budget
  - Ordinary Council Meeting Gatton
  - Showgrounds walk through and meeting with the Show Society
  - Autumn Orchid Show
  - Councillor Workshop - Budget
  - Das Neumann Haus Meeting
  - Spring Bluff Committee Meeting
  - Gatton Historical Society Meeting
  - Ordinary Council Meeting
  - Porters Official Opening
  - Special Meeting Budget
  - Lions Club Gatton Changeover Dinner
  - Gatton Historical Society Meeting
  - Spring Bluff Committee Meeting
  - Planning Portfolio Catch-up
  - Lockyer Valley Tourism Meeting
  - Lockyer Chamber of Commerce Breakfast
  - Das Neumann Haus Meeting
  - Councillor Tour/Workshop
  - Ordinary Council Meeting
  - Meeting with a business owner and officers concerning development issues Represent the Mayor at the Bella breakup luncheon
  - Meeting with Minister for Local Government, Racing and Multicultural Affairs
  - Chrome and Clutter Festival

**Cr Hagan:** *Community Development: Arts and Culture, Youth and Disability/Multicultural, Public Safety, Customer Service and Community Services.*

### **Youth and Disability / Multicultural**

I represented Council and spoke at the 'Genocide Memorial Service' for the Rohingya community at Littleton Park Gatton.

I attended the Partner Project – reducing the obesity rate in Lockyer Valley meeting.

- The communication plan has been reviewed and accepted
- Draft stakeholder analysis register was presented with further development to continue
- The group continues to gather evidence-based facts and data as the foundation for the group to build upon

I attended the 'Multicultural Mass and Morning Tea' at St Mary's Church and Hall in Gatton.

- Thirteen nationalities followed their National flags in procession and later represented their country in national costume and dance.

I attended the Bringing Employers and Schools Together (BEST) meeting at Killing time with Coffee.

- Students have commenced placement in the GenR8 program and reports are that they are progressing well.

- The Cultiv8 program is being promoted in the Lockyer Valley, looking for interest and ways to commence the program.
- Our Lady of Good Counsel Primary School have started to learn about the agricultural industry and understanding the social aspects and community in which the students have grown up. They will be running a hands-on interactive expo at the Gatton Show Grounds to demonstrate the skills they have learnt.
- The new correctional facility is expected to create more than 400 construction jobs and 500 permanent jobs, while talks are ongoing with the Inland rail project regarding possible training programs that will benefit our school students.

I attended the 'My Health for Life' presentation at the Parliamentary Annexe in Brisbane

- The event was focused on men's health, 'What men think - about their health'. Over all Queensland men have a positive view of their health, however many may be over-confident with their health – are over-confident about the state of their health, in denial, or are unclear about the truth of their situation.

I attended the Together4Lockyer Meeting at the Laidley State School.

- The Director Allied Health & Research from West Moreton Health was a guest speaker. She covered a wide range of topics including an alarming fact that Schools are grappling with mental and developmental health concerns. The mental health issues – anxiety – are impacting on socialisation, learning and behaviour.
- The Principal of Laidley State School attested to this and was noticing the problems manifesting in younger ages each year.
- The Senior Engagement Officer from West Moreton Health also attended and gave the group a run-down on the Partner Project – 'Reducing Obesity in the Lockyer Valley'. Together4Lockyer is keen to be a stakeholder in that project.

I attended the Lockyer Valley Multicultural Association's Refugee Week lunch at the Grantham Butter Factory.

I attended a meeting with the Mayor and the Minister for Health and Ambulance Services in Brisbane to discuss West Moreton Health's Plan for the Lockyer Valley including the Regional Hospital.

I attended with the Community Development and Engagement Officer (Youth) a meeting with the State Manager and Zone Development Manager of PCYC.

### **Arts and Culture**

I attended the Mulgowie markets to launch the 'Mulgowie Hall Public Art Project. This is a community-led project funded by the Regional Arts Development Fund. Local artist was engaged to deliver this art project.

I attended the opening of the 'Tainted Landscapes' art exhibition at the Lockyer Valley Art Gallery.

I attended the Regional Arts Development Fund (RADF) meeting at the Lockyer Valley Library.

I attended the Happy Quilters morning tea and presented blankets and quilts to the aged care facilities in the Lockyer Valley.

- The Happy Quilters were a recipient of a Regional Arts Development Fund (RADF) grant and

with the proceeds they have given of their time and talent to make blankets for our aged care residents.

I attended the opening of the Lockyer Arts Group gallery in Forest Hill.

### **Public Safety**

The renewal of some of the closed-circuit television (CCTV) cameras was brought forward and 23 cameras in Laidley and two in Gatton have been renewed this month. Larger hard drives have been installed as the new cameras can capture much greater resolutions. The improvement is such that facial and number plate recognition is now possible.

A new camera has been installed at the Gatton dog off-leash park with the same quality resolution.

### **Organisations and Committees Representation:**

- I travelled to Alex Geddes Hall for the Lockyer Waters Hall Committee Meeting
- Attended the Forest Hill Community Development Association Meeting
- Interview with University of Queensland student with regard to 'homelessness and unemployment' in the Lockyer Valley
- Attended the Lockyer Chamber of Commerce & Industry's 2019 Business Recognition Dinner
- Visit to the Ma Ma Creek Markets
- I attended the Murphy's Creek Community Centre sub-committee meeting
- I attended and opened the 'Up the Creek' festival at Mt Sylvia State School
- Attended the Stockyard Creek Trivia night at Stockyard Creek Hall
- Attended the Australian Rail Track Corporation Community Consultative Committee meeting in Helidon
- I attended the Peak Training – 'Effective Decision Making for Elected Members' in Brisbane
- Attended the Grand Opening of the new motel at Porters Plainland
- I attended the Special Council Meeting for the adoption of the 2019/2020 Budget
- Visited Peace Lutheran Church's Community market day in Gatton
- Attended the Lions Club of Gatton's 'Change over Dinner' at the Anglican Church Hall, Gatton
- I attended the Community Development Portfolio meeting.
- Attended the Lockyer Chamber of Commerce & Industry Breakfast at the Lockyer Valley Cultural Centre
- Meeting with the Manager Regional Development regarding the Water Infrastructure Business Case
- Attended the Lockyer Community Centre Open Day – Crescent Street Gatton
- Meeting of the Laidley Saleyards Users Meeting
- Meeting with the Manager of 'Bootstraps' Gatton
- Attended the 'Community Grounds' Coffee shop and drop-in centre opening in Laidley
- Visited the Laidley markets
- Attended the Laidley Lions Change over Dinner at the Laidley Lutheran Church Hall
- Meeting with the Mayor, Councillors, Chief Executive officer, Officers and Nolan's Transport to discuss Lights on the Hill promotion.
- I attended the Laidley Spring Festival Planning meeting at the Laidley Library
- Attended the 25 years of Service Celebration for a Council Staff Member.
- Meeting with the Mayor, Chief Executive Officer, Councillors and the Minister for Local Government and Racing to discuss issues of concern for the Lockyer Valley.
- Attended the Chrome and Clutter Festival at the Laidley Showgrounds

- Attended Council meetings, workshops and tours.

**Cr Vela:** *Environment: Environmental Management, Weed/Pest Management, Waterways, And Natural Resource Management.*

01/06 – Attended opening of Mulgowie Hall Art Project  
01/06 – Attended Foothills Art Show  
05/06 – Attended Councillor Portfolio Catch Up  
05/06 – Attended Meeting regarding Niemeyer Rd upgrades  
06/06 – Attended Meeting regarding Laidley Business Incubator  
06/06 – Attended Meeting regarding Lockyer Valley Cultural Centre  
08/06 – Attended Up The Creek Festival  
08/06 – Attended Stockyard Hall Trivia Night  
11/06 – Attended Australian Rail Track Corporation Community Consultative Committee Meeting  
12/06 – Attended Ordinary Council Meeting  
12/06 – Attended Queensland Plumbing Law Reform Session  
13/06 – Attended Lockyer Says No To Violence Meeting  
13/06 – Attended Porters Motel & Function Centre Opening  
14/06 – Attended Special Council Meeting regarding Budget Adoption  
14/06 – Attended Meeting with Residents regarding Environmental Concerns  
15/06 – Attended Lions Club of Gatton Changeover Dinner  
19/06 – Attended Lockyer Chamber of Commerce Breakfast  
19/06 – Attended Councillor Portfolio Catch Up  
22/06 – Attended Land for Wildlife Workshop  
22/06 – Attended Lions Club of Laidley Changeover Dinner  
23/06 – Attended Refugee Week Event  
24/06 – Attended Meeting regarding Lights on The Hill Organisation  
25/06 – Attended Councillor Tour  
25/06 – Attended Natural Resource Management Working Group Meeting  
26/06 – Attended Ordinary Council Meeting  
28/06 – Attended Onsite Meeting with Resident regarding Environmental Concerns  
28/06 – Attended Meeting with Minister for Local Government, Racing and Multicultural Affairs  
28/06 – Attended Opening Lockyer Valley Art Society Gallery Opening  
29/06 – Attended Chrome and Clutter Festival

## Attachments

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**14.2 Queensland Urban Utilities Monthly Report - June 2019**

**Date:** 03 July 2019  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

Council has received an update from Queensland Urban Utilities (QUU) Board which provided highlights from their Board Meeting for the month of June 2019.

<b>This document is for Council's information only.</b>
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**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**

***Asset valuation methodology***

The Board approved the valuation of QUU's assets as being \$5.8 billion for the year ending 30 June 2019. The model used to value these assets was the fair value model, which is consistent with previous years.

The valuation assessment, which was been endorsed by the Audit and Risk Committee, was independently verified by PWC and the Queensland Audit Office.

***Insurance renewal 2018/19***

The annual Insurance Program was presented to the Board for approval.



Whilst the program has seen an overall premium increase, this has been minimised as a result of QUU's mature risk management frameworks. This increase is reflective of the hardening insurance market that QUU operates within.

#### ***2019-22 Internal Audit Plan***

A three-year Internal Audit Plan was presented to the Board for approval.

In the last six months, QUU's internal audit service provider, KPMG, has been working with management and the Audit and Risk Committee to develop the plan. It takes into consideration QUU's strategic risks, audit universe, key strategic projects, industry insights and QAO's strategic focus areas.

#### ***Property Strategy***

Management presented a ten-year Property Strategy to the Board for early engagement.

The strategy provides a 'roadmap' for QUU's corporate and field depot properties. It strives to achieve a number of objectives, including, but not limited to: realising financial efficiencies through property optimisation; enhancing the employee experience by offering flexible and agile built environments; continuing to embrace environmentally sustainable property practices; and having properties that support the effective delivery of our core products and services.

#### ***Rescindment of policies***

The Board rescinded two policies: Infrastructure Charges Relief for Charitable Organisations and Application of Infrastructure Charges Prior to and Following 1 July 2010.

The Infrastructure Charges Relief for Charitable Organisations lapsed two years ago and there has been little demand from applicants since.

The Application of Infrastructure Charges Prior to and Following 1 July 2010 Policy is no longer required as the transition of QUU to become an assessment authority was completed in July 2014 and legislation now determines how QUU must apply infrastructure charges.

#### ***Participation Agreement***

All QUU shareholding councils have now approved the amendments to the Participant Agreement between QUU and its shareholders. As such, the Board supported the Chief Executive having the delegation to execute the Variation Agreement that will formally bring into effect the amended Participation Agreement.

The Board also noted that government is in the process of approving the amendments to the strategic planning and reporting sections of the Participation Agreement, recognising that this is a reserved power.

#### ***Simpler Billing update***

The Board was advised that the Simpler Billing Project has been successfully deployed in the Somerset and Lockyer Valley regions, with nearly 12,000 'reset' bills now issued and few enquiries received. The project remains on track for completion in August.

#### ***Customer Measures Framework***

As part of QUU's first Customer Strategy, management has reviewed the strategic key performance indicators used to measure and report customer satisfaction and experience. Historically, QUU has reported this as mean score, however, QUU will be moving towards this being presented as a percentage. QUU will also be including a new question that will take into account a customer's overall experience with QUU and how satisfied or dissatisfied they are.

## **CONSTRUCTIVE CULTURE**

### ***Request for overseas travel***

The Board considered and approved a request for the Chief Executive to travel to a Leading Utilities of the World mentoring workshop to be held in Los Angeles in late June. The costs of travel and accommodation for this workshop are covered by the Leading Utilities of the World with minimal incidental costs to be covered by QUU.

By way of background, QUU became a member of the Leading Utilities of the World network last year. The Board recognises the value of this workshop as it will allow the Chief Executive to understand how advanced international water and wastewater businesses operate, respond to risks and take advantage of opportunities.

### ***Short-Term Incentive Framework***

In a recent update, it was advised that the Board had resolved to cease the at-risk Executive Short-Term Incentive Framework for the Executive Leadership Team, excluding the Chief Executive Officer.

This month, the Board determined, based on previous short-term incentive results, how this will be reflected in their remuneration, recognising it is the removal of a contractual obligation between QUU and the Executive. The Board noted how this will be communicated in the Annual Report to ensure transparency of this decision.

### ***Remuneration Policy review***

The Board considered and approved amendments to the Remuneration Policy and related delegations.

This policy ensures that QUU's remuneration practices are contemporary and support the attraction, motivation and retention of a high-performing workforce.

To assist in the review of this policy, management has undertaken research which confirmed that QUU's remuneration policy is contemporary both in terms of how remuneration is determined and structured. However, it identified opportunities for the policy, including, but not limited to, simplifying position hierarchy, rescinding incentive payments and formalising the arrangements for development opportunities.

This will be Geoff Harley's final update as he retires from the QUU Board on 30 June. Geoff wishes to thank Council for your support over the last seven years in his capacity of Chair. Geoff leaves QUU confident that they have a clear strategy for the future that will build on our past successes.

## **Attachments**

There are no attachments for this report.

**15.0 CONFIDENTIAL ITEMS**

*No Confidential Items*

**16.0 MEETING CLOSED**

*There being no further business, the meeting closed at 11:12am*