

# Agenda



## ORDINARY MEETING OF COUNCIL

### AGENDA

9 OCTOBER 2019

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**1. MEETING OPENED**

**2. LEAVE OF ABSENCE**

*No Leave of Absence at time of print run.*

**3. CONDOLENCES/GET WELL WISHES**

**3.1 Condolences/Get Well Wishes**

**Date:** 02 October 2019

**Author:** Kerri MacMahon, Executive Coordinator, Mayor and Deputy Mayor

**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

**Officer's Recommendation:**

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

**4. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS****4.1 Declaration of Material Personal Interest on any Item of Business**

Pursuant to section 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.

**5. MAYORAL MINUTE**

*No Mayoral Minute at time of print run*

**6. CONFIRMATION OF MINUTES****6.1 Confirmation of Ordinary Meeting Minutes 25 September 2019**

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

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**Summary:****Officer's Recommendation:**

**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 25 September 2019 be taken as read and confirmed.**

**6.2 Receipt of the Minutes of the Lake Apex Community Advisory Committee Meeting - 17 September 2019**

**Date:** 23 September 2019  
**Author:** Mary Harm, Administration Coordinator  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

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**Officer's Recommendation:**

**THAT the unconfirmed minutes of the Lake Apex Community Advisory Committee meeting held on 17 September 2019, as attached, be received and noted.**

**Attachments**

[1](#) Lake Apex Community Advisory Committee - LACAC Minutes - 20190917

**LAKE APEX COMMUNITY ADVISORY COMMITTEE (LACAC) MEETING**

**MEETING RECORD**

Minutes of the Lake Apex Community Advisory Committee meeting held in the Gatton Council Chambers on Tuesday 17 September 2019.

**Opening**

Chairperson, Councillor Janice Holstein opened the meeting at 3:18pm.

**In Attendance**

- Cr Janice Holstein (Councillor - LVRC)
- Cr Rick Vela (Councillor – LVRC)
- Angelo Casagrande (LVRC Executive Manager Infrastructure Works and Services)
- Belinda Whelband (LVRC Coordinator Environment and Pest)
- Di Lewin (Friends of Lake Apex)
- Barry Hoffmann (Gatton and District Historical Society)
- Beth Clark (2nd Light Horse Lockyer Troop)
- Brendan Sippel (LVRC Manager Parks, Gardens and Cemeteries)
- Teaghan Gray (LVRC – minute taker)

**Apologies**

- Bill Beckman (Lockyer Chamber of Commerce and Industry)
- Amanda Pugh (Manager Planning and Development)
- Graham Voss (Lights on the Hill)
- Tara Stone (parkrun Inc)

**1. Welcome**

The meeting was welcomed by Chairperson Councillor Janice Holstein.

**2. Minutes of Previous Meeting**

**Minutes were moved by Cr Rick Vela and seconded by Di Lewin that the minutes of the meeting held on Tuesday 17 July 2019 are taken as read and confirmed. The motion was voted upon and CARRIED.**

**3. Outstanding Actions**

Refer to the outstanding actions items document (ECM 3161961).

**4. Lakes Apex and Freeman desilting update**

A report for the desilting of Lake Apex and Freeman went to Council on 28 August 2019 for endorsement. Council resolved not to desilt Lake Apex and Freeman due to the cost and environmental factors that would need to be addressed. Council would be required to obtain numerous permits to carry out works, with no guarantee that Council would be successful.

**5. Lake Freeman Boundary**

A survey has been conducted on the eastern side of Lake Freeman to confirm the property boundary. Brendan advised the boundary is visible by the marking pegs from the surveyor. Belinda did investigations and researched in Council document archives, however was unable to find out how the boundary was originally calculated. No written confirmation of the 50 metre buffer was located when the original development took place. Brendan advised that further

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
17 September 2019

surveying works will be undertaken in the near distance future to survey the rest of the boundary of Lake Freeman.

**6. General Business**

**6.1 Lake Apex Signage**

Brendan tabled various pictures of the new sign to be placed at Lake Apex, along with some suitable locations for the sign to be placed (refer to attached images). These proposed locations were identified upon when Brendan met with Di Lewin and other members of FOLA. The proposed locations include in front of the main BBQ shelter, at the entrance of the driveway when entering the lake or halfway between the entrance of the driveway and main BBQ shelter. The Committee agreed that the best location for the sign would be in front of the main BBQ shelter, in the garden to left, angled down to the right when walking down the path. This decision was moved by Di Lewin and seconded by Cr Rick Vela.

**6.2 Lake Edge Para Grass**

Lake Apex has significant areas of para grass in the littoral zone (on the lake edges). Para grass is an exotic species which displaces native wetland plants and interferes with aquatic ecosystems. Council would like to remove the para grass and replace it with local native wetland species. Di Lewin asked that the removal and replacement process be undertaken in stages, as the moor hens may be nesting in the grass. The proposal was supported.

**6.3 Watering system in the Arboretum**

FOLA would like a watering system on a timer installed in the Arboretum. Brendan advised that investigations have already taken place for the required water flow for a watering system. Brendan to get costs for drip lines to be installed and liaise with FOLA for an update.

Action	Investigate costs for drip lines to be installed
Who	Brendan Sippel
Due	Next meeting

**6.4 Gatton Historical Village**

Beth asked if there were any concerns about the 2nd Light Horse Lockyer Troop resuming informal training days in the open space near the Gatton Historical Village. No concerns were raised, however it was recommended that the Troop coordinate with the Events team to make sure training doesn't clash with other events.

**6.5 Lake Apex Maintenance**

Barry raised his concerns about who will be responsible for Lake Apex when it rains and the vegetation growing in the dry lake bed is submerged and starts to rot. The lake condition will continue to be monitored by Council, and it is likely that the vegetation will be consumed by birds and aquatic species.

**6.6 Master Plan Update**

Update to be provided at the next meeting.

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
17 September 2019

**7. Next meeting date**

- Angelo suggested to bring the next meeting forward to the first week in December. The Committee agreed. A new meeting invite will be sent out to all committee members.

Meeting was closed at 3:55pm

**8. Tabled documents**

- New sign for Lake Apex and proposed locations.

Lake Apex Sign

In May 2017 Council identified two gates that were originally from Lake Apex that were stored at the Gatton Depot. It was decided that they could be used to create an art piece for Lake Apex and installed at a location in the Parklands. Council in conjunction with GOLLA worked with Kim Duff to turn this into a feature piece.

From This .....



To This.....



Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
17 September 2019

A site meeting took place to identify possible locations for installation, and it was decided that the best option for the sign was at the entrance to the Main BBQ shelter at Lake Apex, where buses and day trippers pull in.

Proposed Location



Other Location considered include:



Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
17 September 2019



**6.3 Receipt of the Minutes of the Lockyer Valley Traffic Safety Working Group Meeting - 17 September 2019**

**Date:** 23 September 2019  
**Author:** Mary Harm, Administration Coordinator  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

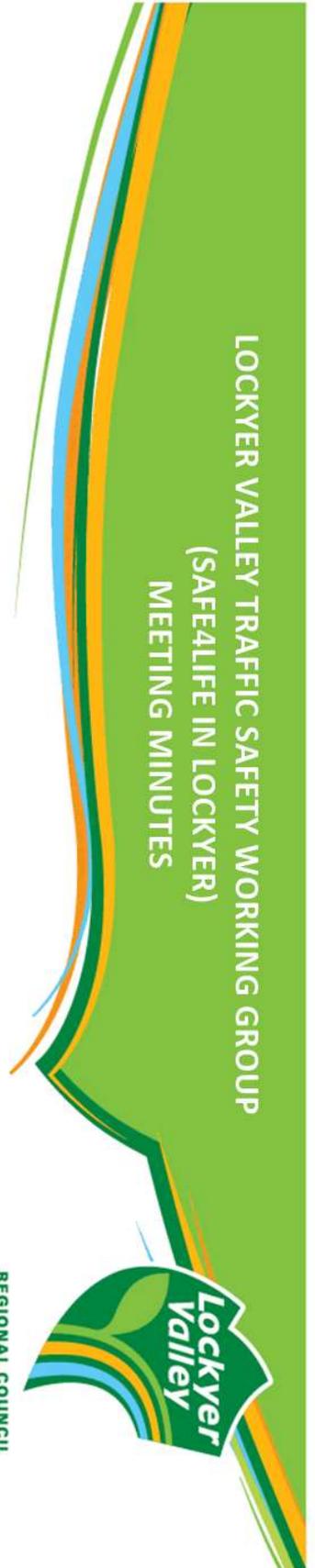
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**Officer's Recommendation:**

**THAT the unconfirmed minutes of the Lockyer Valley Traffic Safety Working Group meeting held on 17 September 2019, as attached, be received and noted.**

**Attachments**

**1** [↓](#) Lockyer Valley Traffic Safety Meeting - 17 September 2019



<b>TIME OF MEETING:</b>	1:30pm to 3:00pm
<b>DATE OF MEETING:</b>	17 September 2019
<b>LOCATION OF MEETING:</b>	Council Chambers, 26 Railway Street, Gatton
<b>CHAIRPERSON:</b>	Angelo Casagrande
<b>MINUTES:</b>	Mary Harn

**ATTENDANCE**

<b>PRESENT</b>			
<b>LVRC</b>	<b>TMR</b>	<b>QPS</b>	
Angelo Casagrande	Michael Timmer	Rowland Browne	
Cr Janice Holstein	Adam Currie	Glen Thomas	
	Rebecca Roberts	Regan Draheim	
	Chris Arama		

<b>APOLOGIES</b>			
<b>LVRC</b>	<b>TMR</b>	<b>TMR</b>	<b>QPS</b>
Atem Lok	Elizabeth Vince	Mahendra Mistry	
Tony McDonald	Dereck Sanderson	David Willis	
Kim Clayton	Heather Hoey		
	Kirsty Birgan		

**AGENDA ITEMS**



AGENDA ITEM	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER
1	Apologies if Applicable Previous minutes – 9 July 2019. ECM <a href="#">3814315</a>	Apologies – as above.	
3	Traffic Incidents Lockyer Valley Region	<ul style="list-style-type: none"> <li>Gatton – 24 reported crashes in total. 4 hit and runs, 13 injuries, 6 non-injury, 1 fatal. Data from June to August 2019.</li> <li>Laidley – 29 reported crashes in total. 5 hit and runs, 12 injuries, 11 non-injury, 1 fatal. Data from 09/07/2019 to 17/09/2019.</li> <li>Helidon – 6 reported traffic crashes in total. 0 hit and runs, 6 injury traffic crashes, 0 non injury, 0 fatal. Data from 14/07/2019 to 15/09/2019.</li> <li>Previously tabled design was revised by Council and TMR, prior to being circulated to the committee for sign off with the previous speed reduction zone prior to the Forest Hill-Fernvale Road Intersection now being 60km. This speed review has now been signed off by all parties. Signage and line marking layout able to be implemented.</li> <li>Draft plans tabled at meeting to be circulated and signed off via a flying minute prior to the next meeting.</li> <li>Police will provide a presence to coincide with the return to call after the holidays.</li> <li>TMR have made contact with the school to see if they were interested in the Look Out Program. TMR will follow up with the school further.</li> <li>Due to the recent fatality a resident questioned the safety of this intersection. A review will be conducted</li> <li>The U-turn at Kelly's Road has been raised as a concern by a resident. Question has now been asked if the speed loop would be able to be used instead. TMR to review.</li> <li>Query as whether the 90km zone on the second range crossing will stay. At present it will.</li> <li>4 December 2019 – 10.30am – 12.00pm</li> </ul>	All to note. All to note. All to note.
4	Update on the Lake Clarendon Way Speed Review		All to note.
5	Gatton-Esk Road Speed Review	<ul style="list-style-type: none"> <li>Draft plans tabled at meeting to be circulated and signed off via a flying minute prior to the next meeting.</li> </ul>	David/Adam
6	Gatton State School – Speeding Issues in William Street	<ul style="list-style-type: none"> <li>Police will provide a presence to coincide with the return to call after the holidays.</li> </ul>	QPS
7	Hatton Vale State School – Look Out Program	<ul style="list-style-type: none"> <li>TMR have made contact with the school to see if they were interested in the Look Out Program. TMR will follow up with the school further.</li> </ul>	TMR - Liz
8	Gatton-Helidon Road and Gatton-Laidley Road, Gatton – intersection	<ul style="list-style-type: none"> <li>Due to the recent fatality a resident questioned the safety of this intersection. A review will be conducted</li> </ul>	TMR
9	Kelly's Road and Warrego Highway – Intersection	<ul style="list-style-type: none"> <li>The U-turn at Kelly's Road has been raised as a concern by a resident. Question has now been asked if the speed loop would be able to be used instead. TMR to review.</li> <li>Query as whether the 90km zone on the second range crossing will stay. At present it will.</li> </ul>	TMR
10	General Business	<ul style="list-style-type: none"> <li>Query as whether the 90km zone on the second range crossing will stay. At present it will.</li> </ul>	All to note.
11	Next meeting	<ul style="list-style-type: none"> <li>4 December 2019 – 10.30am – 12.00pm</li> </ul>	Invitation sent.

Meeting closed: 2.35pm

Tabled documents:

- Signed off Lake Clarendon Way – Speed Review
- Gatton-Esk Road – Proposed speed limit changes.



Document Set ID: 38396659  
Version: 2, Version Date: 27/09/2019

**LINEMARKING NOTES:**

- All linemarking are to be applied in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), current edition.
- Dimension to linemarking are measured between the lines and/or from the edge of bitumen.
- Install or reinstare valve & hydrant identification markers in accordance with seq water supply & sewerage design and construction code - standard drawing seq-wat-1300-1.
- All superseded linemarking are to be removed.
- If in doubt liaise with IWS design office for appropriate solution.

**SIGNAGE NOTES:**

- All signs are to be installed as per IPWEA standard drawing RS-130, "Street Name sign & location" & RS-131, "Traffic sign installation".
- Current versions.
- All signs in accordance with the MUTCD, current version.
- Road Edge Guide Posts (REGP) are to be installed in accordance the MUTCD, Part 2 current version, Table 4.1, Radius of curve are specified on the plans.
- CH9858.00 - CH1008.00, install REGP along straight @ 75m spacing both sides of road.
- Ensure signage has clear sight distance, otherwise adjust location accordingly or clear vegetation where required.
- Sign sizes as shown on plans.
- Unless noted otherwise, all signs =+1.0m in length should be mounted on single 50mm NB x 3.2mm CHS post.
- Sign TC1378, to be installed on a single post 65mm NB x 3.2mm CHS.
- Sign TC1398, to be installed in two posts, 50mm NB x 3.2mm CHS.
- Unless noted otherwise, all signs =+1.0m in length should be mounted on 2/50mm NB x 3.2mm CHS posts.
- All other existing signs not shown on plans are to remain unless otherwise stated to be removed.
- Replace all damaged sign faces if so directed by superintendent.
- If in doubt liaise with IWS design office for appropriate solution.

**RAISED ROAD PAVEMENT MARKER (RRPM)**

**DBL - DOUBLE BARRIER LINE**

**DBL - BARRIER LINES ONE DIRECTION**

**LINE SCHEDULE - LAKE CLARNDON WAY**

CHANGE	LINE CODE	DESCRIPTION	QUANTITY
CH9800.00 - CH9858.00	DBL	Broken dividing line	58
CH9858.00 - CH1008.00	DBL	Barrier Line one direction (broken touch)	150
CH1008.00 - CH10061.84	DBL	Barrier Line both direction	5384
CH10061.84 - CH10111.84	PH	Painted Median	58
CH9858.00 - CH10105.00	EL	Edge Line (touch)	247
CH9858.00 - CH10105.00	EL	Edge Line (touch)	247

**LINEMARKING ABBREVIATION:**

- DBL Barrier Lines (one direction)
- DBL Barrier Lines (both directions)
- EL Edge Line
- CL Continuity Line
- GWL Give Way Line
- DBL Broken Dividing Line

Refer to Figure 5.1 Part 2 of MUTCD for dimensions

**Table 4.1 SPACING OF GUIDE POSTS ON CURVES**  
(Including spacing of guard fence delineator)

Curve radius (Rosa 1)	Spacing (Rosa 2) (metres)	
	On outside of curve	On inside of curve (Rosa 3)
<math>R \le 100</math>	6	12
100 - 199	10	20
200 - 299	15	30
300 - 399	20	40
400 - 499	25	50
500 - 599	30	60
600 - 799	40	80
800 - 1199	60	120 (Rosa 4)
1200 - 2000	80	160 (Rosa 4)
> 2000	120 (Rosa 4)	160 (Rosa 4)

**Table 4.1, Part 2 of MUTCD**

**SIGNAGE AND LINEMARKING UPGRADE**

LAKE CLARNDON WAY / FOREST HILL FENNVALE RD

Project: [ ]  
Design: [ ]  
Construction: [ ]  
As-built: [ ]

Reference: [ ]  
From: [ ]  
To: [ ]

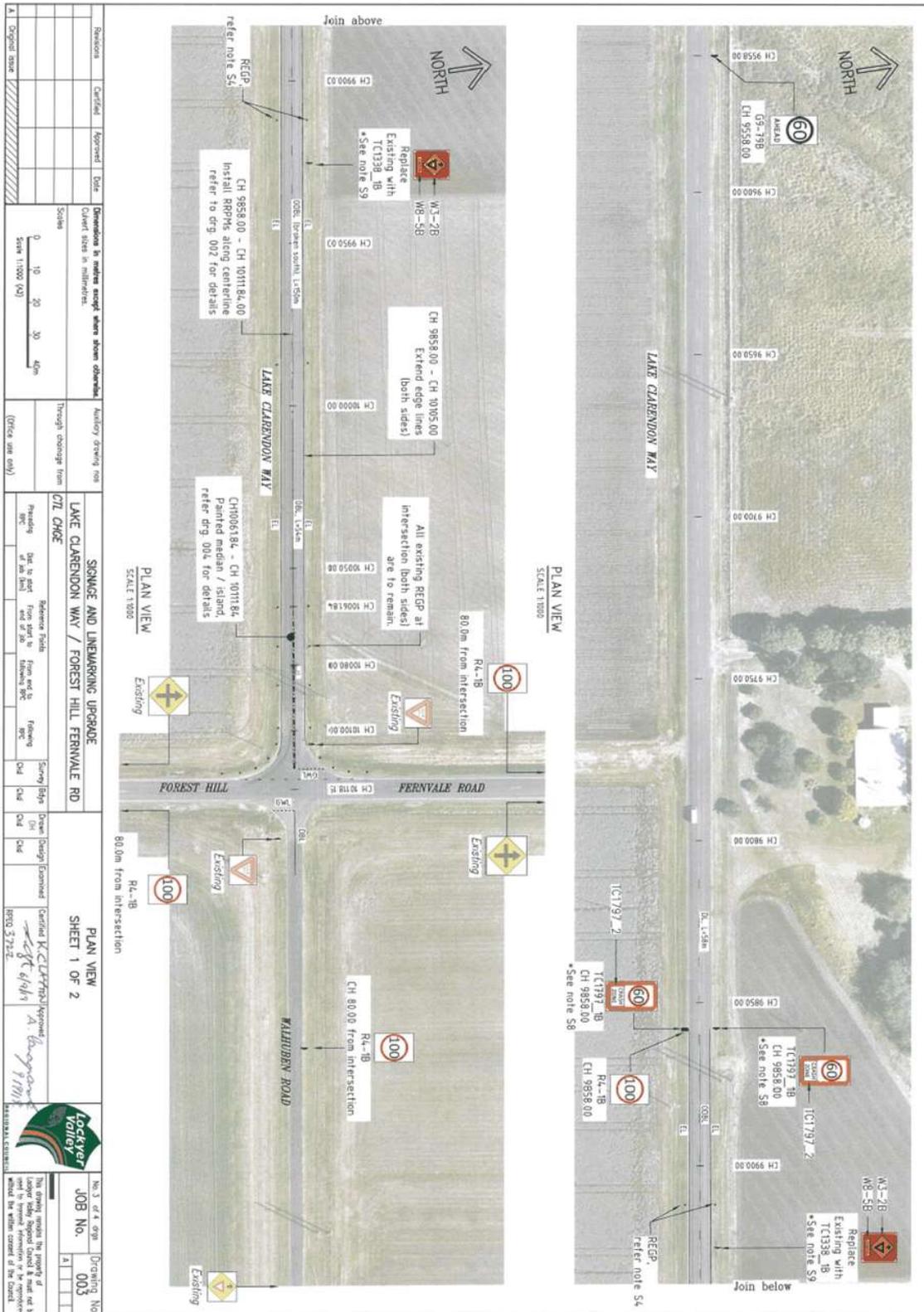
Drawn by: [ ]  
Checked by: [ ]  
Approved by: [ ]

Lockyer Valley Regional Council

Job No. 002

Drawing No. [ ]

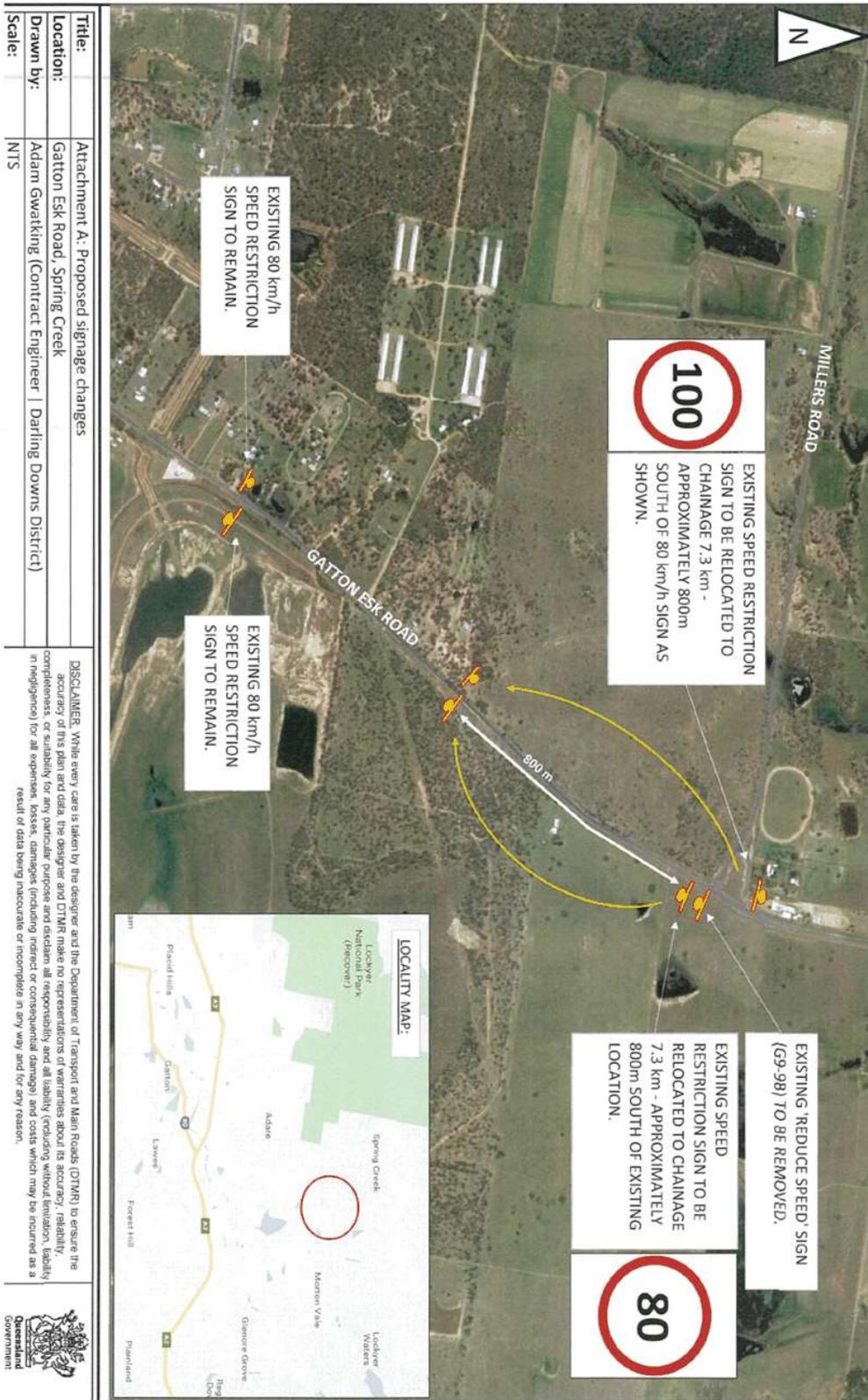
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Version: 2, Version Date: 27/09/2019







Document Set ID: 3839659  
Version: 2, Version Date: 27/09/2019



**7. BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes at time of print run*

**8. COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes at time of print run*

**9. DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations at time of print run*

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**10. EXECUTIVE OFFICE REPORTS****10.1 Chief Executive Officer's Monthly Update - September 2019**

**Date:** 30 September 2019  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

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

**Officer's Recommendation:**

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

**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**2019-20 Operational Plan

The first quarter performance report on Council's 2019-20 Operational Plan has been distributed to responsible officers for completion, this will be reported to Council at the meeting scheduled for 23 October 2019.

**Integrity Functions**Public Interest Disclosures

Implementation of changes to the Public Interest Disclosure Standards continue, regarding the identification of support officers for disclosers, subject officers and witnesses, and training for Council staff. This is being undertaken collaboratively with Council's Organisational Development Group.

Complaints

The following table provides details of the complaints managed for the 2019-20 financial year to date and those that are currently under consideration:

Type of complaint	Comparison of total No. received for		Currently under investigation	Received during the month 2019-20	Completed in the month 2019-20
	2019-20	2018-19			
Staff	0	1	1	0	0
Administrative Action	2	3	4 (1 x internal review)	1	1
Privacy	0	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>

### Audit and Risk Management

#### Internal Audit

With the adoption of the 2019-20 Internal Audit Plan, work has commenced on the project management audit to identify compliance issues and areas of improvement in the processes used for the delivery of projects by Council. A representative from Council's contracted internal audit provider, O'Connor Marsden and Associates, has been on-site during September to meet with key staff involved with project management.

#### Risk Management

Approval of the individual risk registers for each business unit including treatment plans have been completed. Implementation of risk register reporting in line with the Framework has commenced.

### Insurance Management

The following table provides details of the insurance claims managed for 2019-20:

Type of claim	Year to date	Currently under investigation	Claims received during the Month)	Claims resolved in the Month (settled/denied)
Public liability	0	1	0	0
Professional Indemnity (above excess)	0	1	0	1
Professional Indemnity (below excess)	0	0	0	0
Council motor vehicle (above excess)	3	2	0	3
Council property	1	2	0	0
Third party property	5	5	2	0
Notifications	1	9	0	0
<b>TOTAL</b>	<b>10</b>	<b>20</b>	<b>2</b>	<b>4</b>

## Legislative Framework

### Delegations

Statutory delegations from Council to the Chief Executive Officer, incorporating all recent legislative changes, were adopted by Council on 14 August 2019. Statutory delegations from the Chief Executive Officer to Officers are currently under review to reflect the Council to Chief Executive Officer updates.

### Policies

From 1 January 2020, Council is required to comply with the *Human Rights Act 2019*. A review of the requirements relevant to Council has been undertaken with a view to implement necessary changes and conduct awareness training for staff by the end of the year. A review of Council's Policy, Procedure and Guideline Framework is in progress.

### New Legislation

The Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Bill was tabled for consideration by the State Parliament on 22 August 2019 however the Bill was delayed and is now scheduled to be debated on 15 October 2019.

## Marketing, Communications and Engagement (MCE)

### Queensland Transport Museum Statistics

#### September 2019

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
\$2,108.00	\$2,179.39	155	143	35	34

#### September 2018

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
\$1,938.50	\$1,944.65	151	239	35	20

## Events

### Laidley Spring Festival

The 2019 Laidley Spring Festival was held over three days beginning on Thursday 12 September and ending on Saturday 14 September, culminating with the free family Fun Day and Street Parade.

Debriefing from the event has begun and will be fully completed during October once a discussion with Council is able to be held. A survey was undertaken throughout the Festival concluding online on 4 October which, once analysed will give Council an indication of base statistics for future years as well as a measure of success.

Facebook statistics from event included the following:

- Reach 67,601
- Engagement 3,912
- Audience 15% male and 85% female with the 35-44 year old demographic the most engaged.

### **Communications**

The following media opportunities were realised during September:

- Working with Council of Mayors for the Resilient Rivers Initiative
- Garage Sale Trail
- Warner Brothers – working with the SBS team on filming ‘Who Do You Think You Are’.
- SEQ City Deals
- Community Environmental Grants
- Niemeyer Road works
- Helidon Skate Park
- River 94.9FM, Spring Festival, Story Path grant
- Laidley Spring Festival
- National reading hour

### **Community Development**

Council is working closely with West Moreton Health and Darling Downs West Moreton Primary Health Network in the planning stages of a health and wellbeing partnership project. The project’s goal is to encourage all parts of the community to increase their levels of health and wellbeing particularly through activities that also build strong and supportive community connections.

Council’s Community Engagement Team is part of a regional drought support community development network which includes both local government and support agency representatives from rural South East Queensland and throughout southern and western Queensland.

The network shares resources, ideas and programs aimed at providing the best possible sustainable support for drought-affected landholders and residents. Council’s engagement team will utilise this network to increase the presence and programs of relevant support agencies in the Lockyer Valley.

A further Ten Minutes with the Masters event is currently in the planning stage for later this year.

### **Community Engagement**

#### Livestock Farming Drought Forum

The Livestock Farming Drought Support Forum was held on Sunday 22 September 2019 and was attended by 58 community members, the majority of who were livestock owners.

The purpose of the forum was to hear directly from livestock owners affected by drought and to explore possible mitigation options and any implications of those options.

The forum generated a 20-point draft action plan which will require further review before finalising. Feedback received from participants was supportive and positive with 3 out of 4 participants rating the overall event as 4 stars or above out of a possible 5.

#### Fairways Park Master Plan Consultation

Fairways Park Master Plan phase 2 consultation concluded Sunday 29 September.

The engagement team provided a pop-up display and consultation stall outside IGA Hatton Vale over several weekends which is supported by an extensive online portal.

Interested community members were invited to complete the online survey regarding their views on the draft designs. Responses to date indicate strong support for the designs including how well they reflect the community's ideas collected in phase 1 consultation, an understanding of why water play areas rather than a water park is Council's preferred option, and how well the proposed designs will meet the needs of the community over coming years.

To date, more than 90% of respondents have given the designs a rating of 4 stars or better out of a possible 5 stars.

### **Youth Development**

Council continues to work in partnership with a range of non-government agencies to provide free school holiday programs to the community. The Spring holiday program included a family fun day that incorporates parkour, an inflatable obstacle course, and giant outdoor games.

Parents were encouraged to attend with their children to enjoy a shared experience. Youth support agencies in attendance can provide resources to families as needed.

All told some 17 events were planned for the Spring school holidays including a major combined agency and activity Family Fun Day. Council was represented at the West Moreton event in Lowood attended by approximately 300 young people and will provide assistance to the Darling Downs event in Oakey scheduled for 17 October.

### **Sport and Recreation**

#### Grants

The latest round of Community Grants has now closed with applications for funding currently being assessed against eligibility criteria. A report on successful applications will be presented to Council later this month.

### **Regional Development**

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

Council received a copy of correspondence dated 26 September 2019 from the Department of Natural Resources Mines and Energy, confirming that the Water for the Lockyer Strategic Business Case has been completed and accepted by the State Government. This will now enable the funding agreement for preparation of the Detailed Business Case to be executed and for the Collaborative to proceed with procuring consultants to deliver the business case.

Council lodged a further submission in response to the Department of Natural Resources Mines and Energy draft Moreton Water Resource Plan on 1 October. The submission takes into consideration requirements for Council-owned bores within the Central Lockyer Benefitted area.

Council has received correspondence from the CEO of Queensland Urban Utilities regarding drought water restriction schedules. The correspondence shows the types of restrictions that could be implemented and the thresholds that will trigger the restrictions. The correspondence was distributed separately to Councillors for your information.

### Investment Attraction

Officers from the Brisbane Marketing Investment Unit were recently provided with an onsite visit to the Gatton West Industrial Zone, as well as information on the potential for development of the parcel of land.

### Equine Collaborative

As noted in the last CEO report, consultants were engaged to provide options for the redevelopment of the Gatton Race Club facility. The consultants are proceeding with preparation of preliminary designs and have had two inception meetings with the Collaborative Group. The designs will provide redevelopment options and preliminary costings, with the next step to be development of business cases for relevant options.

### Strategic Alliances and Partnerships

Council staff met with senior officers from the Department of Agriculture and Fisheries to investigate opportunities to better understand our region's supply chains. The discussions were prompted by work undertaken by Queensland Treasury Corporation which identified the Lockyer Valley's competitive advantage, as part of the Water for the Lockyer Strategic Business Case.

The Manager of Regional Development and elected members attended a presentation hosted by the American Chamber of Commerce, who are seeking potential opportunities in our region. The space industry and allied businesses are being considered.

### Trade and Investment

The Scenic Rim Regional Council will be hosting a Trade Commissioners event during Export Week on Tuesday 15 October. Council staff have been invited to attend a market intelligence briefing from the Indian and Hong Kong Trade Commissioners at Scenic Rim.

### Support local business

Council delivered the Business Leaders luncheon on Wednesday 4 September. 115 business people attended to listen to key note presenter Claire Madden and a series of other speakers including the former Lord Mayor of Brisbane, Doctors representing a medicinal cannabis processing company, representatives of the new Catholic High School at Plainland and the Principal of Lockyer High School.

## **Advocacy**

### Stakeholder Relations

A meeting of the Resilient Rivers Taskforce and a Board Meeting of the Council of Mayors South East Queensland (COMSEQ) were held on 13 September 2019. Briefing material was provided to the Mayor for these meetings. COMSEQ also organised a delegation to Canberra to advocate on behalf of Council and the region. A key aspect of the delegation related to the proposed SEQ City Deal.

A City Deal Roundtable event was organised by the Department of Infrastructure, Transport, Cities and Regional Development (DITCRD) with input from Council officers. This consultation event was attended by Minister Tudge and the Federal Member Scott Buchholz, along with invited community representatives. Advocacy has been undertaken before and after that event on Lockyer Valley projects that may be considered for inclusion in such a deal.

A submission was made on behalf of Council to the Senate Select Committee on Regional Employment. This submission focused on concerns regarding local employment and considered policies and projects that may assist in regional economic growth and improved employment opportunities.

Inland Rail

Officers are also providing input to DITCRD, who are organising a session to identify potential benefits for the region from the Inland Rail Project and to explain how local governments may be able to increase these benefits.

A Lockyer Valley ARTC Interface meeting was held to update Council. A Technical Working Group meeting was also held for the Gowrie to Helidon Project to discuss the 70% concept design and progress on the Environmental Impact Study.

The Project Specification Technical Requirement (PSTR) documentation is also being developed by ARTC in consultation with Council and further discussions and input to the latest version of that document continue. 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 Council's future requirements will be addressed.

Association Linkages

The Mayor is on the Policy Executive of the Local Government Association of Queensland representing the Western Subdistrict of SEQ. Further officer level discussions have taken place with respect to motions that are being proposed at the annual LGAQ conference in October.

Passenger Rail

The region's desire to see rail passenger transport has been raised in several forums including the City Deal Roundtable meeting and with Inland Rail. 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.

**Economic Development**Industry Attraction

Officers have engaged with and provided information and economic data to 13 new business enquiries during the month.

<b>Industry Sector</b>	<b>Notes:</b>
Accommodation and Food Services	Potential student accommodation; additional farm worker accommodation
Tourism	Long term plans for development of new tourism experiences for the Lockyer Valley from new and existing operators
Manufacturing	Processing waste into composted fertilizer product
Home Based Business	Enquiries about potential establishment of new home-based businesses
Retail / Wholesale	Identification of potential premises suitable for the application proposed

Stimulate the Local Economy

The Business, Training and Apprenticeship Awards project is currently tracking within budget and tasks are being completed on time. Finalists for the awards have been announced with judging now taking

place. The People's Choice Award attracted over 2,750 votes for 27 different local businesses. Winners will be announced at the Gala Dinner on Saturday 19 October. All tickets to the presentation dinner have been sold with a waiting list in place.

#### Support Local Business

A recently scheduled digital workshop was cancelled due to insufficient registrations. A future workshop is scheduled for 31 October and discussions have been held with RDA Brisbane to review the topic and reassess the engagement and marketing plan to try to meet the required number of attendees.

Neilsen's Place continues to be a hub for support services, with two organisations increasing their time in the venue to meet client demand. Recent advertising and promotion has yielded some enquiries from new proponents. Officers are working with them to submit applications for the Committee to review.

Lockyer Chamber of Commerce & Industry hosted a Business Afterhours at Lockyer Farm Machinery in September. The group are planning a networking breakfast for 16 October with a guest speaker from the Royal National Agricultural Society.

#### Jobs and Skills Development

The Lockyer Valley BEST Employment Group are facilitating the delivery of the "Ag Inspirations" program over the period 21–23 October. Students will visit local agricultural businesses and hear from those in the industry about career paths that are available in agriculture.

Information on the Ipswich and West Moreton (IWMJobs) website is to be included in school leaver information for all the region's current Year 12 students.

The Regional Skills Investment Strategy Project Coordinator continues to work with the Reference Group and engage with local businesses identifying skills shortages and trends across industries in the Lockyer Valley. As identified in last month's report, the Reference Group have identified gaps in management and leadership skills, formal qualifications for shed builders, compliance training for the Agricultural and Construction industries and Agronomy skills. Further information is provided on each of these skills gaps as follows:

1. *Management and Leadership training.* There is need to focus on first-time leaders in the workplace and the transition from colleague to manager/team leader or supervisor. The Certificate IV in Leadership and Management is a higher-level qualification than needed and as a result, businesses are not willing to put their staff through the Certificate IV training.
2. *Shed Builders.* No formal qualifications are available to those working solely in the shed building sector. Qualifications can only be obtained in Certificate III Carpentry if the participant has completed their apprenticeship in construction while building houses, or if they have found a host employer that would give them the experience and evidence required to complete the units that cannot be obtained through shed building.
  - *The Reference Group endorsed the business case for the cluster of units for the shed builders. The Project Coordinator to continue finding demand and submit the business case to DESBT.*

The skills gap identified in the shed building sector and the consolidation between construction industry peak bodies, shed building businesses and S/T Construction Techniques, has determined a possible training solution to bridge the gap and assist with providing skills and knowledge to labourers in the sector. S/T Construction Techniques have an agreement in place with QBCC (since 2003). If a participant has achieved a Statement of Attainment for the units within the skill set delivered by S/T Construction Techniques, they are eligible to apply for the QBCC's Sheds, Carports and Garages license. This skill set was proposed to Construction Skills Queensland (CSQ), seeking acknowledgment and support of the issues and the proposed training solution.

Senior CSQ staff have discussed the skill set that has been submitted and have added this to their Annual Training Plan (ATP) as of August 2019, to be reviewed for the 2020 ATP. The programs that are registered from industry stakeholders to fund qualifications, courses or skill sets that are not currently funded under ATP programs, are determined by way of evidence-based market research, demand assessment and industry consultation processes. These are undertaken as part of the ATP development cycle process, that runs between July and September, to establish contracts with successful RTOs for delivery of those programs from 1 October.

3. *Compliance Training.* This is in high demand where required for the Agricultural and Construction industries. Businesses aren't training employees due to cost, travel and lack of trust in employee retention once obtained. Therefore, a minimal number of employees are trained in the required areas.
  - *The Reference Group could not comment at the time if funding should go towards compliance training as the Primary Industry representative was not present. Through subsequent conversation with the Primary Industry representative, it was agreed that the focus and funding should be on compliance training to assist growers to have the correct number of staff trained in the areas of need, as the impact of drought takes effect on the priority areas of spending.*
4. *Agronomy Skills.* Gaps in these skills have been identified by growers in the Lockyer Valley as an issue. With new growers coming into horticulture production and young people not growing up on properties and continuing the family business, the basic agronomy skills of identifying when there is an issue with a crop and the necessary action of 'Water v Soil v Nutrition v Pests' that is taken before a whole crop is destroyed, is lacking.
  - *The Reference Group could not comment at the time if funding should go towards the compliance training as the Primary Industry representative was not present. This is still an outstanding matter.*
5. *School-Based Apprenticeship/Traineeships.* RTI have signed up a local school-based apprentice in MEM30219 Certificate III in Engineering – Mechanical Trade (Diesel Fitter). Within the agreement, on the completion of year 12 the apprentice will move into a full-time apprenticeship and sign up to a dual apprenticeship in MEM30319 Certificate III in Engineering – Fabrication Trade (Boiler Maker). A way of working proposal has also been developed between the local high schools and RTI to develop further apprenticeships and traineeships for local school students to gain access into the industry.

## **Tourism**

### Partnerships (Brisbane Marketing, Tourism Events Queensland & Regional Tourism Organisations)

- 5 September – Manager Regional Development and the Tourism and Marketing Coordinator attended a debrief meeting with Brisbane Marketing for 2019 Regional Flavours.

- 11 September – Manager Regional Development Action Planning Meeting with Brisbane Marketing.
- 11 September – Manager Regional Development attended consultation workshop at Council of Mayors South East Queensland (COMSEQ) re Uniquely SEQ Tourism SEQ City Deal.
- Developed a Lockyer Valley video presentation for Brisbane Marketing to introduce new team members to LGAs in the Brisbane region.

#### Destination Marketing

Visit Lockyer Valley Facebook monthly insight to 26 September page likes numbered 2,150. Reach for the month (people who saw posts) was 4,003 (5,448 last month), post engagement (likes, comments, shares) were at 1,247 (1,920) and video views totalled 449 (1,486). The strongest performing posts for the month included Laidley Spring Festival, Mulgowie Gift and Mulgowie Markets.

A Gympie vs Lockyer Valley Food Fight story aired on Channel 10's The Living Room on Friday 13 September, featuring Alastair McLeod and Matt Golinski.

#### Visitor Centre Customer Interactions (1 to 26 September)

Local	262
Within 200km	434
Remainder of Qld	32
NSW	34
VIC	18
SA	2
NT	7
ACT	3
TAS	10
Overseas	42
Total	844

VIC Souvenir Revenue	\$1,950.64
QTM Souvenir Revenue	\$228.75
QTM Ticket Revenue	\$2,108.00
Community Craft Cabinet Revenue	\$5.00

#### Volunteer Management

- Recognition of Service function scheduled for 8 October, to recognise all volunteers for significant milestones of volunteering service.
- End of year Recognition function (Christmas Party) scheduled for 5 December at Porter's Plainland, to recognise all volunteers for their work throughout the year.

#### Visitor Information Centre

Visitor Information Centre staff participated in the official Nexus Second Range Crossing event on 7 September and the Our Lady of Good Counsel Learning and Growing Expo on 10 September, by utilising the Lockyer Valley tourism trailer at each event. The tourism trailer was also utilized at the Laidley Spring Festival by way of an unmanned, static display providing event and local information.

The Visitor Information Centre is updating postcard collateral and has purchased Lockyer Valley images from local photographers Craig Bachmann and Selina Boyle.

Queensland Transport Museum (QTM)

The QTM has had a few vehicles vacate the display space temporarily to attend the Historic Commercial Vehicle Association of Queensland Truck Show on 28 September. The Museum has also had a hang glider donated and staff are working to ensure its permanent installation.

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**11. ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS****11.1 Executive Manager Organisational Development and Planning Monthly Report - September 2019**

**Date:** 30 September 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 September 2019.**

**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 September 2019.

**3. Report****Organisational Development**Workforce

Council's established full time equivalent (FTE) number for September 2019 is 311.

Learning and Development

The following training has been undertaken/completed by employees in September:

- Corporate Induction
  - Code of Conduct
  - Work Health and Safety
  - Drug and Alcohol Training
- Working in Close Proximity to Traffic – Awareness Part 1
- Working in Close Proximity to Traffic – Awareness Part 2

- Dealing with Hostile and Violent People Short Course
- Diploma of Work Health and Safety

### Special Events

#### *Laidley State High School Mock Interviews*

On 9 September 2019 Organisational Development staff participated in Mock Interviews with Year 12 students from Laidley State High School. The purpose of participating in this event is to help students build on their interview skills in anticipation for the following year after the completion of their schooling. The school's curriculum requires the student to complete an assessment piece which involves creating a resume, locating a position to apply for and writing an application for this position. In follow up to this, the student must then attend a mock interview in relation to the job they have applied for. This event is a fantastic opportunity for students to gain experience on interviewing that will be invaluable in helping them prepare themselves for their chosen career path.

#### *Streamlined Verification of Competency Card Process*

Organisation and Professional Development Officer has recently undertaken a review of Council's current verification of competency process and has developed and implemented a more efficient and effective business process moving forward which enables employees to obtain their Council issued Verification of Competency Card shortly after Council receives their certificate of competency from the relevant registered training organisation (RTO). During September, the Organisational Development business unit issued 64 verification of competency cards to employees who have recently completed verification of competency training.

#### *Work Health and Safety*

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

### **Planning & Development**

In the month of September 2019, 22 development applications were received, 32 development applications were decided, and 7 pre-lodgement meetings were held.

#### Development Engineering

Development Engineers recently undertook a training program conducted by the Software Developer 'E Water Solutions', the Software Developer for Stormwater Quality Modelling ('MUSIC' - Model for Urban Stormwater Improvement Conceptualisation). This specialised stormwater quality modelling software is being used Australia wide to predict the performance of stormwater quality management systems proposed for development works. Council is now receiving specialist reports based on MUSIC modelling results as supporting documentation for Development Applications. This new initiative for Council's Development Engineers to undertake stormwater quality assessment in house, will considerably improve customer service levels and have a positive impact on the Development Assessment process. With the use of this software Council's Development Engineers can make informed decisions on the effectiveness of the proposed stormwater quality treatment devices. Further, Council will be in a better position to suggest external stormwater engineers on types of treatment devices that would not adversely impact on Council's maintenance budget in the long run.

#### Strategic Planning – Infrastructure Charging

The State Government passed amendments to the Planning Regulation on 1 September 2019 to increase transparency measures for Council's in relation to Infrastructure Charging. Part of those transparency measures require Council to have an Infrastructure Charges Register available for public

viewing. Business Support staff have been in the process of creating a register over the past few months which means Council is now compliant with its legislative obligations which commences, 1 January 2020.

*Strategic Planning – Masterclass 2 – Navigating the world of Infrastructure Charging*

On 4 September 2019, Integran provided a training session for the Development Assessment Planners and Engineers about how to implement Council's Local Government Infrastructure Plan (LGIP) and Adopted Infrastructure Charges Resolution (AICR). This training was borne out of problems that the Development Assessment team had in interpreting the LGIP and its relevance when assessing development applications. As a result of this training and the team's commitment to continuous improvement, it was realised that a number of actions should be undertaken to improve Infrastructure Planning and Charging as an organisation. As such Planning and Development are intending to initiate a regular working group within Council for Infrastructure Planning that includes members from Planning and Development, Infrastructure Work and Services, Environment and Pest and Finance.

**Environment and Pest Management**

Customer Requests

The Environment and Pest unit received 99 customer requests during the month of September and closed 54 customer requests.

Project Updates

*Planning Scheme*

Geographic Information System (GIS) specialists have provided draft vegetation mapping and are currently combining this with waterways data to categorise natural and artificial waterways.

*Natural Resource Management (NRM) Plan*

A draft NRM Strategy is being drafted by officers and a sub-group of the working group. The draft NRM Strategy will be taken to the working group for comments and feedback, followed by a Councillor Workshop.

*Resilient Rivers Initiative*

A Council of Mayors (SEQ) representative attended Council for a site visit to the Mount Sylvia area in preparation for updates to the project management plan for the 'Resilience in the Tenthill Catchment' project.

Program Updates

*Environmental*

Applications for two Community Environmental Grants have been received and reviewed for Council endorsement.

Land for Wildlife members were invited to register for the Free Native Plant Program.

Officers met with Queensland Trust for Nature and ARTC (inland rail) separately to discuss koala restoration and vegetation offset opportunities within the region.

*Invasive Weed Management*

Harrisia Cactus and Mother of Millions were targeted on Council road reserves in the Ropeley and Lockyer Waters area during the month of September. Further treatments throughout the region will continue.

*Pest Animal Management*

Distribution of baits in the 1080 baiting program commenced on 10 September with 30 landholders receiving 370 dog and 45 pig baits.

An increase in rabbit activity across the region has been identified. Officers are working with landholders to reduce or remove the harbourage (stick rakes/vegetation piles) although fire bans restrict this method of control.

*Helidon Hills Alice Creek Nature Refuge*

Pest Management operations for Helidon Hills Nature Refuge have been postponed to October due to the fire hazard.

**Plumbing and Building Services**

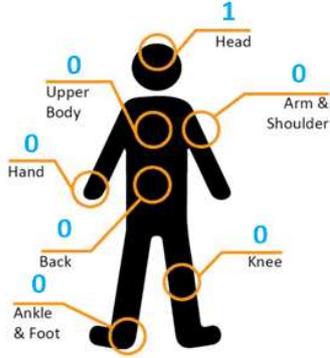
Refer to the attached table and graphs indicating statistics for the month of September 2019.

**Attachments**

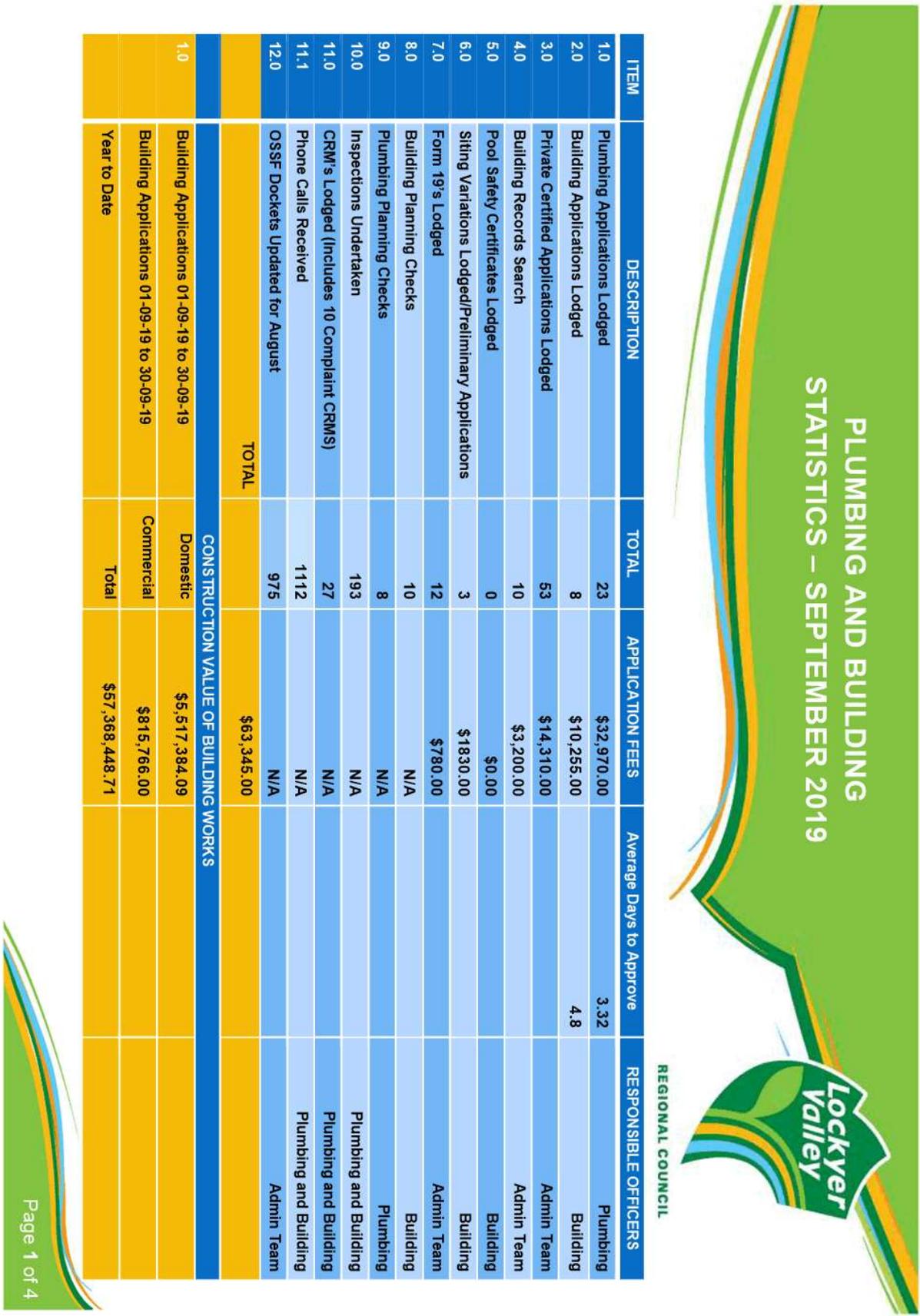
- 1 [↓](#) Safety Performance - September 2019 1 Page
- 2 [↓](#) Plumbing and Building Statistics - September 2019 4 Pages

**OUR GOAL**  
**ZERO HARM** MEASURING OUR SAFETY PERFORMANCE

SEPTEMBER 2019

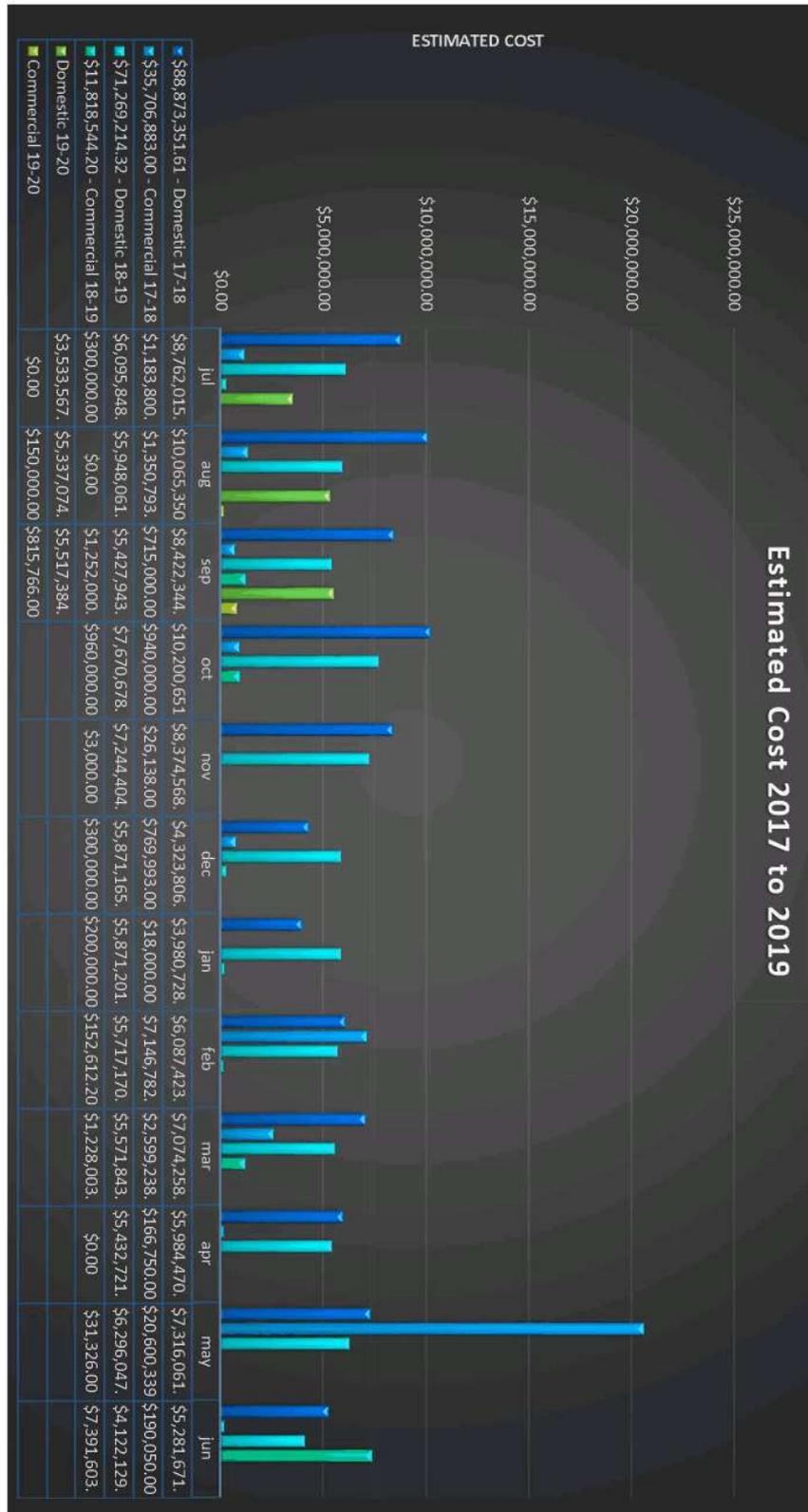
<p><b>1</b> INJURIES OCCURRED</p> 	<p><b>INJURIES BY CLASSIFICATION TYPE</b></p> <ul style="list-style-type: none"> <li> <b>0</b> LOST TIME</li> <li> <b>0</b> MEDICAL ONLY</li> <li> <b>0</b> FIRST AID</li> <li> <b>1</b> REPORTABLE ONLY</li> <li> <b>1</b> NEAR MISS</li> </ul>		<p><b>AREAS OF THE BODY MOST AFFECTED</b></p> 
	<p><b>1</b> ASSET INCIDENTS OCCURRED</p> 		
<p><b>KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS</b></p> <ul style="list-style-type: none"> <li> <b>0</b> PROPERTY DAMAGE</li> <li> <b>1</b> PLANT VEHICLE/INCIDENT</li> <li> <b>0</b> ANIMAL STRIKE</li> <li> <b>0</b> FIRE</li> </ul>			
<p><b>0</b> ENVIRONMENTAL INCIDENTS OCCURRED</p>  			
<p><b>KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li> <b>0%</b> SPILLS</li> <li> <b>0%</b> CONTAMINATION</li> </ul>			

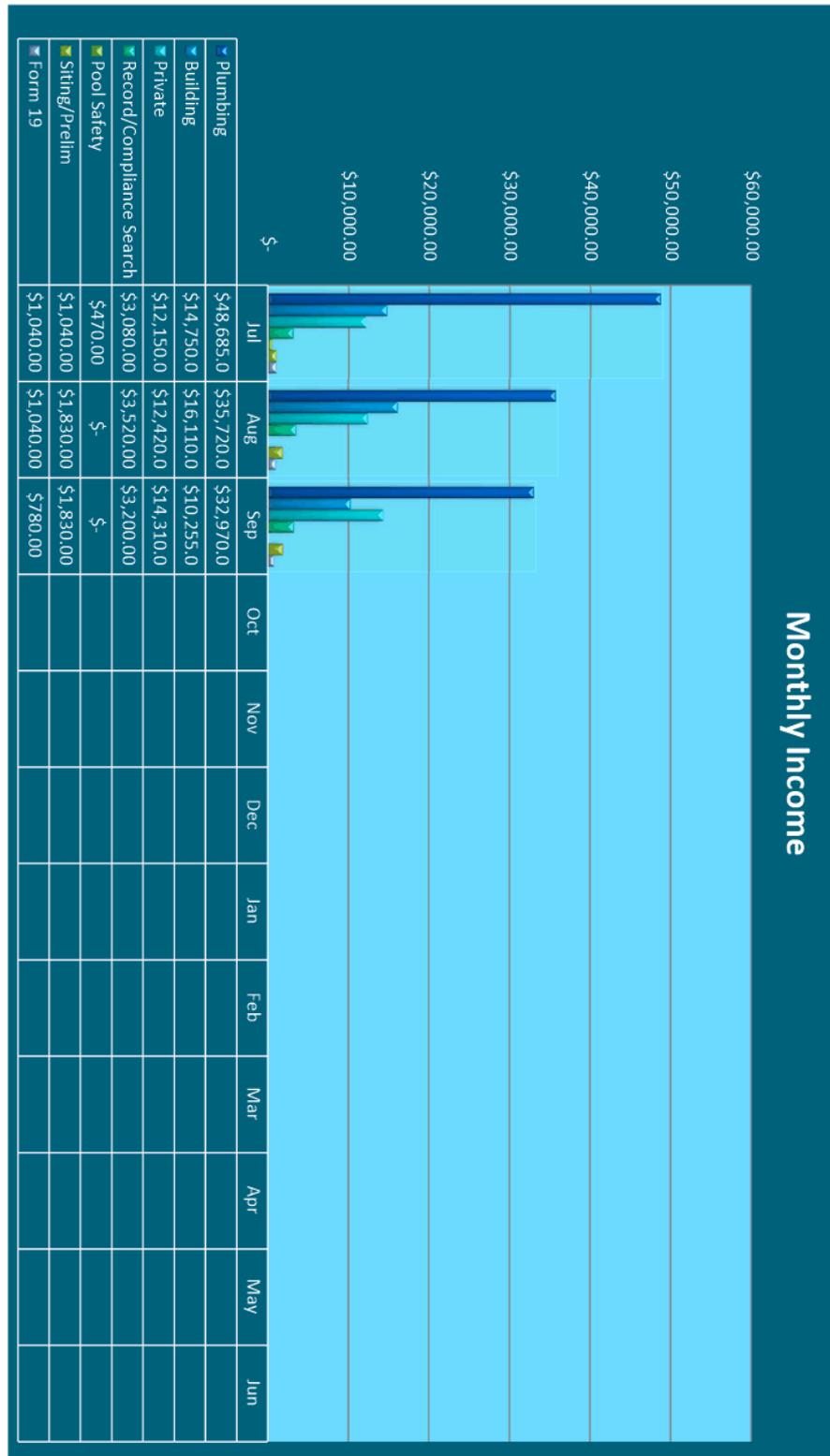
	September 2019	September 2018
Injury related incidents	1	8
Asset related incidents	1	6
Environment related incidents	0	0
Lost Time Injuries	0	1
Total days lost due to ongoing injuries	19	7

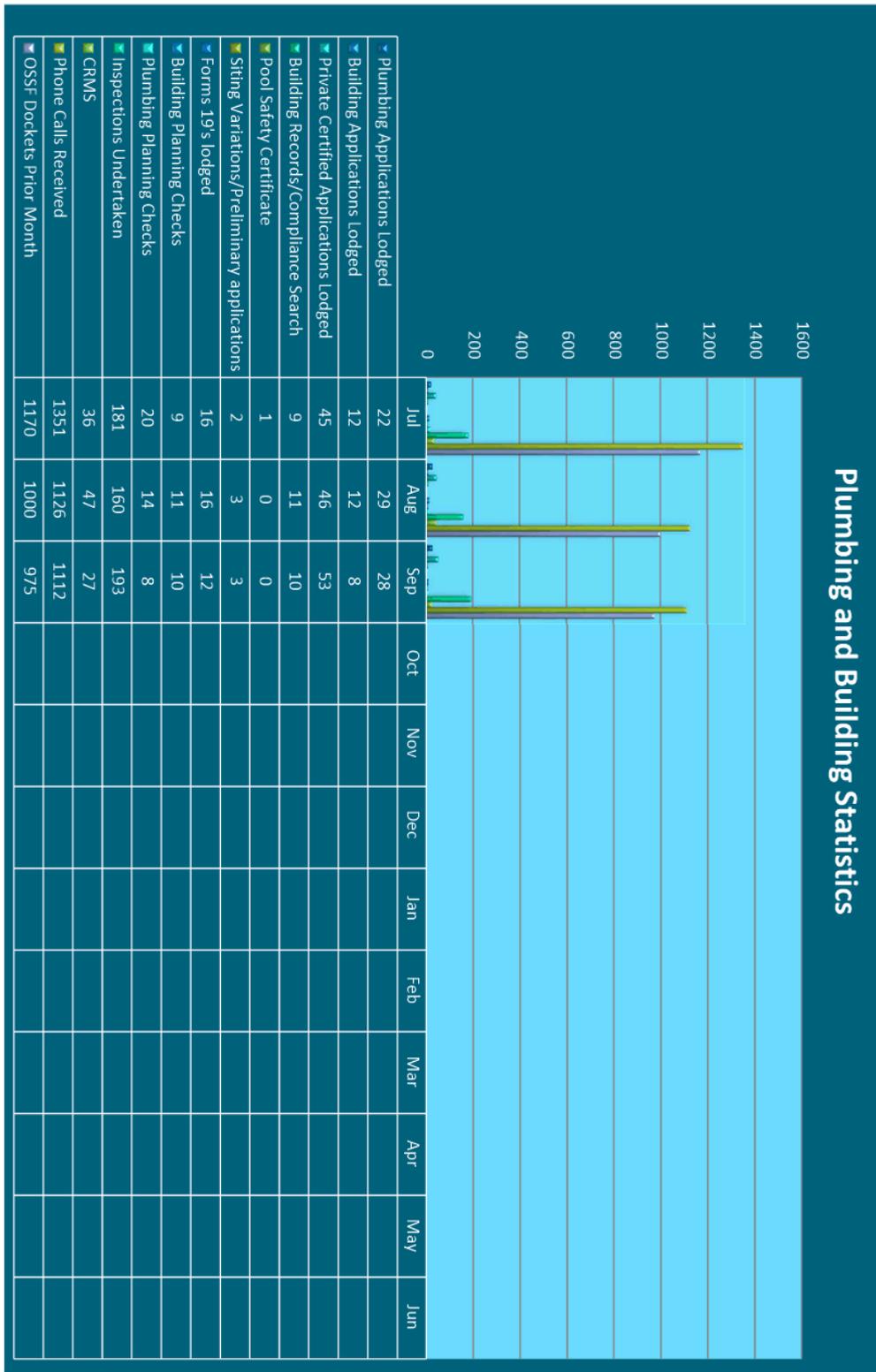


ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	23	\$32,970.00	3.32	Plumbing
2.0	Building Applications Lodged	8	\$10,255.00	4.8	Building
3.0	Private Certified Applications Lodged	53	\$14,310.00		Admin Team
4.0	Building Records Search	10	\$3,200.00		Admin Team
5.0	Pool Safety Certificates Lodged	0	\$0.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	3	\$1830.00		Building
7.0	Form 19's Lodged	12	\$780.00		Admin Team
8.0	Building Planning Checks	10	N/A		Building
9.0	Plumbing Planning Checks	8	N/A		Plumbing
10.0	Inspections Undertaken	193	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 10 Complaint CRIMS)	27	N/A		Plumbing and Building
11.1	Phone Calls Received	1112	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for August	975	N/A		Admin Team
	<b>TOTAL</b>		\$63,345.00		
<b>CONSTRUCTION VALUE OF BUILDING WORKS</b>					
1.0	Building Applications 01-09-19 to 30-09-19	Domestic	\$5,517,384.09		
	Building Applications 01-09-19 to 30-09-19	Commercial	\$815,766.00		
	Year to Date	Total	\$57,368,448.71		









**11.2 Material Change of Use - Dwelling House and Apartment**

**Date:** 10 September 2019  
**Author:** Mark Westaway, Contract - Senior Planner  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to consider a request for a Development Permit for Material Change of Use for Dwelling House triggered by an overlay and Apartment on Lot 93 RP809342 at 18 Philip Court, Summerholm.

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 application (MC2019/0031) for a Development Permit for a Material Change of Use for a Dwelling House triggered by an Overlay (Bushfire Risk Areas) and Apartment on Lot 93 RP819342 at 18 Philip Court, Summerholm be approved subject to the following conditions:**

**APPROVED PLANS**

The following plans are the Approved Plans for the development:

**Approved Plans**

Plan No.	Rev.	Plan Name	Date
19140.1	-	Site Plan, prepared by Project Urban	7 May 2019
A102	A	Dwelling Ground Floor, prepared by Blackstorm Engineers	3 January 2019
A103	A	Attic Floor, prepared by Blackstorm Engineers	3 January 2019
A104	A	Elevations, prepared by Blackstorm Engineers	3 January 2019
A105	A	Elevations, prepared by Blackstorm Engineers	3 January 2019
20190114-WYH-005	B	Elevations, prepared by Blackstorm Engineers	25 June 2019

**REFERENCED DOCUMENTS**

The following documents are referenced in the assessment manager conditions:

**Referenced Documents**

Document No.	Rev.	Document Name	Date
Unnumbered	C	Bushfire Hazard Assessment Report prepared for Material Change of Use at 18 Philip Court, Summerholm Qld 4341, prepared by Batley Ole Keko Engineers	29 August 2019

**VARIATION APPROVAL**

Not Applicable

#### FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Building Work
- Development Permit for Plumbing Permit

#### CURRENCY PERIOD OF APPROVAL

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

#### RECOMMENDATION

**APPROVE WITH CONDITIONS** Application No. MC2019/0031 for a Development Permit for a Material Change of Use for a Dwelling House triggered by an Overlay (Bushfire Risk Areas) and Apartment on Lot 93 RP819342 at 18 Philip Court, SUMMERHOLM QLD 4341 as identified in the attached details recommended for the Decision Notice.

#### ASSESSMENT MANAGER CONDITIONS

NO.	CONDITION	TIMING
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and to be maintained thereafter.
2.	Maintain the development in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.	At all times.
3.	The use must not commence until all conditions of this approval have been complied with.	At all times.
Alterations and/or Relocations		
4.	Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	At all times.
5.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.	At all times.
Overlays		
6.	Except where otherwise specified in this permit, development shall be subject to the recommendations of the Batley Ole Keko Bushfire Hazard Assessment Report Revision C dated 29 August 2019.	At all times.
7.	A minimum of 22,500 litres of water storage, solely for fire-fighting purposes must be available on site.	At all times.
Building Approval		

8.	A Development Approval for Building Work is required prior to the commencement of any building work for the Change of Building Code Classification.	Prior to the commencement of any building work.
Overlays		
9.	A Plumbing and drainage permit is required prior to the commencement of any plumbing, drainage or on-site sewerage work.  Note: An amendment may be considered to the existing plumbing permit.	Prior to the commencement of any plumbing, drainage or on-site sewerage work.

#### ADVISORY NOTES

- (i) The subject site is mapped as Regulated Vegetation by the Department of Natural Resources, Mines and Energy and on the Protected Plants framework by the Department of Environment and Science. It is recommended that consultation be undertaken with the above departments prior to undertaking vegetation clearing.
- (ii) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (iii) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (iv) Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

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

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

## Report

### 1. Introduction

The purpose of this report is to consider a request for a Development Permit for Material Change of Use for Dwelling House and Apartment on Lot 93 RP809342 at 18 Philip Court, Summerholm.

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.

### 2. Background

In 2014, Council considered an application (MCU2014/0011) for a Place of Worship on the subject site. The application was refused subject to a number of grounds.

Since that time, Council officers have been involved in a number of show cause matters with regards to use of the site and construction of buildings for a Place of Worship and have had a number of meetings with the owner and representatives acting on behalf of the owner.

Previous applications over the site included the following:

Application	Description	Decision
BPC4630	Shed, Skillion Extension and Skillion Awning - Approved by Private Certifier	Approved 11/4/2013
BPC2014/0020	Shed / Garage - Approved by Private Certifier	Approved 16/1/2014
MCU2014/0011	Place of Assembly – Place of Worship	Refused 27/2/2015
PLD2015/0093	Outbuilding / Shed	Approved 12/5/2015
BPC2017/0286	Assembly Building - Approved by Private Certifier Private certifier did not consider previous refusal of MCU.	Approved 23/5/2017

Two Show Cause applications ENF2018/0125 and ENF2018/0127 were issued in 2018 with respect to the use of the main building as a temple. The applicant has decided to not proceed with that component of development.

More recent applications over the site that sought to address the current proposal included the following:

- MC2019/0009 – Development Permit for Material Change of Use for Apartment. An action notice was issued as an apartment is ancillary to a Dwelling House, but no application was lodged for a house on the site. The application lapsed as the items raised in the Action Notice were not resolved.
- MC2019/0019 – Preliminary Approval for Material Change of Use for Dwelling House and Apartment. An Action Notice was issued however the application lapsed as the items raised in the Action Notice were not resolved, in that an application for a Development Permit was required but not applied for.

### 3. Report

The application is for a Dwelling House and an Apartment. These buildings are located toward the rear of the site.

#### Subject Land

<b><i>SITE AND LOCALITY DESCRIPTION</i></b>	
<b>Land Area:</b>	1.1603ha
<b>Existing Use of Land:</b>	Dwelling House
<b>Road Frontage:</b>	Approx. 54.4m to Philip Court
<b>Topography:</b>	Steep slope to north and south – building site is relatively flat.
<b>Significant Site Features:</b>	Scattered vegetation – development area cleared
<b>Surrounding Land Uses:</b>	Rural Residential – houses and outbuildings

#### Existing Development

The two buildings that are the subject of this application have already been constructed on the site. Access to the site is provided by a concrete driveway that works across the slope.

Proposed Development

The proposed Dwelling House seeks to use an existing building that was originally issued with a Building Approval for a Shed. This building is located within an area that is subject to a High Bushfire Risk. The Dwelling House has an area of 431.46m<sup>2</sup>. The building has a maximum height of 7.286m.



Figure 1 – Site Plan



Figure 2 – Dwelling – Ground Floor Plan

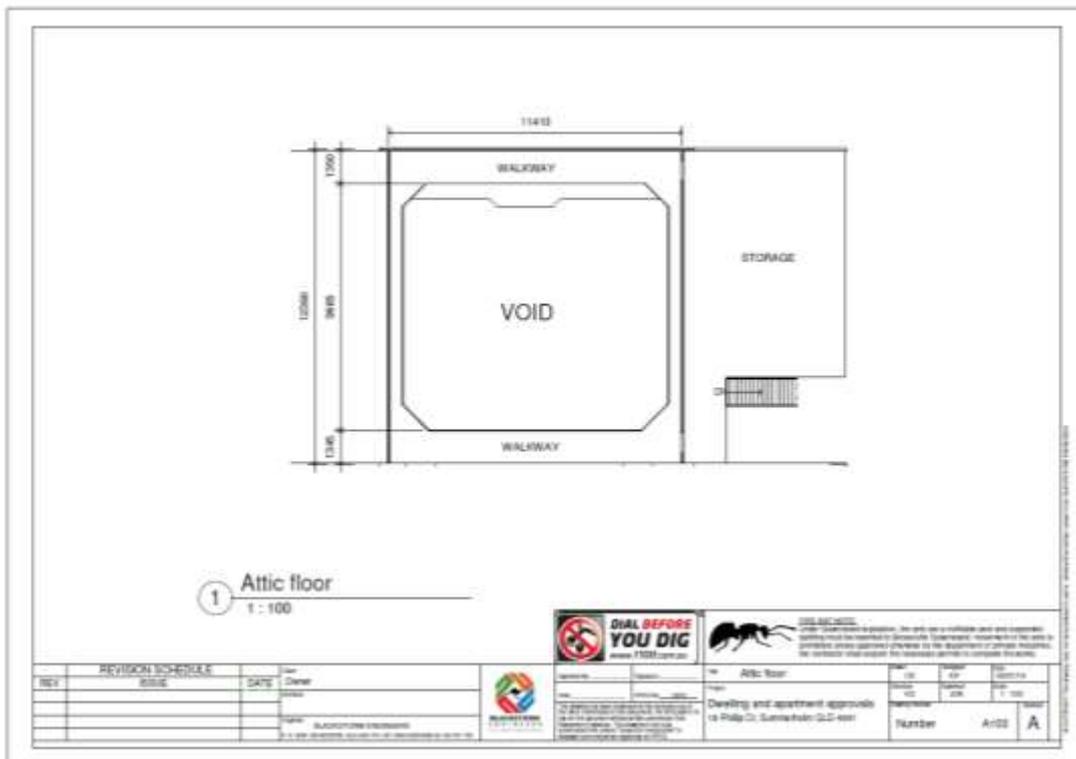


Figure 3 – Dwelling – Attic Floor Plan

The proposed apartment utilizes an existing building on the site, which has building approval for a Shed. The existing building contains a gross floor area of 54m<sup>2</sup> and a small bathroom addition with an area of 5.7m<sup>2</sup> will be constructed. The apartment will have a total area of 59.7m<sup>2</sup>.

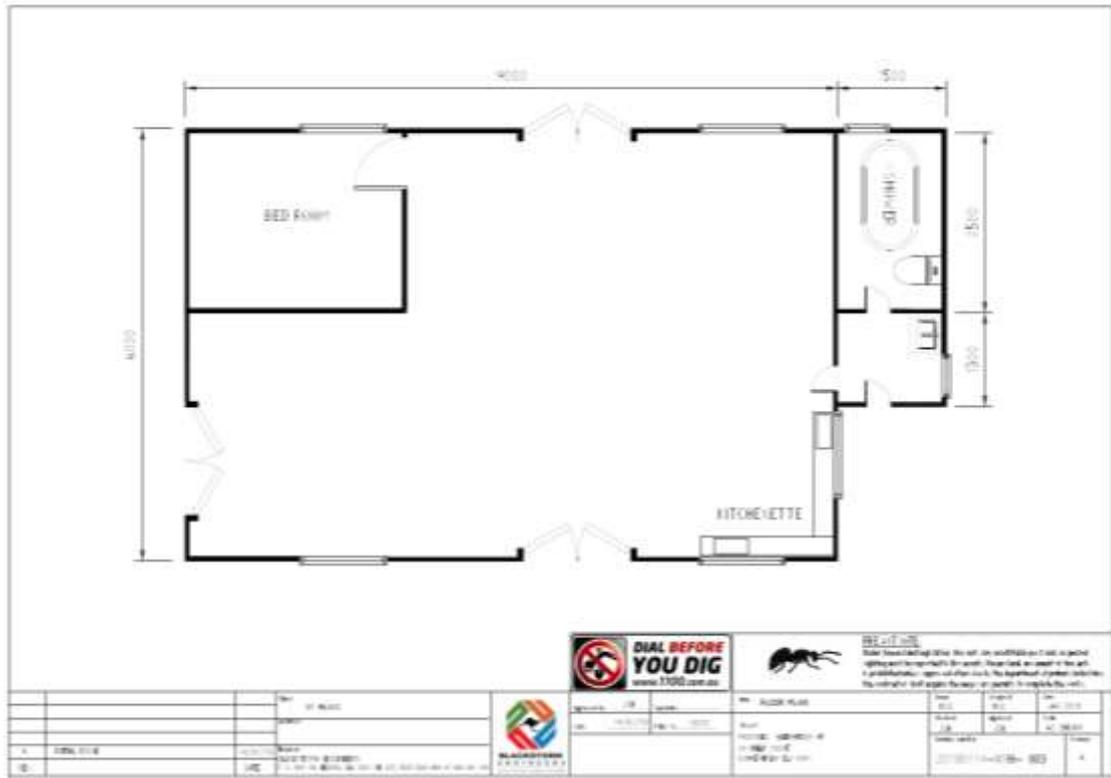


Figure 4 – Apartment Floor Plan

Both buildings require reclassification under the *Building Code of Australia*.

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

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Criteria	Proposed
Gross Floor Area	Maximum 50m <sup>2</sup>	Approx. 59m <sup>2</sup>
Building Height/ Storeys	Maximum 10m	Approx. 3.8m

**Assessment**

**Framework for Assessment**

Categorising Instruments for Statutory Assessment

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

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

- any Variation Approval

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

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

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

<b>PLANNING REGULATION 2017 DETAILS</b>	
<b>Assessment Benchmarks:</b>	Nil
<b>State Planning Policy:</b>	<ul style="list-style-type: none"> <li>• Natural hazards risk and resilience – Bushfire Hazard Area – bushfire prone area</li> <li>• Water quality – <i>Water resource catchments</i></li> <li>• Regulated vegetation management map (Category A and B extract)</li> </ul>
<b>SEQ Regional Plan Designation:</b>	Regional Landscape and Rural Production Area

#### State Planning Policy

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

The site is mapped within a water resource catchment. However, the proposed development does not trigger assessment against the State Planning Policy for Water Quality as the proposed development will not result in six or more dwellings or an impervious area greater than 25 per cent.

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

The State Planning Policy Assessment Benchmark Mapping includes part of the site within a Bushfire Hazard Area. The proposal triggers assessment against Council's Potential Bushfire Risk Overlay, which is discussed below.

#### **Assessment Benchmarks Pertaining to the Planning Scheme**

The applicable planning scheme for the application is the *Laidley Shire Planning Scheme 2003*. The following sections relate to the provisions of the Planning Scheme.

<b>Planning Scheme:</b>	<i>Laidley Shire Planning Scheme 2003</i>
<b>Zone:</b>	Rural Uplands Zone
<b>Overlays:</b>	Steep and Unstable Land Biodiversity / Ecological Significance Potential Bushfire Risk
<b>Consistent/Inconsistent Use:</b>	Consistent
<b>Assessment Benchmarks:</b>	Potential Bushfire Risk (Dwelling House) Areas of Natural Significance Code Building Dimensions Code On-site Effluent Disposal Code Residential Uses Code Rural Areas Code

#### Assessment Benchmarks – Planning Scheme Codes

- Building Dimensions Code
- On-site Effluent Disposal Code
- Residential Uses Code
- Rural Areas Code

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

#### Zone Code

##### *Rural Areas Code*

The proposed development complies with the requirements of this code. The proposed development is for a Dwelling House and an Apartment which is a residential use which is consistent with the outcomes of the zone. The development will not impact upon any significant natural or cultural assets. The proposed development will not impact upon any Good Quality Agricultural Land. The subject site is located within a previously developed area with connection to electricity, telecommunications and sealed roads.

#### Development Codes

##### *Residential Uses Code*

The proposed development generally complies with the requirements of this code.

While the buildings on site are located near the top of the existing ridgeline, the buildings are located south of the highest point of the ridge. The buildings are therefore largely obscured from view from surrounding properties. The buildings are also generally not visible from the surrounding road network. This variation is therefore considered acceptable.

The proposed Apartment exceeds the maximum gross floor area (GFA) allowed of 50m<sup>2</sup> with a proposed GFA of 59.7m<sup>2</sup>. It is noted the maximum GFA for an Annexed Unit under the Gatton Planning Scheme is 100m<sup>2</sup>. However, it is considered that the Apartment is still consistent with the Specific Outcomes of the code as the Apartment will be secondary to the dwelling house as it contains only 1 bedroom and does not contain a laundry. The applicant has identified that the Apartment is intended to be used by a relative of the landowner. This variation is therefore considered acceptable.

The Apartment itself does not strictly comply with the 3m separation between the dwelling house and Apartment, however the area between the apartment and the dwelling house contains a roofed carport structure attached to the apartment. This results in the roofs of the two buildings having a separation of approximately 2.3m. A connection is proposed between the two roofs to connect both buildings.

The proposed variations listed above are considered acceptable due to the screening of the buildings from Philip Court and the surrounding properties, the separation of the buildings from the buildings on adjoining properties and also due to the topography of the land and the clustering of the buildings toward the rear of the site.

It is considered that despite the non-compliance with the Acceptable Solutions, the development is compliant with the Specific Outcomes.

The development complies with the assessment benchmarks set out in the Building Dimensions Code and On-site Effluent Disposal Code, however a Plumbing Approval will be required.

#### Areas of Natural and Environmental Significance Overlay

Part of the property is subject to the Steep and Unstable Land overlay. This relates primarily to the front half of the site, which is not the part of the site containing the dwelling house or apartment. Access to the subject buildings is provided by a very steep concrete driveway. As the development is only for residential purposes, and does not involve a commercial or community use, it is considered the driveway is suitable for purpose.

#### *Bush Fire Prone Areas*

The buildings are located within areas mapped as Medium Potential Bushfire Risk and High Potential Bushfire Risk. The applicant provided a Bushfire Management Report prepared by Batley Ole Keko which included several recommendations to adequately mitigate the bushfire risk. The report identified a Bushfire Attack Level (BAL) of 29. The report recommended that an adequate water supply be available solely for firefighting purposes as the subject site is not within an area served by reticulated water.

The development has been provided with water tanks with a capacity of 160,000 litres, which exceeds the Planning Scheme requirement of 22,500 litres.

The proposed apartment is setback approximately 120m from Philip Court. The first 75m of driveway from the front boundary of the site has a change in level of approximately 23m, resulting in a driveway slope of approximately 1 in 3.3 or 30.3%.

The report recommended that a minimum 5,000L be available, however based on the very steep drive it is unlikely that emergency services would enter the property, and the availability of 160,000 litres of water tanks on site, it is recommended that a minimum 22,500L solely for firefighting purposes be available at all times, consistent with the requirements of the code. This measure will contribute toward mitigating the risk of bushfire to people and property.

Given the bushfire attack level calculated by the report, the buildings will require specific construction requirements with respect to walls, windows, doors, eaves and roofs. This will require separate action by a building certifier.

It is considered the proposed development complies with the requirements of this code.

#### *Biodiversity / Ecological Significance*

The rear corner of the site is subject to the Biodiversity (Ecological Significance) overlay. The buildings area within 200m of the area identified as Very High Ecological Significance, however no disturbance is proposed in proximity to the land within the overlay.

The proposed dwelling and apartment are not located within Council's Biodiversity Overlay and the area around the buildings are relatively clear of vegetation. The subject site does contain vegetation that is mapped as regulated vegetation by the Department of Natural Resources, Mines and Energy,

however the proposed development is exempt from consideration and is not located within a mapped vegetation area that triggers referral.

An advisory note has been recommended that the relevant state government departments be contacted prior to any vegetation clearing occurring to ensure any vegetation that is proposed to be cleared is located outside of these mapped areas.

Conditions have been applied to address the requirements of the overlays.

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

Not applicable

#### **Consultation**

##### Referral Agencies

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

##### Internal Referrals

The application was referred to Council's Building and Plumbing Sections. Council's Building section requires that a Development Approval for Building Works is required for the Change of Building Code Classification (10a to 1a) prior to the commencement of any building work. Additional work may be required to bring the buildings up to standard.

Council's Plumbing section advised a plumbing permit will be required or the existing plumbing permit PLD2015/0093 will require an amendment. Fees and new plans will be required to be submitted for an amendment to the permit.

The application was also referred to Council's Development Engineering Section.

Relevant conditions have been applied that address the above referrals.

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

No infrastructure charges are applicable to the proposed development.

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

Following a decision made by Council on the application, the applicant may seek a Negotiated Decision against Council's decision.

While the previous show cause notice related to use of the site as a Place of Worship, the application is not for a Place of Worship. If it is proposed to utilise the Dwelling House as a Place of Worship in the future, a separate Material Change of Use application would be required, and the merits of that application would need to be considered at that time.

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

Following a decision made by Council on the application, the applicant may seek a Negotiated Decision against Council's decision.

**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 proposed development is recommended for approval subject to conditions.

**9. Action/s**

Advise the applicant of Council's decision.

**Attachments**

[1](#) 18 Philip Court Attachments 6 Pages





1 Dwelling ground Floor  
1 : 150



**FIRE ANT NOTE:**  
Under Queensland legislation, fire ants are a notifiable pest and suspected sighting must be reported to Biosecurity Queensland. movement of fire ants is prohibited unless approved otherwise by the department of primary industries. the contractor shall acquire the necessary permits to complete the works.

REVISION SCHEDULE			Client
REV	ISSUE	DATE	Owner
			Architect
			Engineer
			BLACKSTORM ENGINEERS P. O. BOX 180 KEEDRON, QLD 4031 PH: (07) 3630 5020 ABN 40 163 791 722

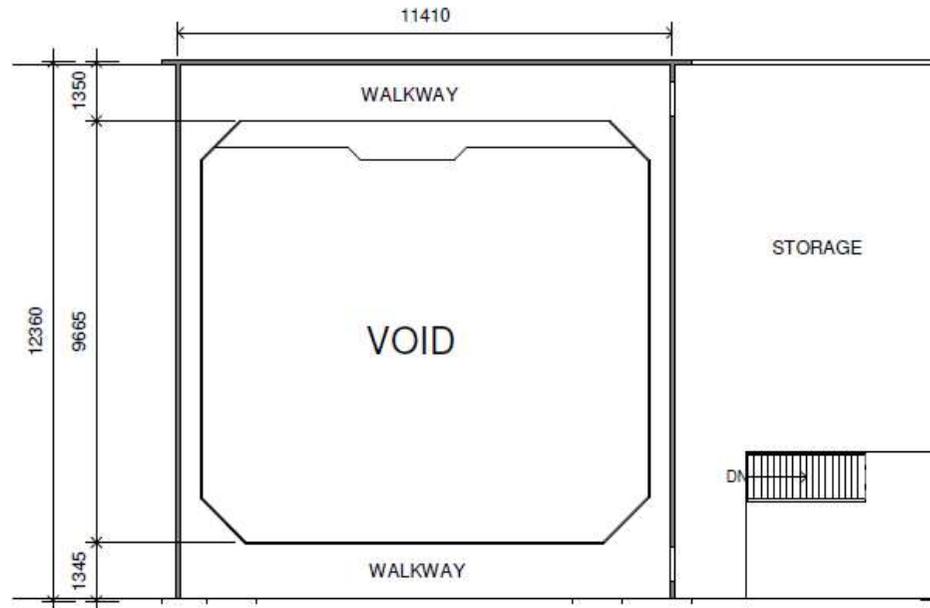


Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ RPEQ No. 130720  
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Title: Dwelling Ground Floor  
Project: Dwelling and apartment approvals  
18 Philip Ct, Summerholm QLD 4341

Drawn	CK	Designed	KP	Date	03/01/19
Checked	KC	Approved	Approver	Scale	1 : 150
Drawing Number	Number		A102	Revision	A

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1 Attic floor  
1 : 100

REVISION SCHEDULE			Client
REV	ISSUE	DATE	Owner
			Architect
			Engineer
			BLACKSTORM ENGINEERS P. O. BOX 180 KEORON, QLD 4081 PH. (07) 3630 5020 ABN 49 163 791 722

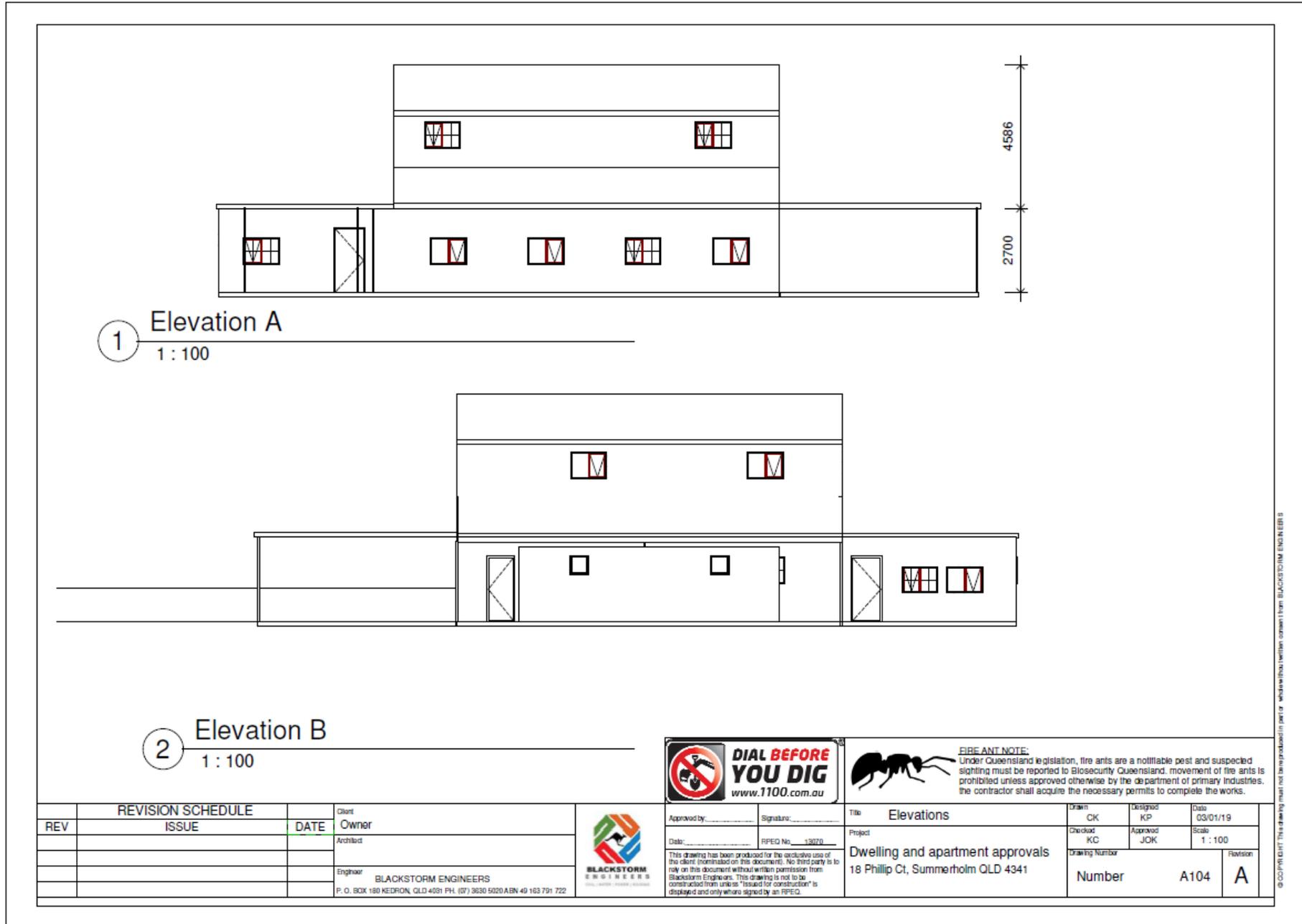


**FIRE ANT NOTE:**  
Under Queensland legislation, fire ants are a notifiable pest and suspected sighting must be reported to Biosecurity Queensland. Movement of the ants is prohibited unless approved otherwise by the department of primary industries. The contractor shall acquire the necessary permits to complete the works.

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ RPEQ No. 43078  
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Title: Attic floor  
Project: Dwelling and apartment approvals  
18 Philip Ct, Summerholm QLD 4341

Drawn: CK	Designed: KP	Date: 03/01/19
Checked: KC	Approved: JOK	Scale: 1 : 100
Drawing Number: Number	Revision: A103	Revision: A



**FIRE ANT NOTE:**  
Under Queensland legislation, fire ants are a notifiable pest and suspected sighting must be reported to Biosecurity Queensland, movement of the ants is prohibited unless approved otherwise by the department of primary industries. The contractor shall acquire the necessary permits to complete the works.

REVISION SCHEDULE			Client
REV	ISSUE	DATE	Owner
			Architect
			Engineer
			BLACKSTORM ENGINEERS P. O. BOX 180 KEDRON, QLD 4031 PH. (07) 3630 5020 A.B.N 49 163 791 722



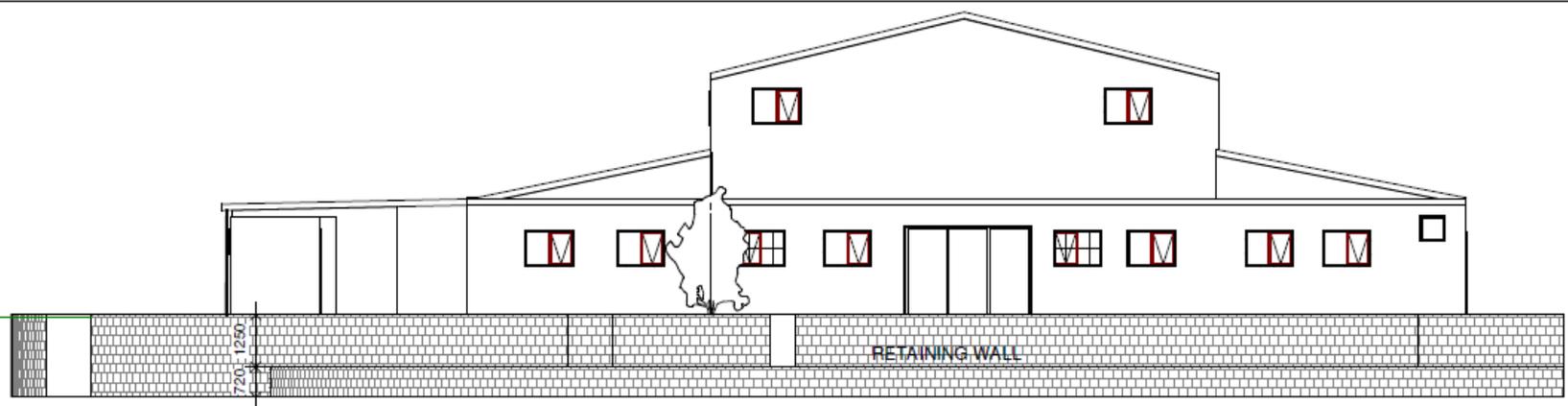
Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ RPEQ No. 13070

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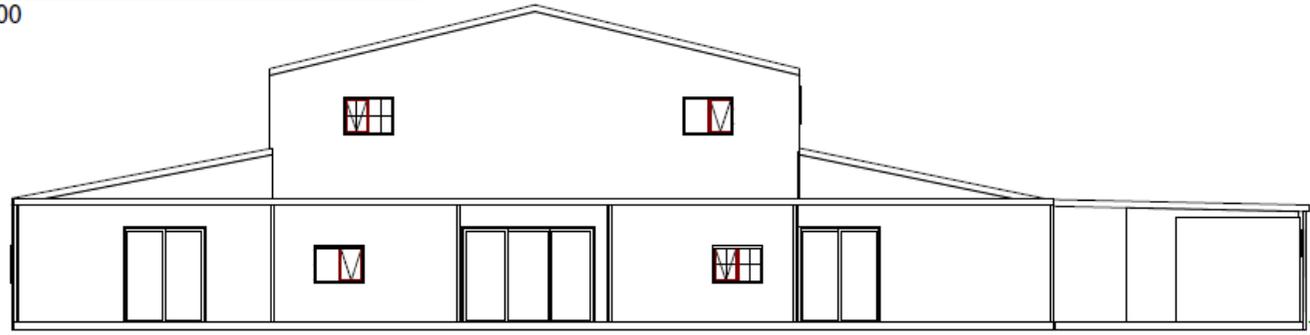
Title: Elevations  
Project: Dwelling and apartment approvals  
18 Philip Ct, Summerholm QLD 4341

Drawn CK	Designed KP	Date 03/01/19
Checked KC	Approved JOK	Scale 1 : 100
Drawing Number Number		Revision A104 A

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1 Elevation C  
1 : 100



2 Elevation D  
1 : 100



**FIRE ANT NOTE:**  
Under Queensland legislation, fire ants are a notifiable pest and suspected sighting must be reported to Biosecurity Queensland. movement of fire ants is prohibited unless approved otherwise by the department of primary industries. the contractor shall acquire the necessary permits to complete the works.

REVISION SCHEDULE			Client
REV	ISSUE	DATE	Owner
			Architect
			Engineer
			<b>BLACKSTORM ENGINEERS</b> P. O. BOX 180 KEDRON, QLD 4031 PH. (07) 3030 5020 ABN 49 163 791 722

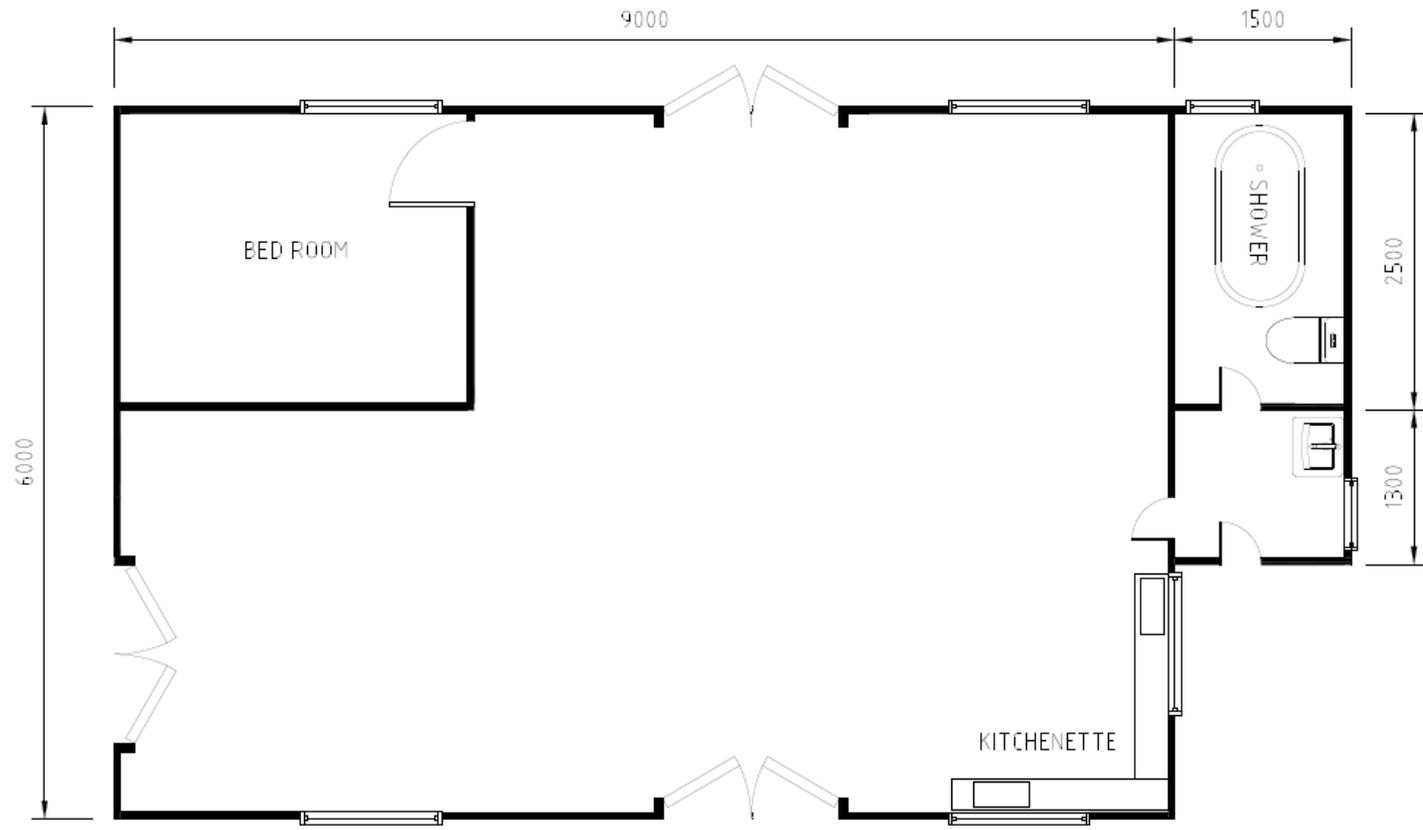


Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ RPEQ No. 13828

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Title <b>Elevations</b>		Drawn CK	Designed KP	Date 03/01/19
Project <b>Dwelling and apartment approvals 18 Philip Ct, Summerholm QLD 4341</b>		Checked KC	Approved JOK	Scale 1 : 100
drawing Number <b>Number</b>			<b>A105</b>	Revision <b>A</b>

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**FIRE ANT NOTE:**  
Under Queensland legislation, fire ants are a notifiable pest and suspected sighting must be reported to Biosecurity Queensland. Movement of fire ants is prohibited unless approved otherwise by the department of primary industries. The contractor shall acquire the necessary permits to complete the works.

		Client: WY HUANG			Approved by: JCK Date: 14/01/19	Signature: _____ RFB No.: 13070	Title: FLOOR PLAN  Project: PROPOSED ALTERATIONS AT 18 PHILIP COURT SUMNERHILL QLD 4341	Drawn: KSC Checked: JCK	Designed: KSC Approved: JCK	Date: JAN 2019 Scale: AS SHOWN	Drawing number: 20190114-WYH- 003 Revision: A
			Architect:								
A	INITIAL ISSUE	14/01/19	Designer: BLACKSTORM ENGINEERS P. O. BOX 180 IERON, QLD 4031 PH: (07) 3630 5020 ABN 43 626 291 165								
REV		DATE									

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**NORTHERN ELEVATION**  
Dimensions: 4000 (width), 2400 (height). Features: Two pairs of windows.

**EASTERN ELEVATION**  
Dimensions: 9000 (width), 1500 (height). Features: Sliding door, two pairs of windows, and a small window.

**SOUTHERN ELEVATION**  
Dimensions: 4000 (width), 2400 (height). Features: One pair of windows and a small window.

**WESTERN ELEVATION**  
Dimensions: 9000 (width), 1500 (height). Features: Sliding door, two pairs of windows, and a door.

**LEGEND**

Client	WY HUANG
Contractor	
Issue	14/01/19
Drawn	14/01/19
Checked	14/01/19
Scale	AS SHOWN

**NOTES**

- REVISED ACCORDING TO CLIENT REQUEST
- INITIAL ISSUE

**REVISIONS**

No.	Description	Date
1	REVISED ACCORDING TO CLIENT REQUEST	14/01/19
2	INITIAL ISSUE	14/01/19

**APPROVALS**

Client	WY HUANG
Contractor	
Issue	14/01/19
Drawn	14/01/19
Checked	14/01/19
Scale	AS SHOWN

**PROJECT INFORMATION**

Project Name: 18 PHILIP COURT  
Project No.: 20190114-WYH-005

**DATE**  
14/01/19

**SCALE**  
AS SHOWN

**PROJECT LOCATION**  
18 PHILIP COURT  
SUVA

**PROJECT NO.**  
20190114-WYH-005

**PROJECT STATUS**  
B

**LEGAL NOTICE**  
Under Queensland legislation, the arts are a notifiable part and suspected sightings must be reported to Queensland Government of the arts is prohibited unless approved otherwise by the department of primary industries. the contractor shall acquire the necessary permits to complete the work.

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**12. CORPORATE AND COMMUNITY SERVICES REPORTS****12.1 Executive Manager Corporate and Community Services Monthly Report - September 2019****Date:** 01 October 2019**Author:** David Lewis, Executive Manager Corporate & Community Services**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

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

**Officer's Recommendation:**

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

**Report****1. Introduction**

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

**FINANCE AND CUSTOMER SERVICES****FINANCE****Revenue Services**

- As at 27 September, 81.49% of the first levy for 2019-20 had been collected with the due date being 6 September for most properties. An extended due date to 8 October is in place for approximately 1,100 properties affected by large increases.
- Nine (9) of the 14 properties issued with a Notice of Intention to Sell have cleared their arrears. Letters have been sent to the remaining owners advising that now that the statutory waiting

period is over, Council can set an auction date with 14 days notice. The auction is expected to be held in mid-November.

**Accounting Services**

- The external audit has been completed and signed off. Only one significant issue, being the self-reported procurement issue was identified.
- Meetings have been held with responsible officers to identify the carry forward capital works budget review for presentation to Council at a workshop in October. The requirement to present to a Council workshop is has delayed the approval of the carry-forward budget and may in turn impact the timings of some projects.

**Payroll and Accounts Payable**

- The EB increase for office-based staff was processed in September.

**Procurement and Stores**

Recommendations from the Procurement Review are being implemented and the project is on track.

**CUSTOMER SERVICES**

- The year to date service level remains higher than the target range. Calls answered in the call centre are on target at 81.50%.
- The Customer Service Team continues to be involved in many of the Voice of the Customer Working Groups.
- The number of calls is on par with the previous year with similar numbers of rates enquiries associated with the issue of the first levy.

For the Month of September							
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time	
YTD	6,892	6,714	64	120	88.64%	0:11:44	
Current Month	2,393	2,329	23	41	87.07%	0:11:44	
▲ to previous	2393	2329	23	41	87.07%	0:11:44	
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	1,242	81.50%	0:04:00	96	0:08:11	144	
Current Month	394	83.08%	0:03:56	39	0:08:00	52	
▲ to previous	394	83.08%	0:03:56	39	0:08:00	52	
YTD Trend	↕	↕	↕	↕	↕	↕	

Note: The service level target is between 75% to 80% - ● <75% ● 75% - 81% ● > 81%

**BUILDING AND FACILITIES**

A table of the status of the major projects being managed by Buildings and Facilities follows.

Project	September 2019 Activity
---------	-------------------------

Project	September 2019 Activity
Cahill Park Amenities	<ul style="list-style-type: none"> <li>All internal and external fit out works completed.</li> <li>Completed external site works to shape levels and clean the site.</li> </ul>
Cahill Park Lighting	<ul style="list-style-type: none"> <li>Installation of the electrical conduits and pits to the location of each pole has been completed.</li> <li>Installation of the footings for the new light poles to the netball courts and the rugby/cricket fields.</li> </ul>
Gatton Shire Hall Services Compliance Upgrade	<ul style="list-style-type: none"> <li>Engaged a Principal Design Consultant.</li> <li>Carried out an initial site inspection with consultants to review the condition of the existing services and equipment.</li> <li>Review the consultants 'reverse brief' to approve the scope of works.</li> </ul>
Transportable Amenity Buildings	<ul style="list-style-type: none"> <li>Architectural consultant has submitted the detailed design for Council review.</li> <li>Preliminary engineering drawings have been submitted for Council review.</li> <li>Works completed on modifying the Spring Bluff amenities building to suit the site, due to underground stormwater pipe locations.</li> </ul>
LIEC Retaining Wall Review	<ul style="list-style-type: none"> <li>Engineer consultant to finalise design documentation for Council review.</li> </ul>
LIEC Equestrian Centre Compliance	<ul style="list-style-type: none"> <li>Principal consultant and disciplined engineers progressing with design documentation.</li> </ul>
Laidley Youth Centre Ramp and Stairs	<ul style="list-style-type: none"> <li>Request for Quote process was undertaken; the submissions received were over budget</li> <li>Design consultant to implement scope reduction methods to reduce costs and then re-issue for quotes.</li> </ul>
Neilsen's Place Shade Structures (Laidley Mall)	<ul style="list-style-type: none"> <li>Councillor Workshop undertaken.</li> </ul>
Lockyer Valley Cultural Centre A/C re-design	<ul style="list-style-type: none"> <li>A work in progress by project team, to draft a scope of works and collect data to determine the heat load throughout the building and any inefficiencies with the design. In progress.</li> </ul>
Laidley Saleyards Drainage	<ul style="list-style-type: none"> <li>Infrastructure Works and Service Planning and Design team are working on a preliminary design for a suitable drainage solution.</li> </ul>

## LIBRARIES

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



- School holiday activities have commenced with 14 structured activities as well as other ad-hoc adventures including scavenger hunts, board games and colouring in activities.
- The RADF supported puppet workshops were very successful with parents enjoying the workshops as much as the children. Feedback from parents and children was extremely positive. Two (2) workshops were run at each library with a total of 92 children in attendance. We also posted a short video clip relating to the workshops with over 2,200 views.
- The libraries are participating in a benchmarking survey program through Culture Counts. This is a survey platform that will help generate greater understanding of how to measure, analyse, and articulate the unique value of libraries to the community. The survey will be rolled out in stages firstly to library staff, followed by Council staff and then the community.
- Many larger events were held this month to promote children’s literacy and First 5 Forever including our quarterly themed outreach event Pirates in the Park, as well as Under 5’s day at Laidley and Under 8’s day at Gatton.

**Art Gallery**

- Our current exhibition is ‘Perceptions’ by Lockyer District High Students. The opening attracted over 65 attendees, with many visitors and family members also subsequently visiting the exhibition since. This exhibition closes on Sunday, 27 October.
- The next exhibition ‘Fractions of existence’ by Lockyer Valley Camera Club will open on Friday, 1 November.
- RADF 2019-20 has been co-signed by Arts Queensland and Council. Council will now initiate RADF 2019-20 activities.
- A memorandum of understanding has been submitted to Flying Arts for an exhibition - ‘State of Diversity’ which will hopefully be scheduled in March/April 2020.

**CHILDCARE**

The occupancy rate for Gatton Childcare in September 2019 was 84%.

Community Awareness Programs undertaken in September included:

- Child Protection Week, 1 – 7 September

- Early Childhood Educators Day Wednesday, 4 September
- International Talk like a Pirate Day, 19 September.

### **HEALTH, WASTE AND REGULATORY SERVICES**

A total of 337 Health, Waste and Regulatory Services related CRMs were received by Council within September with 141 remaining open at month end.

#### **Environmental Health**

- Issued one (1) Information Request for a new Food Business Licence
- Issued one (1) Design Approval for a Food Business Licence
- Approved two (2) Food Business Licences
- Accredited one (1) Food Safety Program for a Child Care Centre
- Cancelled one (1) Food Business Licence
- Conducted two (2) Food Business Licence inspections
- Approved one (1) Temporary Entertainment Permit
- Conducted four (4) Enforcement inspections
- Issued one (1) Public Health Order for Asbestos
- Conducted Mosquito Monitoring in Gatton (annual inspection program) and found no exotic mosquito species
- Conducted Mosquito Monitoring in Kensington Grove (complaint inspections) and found a number of containers breeding mosquitos.

#### **Local Laws**

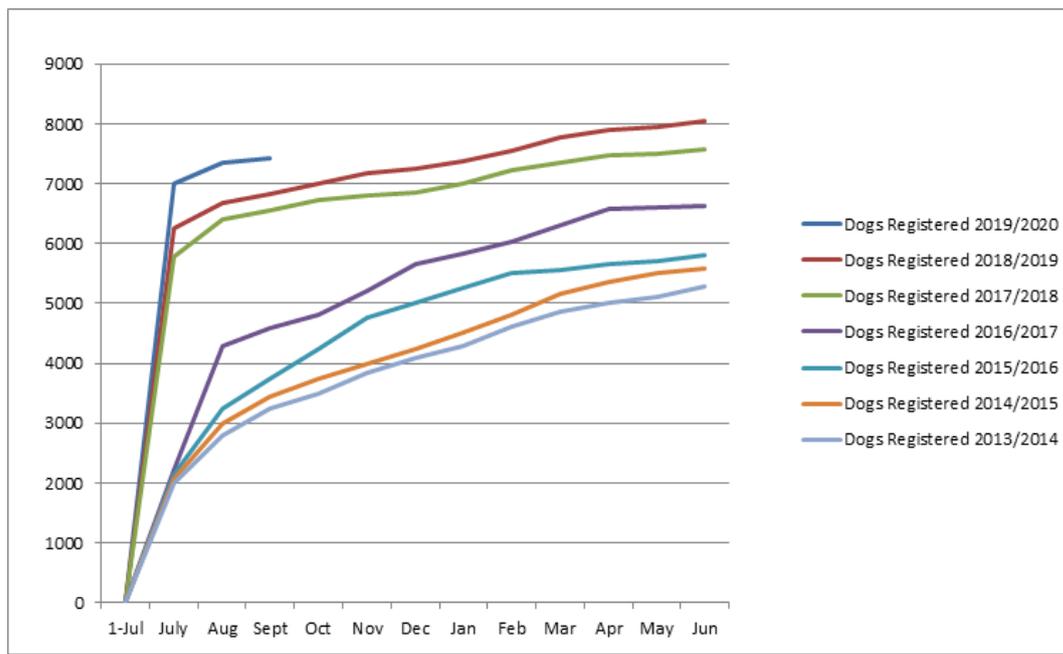
Dog Registration Renewals were issued on 30 May 2019 with payment due by 26 September 2019.

Currently 7,435 dogs are registered for 2019-20.

During September 2019, there were two (2) dog attacks on a person with a further three (3) attacks on animals.

Within September, 33 Warning Notices and 8 Infringement Notices were also issued to animal owners by Local Laws Compliance Officers.

The following graph highlights recent trend sin dog registrations by financial year.



**Waste Management**

- Initial discussions with and data submission to the LGAQ LG Sherlock Team. This initiative will eventually allow Council to benchmark its waste streams against other Queensland local authorities
- Environmental groundwater monitoring was completed
- August levy data submitted successfully
- 2019 local government waste data submitted
- Recycle presentation at Kate’s Place early learning centre Helidon
- Gatton Waste facility was host site for chemical collection 2019 - Chem Clear (Ag Safe).

**INFORMATION SERVICES**

A table of the status of the major initiatives being managed by Information Services follows.

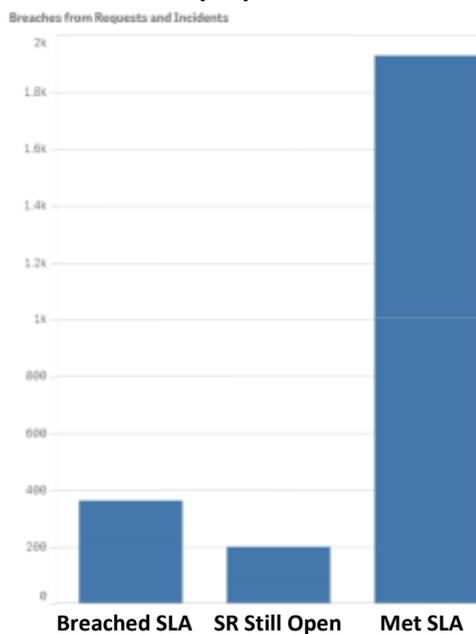
ICT	<ul style="list-style-type: none"> <li>• Work is progressing on moving existing connections over to AusIT as our new telecommunications supplier. There is a risk that ISDN connections may be disconnected prior to being moved over.</li> <li>• The procurement process for the supply of ICT Leasing arrangements is nearing completion.</li> <li>• The procurement process for the development of an Office 365 roadmap and associated governance framework has been completed with work expected to commence in October.</li> <li>• Work is continuing as opportunities arise to encourage the use of the Secure Signing digital signature solution.</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>• Reviewing LISA service level statistics to determine current service level and then reviewing for potential improvements.</li> <li>• 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</li> </ul>

	procedures have been completed.
GIS	<ul style="list-style-type: none"> <li>Working with Planning on the Planning Scheme.</li> <li>Working with Planning on the Flood Information Portal project.</li> <li>Working with Business Systems to transition from on premise to the TechnologyOne cloud environment.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>An information Services Risk Register has been developed and approved.</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>Scanning and transfer of historical minute books will be completed over the next four (4) months.</li> <li>The updated Information Management Policy and Guideline has been approved by the Chief Executive Officer. A Communication strategy is currently being developed to ensure staff are aware of the requirements.</li> </ul>

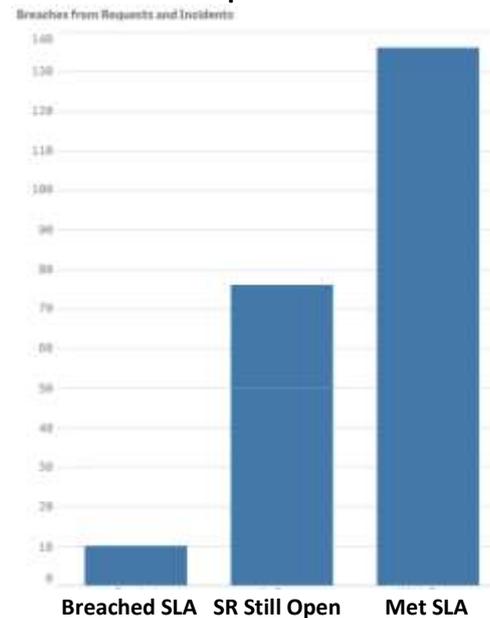
Key Information Services performance statistics for September 2019 and the year to date follow.

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

**Number of Service Requests that Met SLA – YTD to 25/09/2019**

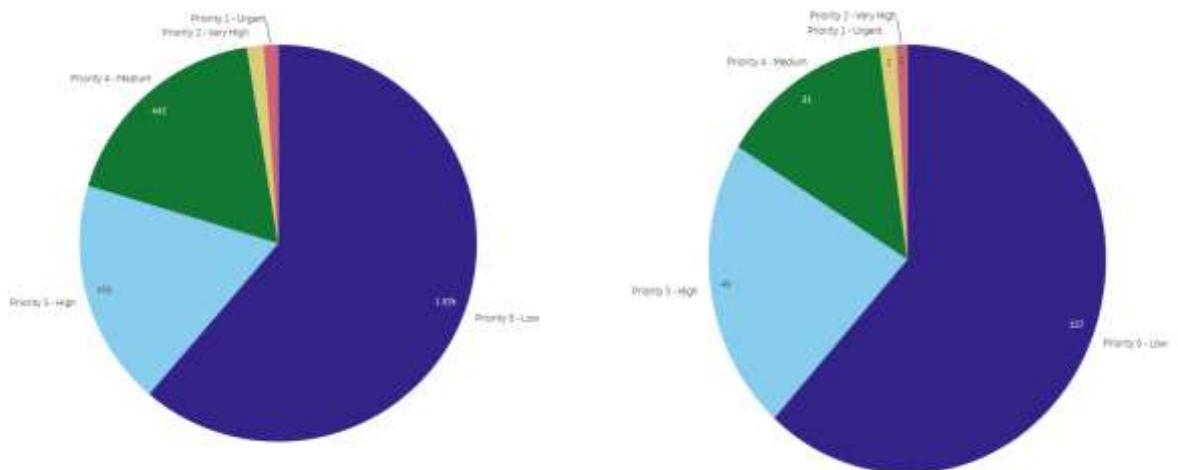


**Number of Service Requests that Met SLA – September 2019**



**Number of Service Requests by Priority – YTD to 25/09/2019**

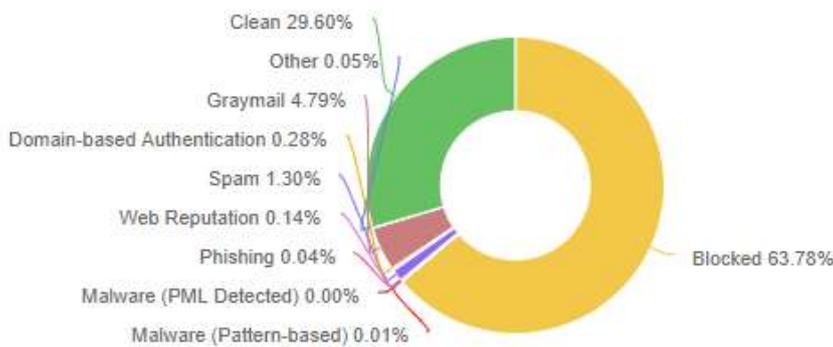
**Number of Service Requests by Priority – September 2019**



**Email Block Statistics**

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

Threats for lvrq.qld.gov.au – Month of 09/2019



Digital Signatures Usage Trend

**DISASTER MANAGEMENT**

Planning for the annual disaster exercise “Shaky Ground” is well underway with confirmation of scenario, exercise management team, date and time and key participants completed. The desktop scenario will involve a major landslip scenario requiring the activation of multiple agencies.

**Bushfire Activity Update**

The Lockyer Valley Local Disaster Management Group Bushfire sub-committee meeting was held on 19 September.

During the fire season for September 2018 there were 88 jobs for the West Moreton region.

In the first 19 days of September 2019 there were already 75 jobs for West Moreton with 30 in Lockyer Valley. While 29 of these fires had no significant threat, one (1) was a threat to property. During this period, the Grantham Incident Management Team was active for 8 days with 66 responses locally and 183 responses to Cunungra.

Due to the increased fire danger levels experienced recently including Total Fire Bans, Council has been working closely with RFSQ to ensure they receive the support they need during bushfire events. Internal arrangements are in place to expedite the deployment of assets such as water tankers.

The Manager Disaster Coordination represented Council at the Queensland Reconstruction Authority's Resilient Australia Awards in Brisbane. LVRC was a co-winner of the Government Award for Queensland for the Brisbane River Strategic Floodplain Management Plan. This project was carried out with three partner Councils as well as other Government agencies and entities.



September 2019 SES activations included:

- 5 September – Assistance to QRFS with the movement of vehicles
- 07 September – Assistance to QRFS at Stanthorpe with VCE
- 8 September – Assistance to QRFS at Stanthorpe with
- 8 September – Assistance to QRFS in the Incident Control Centre at Grantham
- 9 September – Assistance to QRFS in the Incident Control Centre and assisted with logistic support at Grantham
- 9 September - Storm Damage Operation at 2273 Flagstone Creek Rd
- 9 September – Assistance to QRFS with cutting a tree down in Gatton creek
- 11 September - Storm damage operation 18 Mulgowie Rd Laidley, door blown in on a shed
- 15 September – Assistance to QAS with a patient retrieval from Gatton hospital via helicopter which was landed at Lockyer Valley District High School

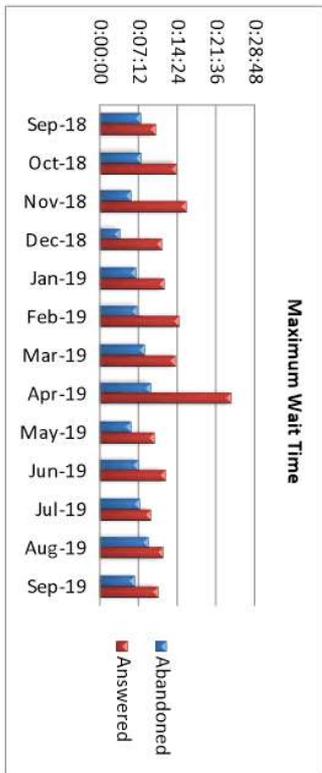
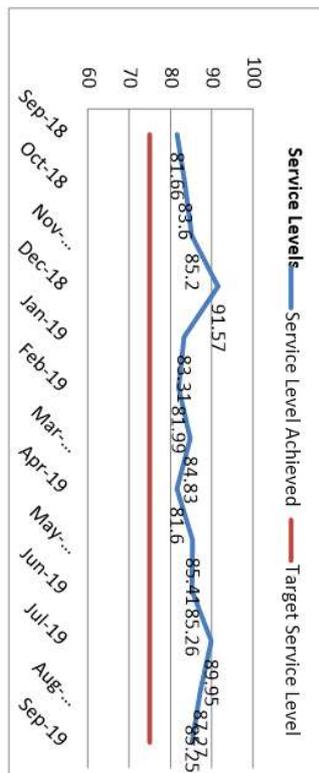
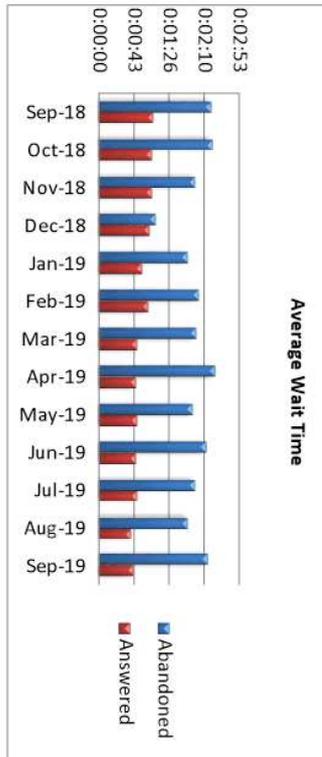
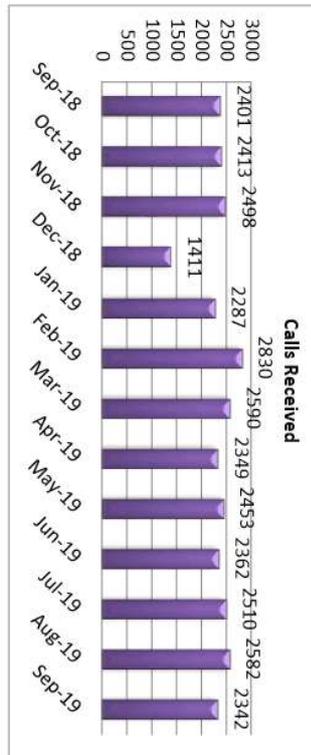
- 18 September – Assistance to QAS with a patient retrieval from Gatton hospital via helicopter which was landed at Gatton showgrounds
- 19 September – Assistance to QAS with a patient retrieval from Gatton hospital via helicopter which was landed at Gatton showgrounds.

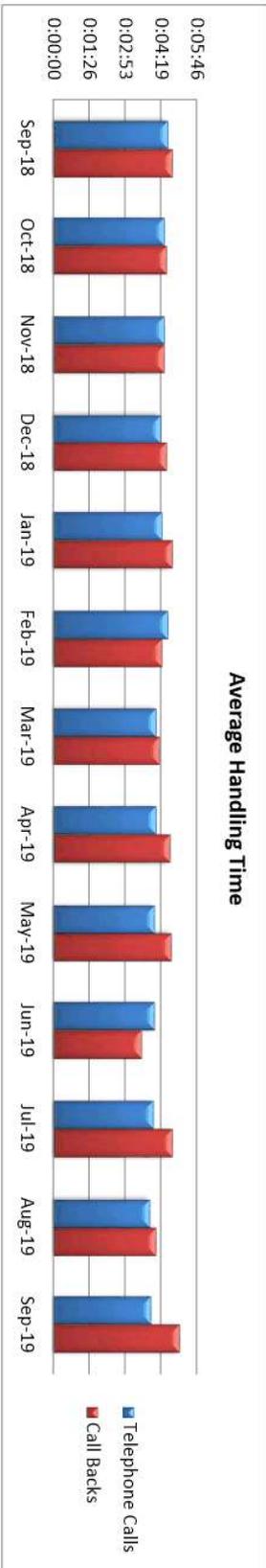
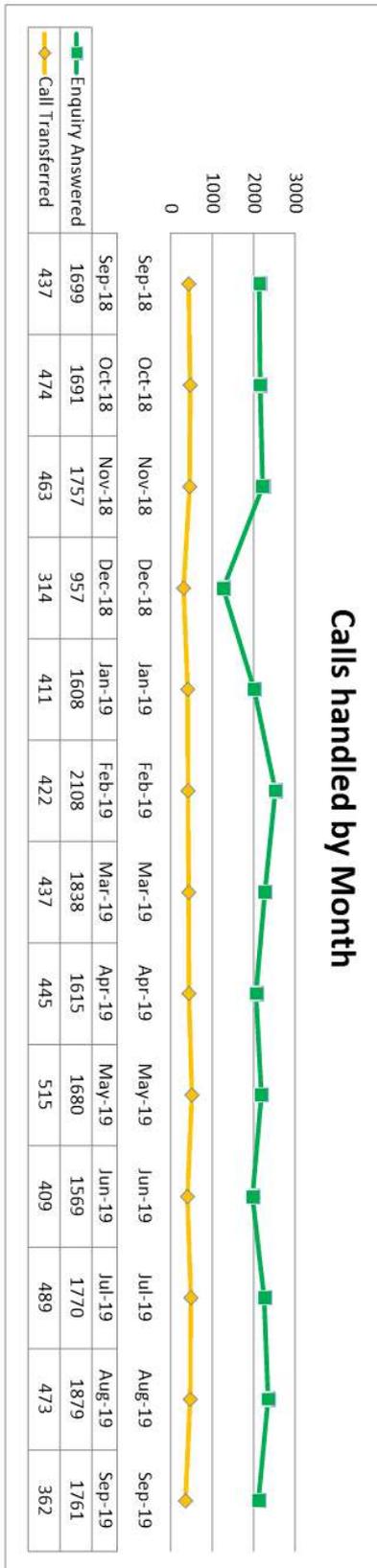
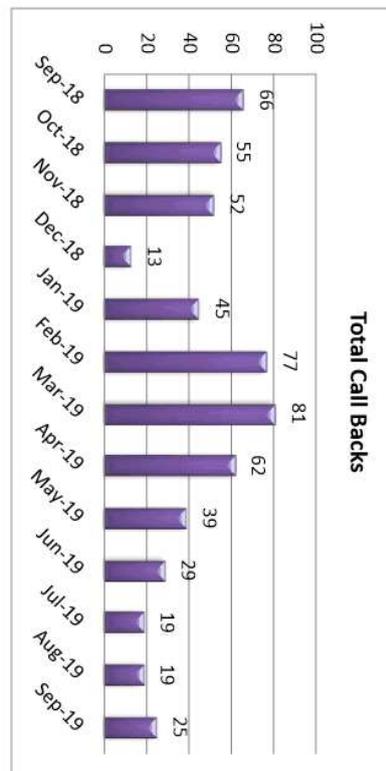
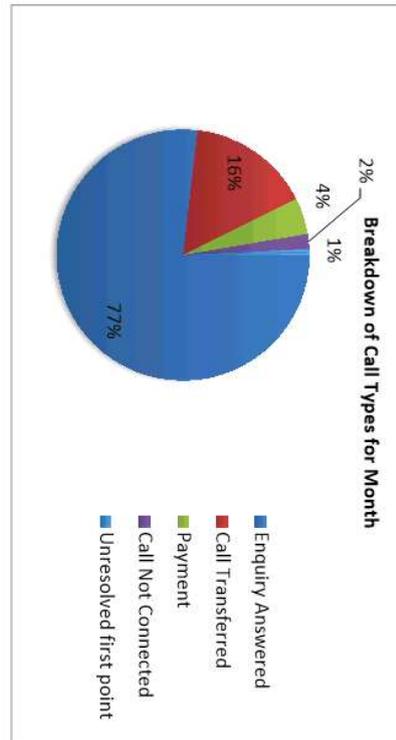
### **Attachments**

[1](#)  Customer Service Monthly Report - September 2019 6 Pages

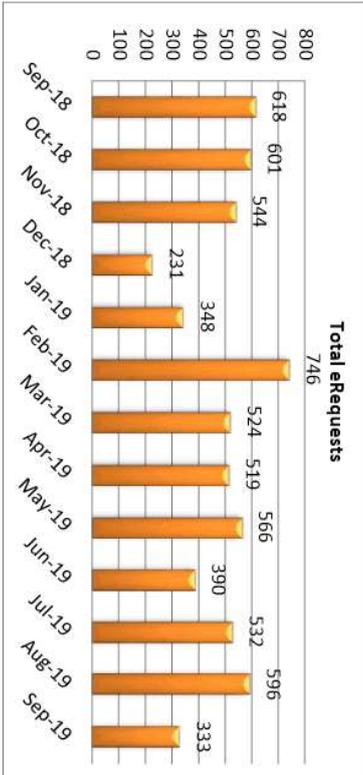
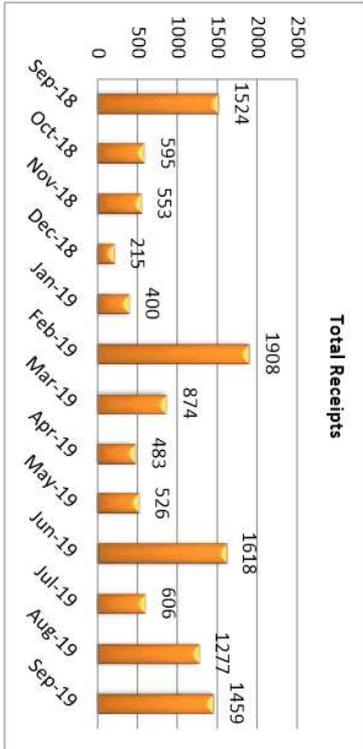
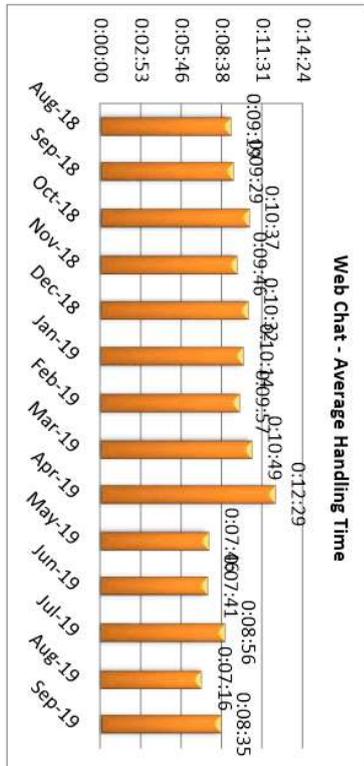
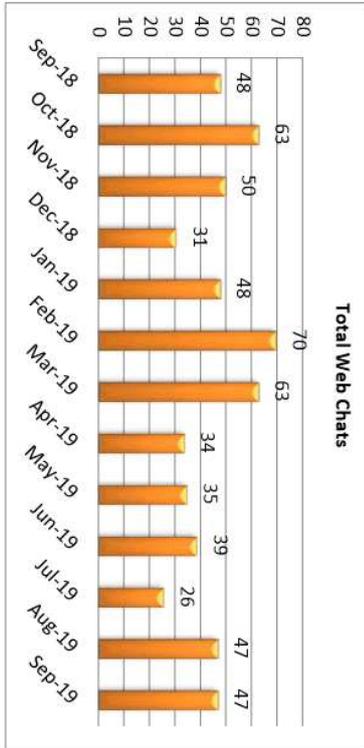
Lockyer Valley Regional Council – Customer Service Monthly Statistics – September 2019

Telephone



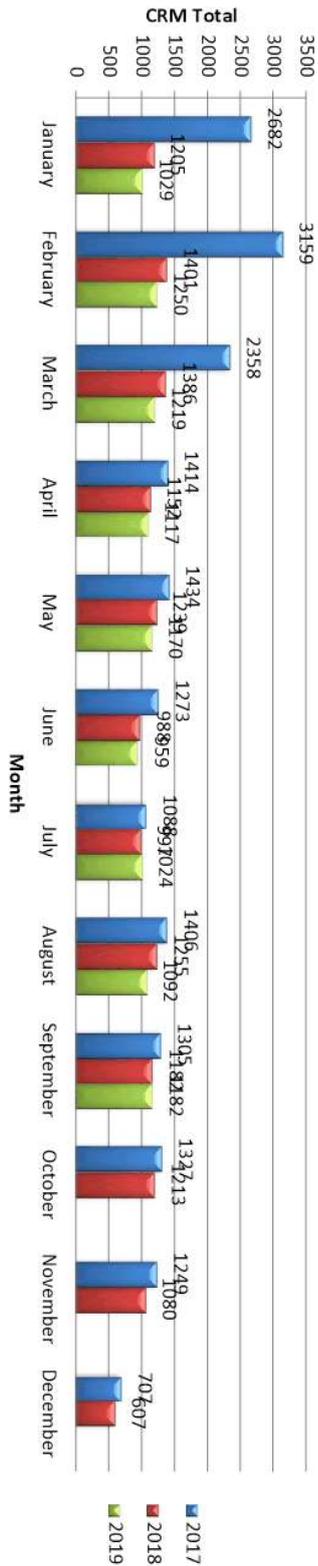


Live Chat, ERequests & Receipts

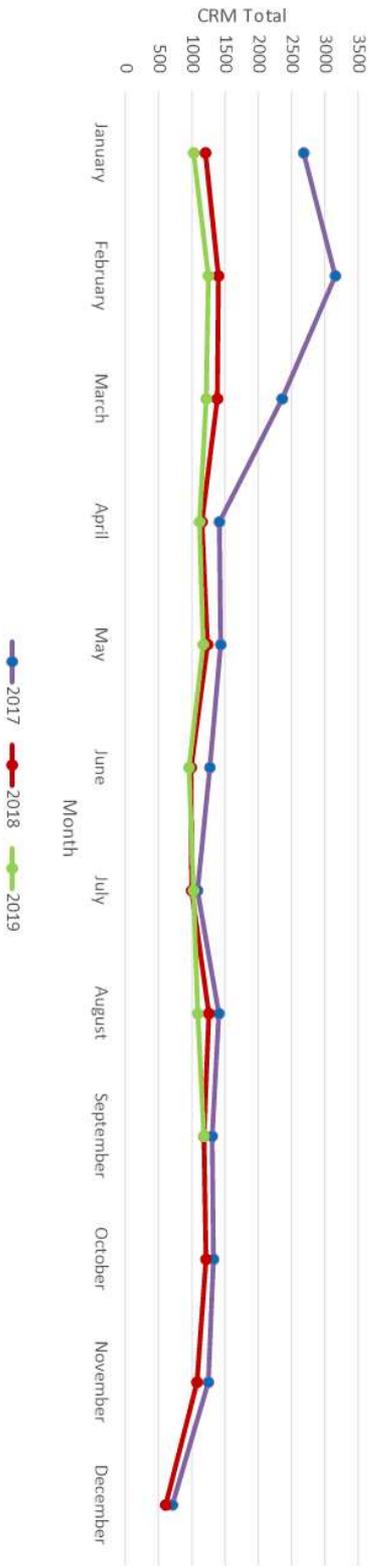


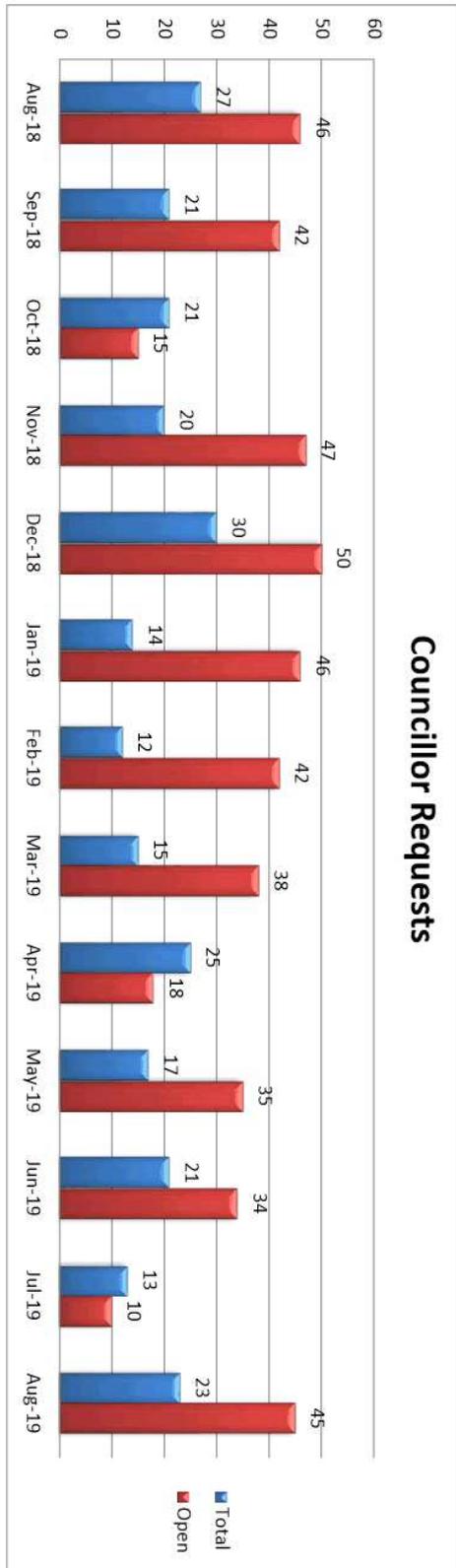
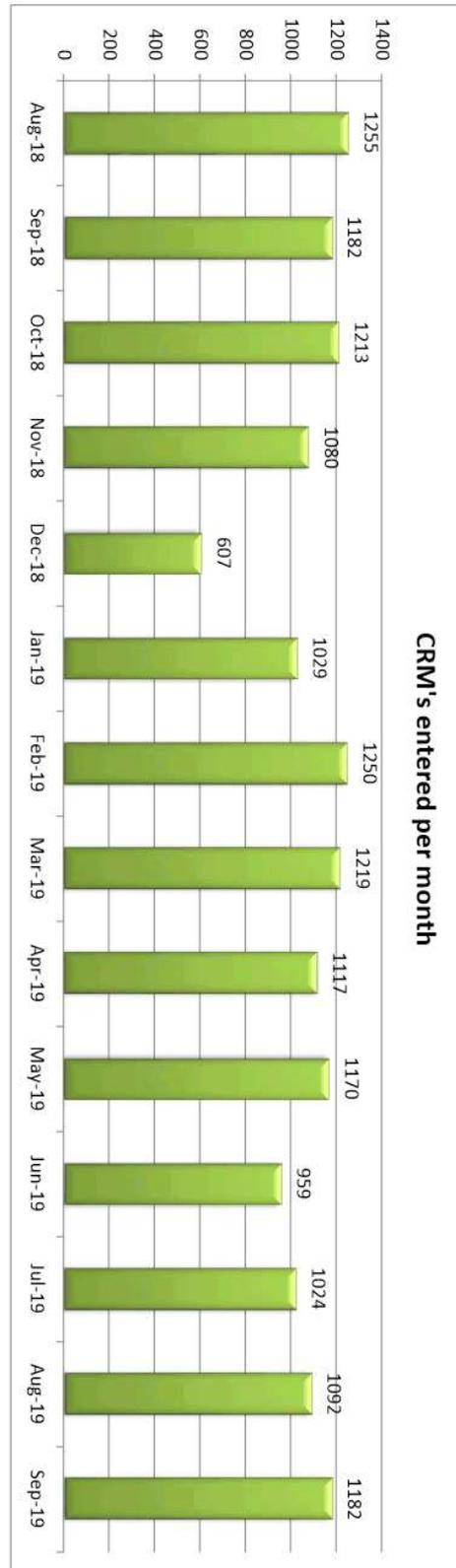
Customer Requests

CRM Month Comparison 2017-2018-2019

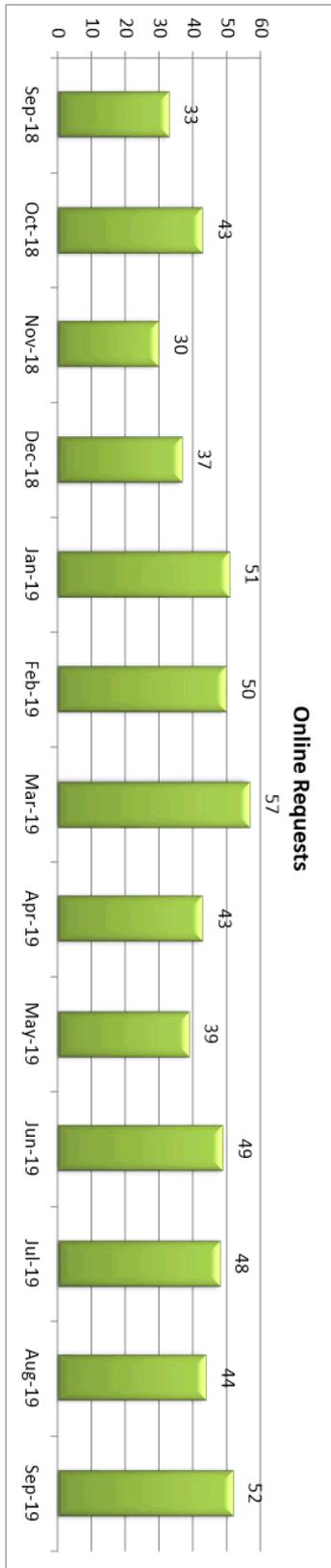


CRM Month Comparison 2017-2018-2019





### Online Requests



### QGAP Performance Report

Total time taken for all transactions	82.06 hrs
Total number of transactions	489
Total average time for all transactions	10.07

**12.2 Additional 2019-20 Fee and Charge in Relation to Library Collections**

**Date:** 27 September 2019  
**Author:** Nicole Kilah, Branch Coordinator - Laidley Library  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

The purpose of this report is to seek an addition to Council's register of fees and charges for damage to or loss of items in the recently added library collection – Read Now.

**Officer's Recommendation:**

**THAT Council adopt the following addition to the 2019-20 Register of Fees and Charges to take effect from 10 October 2019:**

**2.4.4 – Fees for lost/damaged items**

Description	Amount (inc GST)	GST Applies
Read Now collection	\$25.00	Y

**Report****1. Introduction**

The purpose of this report is to seek an addition to Council's register of fees and charges for damage to or loss of the recently added library collection – Read Now.

**2. Background**

Libraries have recently added a new library collection – Read Now. This collection is a bulk purchase of 10 items per popular title and is available to library members for a quick seven-day loan.

**3. Report**

Since the implementation of the new library collection – Read Now, which is supplied to Council at a guaranteed price per item, Council officers believe a new charge is the most appropriate way to ensure that the cost of any damage to or loss of items is recovered.

These items are generally paperbacks and are supplied with library processing. The supplier charge to Council per item is \$18.99 inclusive of GST.

Replacement costs are based on the cost per item in addition to processing charges, RFID tags and barcodes. Lockyer Valley Libraries replacement fees have always been more than cost price allowing

for staff time for processing, cataloguing and preparing items for loan. Libraries are unable to offer the option to replace the Read Now items with like for like items due to the nature of the collection.

As these items are part of the accelerated circulation program, they are only retained as part of the library collection for 6 months. Due to this short life span, Council officers also believe that it is unreasonable to charge the replacement fee for similar titles of Adult Fiction which is \$41.00 inclusive of GST.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

This addition to Council's 2019-20 Register of Fees and Charges will ensure that Council can recover the costs of damage to or loss of items in the recently added library collection – Read Now.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

Once amended by Council, the revised fee and charge will be updated on Council's website and in its internal systems.

**8. Conclusion**

It is recommended that a new fee and charge be added to Council's register of fees and charges to ensure that Council recovers the cost of damage to or loss of items in the recently added library collection – Read Now.

**9. Action/s**

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

**Attachments**

There are no attachments for this report.

**13. INFRASTRUCTURE WORKS AND SERVICES REPORTS****13.1 Executive Manager Infrastructure Works and Services Monthly Report - September 2019**

**Date:** 26 September 2019  
**Author:** Angelo Casagrande, Executive Manager Infrastructure Works & Services  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

**Summary:**

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

**Officer's Recommendation:**

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

**Report****1. Introduction**

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

<b>Capital Works</b>	
<b>Project</b>	<b>Status</b>
Fairways Park at Hatton vale/Kensington Grove	Environmental and Cultural Heritage assessments have been completed. Further works required to manage environmental concerns. Detail design sent out for quotations.
Rehabilitation of former livestock dip site at Lockrose	Final auditor comments have been sent back to suitably qualified person for final check before being submitted to the State
Gatton Cemetery extension - Stage 1	Landscape works ongoing

Capital Works	
Project	Status
Centenary Gardens Fairy Lights	Fairy Lights have been installed in two trees on the 26 September

Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> <li>Mowing of parks and cemeteries are sporadically occurring across the region as required.</li> </ul>
Playground maintenance	<ul style="list-style-type: none"> <li>Playground repairs ongoing from results from the audit</li> <li>Repairs to shade to shade sail at Walter Brunner Park, Preston</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
Furniture maintenance	<ul style="list-style-type: none"> <li>Repairs to tables at Bill Tew Park, Gatton</li> <li>Painting and repairs to seats in the Gatton CBD</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>Gatton CBD garden maintenance</li> <li>Laidley Cultural Centre replanting</li> <li>Lions Park Laidley mulching</li> <li>Watering of lowers pots Laidley main street</li> <li>Lockyer Valley Cultural Centre garden mulching</li> <li>Lake Apex Park garden mulching</li> <li>Landscape works at the Gatton Cemetery gazebo</li> <li>Smith Street Gatton weeding</li> <li>Watering of gardens in Gatton CBD, Smith Street, William Street</li> </ul>
Event assistance	<ul style="list-style-type: none"> <li>Event sign changeover</li> <li>Spring Festival event delivery and pick up</li> <li>Tourism trailer delivery to Gatton Showgrounds for Farming expo</li> <li>Tourism trailer delivery to Laidley Cultural Centre for Spring Festival</li> <li>Bus driving for Spring Festival</li> <li>Fossil Downs event equipment pick up</li> <li>Relay for Life event equipment delivery and pick up</li> </ul>
Funerals/Interments	<ul style="list-style-type: none"> <li>12 held during September 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>Mobility roll out in Parks, Gardens and Cemeteries has occurred and has had great results, defect capturing training has started to occur.</li> <li>Building Our Regions EOI stage 5 submissions have not yet been announced for Fairways Park</li> <li>Fairways Park community consultation phase 2 underway</li> <li>Project work for Fairways Park</li> </ul>

### 3.2 INFRASTRUCTURE DELIVERY

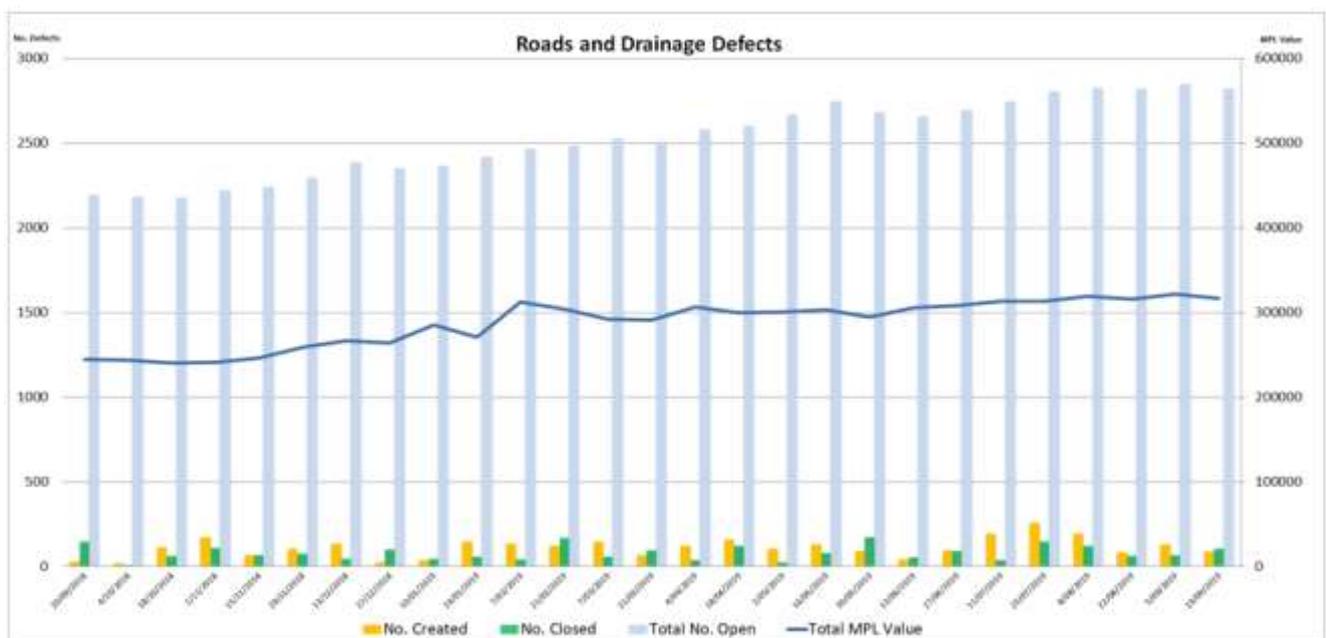
The Infrastructure Delivery Unit has undertaken the following activities during September 2019:

Capital Works	
Project	Status
Gehrke/Rons Road, Glenore Grove	Works Complete.

Capital Works	
Project	Status
<i>(Pavement widening at Rons Road intersection)</i>	
Robinson Road, Laidley <i>(Pavement reconstruction from William Street to Thomas Street)</i>	Primerseal completed. Final seal and additional drainage works pending.
Flagstone Ck Road, Flagstone. <i>(Pavement reconstruction between Batemans Rd and Smith Road)</i>	Primerseal completed. Final seal is pending only.
Forestry Road, Vinegar Hill <i>(Replacement of old Creek Crossing with Culverts)</i>	Primerseal completed. Final seal is pending only.
Blanchview/Nuttals Road, Blanchview – Blackspot <i>(Intersection realignment for improved Safety)</i>	Primerseal completed. Final seal is pending only.
Waddington Pde, Plainland <i>(Shoulder widening works)</i>	Shoulders widened and primerseal completed.
Lorikeet Road, Regency Downs – Blackspot <i>(Shoulder widening, signage and linemarking)</i>	Shoulders widened and primerseal completed.
Railway/Sumner Street, Laidley – Blackspot <i>(Intersection improvements for improved safety)</i>	Works in progress. Shoulders widened.
Hermy Road, Lockrose <i>(200m of pavement reconstruction)</i>	Primerseal completed. Final seal is pending only.
Crowley Vale Road, Crowley Vale <i>(Shoulder reconstruction works)</i>	Shoulder reconstruction works in progress.
Walnut/Ashwood Ct, Brightview - Blackspot <i>(Linemarking and Signage improvements at intersection)</i>	Works Complete.
Tenthill Creek Road, Gatton – Blackspot <i>(Linemarking and Signage improvements)</i>	Signs installed, linemarking being programmed.
Gehrke/Rons Road, Glenore Grove <i>(Pavement widening at Rons Road intersection)</i>	Works Complete.

Maintenance Works			
Activity	Suburb		
Road Grading	<ul style="list-style-type: none"> <li>Flagstone</li> <li>Lilydale</li> <li>Kentville</li> </ul>	<ul style="list-style-type: none"> <li>Gatton</li> <li>Morton Vale</li> </ul>	<ul style="list-style-type: none"> <li>Spring Creek</li> <li>Adare</li> </ul>
Roadside spraying	<ul style="list-style-type: none"> <li>Gatton</li> <li>Helidon Spa</li> <li>Upper Flagstone</li> <li>Lake Clarendon</li> </ul>	<ul style="list-style-type: none"> <li>Helidon</li> <li>Ma Ma Creek</li> <li>Winwill</li> <li>Ingoldsby</li> </ul>	<ul style="list-style-type: none"> <li>Preston</li> <li>Murphys Creek</li> <li>Ballard</li> </ul>
Road pavement repairs	<ul style="list-style-type: none"> <li>Glenore Grove</li> <li>Regency Downs</li> </ul>	<ul style="list-style-type: none"> <li>Gatton</li> <li>Veradilla</li> </ul>	<ul style="list-style-type: none"> <li>Plainland</li> </ul>
Vegetation control and slashing	<ul style="list-style-type: none"> <li>Lilydale</li> </ul>		
Drainage works	<ul style="list-style-type: none"> <li>Gatton</li> <li>Helidon</li> </ul>	<ul style="list-style-type: none"> <li>Grantham</li> </ul>	<ul style="list-style-type: none"> <li>Brightview</li> </ul>
Road patching	<ul style="list-style-type: none"> <li>Helidon</li> <li>Lilydale</li> <li>Ringwood</li> </ul>	<ul style="list-style-type: none"> <li>Flagstone Creek</li> <li>Plainland</li> <li>Veradilla</li> </ul>	<ul style="list-style-type: none"> <li>Hatton Vale</li> <li>Summerholm</li> <li>Woodlands</li> </ul>
Traffic signs and line-marking	<ul style="list-style-type: none"> <li>Gatton</li> <li>Morton Vale</li> <li>Forest Hill</li> <li>Lockrose</li> </ul>	<ul style="list-style-type: none"> <li>Laidley</li> <li>Murphys Creek</li> <li>Lake Clarendon</li> </ul>	<ul style="list-style-type: none"> <li>Regency Downs</li> <li>Withcott</li> <li>Churchable</li> </ul>

**3.2.1 Road and Drainage Defects**



The defect completion/creation ratio has normalised then improved in September with 18 more defects completed than created in the last fortnight. This is a change in trend from the previous 3 months (and 12 months generally) where creation of defects significantly outweighed completion leading to a steady rise in Councils MPL. Drought conditions are beginning to impact the type of defects recorded with an increase in surface cracking evident throughout the road network.

### 3.3 INFRASTRUCTURE PLANNING AND DESIGN

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

#### **Toowoomba Second Range Crossing**

Ongoing discussions with Nexus on Morleys and Mc Namaras Roads regarding handover review.

Demobilisation is ongoing for the remaining earthworks plant and equipment with Council roads used as access onto the TMR road network.

Haul routes assessment with a schedule of repairs nearing completion for negotiation on scope of works to be done. This will be finalised once all earthmoving equipment has been demobilised.

The formal opening of the Toowoomba Second Range Crossing occurred on 8 September 2019.

#### **Inland Rail Project**

Helidon to Calvert Section: Work on 100% feasibility design is complete with inputs being sought prior to EIS finalisation.

Gowrie to Helidon Section: 70% feasibility design documentation completed. EIS for this section will be based on this level of design.

#### **Lockyer Valley Planning Scheme**

The Infrastructure Planning and Design unit is continuing to assist in the preparation of the draft LVRC Development Manual.

#### **Gatton Stormwater Catchment Project**

Works on the design of the Lake Apex Sub-catchment (Hill Street, William Street, Lake View Drive Area) continues with consultant. Detailed Design to IFC (Issued for Construction) drawings received in September 2019.

#### **Laidley Streets Rehabilitation**

Design works completed for Head Street, with Hayes Street and Edward Street design to be finalised in coming month. Construction planned to commence early-October.

#### **2019/2020 Capital Project Designs**

Project designs have commenced with design program currently under review for remainder of the 2019-20 financial year.

#### **Plainland Transport Link Study**

The final report will be presented to Council in late October 2019.

### 3.4 INFRASTRUCTURE SUPPORT SERVICES

#### **3.4.1 Asset Management Activities**

- Large asset attribute processing has been taking place resulting from both road and stormwater condition surveys undertaken within the last 12 months.
- Continuing work on long term asset renewal planning.
- Asset Management Plans are being updated to reflect the adopted budget. This includes gap analysis review of budget vs needs of asset networks.

- Stormwater Asset Management Plan draft is being finalised to meet requirements of the budget timeframe of the 2020/2021 year.
- 2019 bridge/culvert level 1 inspections have been completed and asset maintenance schedules updated to correctly predict next required maintenance.
- Asset team's safety documentation is being proactively reviewed (by the team) to ensure compliance and good practice. This also includes the documentation required for drone use. This will likely continue into October.
- Drone training to be delivered in late November.
- Review of QRA activity unit rates has been undertaken to guide the forward years cost rates should the Lockyer Valley Region experience a declared disaster event in 2019/2020.
- The second defect inspection routine has been completed for the year, 2 months ahead of schedule. Inspection regimes will now focus on parks and cemetery embellishment assets, and high hierarchy footpaths for the remainder of the year.

### 3.4.2 Plant and Fleet 2019/20 Capital Program

#### Tenders/Procurement

The following vehicles/plant procurement has commenced:

- 1 x Motor Grader – Contract LVRC 19-46 – Specification currently under review.
- 1 x Front End Loader – Contract LVRC 19-45 – Tenders received and are in evaluation process.
- 1 x Water Truck – Contract LVRC 19-13 – Tenders received and in evaluation process.

#### Disposals

The following vehicles/plant have been disposed of in September:

- Nil

#### Deliveries

The following vehicles/plant were delivered in September:

- Nil

## 3.5 EXTERNAL FUNDING

### 3.5.1 APPLICATIONS

#### **2020/2021 Black Spot Funding applications**

7 projects were submitted for funding consideration. Details are listed below.

Funding Programme	Project Title	Status	Amount
2020/21 Blackspot Road Safety Program	North Street and East Street, Gatton Intersection (Roundabout)	Awaiting response on application.	\$210,533
2020/21 Blackspot Road Safety Program	East Street and Spencer Street, Gatton Intersection (Traffic calming)	Awaiting response on application.	\$177,738
2020/21 Blackspot	Spencer Street and	Awaiting response on	\$120,238

Road Safety Program	Maitland Street, Gatton Intersection <i>(Traffic Calming)</i>	application.	
2020/21 Blackspot Road Safety Program	Adare Road, Fords Road and Redbank Creek Road, Gatton Intersection <i>(Modification to intersection)</i>	Awaiting response on application.	\$484,437
2020/21 Blackspot Road Safety Program	Woodlands Road and Rangeview Drive, Gatton Intersection <i>(Intersection upgrade)</i>	Awaiting response on application.	\$138,179
2020/21 Blackspot Road Safety Program	Woolshed Creek and Heise Road, Hatton Vale Intersection <i>(Re-alignment)</i>	Awaiting response on application.	\$130,993
2020/21 Blackspot Road Safety Program	Spa Water Road, Iredale <i>(Superelevation)</i>	Awaiting response on application.	\$222,849 (LVRC contribution \$79,911)

### 3.5.2 PROJECT UPDATES

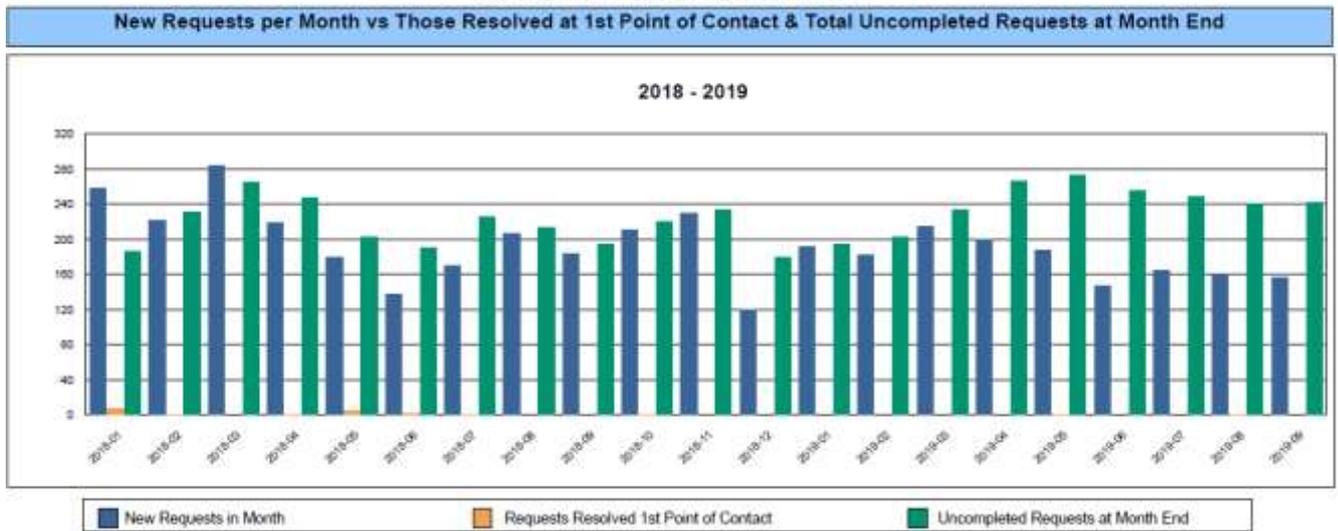
Program	Project	Funding Amount (Excl. GST)	Status
<b>2018/19 Cycle Network Local Government Grants</b>	Gatton North South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	TMR have requested LVRC to continue with on-road cycle facility.  A formal request to vary the scope to off-street cycleway is in progress. Once submitted a site meeting will be organised with TMR.
<b>Passenger Infrastructure Investment</b>	Long Distance Coach Project	\$21,128	Extension of time has been granted for completion by 30 November 2019. Works have commenced in late September.
<b>Safer Communities Fund</b>	Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Installation of photoelectric cell, new light poles and new light fittings in Railway Street will begin once Centenary Gardens works is completed. Delivery of light fittings has been delayed. Works are scheduled to commence in November 2019.  A request has been made to amend the project end date to December 2019.
	Centenary Gardens, Gatton	\$83,000	Installation works nearing completion,

Program	Project	Funding Amount (Excl. GST)	Status
	<i>(Lighting improvements)</i>		supply of light fittings has caused delay.  A request has been made to amend the project end date to December 2019.
<b>2019-21 Local Government Grants and Subsidies Program</b>	Deterioration modelling of pavement and seal assets <i>(Model current investment to understand effect of asset conditions and gain understanding of financial commitment required to maintain the asset condition)</i>	\$36,000	Project management plan completed. Funding agreement finalised.
	Installation of new LED street lighting in Laidley CBD <i>(Upgrade of existing outdated and non-standard lighting in the Laidley CBD)</i>	\$150,000	Project management plan completed. Preparation of Quotation documents for design is completed and will be tendered in next few weeks.
<b>2018-19 Move It AUS - Community Sport Infrastructure Program – Round 3</b>	Laidley Skate Park Upgrade <i>(Upgrade and extension of rideable concrete surface and additional spectator seating)</i>	\$50,000	Successful applicant has been notified. Works to commence in early October 2019.
<b>2018/19 Black Spot Road Safety Program</b>	Gehrke Road / Rons Road intersection, Glenore Grove	\$167,000	Works Complete
	Blanchview Road / O'Neills Road, Withcott	\$82,000	Extension granted by DTMR to 30 September 2019. Awaiting TMR approval pavement design.
	Blanchview Road / Nuttals Road, Blanchview	\$67,300	Submission has been made to DTMR for extension for delivery to 30 November 2019. Primerseal completed
<b>2019/20 Black Spot Road Safety Program</b>	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	Shoulders widened and primersealed
	Tenthill Creek Road, Lower Tenthill <i>(Install signs, delineation and road marking. Narrow bridge treatment)</i>	\$21,000	Signage has been installed and linemarking programmed.
	Walnut Drive/Ashwood Court	\$7,000	Works Complete

Program	Project	Funding Amount (Excl. GST)	Status
	Intersection ( <i>Bus Stop signage, linemarking</i> )		
	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	Works in progress. Shoulder widening works complete
	Jones Road, Withcott (Bridge Guardrail Upgrade) ( <i>Replace existing substandard guardrail, install signage, delineation and road marking</i> )	\$58,000	Project in design phase.
<b>2019/20 Transport Infrastructure Development Scheme</b>	Murphys Creek Road ( <i>Construct footpath from school to Jack Court</i> )	\$170,000 (\$340,000)	Concept design works have commenced.
	Flagstone Creek Road ( <i>Rehabilitation</i> )	\$185,000 (\$370,000)	Primerseal complete. Final seal pending in end Sept.
	Summerholm Road ( <i>Culvert replacement</i> )	\$270,446 (\$540,892)	Project in design phase.
	Safe Schools Project ( <i>Hatton Vale State School parking improvements</i> )	\$30,000 (\$60,000)	Project in design phase.
	Niemeyer Road ( <i>Strengthening pavement contribution</i> )	\$50,000 (\$100,000)	Construction works completed. On maintenance details being finalised.

3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

Month Ending :September 2019



Attachments

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**13.2 Maintenance of Otto Road Reserve**

**Date:** 10 September 2019  
**Author:** Baldeep Sehmi, Manager Infrastructure Delivery  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

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**Summary:**

Council has received a request from the property owner of lot 5 RP801549 to extend the maintenance limit on a section of road reserve off Otto Road, Glenore Grove by approximately 115m.

**Officer's Recommendation:**

**THAT Council approve the request to extend the maintenance limit on Otto Road Reserve, Glenore Grove and a formal process be undertaken to name the road reserve.**

**Report****1. Introduction**

Council has received a request to increase the maintenance limit on a Road Reserve off Otto Road that serves five properties. The road reserve is currently accessed by Council's waste removal provider to service the properties.

**2. Background**

This section of the reserve is currently not maintained by Council and serves five properties. Laidley Shire Council previously maintained this section on an ad-hoc basis.

**3. Report**

Council has been requested to provide on-going maintenance for approximately 115m of the Otto Road reserve as shown in Figure 1 below in blue. Council currently does not maintain this road reserve off Otto Road and not recorded as a road asset in Council's asset register. Approximately 25m of the road is sealed and in poor condition.

Council's waste removal service provider accesses this road to the turnaround point highlighted in figure one below.



Figure 1 - Extension of maintenance limit on Otto Road



Figure 2 – View of property access number 20 along Otto Road reserve



*Figure 3 – Waste removal service turn around point*



*Figure 4 – View from Otto Road entry*

Scope of works required to include this section of the reserve into Council's routine maintenance program are:

1. Resheet the road with gravel
2. Patch/repair existing seal – Needs to be reconstructed in a short period of time
3. Minimal vegetation clearing to improve the entrance from Otto Road

Cost for above would be approximately \$25,000.

It is recommended that if Council were to accept this section of the road reserve as a road asset for on-going maintenance, then this section should be treated as an unnamed road and be named as per Council's Naming of Roads, Parks, Landmarks and Facilities Policy.

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

Council has two current policies that relate to this request:

1. Provision of Transport Network Policy
2. Naming of Roads, Parks, Landmarks and Facilities Policy

The provision of Transport Network Policy has the following details that relate to this request:

1. Council is not required to construct a road solely on the basis of there being a road reserve leading to a property. The owner is entitled to legal access to their property within the road reserve; however, Council has no obligation to form a road to provide this access
2. Capital Works are those works that create, renew, or upgrade transport assets. Council uses a prioritisation system to determine programming of transport-related Capital Works. This system is based on a number of factors including renewal and upgrade projects identified in the respective Service Management Plans, and new projects identified in Council's Local Government Infrastructure Plan. A ten-year collation of transport projects is produced for planning purposes and integrated with the Long Term Financial Plan.

Factors influencing the prioritisation process include the condition of the asset, legislative requirements, safety improvements, community benefit, environmental impacts and financial cost.

The request would be in line with the community benefit of the road reserve being maintained by Council.

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

Scope of works have been detailed for the road reserve totalling approximately \$25,000. A budget amendment will be required through the Budget Review process to address the required expenditure in the 2019/20 Capital budget.

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

No additional or amended delegations are required to action this resolution. The Executive Manager Infrastructure Works and Services will act under current delegations to address the resolution.

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

Property owners will be informed of Council's decision by a formal letter.

#### **8. Conclusion**

The road reserve serves five properties and it is recommended that Council include this section of the road reserve in its Assets register to form part of the Council's maintenance program. A formal process will need to be undertaken to name the road.

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

1. The property owners are to be notified of the Council resolution
2. \$25,000 funding amendment be included in the 2019/2020 Capital Budget via the Budget Review process.

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**14. ITEMS FOR INFORMATION****14.1 2019 Audit Closing Report**

**Date:** 10 September 2019  
**Author:** Tony Brett, Manager Finance and Customer Service  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

Section 213 of the *Local Government Regulation 2012* requires the Mayor to present to Council a copy of the Auditor General's Observation Report. The Observation Report is a report about the Audit prepared under Section 54 of the *Auditor General Act 2009* that includes observations and suggestions made by the Auditor General about anything arising out of the audit. The report and its findings will also be provided to the next meeting of the Audit and Risk Management Committee for further follow up.

Council's contract auditors, William Buck, have provided a Final Management Report which provides information on the key aspects of the 2019 audit. In finalising the audit, one significant issue was identified with Council's financial internal controls. A copy of the Final Management Report is attached, while the audited financial statements and the un-modified audit opinion has been included in Council's Annual Report.

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

**Report****1. Introduction**

Section 213 of the *Local Government Regulation 2012* requires the Mayor to present to Council a copy of the Auditor General's Observation Report. The Observation Report is a report about the Audit prepared under Section 54 of the *Auditor General Act 2009* that includes observations and suggestions made by the Auditor General about anything arising out of the audit.

Whilst Council has not received this report formally from the Auditor General, Council's contract auditors, William Buck, has provided a "Final Management Report" which for the purposes of the legislation is taken to be the Observation Report.

**2. Background**

Following review by the Audit and Risk Management Committee, the financial statements for 2018-19 were presented to William Buck on behalf of the Queensland Audit Office (QAO) for audit on 9 August 2019.

The field work on the audit by William Buck commenced on 13 August 2019 and concluded on 16 August 2019 with an un-modified audit opinion received on 16 September 2019. As with the prior year, the sign off on the statements was completed utilising QAO's electronic signature process which has resulted in time savings as paper copies of the statements did not need to be exchanged.

A Final Management Report has been provided by William Buck outlining the key points of the 2019 audit and is attached to this report. One additional audit issue was identified during the final field phase and has been included in the final report. The audit was completed within the statutory timeframe, and the only outstanding matter is the audit review of Council's Annual Report to ensure consistency with the financial statements.

### 3. Report

The Closing Report provides a review of the key matters considered as part of the audit.

During the audit process the following internal control matter was identified for action:

- Procurement non-compliance – Management advised the auditors of two procurements over \$200,000 which did not go through a tender process. In both instances a request for quote process was undertaken with at least three quotes requested. There was no evidence of fraud or corruption in the award of the contracts. It is recommended that Council review its procurement procedures and policies to ensure that all future procurement is conducted in line with the *Local Government Regulation 2012* (the Regulation).

Management have subsequently undertaken a review of procurement activities to ensure compliance with the Regulation. Clarification of the requirements has been provided to the Leadership Team and procurement information is provided to staff as part of monthly induction presentations. The Procurement Procedures Manual is currently being simplified to provide clear guidance on procurement thresholds and processes.

Two prior period matters were also re-raised:

- Information Technology – Council to introduce regular reviews of the direct database access logs.

An interim solution is being trialled until the upgrade to cloud services resolves this issue.

- Authorisations – asset drawings and plan should be provided in a timely manner to ensure assets are added to the asset register.

Implementation of this recommendation is ongoing with further improvements to the process in place for the 2019-20 financial year.

All unresolved matters will be included in the Audit and Risk Management Committee's Outstanding Items Register for follow up action.

### Attachments

[1](#) Final Management Report 5 Pages



Our ref: MJM:JAL:LVRAA88

1 October 2019

Councillor T Milligan  
Mayor  
Lockyer Valley Regional Council  
PO Box 82  
Gatton QLD 4343

Dear Councillor Milligan

#### **Final Management Report for Lockyer Valley Regional Council**

We have completed our 2019 financial audit for Lockyer Valley Regional Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to provide the council with details on audit matters and other important information related to the audited financial statements.

#### **Reporting on issues**

Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues is included as Appendix A to this letter. Our rating definitions for internal control deficiencies is shown in Appendix B.

#### **Report to parliament**

Each year we report the results of all financial audits and significant issues to parliament.

This year we intend to include the results of our audit of Lockyer Valley Regional Council in a report to parliament. We will discuss the proposed content of our report with your Chief Executive Officer and will continue to consult as we draft our report. Formally, you will have an opportunity to provide comments to be reflected in our report.

#### **Audit fee**

The final audit fee for this year is \$92,000 exclusive of GST (2018: \$92,000). This fee is the same as estimated in our external audit plan.

We would like to thank you and your staff for their engagement in the audit.

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me or Matthew Monaghan on 3229 5100.

Yours sincerely

**Junaide Latif**  
Contract Audit Director

Queensland Audit Office  
Level 14, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

## Appendix A

### Issues formally reported to management

This table provides you with a summary of issues that we have formally reported to management.

Previously reported internal control deficiencies (Prior year unresolved issues) – interim management letter issued 16 May 2019

Area	Issue	Our recommendation	Status update from management
Control Activities – Information Processing	<p><b>FY18 – IT1 Information Processing Database Logs</b></p> <p><b>Rating: Deficiency</b></p> <p><b>Observation</b> We noted that Council maintains direct database access logs for privileged users but these are not reviewed.</p> <p><b>Implication</b> Inappropriate changes may be made to the database that goes undetected.</p>	<p>We recommend that Council introduces regular reviews of the direct database access logs.</p>	<p><b>Responsible Officer</b> Manager Information Services</p> <p><b>Status work in progress</b> Council working on an interim solution until new system resolves this issue.</p> <p><b>Due date</b> 30/06/2020</p>
Control Activities – Authorisation	<p><b>FY18 – IT3 Authorisation Completed Plans &amp; Drawings</b></p> <p><b>Rating: Deficiency</b></p> <p><b>Observation</b> We noted that both capital completion and asset disposal forms are either not being completed and provided to asset staff, or not being provided in a timely manner.</p> <p><b>Implication</b> Asset additions or disposals may not be entered correctly without timely completion of forms.</p>	<p>We recommend that:</p> <ul style="list-style-type: none"> <li>• Authorised asset disposal forms are completed and retained for all asset disposals and write-offs.</li> <li>• Capital completion forms are completed and provided in a timely manner to support capital additions.</li> </ul>	<p><b>Responsible Officer</b> Manager Finance and Customer Services</p> <p><b>Status work in progress</b> To improve the timeliness of information relating to project completion, Management have implemented monthly W/P meetings with the nominated project owners identified in the W/P report. The meeting will discuss project status and required documentation for capitalisation. Projects are also capitalised during the year as notification of their completion is received.</p> <p><b>Due date</b> 30/06/2020</p>

<p><b>Risk Assessment – Risk assessment</b></p>	<p><b>FY18 – IT2 Risk assessment</b></p> <p><b>Observation</b> We noted that councils risk management processes have been reviewed by internal audit with improvements recommended. We noted gaps with councils risk appetite and tolerance level, risk treatment implementation dates and risk management procedures.</p> <p><b>Implication</b> Council may not be adequately managing its risk.</p>	<p>We recommend that council review and update its risk management processes including updating the risk register, risk appetite levels and risk treatments and implementation dates</p>	<p><b>Status</b> Resolved / Adopted at 26 June 2019 Council Meeting</p>
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New internal control deficiencies reported since our interim management letter dated 16 May 2019

Area	Issue	Our recommendation	Status update from management
<p><b>Control Activities</b></p>	<p><b>19CR-1 Procurement - Non-compliance with Local Government Regulations</b></p> <p><b>Rating: Significant Deficiency</b></p> <p><b>Observation</b>                      Management brought to the attention of audit two contracts that were awarded for a value in excess of \$200,000 without going through a tender process. In both instances a request for quote process was undertaken with three quotes obtained. Under s226 of the Local Government Regulation, a local government can not enter into a large-sized contractual arrangement unless the local government first invites written tenders for the contract. There was no evidence of fraud and corruption from the award of the contracts.</p> <p><b>Implications</b>                      Council is not compliant with laws and regulations.</p>	<p>We recommend that Council review its procurement procedures and policies to ensure that all future procurement is conducted in line with the Local Government Regulations.</p>	<p><b>Responsible Officer</b>                      Manager Finance and Customer Services</p> <p><b>Status work in progress</b>                      Management agree with the recommendation and has completed a review of its procurement activities to ensure greater compliance with the requirements of the Regulation. Clarification of the quote and tender requirements was provided to the Leadership Team in July 2019 and the Procurement Procedures Manual will be simplified to provide clear guidance on procurement thresholds and processes. Procurement information is presented to Staff as part of the induction sessions held each month.</p> <p><b>Due date</b>                      31/12/2019</p>

## Appendix B

### Our rating definitions for internal control deficiencies

We assess internal control deficiencies on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
Significant deficiency	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> <li>• the risk of material misstatement in the financial statements</li> <li>• the risk to reputation</li> <li>• the significance of non-compliance with policies and applicable laws and regulations</li> <li>• the potential to cause financial loss including fraud, or</li> <li>• where management has not taken appropriate timely action to resolve the deficiency.</li> </ul>	<p>This requires immediate management action to resolve.</p>
Deficiency	<p>A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.</p>	<p>We expect management action will be taken in a timely manner to resolve deficiencies.</p>
Other matter	<p>An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.</p>	<p>Our recommendation may be implemented at management's discretion.</p>

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**14.2 Councillor Portfolio Report - September 2019**

**Date:** 03 October 2019  
**Author:** Kayla Gill, Executive Support Officer - CEO & Councillors  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**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 the portfolios of Councillors.

**2. Background**

Council determined the portfolio responsibility areas in order for Councillors to focus on their particular areas.

**3. Report**

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

- Attended Alara Annual General Meeting Ipswich
- Attended Councillor Workshop
- Attended funeral of 2 community members
- Visit SERCO to present certificates of appreciation to participants for Spring Festival
- Briefing with staff regarding Business Luncheon
- Meeting with staff regarding roadworks on Warrego Highway
- Home visit to community member
- Media for Fairways Park
- Portfolio meeting x 2
- Meeting with Chief Executive Officer
- Attended Business Leaders Luncheon
- Debrief with Laidley Chaplaincy Committee
- Shadow Student from Lockyer High School
- Meeting with church minister
- Media with Toowoomba Southern Cross Austereo
- Attended the Gatton State School Under 8's Day
- Attended Laidley Hospital and Health Service Women's Health Awareness

- 
- Meeting with local artist
  - Meeting with Deputy Mayor regarding Expedition Invitation
  - Meeting with Queensland Reconstruction Authority regarding flooding issues and community knowledge / information
  - Meeting with young student and his family regarding water issues in the region
  - Attended and participate at Relay for Life
  - Attended the Somerset Mayoral Gala Charity Ball
  - Attended and spoke at the Toowoomba Second Range Crossing official opening
  - Attended Mayors luncheon at Government House
  - Met up with community member
  - Host Girl Guides for a visit / tour of the Council Chamber
  - Meeting with community member regarding Police Citizens Youth Club (PCYC)
  - Chair Ordinary Council Meeting
  - Open the Lockyer Valley Art Society Spring Art Show
  - Host Disability Action Week morning tea
  - Briefing for Council of Mayors South East Queensland
  - Meeting with Officers regarding Health Partnership
  - Meeting with disaster coordinator x 2
  - Attended Australian Rail Track Corporation meeting
  - Attended Queensland Urban Utilities Board Strategy Workshop
  - Attended Crime Stoppers Trivia Night
  - Queensland Fire and Emergency Services teleconference regarding fire activity
  - Attended Canberra Delegation of Council of Mayors South East Queensland
  - Media regarding election
  - Interview with University Queensland student regarding prison extension
  - Attended Livestock Farming Drought Support Forum
  - Meeting with Minister of Regional Services, Decentralisation and Local Government regarding Inland Rail, Water and Lockyer Valley Region
  - Co-host City Deals Roundtable with Minister for Population, Cities and Urban Infrastructure and Minister of Road Safety Freight Transport
  - Meeting with community woman regarding drought
  - Update by Officer regarding parks and gardens
  - Discussion with Officers regarding sporting fields
  - Meeting with Chief Executive Officer
  - Meeting with Officers regarding South East Queensland Catchments Association meeting in Lockyer Valley and a Resilient Rivers tour
  - Attended Toowoomba Heritage Bank Board luncheon
  - Meeting with Queensland Corrective Services Deputy Commissioner
  - Meeting with community regarding Mayoral Christmas Carols planning
  - Attended Lockyer Information and Neighbourhood Centre Annual General Meeting
  - Media for Garage Sale Trail
  - Meeting with staff regarding Laidley pool
  - Meeting with Deputy Mayor and Australian Rail Track Corporation representative
  - Meeting with West Moreton Hospital and Health Chief Executive Officer
  - Meeting with community member
  - Meeting with Deputy Mayor and Officers regarding Equine Collaborative
  - Assist with opening of Coast to Country new clinic

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

- Attended the Lockyer Valley Business Leaders Luncheon.
- Attended Lockyer Chamber of Commerce and Industry Meeting.
- Attended the Councillor Workshop.
- Met with the Chief Executive Officer and Staff regarding Staging Post.
- Met with the Mayor for a catch up.
- Compared the Mulgowie Gift at the Mulgowie Recreational Grounds.
- Attended the opening of Relay for Life and read the Relay for Life Oath.
- Attended the closing ceremony for Relay for Life Sunday morning.
- Met with Officer's for a Councillor Portfolio Meeting.
- Attended the Ordinary Council Meeting.
- Represented the Mayor at the Growers Group BBQ at the University Queensland Gatton Campus.
- Attended the Mayor's Morning Tea for Disability Action Week, 2019.
- Attended the AmCham Business Meeting in Brisbane.
- Attended the Crime Stoppers Trivia Night at Laidley.
- Attended the Laidley Spring Festival Street Parade.
- Attended the Laidley Recreational Reserve Meeting.
- Presented Badges at the Lionel Legends Parade at the Laidley District State School.
- Met with Officer's and the Lockyer Valley Kennel Club.
- Attended the funeral of past Councillor.
- Chaired the Lockyer Valley Equine Collaborative Project workshop.
- Met with staff for an agenda catch up for the upcoming Ordinary Meeting.
- Met with members from Lockyer Indoor Equestrian Centre for a follow up meeting.
- Attended the Livestock Farming Drought Support Forum.
- Attended the Quarterly Depot BBQ.
- Drove the bus and toured the facility of Rock Trade Industries.
- Attended the Ordinary Meeting of Council.
- Met with the Mayor and Officer's to discuss water issues.
- Attended the Laidley Saleyards User Meeting.
- Met with Stakeholder Engagement Advisor – Helidon to Calvert (H2C) from Australian Rail Track Corporation.
- Met with the Mayor and Officer's to discuss the progress of the Equine Collaborative.
- Attended the Historic Commercial Vehicle Association Queensland Inc Truck and Tractor Show.

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

- 3/9 - Council Workshop
- 3/9 - Meeting with CEO regarding Council business units
- 4/9 - LVRC business luncheon
- 4/9 - Lockyer Chamber of Commerce & Industry meeting
- 11/9 - Council meeting
- 12/9 - Disability action week morning tea
- 13/9 - Crime stoppers trivia night
- 14/9 - Fundraising night for the family of Shaun Reina
- 18/9 - Portfolio meeting
- 18/9 - Laidley SHS School Council meeting

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24/9 - Staff BBQ at the depot  
24/9 - Council workshop  
24/9 - Council tour  
25/9 - Council meeting  
26/9 - Lockyer Community Centre AGM  
27/9 - Opening of Coast to Country Chiropractic

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

- Attended District Disaster Management Group Exercise Outbreak at the Department of Agriculture and Fisheries Conference & Training Centre, Toowoomba for our Local Disaster Management Group.
- Attended Business Leaders luncheon in Gatton
- Attended working Bee at Spring Bluff with Toowoomba Regional Council and Queensland Rail committee members to clean up overgrown yard of Caretakers Cottage ready for rental. As the previous caretaker had not maintained the yard very well it had been overgrown with bushes and weeds and took some effort to get it cleaned up.
- Attended official opening of Toowoomba Second Range Crossing event
- Attended Portfolio meeting with Infrastructure Works and Services
- Attended Crime Stoppers meeting at Gatton Police Station
- Attended Ordinary Council meeting
- Attended official opening of Laidley Spring Festival Art Show
- Attended Disability Week morning tea in Gatton
- Attended Spring Festival Orchid Show
- Attended Spring Festival Quilt Show at Uniting Church and Floral display at Lutheran Church
- Attended and set up for Crime Stoppers Friday 13<sup>th</sup> Trivia night at the Old Britannia Hotel in Laidley, hand out prizes for winners of rounds and raffle winners. The event was well attended, and I would like to thank my Councillor colleagues and staff who participated in the fundraising event.
- Attended Spring Festival street parade
- Attended Lockyer Valley Traffic Safety meeting
- Attended and Chair Lake Apex Community Advisory Committee
- Attended Lockyer Valley Tourism meeting
- Attended Withcott-Helidon Lions Club shed committee meeting at Steve Jones Community Centre
- Attended Lockyer Valley Bushfire Sub Committee meeting
- Attended Big Band at the Bluff and take photographs for Spring Bluff Trust Committee use, do Facebook posts of event
- Attended Spring Bluff Railway Station and sell souvenirs for the day
- Attended Council BBQ at depot
- Attended Council workshop and site tour
- Attended Ordinary Council meeting
- Attended Darling Downs Moreton Rabbit Board meeting at Toowoomba regional Council Oakey Service Centre
- Attended National Police Remembrance Day Candlelight Vigil at the Toowoomba Police Station and lay wreath
- Attended National Police Remembrance Day service at St Patrick's Cathedral Toowoomba and lay wreath
- Attended Official opening of Coast to Country Chiropractic new clinic at Plainland

- Updates Facebook pages for Lockyer Valley Tourism Association, Spring Bluff Railway Station, and Darling Downs-Moreton Rabbit Board

**Darling Downs Moreton Rabbit Board update** – Our Department of Agriculture and Fisheries representative has arranged a training day on Biosecurity Orders in partnership with the Board and other staff for early November. The day will include information on the requirement, intent and outcome of Biosecurity Orders and will work towards fulfilling the Board’s obligations in relation to the Biosecurity Act and compliance. Works were completed in early August on the fire damaged fence at Karara. The “Optimising Rabbit Biocontrol” project has been completed and reports submitted to the Department for approval. The Board will purchase a second hand backhoe to assist with harbour removal and fence maintenance. Officers attended the Southern Downs Regional Council Pest Management Advisory Committee meeting in early September. The Board is purchasing a new trailer and spray equipment to replace those stolen in June. The Board office in Warwick has been broken into in August with some damage sustained. Police forensics dusted for fingerprints and as yet no offenders have been caught. As such, the Board will now be installing security cameras around the property.

#### ***Darling Downs Division***

The Darling Downs Patrolmen, as part of their normal duties have been replacing footnetting, cleaning drains and floodgates, and doing vegetation control, slashing, brushcutting and spraying. The Maintenance team have been replacing old style tin/wooden floodgates with floodways on the Millmerran Patrol. Some Darling Downs Division staff have been involved in Harbour destruction at Dalveen as part of the Project 5 Rabbit Funding. A gateway near Cottonvale being funded by a landholder has been installed. Footnetting installed in the Darling Downs Division in the last 8 week period is 2,551 metres.

#### ***Moreton Division***

The Moreton Division Patrolmen as part of their normal duties have been replacing footnetting and posts, cleaning drains and floodgates and doing vegetation control, slashing, brushcutting and spraying. A fence replacement program has commenced in the Lindsay Creek area with some of the strainer posts installed. Work has commenced on the footnetting replacement program in the Mt Lindsay area. A footnetting replacement program has been undertaken at White Swamp/Mt Phillips. The fence replacement program at Tartars Creek as been completed. Footnetting installed in the Moreton Division in the last 8 week period is 1,043 metres.

As part of the Rabbit Funding Project, the Board is upgrading the Rabbit and Hare taxidermy display. A Donga has been purchased for the Brigalow Patrol out near Kumbarilla and set up completed. A new shower block has been installed at the Dalveen campsite. New Penalty stickers have been ordered as well as a new sign for Board office. Fulcrum mapping of the entire rabbit proof fence has commenced, with this mapping being a very useful tool once completed. With the extended dry periods water is now being delivered to several of the Board houses.

Installation will commence on 32 km of dog height top netting at Karara in conjunction with Goondiwindi Shire Council.

#### ***Rabbit Compliance***

Five hundred and sixty-five (565) properties were inspected or surveyed during the last eight weeks (211 in Ipswich), 130 in Southern Downs, 21 in Lockyer Valley, 14 in Logan, 13 in Toowoomba, 3 in Gold Coast and 3 in Scenic Rim. Of these 25 were new reports from the public. (15 were uncovered by Darling Downs Moreton Rabbit Board compliance staff and 20 are ongoing). Five hundred and fifty (550) rabbit breeding sites were identified during property inspections and surveys across 88 properties and 132 breeding sites removed. Four reports of pet rabbits were received (2 Ipswich, 1

Logan and 1 Lockyer Valley). Five pet rabbits were seized from the pet owners and taken to Royal Society for the Prevention of Cruelty to Animals (RSPCA).

***City of Ipswich Survey***

A further 204 property visits were conducted in the Ipswich area, locating 23 breeding locations across 13 properties, 7 breeding sites have been removed from the survey area. Most of the harbour located for rabbits in this area was man made with the top 3 breeding places being farm sheds, shipping containers and rubbish piles. Manmade harbour on the remaining properties made up 87% of the breeding places used by rabbits. Landholders that had breeding places located on their properties have been advised how to remove them. Letters will be sent out to all properties requiring harbour removal.

***Southern Downs Survey*** – Dalveen and Killarney

One hundred and sixteen (116) property visits were conducted in the Dalveen and Killarney areas locating 518 breeding locations across 41 properties. 1445 breeding sites have been removed from survey areas. Most of the harbour located for rabbits in this area was man made with the top 3 breeding places being log piles, soil mounds and burrows. Manmade harbour made up 74% of the breeding places used by rabbits. Landholders that had breeding places located on their properties have been advised how to remove them. Letters will be sent out to all properties requiring harbour removal.

***Somerset Survey***

One hundred and fifteen (115) property visits were conducted in the Somerset Region, locating 9 breeding locations on 3 properties, no breeding sites were removed from survey area. Most of the harbour located for rabbits in this area was man made with the top 3 breeding places being log piles, soil mounds and hay sheds. Manmade harbour made up 56% of the breeding places used by rabbits.

***Virus update***

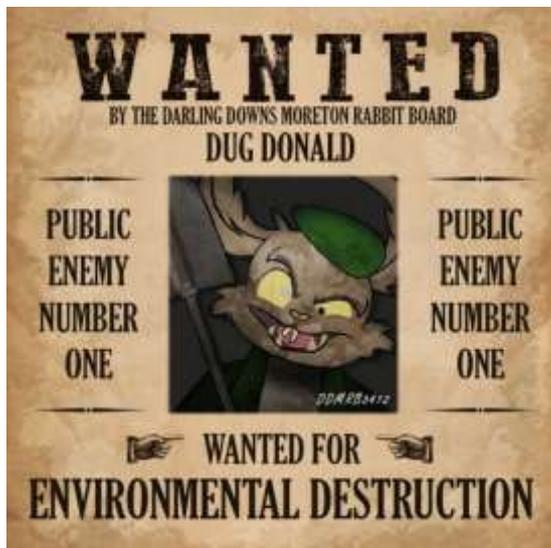
Reports of rabbits affected by the field strains of Rabbit Haemorrhagic Disease Virus (RHDV) have been received from Roma, Yarraman and Gatton. Samples of these rabbits will be sent to the New South Wales, Department of Primary Industries for testing. The Centre for Invasive Species Solutions have several new projects developing Biocontrol for rabbits which includes the National Rabbit Biocontrol Optimisation, Understanding Variant Rabbit Haemorrhagic Disease (RHDV2) interaction with other Rabbit Haemorrhagic Disease Virus (RHDV) and its potential as an additional rabbit biocontrol agent and Genetic technologies for pest control – developing a priority framework.

***Meetings, Field Days and Training***

West Moreton Landcare presentation was held on the 11<sup>th</sup> July at Marburg.

Field Day at Dalveen on 26<sup>th</sup> August with a warren ripping demonstration and advice provided to landholders.

***The “Optimising Rabbit Biocontrol” project*** has been very successful with the media part of the project receiving hundreds of comments on social media. While some comments were inappropriate and had to be removed, overall the various posts generated conversation which raised awareness of the ongoing issues rabbits cause. It seems that many Queenslanders do not understand why pet rabbits are illegal and the damage they can cause to our environment. The project also used television advertising as well as electronic billboards in messaging.



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

**AUGUST;**

- Councillor workshop
- Meeting with the Lockyer Chamber of Commerce
- work on the Lockyer Valley Regional Council Ekka stand
- Ordinary Council meeting
- Meeting with representatives of the Laidley Show Society
- Farewell to Resident
- Spring Bluff committee meeting
- Vietnam Veterans memorial service Helidon
- Laidley Seniors Luncheon
- Gatton Historical Society meeting
- Chief Executive Officer performance review
- Meeting to discuss fossils found
- Planning portfolio catch up

- Inland Rail conference
- Ordinary Council meeting

**SEPTEMBER;**

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

**Youth and Disability / Multicultural**

I attended the 'Under 8s day' at Gatton State School.

I attended the Hospital and Health Service's 'Women's Health Awareness lunch' at Laidley Hospital.

I attended the Bringing Employers and Students Together (BEST) meeting – Gatton.

- o The Darling Downs South West region, Project and Transition Team attend schools to assist students to navigate the Vocational, Education and Training (VET) sector. The year 12 presentations are focused on school to work transition, providing information to graduates as well as sources and reference points so that students can find further information themselves.
- o The State Government recently announced it was increasing support for young Queenslanders, up to the age of 21, by providing access to fully subsidised training across 139 priority apprenticeship or traineeship qualifications.
- o 'My Future' is an online National Career Information service that can help students explore career pathways. Results can be exported and shared with teachers, parents and carers.

I attended a meeting with the Mayor and a community member with regard to the setting up of a Police Citizens Youth Club (PCYC) for young people in the Lockyer Valley.

I attended the 'Under 5s Day' at Laidley District State School.

I attended a meeting with the Mayor, Council's Community Development & Engagement Officers and the Sports, Recreation & Community Grants Officer to discuss the West Moreton Health and the Darling Downs West Moreton Public Health Network partnership.

I attended meetings with Principals from Mt Sylvia, Lower Tenthill, Murphy's Creek and Grantham State Schools and Faith Lutheran College.

I attended the West Moreton Health, Darling Downs Public Health Network and Lockyer Valley Regional Council's Partner Project meeting.

I attended Faith Lutheran College's 'longest lunch, tour and history discussion' as part of the 20th anniversary celebrations.

I attended the Lockyer Information & Neighbourhood Centre's Annual General Meeting at the Lockyer Community Centre, Gatton.

I attended a meeting with the Mayor and the Chief Executive Officer of West Moreton Health with regard to health services in the Lockyer Valley including the progress of the Regional Hospital.

**Arts and Culture**

- Expressions of Interest for the Summer Time Exhibition is generating a lot of interest from the local art community.
- The Regional Arts Development Fund (RADF) bid has been finalised for 2019-2020. This will provide \$41,000 for 2 rounds of Regional Arts Development Fund grants.

### **Public Safety**

- Council received a letter from the Australian Government Department of Infrastructure, Transport, Cities and Regional Development confirming the Government's commitment to provide up to \$33,333 for the Closed-circuit television (CCTV) in major centres – Gatton and Laidley project.
- We need to build our relationship with Queensland Police Services in our area to encourage improved communication around the operation of the Closed-circuit television (CCTV) systems.

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

- Attended the Forest Hill Community Development Committee meeting – School of Arts
- Attended the Business Leaders Luncheon at the Lockyer Valley Cultural Centre
- Meeting of the Lockyer Valley & Somerset Water Collaborative – Council offices
- Visited the Mulgowie Markets
- Attended the official opening of the Second Range Crossing – Mort Street Interchange
- Attended the Lockyer Valley Growers Group's quarterly BBQ and information night at the University Queensland Foundation building
- Interview with ABC radio Toowoomba to promote Laidley Spring Festival
- Visit to Spring Festival Venues and Laidley Businesses
- Attended the Crime Stoppers Trivia Night fundraiser at, Laidley
- Attended and participate in the Laidley Spring Festival Parade
- Interview with Win News with regard to the Laidley Spring Festival
- Attended the Spring Festival events at Laidley Recreation Ground including participation in the Colour Run
- Attended the Community Development Portfolio meeting with relevant Officers
- Attended local community members meeting with regard to Community Development
- Attended Laidley Spring Festival 'debrief' meeting - Council
- Visited the Murphy's Creek Markets
- Attended the 'Livestock Farming Drought Support BBQ and Forum' at the Lockyer Valley Cultural Centre
- Attended the Cahill Park Cluster meeting – Cahill Park
- Attended the Quarterly Depot BBQ and updates – Gatton Depot
- Attended the Laidley Saleyards User Group meeting with the Deputy Mayor – Gatton Saleyards
- Attended the Grand Opening of Coast to Country's new Chiropractic Clinic extensions at Plainland
- Visited the Laidley markets
- Visited the Historic Commercial Vehicle Association Queensland Inc (HCVAQ) Truck and Tractor Show at the Gatton Show Grounds
- Attended Council meetings, workshops and tours.

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

02/09 – Attend Meeting – Community Environmental Grants  
03/09 – Attended Councillor Workshop  
03/09 – Radio Interview River 949 regarding Lake Apex Wildlife Relocation  
03/09 – Attended meeting regarding Staging Post Café  
04/09 – Attended Business Leaders Luncheon  
04/09 – Radio Interview ABC Radio regarding Lake Apex Wildlife Relocation  
07/09 – Attended Lockyer Community Action Get Together  
08/09 – Attended official Opening Second Range Crossing  
11/09 – Attended Portfolio catch up  
11/09 – Attended Ordinary Council meeting  
11/09 – Onsite meeting with Resident regarding Environmental concerns  
11/09 – Attended Lockyer Valley Growers BBQ  
12/09 – Attended Disability Action Week Morning Tea  
12/09 – Attended meeting regarding Natural Resource Management (NRM) Plan  
13/09 – Attended AmCham Business Luncheon  
13/09 – Attended Crime Stoppers Trivia Night  
14/09 – Attended Laidley Spring Festival  
17/09 – Attended Lake Apex Community Advisory Committee meeting  
18/09 – Attended Lockyer Chamber of Commerce Business  
22/09 – Attended Livestock Farming Drought Support Forum  
24/09 – Attended Lockyer Valley Regional Council Quarterly Depot BBQ  
24/09 – Attended Councillor Workshop  
24/09 – Attended Councillor Tour to Lockyer Business  
25/09 – Attended Portfolio catch up  
25/09 – Attended Ordinary Council meeting  
26/09 – Television interview with Channel 7 regarding Environmental Community Grants  
26/09 – Attended Lockyer Says No to Violence meeting  
27/09 – Attended official opening Coast to Country Chiropractic Clinic.  
28/09 – Attended Laidley Markets  
28/09 – Attended Historic Commercial Vehicle Association Queensland Inc (HCVAQ) Truck and Tractor Show

**Attachments**

There are no attachments for this report.

**15. CONFIDENTIAL ITEMS**

*No Confidential Items at time of print run.*

**16. MEETING CLOSED**