

Minutes



ORDINARY MEETING OF COUNCIL

MINUTES

13 NOVEMBER 2019

TABLE OF CONTENTS

Item	Subject	Page No.
1.0	Meeting Opened.....	5
2.0	Leave of Absence.....	5
2.1	Leave of Absence	5
3.0	Condolences/Get Well Wishes	6
3.1	Condolences/Get Well Wishes.....	6
4.0	Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers	7
5.0	Mayoral Minute	7
6.0	Confirmation of Minutes.....	8
6.1	Confirmation of Ordinary Meeting Minutes 23 October 2019	8
7.0	Business Arising from Minutes	9
8.0	Committee Reports	9
9.0	Deputations/Presentations	9
10.0	Executive Office Reports	10
10.1	Chief Executive Officer's Monthly Update - October 2019.....	10
10.2	2020 Council Meeting Dates	19
10.3	Livestock Farming Drought Support Action Plan	22
11.0	Organisational Development and Planning services Reports	39
11.1	Executive Manager Organisational Development and Planning Monthly Report - October 2019	39
11.2	Request to Change Approval - Golf Links Drive, Edwards Road, Woodlands Road, Gatton	48
11.3	Application for Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device at 7 Railway Street, Helidon.....	59
11.4	Application for Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) at 46 Coates Street, Laidley	97
11.5	Request for Comment Regarding Proposed Ministerial Infrastructure Designation - Faith Lutheran College - 3-5 Faith Avenue, Plainland	117
11.6	Request to Extend Approval for a Preliminary Approval for Material Change of Use to Vary the Effect of a Planning Instrument Pursuant to Section 242 of the Sustainable Planning Act 2009 for Industrial and Commercial Development and Development Permit for Reconfiguring a Lot to Subdivide 2 Lots into 6 Lots and Open New Roads (MCU2017/0036)	124
12.0	Corporate and Community Services Reports.....	128
12.1	Executive Manager Corporate and Community Services Monthly Report - October 2019	128

12.2	Container Refund Scheme - Recovery Sharing Arrangement	144
12.4	Summary of Council Actual Financial Performance vs Budget - 31 October 2019	147
12.5	Exemption from Obtaining Competitive Offers - Gatton Shire Hall Functional and Economic Improvements Project.....	168
13.0	Infrastructure Works and Services Reports	172
13.1	Executive Manager Infrastructure Works and Services Monthly Report - October 2019	172
14.0	Items for information	183
14.1	Annual Valuation Effective 30 June 2020	183
14.2	Independent Chairperson Annual Report - Audit and Risk Management Committee 2018-19	185
14.3	Councillor Portfolio Report - October 2019	196
15.0	Confidential Items	205
15.1	Sale of Land for Unpaid Rates and Charges	205
12.3	Wotan Road, Churchable - Kennel Issues	207
16.0	Meeting Closed.....	213

ATTENDANCE:

Councillors Present

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

Officers Present

- Ian Church, Chief Executive Officer
- David Lewis, Executive Manager Corporate & Community Services
- Angelo Casagrande, Executive Manager Infrastructure Works & Services
- Amanda Pugh, Manager Planning & Development
- Corrin Bischoff, Coordinator Governance & Strategy
- Erin Carkeet, Governance & Strategy Officer
- Neil Williamson, Community Development & Engagement Officer (Youth)
- Caitlan Natalier, Legal Services & Property Coordinator
- Mark Westaway, Consultant Planner
- Tammee Van Bael, Graduate Planning Officer
- Miriam Sharp, Senior DA Planner
- Kim Calio, Development Assessment Coordinator
- Darryl Simpson, Local Laws Coordinator
- Peter Driemel, Manager Health Waste & Regulatory Services

Apologies

- Dan McPherson, Executive Manager Organisational Development & Planning Services

Media Present

- Dominic Elsome, Gatton Star

The meeting commenced at 10:00am.

The Mayor, Cr Milligan as the Chairperson, was not present when the meeting opened as she was attending a teleconference with the Queensland State Disaster Committee . The teleconference was called regarding the Queensland bushfire situation and Cr Milligan attended in her capacity as Chair of the Local Disaster Management Group. The Deputy Mayor, Cr Cook assumed the chair and welcomed all present. Pastor Trevor Bartley led the meeting in prayer, following a minute's silence for those persons recently deceased.

2.1 Leave of Absence

Date: 08 November 2019
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT Leave of Absence is granted to Councillor Janice Holstein for Council's Ordinary Meeting held 27 November 2019 to attend the 2019 RDA National Forum.

RESOLUTION

THAT Leave of Absence is granted to Councillor Janice Holstein for Council's Ordinary Meeting held 27 November 2019 to attend the 2019 RDA National Forum.

Moved By: Cr Vela **Seconded By:** Cr Hagan
Resolution Number: 16-20/1551

CARRIED
6/0

3.1 Condolences/Get Well Wishes

Date: 07 November 2019
Author: Erin Carkeet, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

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

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

CARRIED
6/0

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

4.1 Declaration of Material Personal Interest on any Item of Business

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

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

Cr McLean declared a Material Personal Interest in relation to Item 15.1, "Sale of Land for Unpaid Rates and Charges"" (as defined in Section 175B of the Local Government Act 2009), that based on the fact that a family member stands to gain a benefit or suffer a loss depending on the outcome of Council's consideration of this matter. Cr McLean advised that she would leave the meeting when each item is to be debated and voted upon.

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.

5.0 MAYORAL MINUTE

No Mayoral Minute

6.1 Confirmation of Ordinary Meeting Minutes 23 October 2019

Date: 07 November 2019
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 23 October 2019 be taken as read and confirmed.

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 23 October 2019 be taken as read and confirmed.

Moved By: Cr Hagan **Seconded By:** Cr Wilson
Resolution Number: 16-20/1553

CARRIED
6/0

7.0 BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8.0 COMMITTEE REPORTS

No Receival of Committee Reports as Minutes.

9.0 DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

10.1 Chief Executive Officer's Monthly Update - October 2019

Date: 23 October 2019
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

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

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

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

Moved By: Cr Hagan **Seconded By:** Cr Holstein
Resolution Number: 16-20/1554

CARRIED
6/0

Report

1. Introduction

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

2. Background

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

3. Report

Governance and Strategy

Strategic Planning

Business Unit Plan Annual Reviews

The initial review of business unit plans for all business units throughout the organisation commenced this month. The first review will be undertaken as a desktop review due to significant competing priorities across the organisation. Advice on how to conduct the review was distributed to the

management team including an offer of assistance if required. More detailed reporting on business unit plans has been the trend to implement as part of the review process.

Integrity Functions

Complaints

The following table provides details of the complaints managed for the 2019-20 year to date, compared to the 2018-19 year, 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	2	0	0	1
Administrative Action	3	3	3	1	2
Privacy	0	0	0	0	0
TOTAL	3	5	3	1	3

A representative from the Queensland Ombudsman's Office visited Council during the month and conducted an information session with interested staff on complaints management systems. The session provided helpful tips and guiding principles on good decisions and how to best manage all customers, not just complainants.

Audit and Risk Management

Internal Audit

The draft report on the internal audit into Council's Project Management Framework was received from Council's Internal Auditors, O'Connor Marsden and Associates. The draft Report was reviewed by Council's Project Management Group and feedback provided to the Internal Auditors for finalisation of the Report.

Risk Management

Work continued this month on the implementation of the risk register reporting in line with the Framework. The initial progress report on Council's Key Corporate Risk Register is to be presented to the Audit and Risk Management Committee in December.

Insurance

Attached to this report is comparative data for the period between the 2016 financial year and the current financial year to date, for the following claims above Council's deductible limit:

- Liability Claims (Public Liability, Professional Indemnity & Personal Injury; including notifications)
- Motor Vehicle Claims
- Council Property Claims

Legislative Framework

New Legislation

The Local Government Electoral (Implementing Stage 2 of Belcarra) and Other Legislation Amendment Bill received assent on 30 October 2019.

Regional Development

Sustainable Water

The Lockyer Valley and Somerset Water Collaborative (LVSWC) has commenced the procurement process through Local Buy for the delivery of the Water for Lockyer Detailed Business case. Tenders

opened on Friday 25 October and close on 18 November. The project is funded by the Department of State Development, Manufacturing, Infrastructure and Planning through a \$1.4m grant. An independent evaluation panel has been established to review the tenders on Tuesday 19 November. It is planned to have the successful consultant engaged prior to the Christmas holiday break.

Councils Regional Development Manager recently had the opportunity to meet with South Australia Water and receive a tour of the Virginia Water Scheme and the new North Adelaide Irrigation Scheme projects. The lessons and insights were extremely valuable given the timing of the LVSWC Detailed Business Case and the relevance of these projects to that Business Case. A briefing document is being prepared for the next Water Collaborative meeting scheduled for 28 November.

Council has responded to a request by the Department of Natural Resources Mines and Energy for more clarification on some of Councils bores that have been captured in the draft Moreton Water Resource Plan. Council is endeavouring to ensure there is adequate supply for broader community uses where this is required, or could be, in the future.

Investment Attraction

The Gatton West Industrial Zone preliminary planning approval has expired. As a result, an extension is being sought through Councils normal planning processes. Maintaining the preliminary approval on the site may assist with any future developer enquiries.

Equine Collaborative

The Equine Collaborative recently met for their 3rd workshop with TVS Architects to finalise the draft Master Plan for the Lockyer Race Club site and it is noted that the project is in line with the planned timeframes and deliverables.

Council was advised by the University of Queensland Gatton Head of School that unfortunately the University will not be in a position to contribute financially to the Equine Collaborative or the broader project, however they are happy to continue to participate with the Equine Collaborative Group.

Strategic Alliances and Partnerships – LGAQ Regional Economic Development Advisory Group (REDAG)

At the time of writing, the final meeting of REDAG is scheduled for Wednesday 6 November. REDAG is an LGAQ Advisory Group with members appointed from across Queensland Councils, including a mix of Councillors and staff, with the primary purpose of providing advice to the LGAQ Policy Executive on economic drivers across Queensland. Council's Manager Regional Development chairs the Group.

Trade and Investment Queensland

Council and local businesses have been working collaboratively with the Trade and Investment Queensland (TIQ) office to promote local trade and investment missions. As an example, an export trial was recently undertaken with a local nursery together with 'Gardens by the Bay' in Singapore to investigate opportunities in this market. In addition, three companies from the Lockyer Valley were invited to showcase at the TIQ International Buyers Day held in Brookwater on 28 October. Site visits following the event were also conducted.

Advocacy

Stakeholder Relations

Council of Mayors South East Queensland (COMSEQ) have initiated a South East Queensland (SEQ) City Deals Working Group to support the CEO Reference Group and act as a conduit back to local governments as the City Deal is developed. The first meeting of the Working Group was held in October. Key items for Lockyer Valley will relate to water and transport infrastructure and ensuring

trade and enterprise in the agriculture and agribusiness sectors are considered. The Working Group will focus on reaching agreement on the City Deal details by mid-2020.

An event organised by the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development (DITCRD) was held on 1 October 2019, with input from Council officers, to foster Inland Rail readiness. The purpose of the event was to encourage local business and industry to consider applying for the development of business cases for projects eligible under the Commonwealth Inland Rail Interface Improvement Funding.

Officers attended the Rural Economies Forum held at the University of Southern Queensland in Toowoomba on 2 October 2019. The Forum examined a range of economic development issues for regional Australia as identified through the work of the Rural Economies Centre of Excellence (RECoE). This was an opportunity for those in rural development practice, policy and research to participate in deliberative discussion.

Inland Rail – Australian Rail Track Corporation (ARTC)

ARTC have submitted the Environmental Impact Statement (EIS) for the Helidon to Calvert project to the Coordinator General for adequacy review. This is based on the Concept design for the project. ARTC are finalising the EIS for the Gowrie to Helidon project and hope to submit this calendar year. Council officers have been working with ARTC on the design to minimise impacts within the Lockyer as far as possible. Officers are also heavily engaged in the legal agreements, the Public Private Partnership (PPP) arrangements and the Project Specification Technical Requirements documentation. These agreements and arrangements will guide the project from design through to financial close (anticipated for Q2-2021), construction and commencement of operation.

A Community Consultative Committee meeting was also held at Postman's Ridge during October and a number of EIS sessions were also held in the region during the month.

Association Linkages

The Local Government Association of Queensland annual conference was held in Cairns and attended by Cr Vela and the CEO. It was pleasing to note that Lockyer Valley Regional Council motions were supported by the conference members. These covered a range of issues from the cost of the local government election, valuation of land for rating purposes and a number of specific building regulation issues.






Passenger Rail

The regions desire to see rail passenger transport has been raised again in a number of forums, including the City Deal Working Group meeting and with ARTC. It is understood that the Commonwealth's business case for the Toowoomba to Brisbane Passenger Rail has been delayed until further clarity is provided on the Inter-Government Agreement on Inland Rail.

Economic Development

Industry Attraction

Officers have engaged with and provided information and economic data to 5 new business enquiries during the month. Support has also been provided following a request from a local bank lending manager for local statistics to support lending practice decisions.

Industry Sector	Level of interest	Notes:
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
Health Services		Identification of potential new premises to accommodate growth
Retail / Wholesale		Identification of potential premises suitable for the application proposed

Stimulate the Local Economy

The Gatton Star lead 'Town Proud Shop Local' campaign commenced on 6 November and will run until 18 December. During this six-week period, as a foundation sponsor, Council will promote the benefits of shopping local and highlight how Council supports local business. Participating businesses will have posters on display and shoppers will have the chance to win one of six \$1000 prize draws.

Support Local Business

The Lockyer Valley Business, Training and Apprenticeship Awards Gala Dinner was attended by 432 people and the event has received very positive feedback from sponsors, finalists and guests. A detailed report outlining the project outcomes will be provided to Council at a future meeting.

Officers attended the Lockyer Valley Chamber of Commerce networking breakfast on 16 October where guest presenter Trevor Beckingham spoke about the benefits of local agricultural shows. Tracy Ellul also provided information on the Back to Work incentives that are available for Lockyer Valley businesses for commencing new employees.

An acupuncturist will commence operating from Neilsen's Place Business Incubator during November. The new incubator user has recently completed the Business Assistance New Enterprise Incentive Scheme (NEIS) program and is looking forward to starting his business in the Lockyer Valley.

Jobs and Skills Development

Two GenR8 students from Laidley High School have completed their work placement with Council while completing a Certificate II in Logistics. Both students recently completed the program and received their respective certificates at a graduation event. GenR8 is a workforce development program for Year 12 students that aims to prepare them for the workforce as they exit high school.

"Ag Inspirations" for local students was hosted on 21-23 October, with Council supporting the initiative with venue space at the Grantham Butter Factory to undertake the study and reflection component of the program. The program gives local high school students, with an interest in a career in agriculture, the opportunity to visit local employers to hear first-hand the career path opportunities within the local agricultural sector. Past students of the program have secured local employment through the connections and knowledge gained during the annual program.

The Regional Skills Investment Strategy (RSIS) 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 previously noted the Reference Group have identified gaps in skills

and now training solutions and funding options are being identified to bridge the skills gaps businesses in the region are facing.

The Reference Group has endorsed training solutions for which they are now seeking expressions of interest to provide. These include:

1. *Mentoring and Supervision Skill Set – Hospitality and Tourism Businesses:*
This skill set is being developed from the Tourism, Travel and Hospitality Training Package. There is sufficient demand to run one course with further marketing to continue to reach more local businesses. Discussions with TAFE Queensland have commenced to deliver the course in 2020.
2. *Compliance Training*
As previously noted this is in demand for the Agricultural and Construction industries. The RSIS Coordinator is working on linking growers with a Registered Training Organisation to deliver a Certificate III in Production Horticulture as this includes relevant compliance training.

Tourism

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

On 14 October the Manager Regional Development and Tourism and Marketing Coordinator attended the Brisbane Marketing Industry Spotlight. Brisbane Marketing provided year-to-date results and advice on current projects and activities for the year ahead.

Tourism Events Queensland have requested information from local tourism operators affected by the recent fires and drought generally, for the purpose of providing feedback to their Ministerial and Government relations team. Where possible Tourism Events Queensland will seek opportunities to assist the region's operators, including media opportunities.

Destination Marketing

Visit Lockyer Valley Facebook monthly insight to October 31 had 2,240 page likes. Reach for the month (people who saw posts) was 5,503 (4,003 last month), post engagement (likes, comments, shares) was 708 (1,247) and video views totalled 137 (449). The strongest performing posts for the month included Helidon's Celtic Festival, Christmas in the Country Craft Show and Lights on the Hill.

Marketing for 2020 is progressing with advertising and editorial secured for the "What's on in Queensland" publication and the 2020 Queensland Caravanning Directory.

Council will showcase the region at the welcome function for the Australian Tourism Export Council (ATEC) Meeting Place event on Monday, 25 November at Brisbane's Eat Street. The Eat Street experience will be enhanced by the opportunity for the 450 delegates to taste samples from the Lockyer Valley.

Visitor Information Centre (VIC)

The Visitor Information Centre/Volunteer Coordinator attended the recent Queensland Information Centres Association (QICA) conference. The QICA conference is held annually and is an opportunity to network with coordinators/facilitators in the tourism industry. This year the focus was on collaboration and inspiration as well as information. Collaboration is important as a tourist doesn't see the physical boundaries of a region – they see a destination or attraction they want to visit. By collaborating with our surrounding VIC's we are all better placed to service our customers' needs when they visit our Centre's.

VIC staff have been working to:

- Create a tourism focused newsletter which will be sent to all the databases which have been collected at trade shows over the years.
- Utilise the Virtual Reality capability in the foyer area of the Lockyer Valley Cultural Centre.
- Stock Craig Bachmann's Lockyer Valley photography calendars in the VIC on a consignment basis.
- Redesign the tourist brochure for Jessie's Cottage

Visitor Information Centre Customer Interactions (Oct 2019)

Origin	Number
Local	200
Within 200km	346
Remainder of Qld	29
NSW	35
VIC	6
SA	4
WA	3
NT	0
ACT	0
TAS	8
Overseas	35
Total (walk in)	666
Phone/Email	105
Total	771

VIC Souvenir Revenue	\$3,259.42
QTM Souvenir Revenue	\$252.75
QTM Ticket Revenue	\$1,672.00
Community Craft Cabinet Revenue	\$50.00

Volunteer Management

The End of year Volunteers Recognition Christmas Party is scheduled for 5 December at Porter's Plainland. This function is to recognise all those who have volunteered for Council throughout the year.

Queensland Transport Museum (QTM)

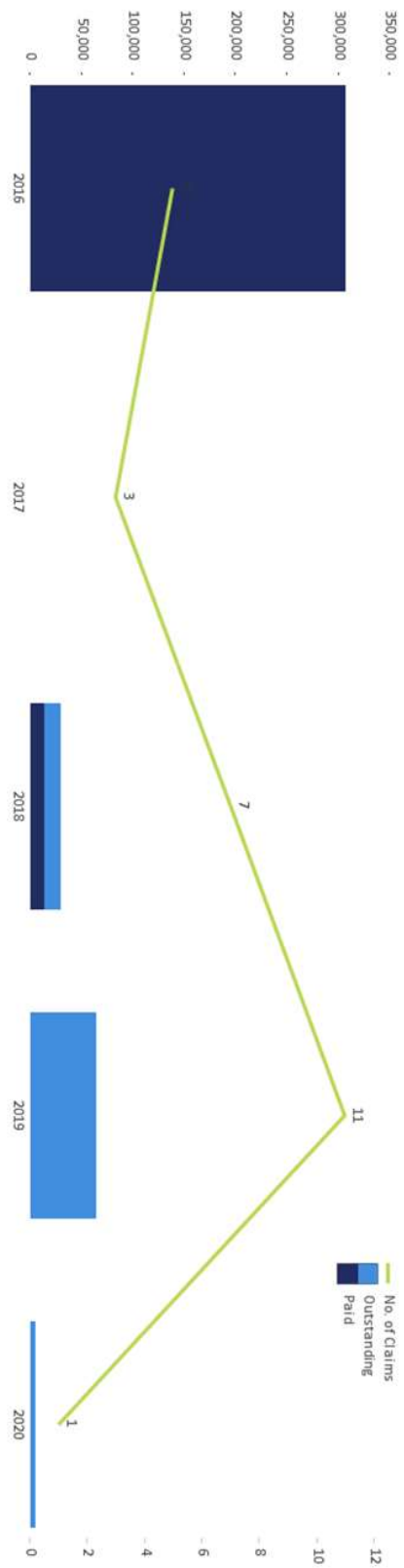
The QTM has had a foyer display for the month of October which featured four replica race cars. The timing of the display was to coincide with the race at Bathurst and provide more interest in the QTM. A hang glider has been donated to the QTM which is now on permanent display.

The Visitor Information Centre/Volunteer Coordinator attended a workshop in Logan on 29 October – "The Object of Labels; Writing Interpretive Text for Exhibitions". The aim of attending this workshop was to gain an understanding of what makes an adequate label for the QTM exhibits and to enhance what we have on display for interpretive functions.

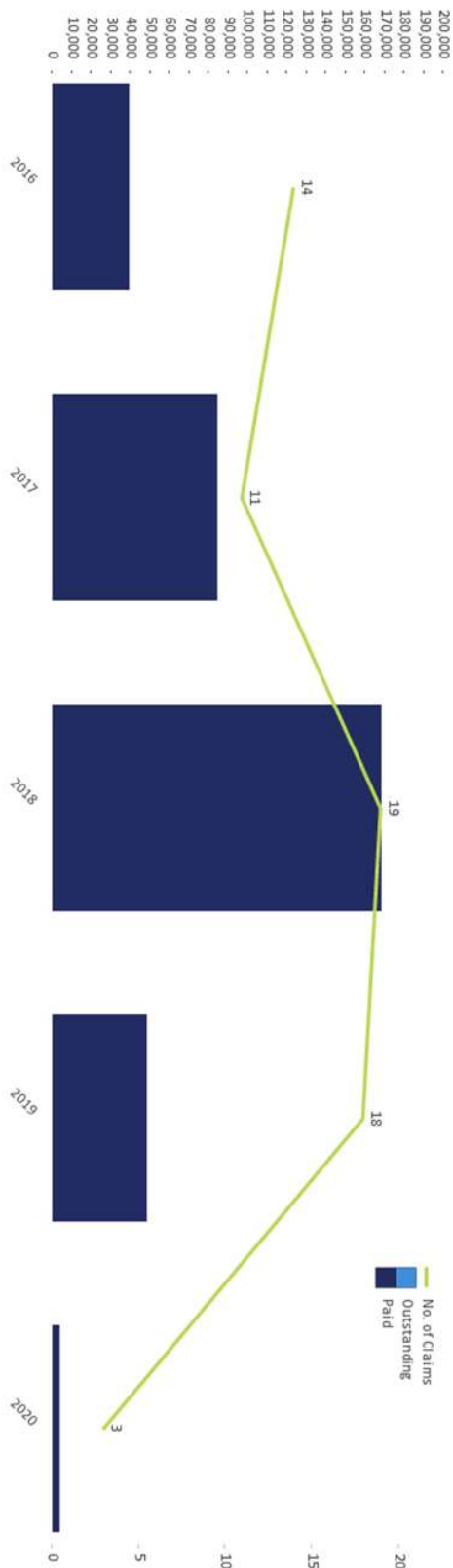
Attachments

1 [📄](#) Insurance Claims over deductible 2 Pages

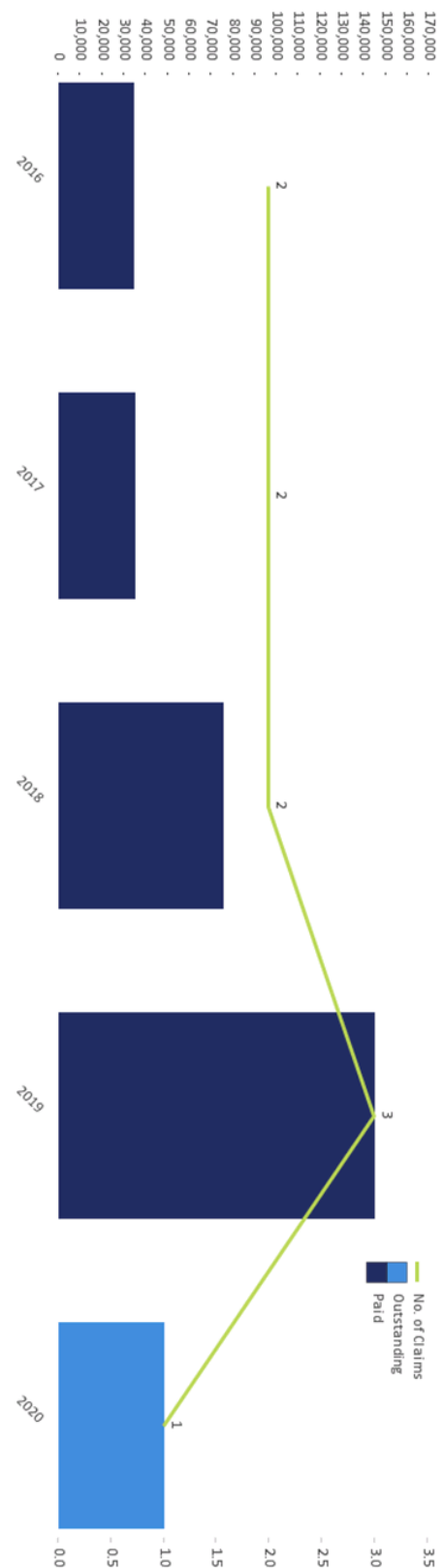
Liability Claims Overview (Public Liability, Professional Indemnity & Personal Injury; including notifications) – 2016 to 2020 YTD



Motor Vehicle Claims Overview – 2016 to 2020 YTD



Council Property Claims Overview – 2016 to 2020 YTD



10.2 **2020 Council Meeting Dates**

Date: 04 November 2019
Author: Erin Carkeet, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to determine the schedule of Ordinary Council meetings for the first quarter of the 2020 calendar year.

Officer's Recommendation:

THAT Council approve for the first quarter of the 2020 calendar year, the Ordinary Meetings of Council be held on the second and fourth Wednesday of each month, commencing at 10am, at the Council Chambers, Gatton.

Further;

THAT Council approve the following exception to the schedule:

- **For the month of January 2020, only one Ordinary Meeting of Council will be held on 22 January 2020.**

And Further;

THAT Council advertise the Ordinary Meeting dates in accordance with the requirements of Section 277 of the *Local Government Regulation 2012*.

RESOLUTION

THAT Council approve for the first quarter of the 2020 calendar year, the Ordinary Meetings of Council be held on the second and fourth Wednesday of each month, commencing at 10am, at the Council Chambers, Gatton.

Further;

THAT Council approve the following exception to the schedule:

- **For the month of January 2020, only one Ordinary Meeting of Council will be held on 22 January 2020.**

And Further;

THAT Council advertise the Ordinary Meeting dates in accordance with the requirements of Section 277 of the *Local Government Regulation 2012*.

Moved By: Cr Holstein

Seconded By:

Cr Hagan

Resolution Number: 16-20/1555

CARRIED

6/0

Report

1. Introduction

In accordance with Section 257 of the *Local Government Regulation 2012*, local governments must meet at least once a month. As the next Local Government quadrennial election is scheduled to be held Saturday 28 March 2020, this report seeks to determine the schedule of Ordinary Council meetings for the first quarter 2020 calendar year. In accordance with Section 256 of the *Local Government Regulation 2012*, at the post-election meeting the newly elected Council must consider the day and time for holding its future meetings.

This report aligns with Council's Corporate Plan 2017-2022, Outcome 5.4, '*Commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values*' and Outcome 5.7, '*Compliant with relevant legislation*'.

2. Background

Following the 2016 Local Government Election, Council resolved to hold its Ordinary Council meetings on the second and fourth Wednesday of each month. These meetings form part of the regular Council business cycle, together with programmed Councillor Workshops and Councillor Tours.

3. Report

Council meetings are the principle decision-making forum for local governments and are the cornerstone of local government democracy and a key illustration of accountable and transparent decision-making by local governments. As the next Local Government election is scheduled to be held Saturday 28 March 2020, this report is to determine the schedule of Ordinary Council meetings for the remainder of the current term of Council for 2020.

In the first quarter of 2020, the second and fourth Wednesday of each month is suitable for Council to hold its Ordinary meetings as no conflicts have been identified. However, in line with previous years, and in the interests of streamlining Council's decision-making processes, it is proposed to only hold one meeting in January 2020.

4. Policy and Legal Implications

Section 256 of the *Local Government Regulation 2012*, prescribes the matters a Local Government must consider at the post-election meeting, which includes determining the day and time for holding its future meetings.

Section 257 of the *Local Government Regulation 2012* prescribes that a local government must meet at least once a month. Council's adopted meeting cycle is consistent with the legislation.

Section 277 of the *Local Government Regulation 2012* prescribes the requirements for the public notice of meetings.

5. Financial and Resource Implications

In accordance with Section 277 of the *Local Government Regulation 2012*, Council will publish in a newspaper circulating generally in the local government's area the days and times of its ordinary

meetings. Following the post-election meeting, Council will publish the schedule of ordinary meetings determined for its future meetings for 2020.

It is anticipated that the financial implications relating to the additional publishing will be minor and will be managed through existing budget provisions.

6. Delegations/Authorisations

No additional delegations are required as this matter can be managed through existing delegations.

7. Communication and Engagement

Section 277 of the *Local Government Regulation 2012* prescribes that at least once a year; the local government must publish a notice of the days and times when Ordinary meetings will be held in a newspaper circulating generally in the local government's area. It is proposed that, early in the New Year, a notice of the dates and times of Ordinary meetings be published in a local newspaper.

At the post-election meeting, Council will determine the day and time for holding its future meetings. Following this meeting, a notice of the dates and times of Ordinary meetings will be published in a local newspaper.

8. Conclusion

This report proposes the cycle of Ordinary meeting dates for the first quarter of the 2020 calendar year and ensures Council's compliance with Section 257 of the *Local Government Regulation 2012*.

9. Action/s

1. Finalise Ordinary Council meeting dates with meetings scheduled into Councillors calendars and relevant staff.
2. Publish the first quarter of 2020 Ordinary Council meeting dates in the local newspaper.
3. Update Council's website with the first quarter of 2020 Ordinary Council meeting dates.

Attachments

There are no attachments for this report.

10.3 Livestock Farming Drought Support Action Plan

Date: 05 November 2019
Author: Neil Williamson, Community Development & Engagement Officer (Youth)
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Council hosted a Livestock Farming Drought Support Forum on Sunday 22 September 2019 where livestock farmers developed a range of actions they believed would be of most assistance to them during the drought. The results of the forum were prepared as a drought action plan and has been made available for review and feedback by forum participants and other local farmers. The finalised Livestock Farming Drought Support Action Plan is presented to Council for endorsement and implementation.

Officer's Recommendation:

THAT Council endorse the Livestock Farming Drought Support Action Plan and implement the identified Council actions in the Plan subject to available resources.

RESOLUTION

THAT Council endorse the Livestock Farming Drought Support Action Plan and implement the identified Council actions in the Plan subject to available resources.

Moved By: Cr Hagan **Seconded By:** Cr McLean
Resolution Number: 16-20/1556

CARRIED
6/0

Report

1. Introduction

This report presents the Livestock Farming Drought Support Action Plan (the Plan) for Council's review and endorsement. This includes a brief report on submissions received in response to the Plan. The recommended action aligns with the following outcomes from Council's Corporate Plan 2017-2022:

1.1 A community with fair and reasonable access to services

1.4 Council seek to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner.

2.2 Maximise opportunities through engagement and partnerships with stakeholders to achieve a strong resilient economy.

5.3 Actively engage with the community to inform council decision making processes.

2. Background

The Lockyer Valley was drought declared on 17 May 2018 with rainfall since that time continuing to be below average. Impacts on local farmers, particularly livestock farmers, have worsened during this time with many no longer having sufficient water or feed on their properties to effectively manage

their livestock. This affects their livelihoods and has flow-on effects to the local economy. Council hosted a Livestock Farming Drought Support Forum on Sunday 22 September to hear directly from affected farmers about their likely situation over the next 3, 6 and 12 months if the drought continues. The forum was attended by 58 community participants and 10 elected representatives covering all levels of government and was facilitated by 13 Council staff. Of registrants, 79% indicated that they farm livestock and only 4 community members attending the event indicated that they do not farm livestock.

Council's Community Engagement Team developed the Livestock Farming Drought Support Action Plan with priorities developed by participants at the forum and following a period of public review now presents the Plan for Council endorsement and implementation.

3. Report

Council developed the Draft Livestock Farming Drought Support Action Plan and published it for community review and comment from 16 October 2019 to 2 November 2019. Four submissions were received including one from the Federal Member for Wright. Two of the three submissions from livestock farmers indicated the items from the Plan they most strongly supported (1.1 - 1.6, 1.8 – 1.9, 1.12 – 1.13, 2.2 – 2.3, 2.5, 3.2, 3.4 – 3.7, 3.9 – 3.10, 4.1 – 4.5, 5.3 and 6.1). No further comments were provided.

The third livestock farmer submission raised more detailed level ideas relative to several items in the Plan, namely:

1.5 Reduce, subsidise or assist with Council rates

Would Council consider that where a rate payer has a PIC or submits their taxation return within Primary production parameters and they submit 2 water purchase receipts within an 8-week period, Council rates due payment date be set for 40 days after the last monthly water purchase receipt forwarded to LVRC Accounts department. Since producers today use email and the majority can, with assistance, scan documents, it is not difficult to keep council updated on our stressful circumstances. The relocation of the rates involved would benefit a small, yet significant group of faithful ratepayers.

1.8 Proactive contact from support providers and 2.2 Improve promotion, awareness and ease-of-access to rural financial counsellors

Should the role of Rural Financial Counsellor receive quarterly exposure in the local media until all SEQ shires are removed from Declared Drought.

2.3 Promote and utilise neighbourhood / community groups to: Share information (talk, email, etc); Council and support agencies to come and provide information

Could council contact Lockyer Valley Shed Men and discuss the possibility of very briefly speaking with that group comprising largely senior farmers and graziers in our community? The team running this group are themselves key men in the Lockyer who provide a most positive long-term view of life outcomes for us, the residents of the Lockyer. Previously they have accessed very competent outside guest presenters with quite astounding personal life experience.

The submission from the Federal Member for Wright, The Hon Scott Buchholz MP notes the following:

Drought Relief and Mental Health Support

Referring to item 2.5, on the 27th of September 2019, the Australian Government announced additional funding of \$740,000 for five Rural Financial Counselling Service providers and changes to Farm Household Allowance. The Government will continue to review and respond as necessary.

5. Future Drought Resilience

With reference to item 5.3, the Australian Government has legislated for the Future Drought Fund to boost future drought resilience, preparedness and response across Australia. On 1 October 2019 the National Water Grid Authority was established, a \$100 million investment, in addition to \$3.5 billion to build dams, weirs and pipelines through the National Water Infrastructure Development Fund and National Water Infrastructure Loan Facility.

State and Territory Governments are also delivering the Australian Government On-Farm Emergency Water Infrastructure Rebate.

6. Other

Listed as 'other' and itemised as 6.1, the Australian Government invested \$4.2 million in order to establish a National Drought Map. This map and additional information on the data and scientific information can be found at <https://www.pmc.gov.au/news-centre/domestic-policy/national-drought-map-now-available>.

The Federal Member for Wright also indicated that he looks forward to the final action plan and working with Council and farmers to achieve better outcomes; and that he has forwarded the draft action plan to the Ministers for Agriculture, and Water Resources, Drought and Rural Finance respectively to ensure feedback from the Lockyer Valley is considered as the Government continues to respond to the drought.

It is considered that the submissions received do not recommend any changes to the draft Livestock Farming Drought Support Action Plan and generally provide a deeper level of detail to specific sections of the Plan.

It is recommended that the Plan be endorsed without change other than correcting any spelling or grammatical errors.

It is noted that implementation of the Plan has already commenced under Council's community development framework and includes such actions as: coordinating with drought support agencies to attend community events such as Mt Sylvia State School P&C Movie Night and the Stockyard Creek Community Hall Movie night, both held in the past month; coordinating with drought support agencies to attend Laidley saleyards during livestock sales; continuing the *10 Minutes with a Master* program; and, coordinating a drought support interagency.

4. Policy and Legal Implications

There are no policy or legal implications which will arise as a result of endorsing the Livestock Farming Drought Support Action Plan. The implementation of some actions raised within the Plan may require policy or legal changes. The Plan is not a binding document on any named stakeholders but is a guide to recommended actions.

5. Financial and Resource Implications

There are no financial implications arising from endorsing the Plan, however it is noted that implementing some recommended actions may have financial and resource implications. It is recommended that Council initially addresses actions that can be managed within existing allocations of resources, and that any actions requiring significant changes be addressed through the budget review process.

6. Delegations/Authorisations

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

7. Communication and Engagement

The development of this document was done in consultation with the livestock farming community via the Livestock Farming Drought Support Forum held on Sunday 22 September 2019 supported by an open community review process.

Following endorsement of the Plan, the Plan will be made available publicly through Council's website and Customer Service Centres and promoted through a media campaign.

The Plan will be distributed to drought support agencies as well as relevant State and Federal members and ministers.

Progress on the Plan will be documented on a quarterly basis and reported to Council, and the community via Council's website.

8. Conclusion

It is recommended that Council endorse the Livestock Farming Drought Support Action Plan without change on the basis that no public submission raised any concerns with the existing content, and that the Plan provides for comprehensive short-, mid- and long-term responses to the drought.

9. Action/s

The Plan will be made available publicly through Council's website and Customer Service Centres and promoted through a media campaign.

The Plan will be distributed to drought support agencies as well as relevant State and Federal members and ministers.

Progress on the Plan will be documented on a quarterly basis and report to Council, and to the community via Council's website.

Attachments

- 1 [!\[\]\(ed3513375e5dc0b9e8a0af4e4f96cfb3_img.jpg\)](#) Livestock Farming Drought Support Action Plan 13 Pages

Livestock Farming Drought Support **Action Plan**



INTRODUCTION

Lockyer Valley Regional Council hosted a *Livestock Farming Drought Support Forum* on Sunday 22 September 2019 to hear directly from livestock owners about the current scope and impact of the drought for them, and what mitigation measures might be most meaningful.

The forum was attended by 59 community participants and 10 elected representatives from local, state and federal governments. Of the 72 community members who registered (including both pre-registration and on the day) 57 indicated they farm livestock. Only 4 participants indicated that they are not involved in livestock farming, and another 11 provided rural addresses consistent with livestock farming. The statistics above indicate that the forum was attended by a predominantly livestock farming representation of the wider community.

Participants worked through a series of seven questions at tables which were facilitated by Council staff so that farmers were free to discuss their ideas without having to take notes. Notes on key points were recorded on large sheets of paper which have been retained and transcribed by Council. The last question (Q7) focused on the top 4 items each table wanted to take collective action on over the next 6 months. The table facilitators reported the answers to Q7 back to the whole room before participants were asked to complete an evaluation of the event.

This Action Plan is a consolidation of all answers to Q7 at the forum (the top 4 items each table wanted to take collective action on over the next 6 months), grouped into 6 key themes. The Draft Action Plan was distributed to forum participants and made available to the public for review prior to finalisation.

The Plan is intended as a guide for all stakeholders on the recommended actions that will best assist local drought-affected farmers during drought conditions. It is intended as a shared action plan, where all levels of government, support and service agencies, farmers and the community need to do their part.

Council will provide periodic reports on the implementation of the Plan.

The Livestock Farming Drought Support Action Plan was endorsed by Lockyer Valley Regional Council on [REDACTED].




1. Drought Relief – Financial and Resources

#	Action	Responsibility	Timeframe	Comments
1.1	Encourage local drought relief donations to stay local via an ongoing media campaign	Farmer representatives Lockyer Valley Regional Council	Immediate and ongoing	Media stories by farmers will be more effective than from government. Council can assist in coordinating media
1.2	Provide access to cheap feed and water for <u>stock</u>	Charities – drought support and general	Immediate and ongoing	Council to promote the contact information for all relevant charities that can assist
1.3	Provide immediate subsidies for feed and water	Charities – drought support and general	Immediate and ongoing	Council to promote the contact information for all relevant charities that can assist
1.4	Provide access to cheap water and food for families and assistance with other household costs	Charities – drought support and general	Immediate and ongoing	Council to promote the contact information for all relevant charities that can assist
1.5	Reduce, subsidise or assist with Council rates	Lockyer Valley Regional Council Charities – drought support and general	Immediate and ongoing	Council to promote hardship payment options Council to consider deferring interest and extending discount periods Farmers in need of support to contact relevant charities which will contribute to rates
1.6	Facilitate and/or lobby for access to lower cost water (stand pipes access, availability and costs)	Lockyer Valley Regional Council	TBA	Council to continue liaising with Queensland Urban Utilities on options to increase



				standpipe availability and possible reductions in bulk water prices at standpipes
1.7	Provide assistance in purchasing water and/or power costs	Farmers	Immediate and ongoing	Farmers to contact electricity companies to discuss hardship arrangements and rebates Farmers to contact relevant charities for assistance with water and energy costs
1.8	Proactive contact from support providers	Lockyer valley Regional Council and Rural Financial Counsellor	Immediate and ongoing	Council to liaise with the Rural Financial Counsellor to coordinate the range of support services to attend more community events to increase their accessibility
1.9	Financial subsidies for freight and drought proofing projects such as improving dams, water efficiencies, etc	Commonwealth and State Governments via elected representatives Farmers	TBA	Relevant governments to review relevant programs and improve accessibility and eligibility where possible. Farmers to review and apply for existing subsidies (www.daf.qld.gov.au or via a Rural Financial Counselling Service www.rfcssq.org.au)
1.10	Coordination of bulk purchasing and distribution of local fodder (to offset the 40% increase in costs)	TBA	TBA	This may be best done by Rural Aid, Drought Angels or QCWA – or a locally-based charity such as Lions Club
1.11	Ensure equitable access to grants / funding	Commonwealth and State Governments via elected representatives	TBA	Relevant government departments to review their eligibility to ensure that farmers have equitable access to each category of funding





			and that grants for innovation are promoted separately to grants and assistance for drought support
1.12	People to help prepare applications	Farmers via Rural Financial Counselling Service	Immediate and ongoing Rural Financial Counselling Service (www.rftcssq.org.au or call Rachel on 0477 056 074)
1.13	Utilise appropriate government-owned land and resources as stock feed/watering sources such as harvesting grass from road and land reserves, utilise Queensland Urban Utilities' waste water for irrigation, etc.	Commonwealth, State and Local Governments via elected representatives	TBA Relevant governments to review capacity, legal and liability, and viability with a view to maximising available resources.

2. Drought Relief – Financial Counselling and Mental Health Support				
#	Action	Responsibility	Timeframe	Comments
2.1	Improve promotion, awareness and ease-of-access to mental health support services	Lockyer Valley Regional Council and Support Agencies	Immediate and ongoing	Council to liaise with drought support agencies to increase awareness and accessibility. Includes: Media, events, posters.
2.2	Improve promotion, awareness and ease-of-access to rural financial counsellors	Lockyer Valley Regional Council and Support Agencies	Immediate and ongoing	Council to liaise with drought support agencies to increase awareness and accessibility. Includes: Media, events, posters.

2.3	Promote and utilise neighbourhood / community groups to: <ul style="list-style-type: none"> ○ Share information – Talk, email etc. ○ Council and support agencies to come and provide information 	Lockyer Valley Regional Council and Support Agencies Farmers	Immediate and ongoing	Council to liaise with drought support agencies to attend community group meetings and events. Farmers to actively participate in local community networks and groups and share information with family, friends and neighbours.
2.4	Proactive contact from support providers at saleyards, display days, produce stores and agricultural supply companies, etc	Lockyer Valley Regional Council and Support Agencies	Immediate and ongoing	Council to liaise with drought support agencies to attend key gatherings of affected livestock farmers such as at saleyards and display days.
2.5	Raise awareness of and/or lobby for more: local drought support coordinators, rural financial extension officers and/or Rural Financial Counsellors and Farm Household Case Officers	Commonwealth and State Governments via elected representatives	Immediate and ongoing	Ensure there are sufficient coordinators and support officers to meet the increasing needs of the Lockyer Valley and ensure they are well promoted and accessible.



3. Government Assistance and Regulation

#	Action	Responsibility	Timeframe	Comments
3.1	Lobby for equalisation schemes to have a compulsory percentage of income set aside for income averaging purposes under the Income Tax Act administered by the ATO.	Commonwealth Government via elected representatives	Medium to long-term	Representatives to table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
3.2	Review asset testing as it is too restrictive	Commonwealth Government via elected representatives	Medium to long-term	Representatives to table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
3.3	Promote availability of low interest loans and review eligibility for all livestock owners.	Commonwealth Government via elected representatives	Medium to long-term	Representatives to encourage relevant departments to increase promotion of low-interest loans, and; Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
3.4	Review and improve how information on drought assistance grants is delivered to those who need it.	Commonwealth Government via elected representatives	Medium to long-term	Representatives to encourage relevant departments to review the effectiveness of marketing especially regarding areas without NBN and reliable internet access.
3.5	Review and ensure funding/grant processes are more flexible, easier to access and include support people to help prepare applications.	Commonwealth and State Governments via elected representatives	Immediate and ongoing	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.



3.6	Simplified access to Commonwealth and State funding and grants assistance: <ul style="list-style-type: none"> o Less Red Tape o More one-on-one conversations o Aim to keep farmers on the land o Shorter, simpler application forms o Encourage government departments to share information with each other so that applicants aren't providing repetitive information o That an address is in a drought declared region should be obvious o Ensure consistent information is provided by online, call centres and in-person with department officers o Have a goal of <i>helping</i> people meet eligibility. 	Commonwealth and State Governments via elected representatives	Immediate and ongoing	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
3.7	Reduce red tape and regulation that restricts farmers from drought-proofing such as drilling new bores water, vegetation clearing to increase grazing areas, etc.	Commonwealth and State Governments via elected representatives	Immediate and ongoing	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc. This may apply to grazing areas, use of vegetation for feed, access to water including allocations, etc



3.8	Help new businesses to start up with minimal delay and bureaucracy	Commonwealth, State and Local Governments via elected representatives	Medium to long-term	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc. Review red tape and length of assessment periods
3.9	Support diversification and off-farm work through initiatives such as streamlined RPL (recognition of prior learning/existing skills)	Commonwealth and State Governments via elected representatives	Medium to long-term	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
3.10	Review duration of financial assistance noting that even when rains come it will take time for productivity and income to be restored and that ongoing help (subsidies) will still be required	Commonwealth and State Governments via elected representatives	Medium to long-term	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.



4. Community Awareness

#	Action	Responsibility	Timeframe	Comments
4.1	Gain media support to raise community awareness of drought conditions and impacts on Lockyer Valley farmers, families and the wider community including utilising local credible spokespeople	Working Group to be established with leadership from Lockyer Valley Regional Council	Immediate and ongoing	Working Group to seek the support of local and regional media outlets to promote the plight of local farmers and businesses. Council and farmers to work together in developing fact-based personal interest stories.
4.2	Gain media support to lobby State and Federal Government for increased support and assistance for farmers and communities	Working Group to be established with leadership from Lockyer Valley Regional Council	Medium to Long-term	Working Group to seek the support of local and regional media outlets to promote the plight of local farmers and businesses. Council and farmers to work together in developing fact-based personal interest stories.
4.3	Raise the concerns of drought-affected communities to the more urban parts of South East Qld	Working Group to be established with leadership from Lockyer Valley Regional Council	Medium to Long-term	Working Group to seek the support of major media outlets to promote the plight of local farmers and businesses. Council and farmers to work together in developing fact-based personal interest stories.
4.4	Develop a media campaign to educate the wider community on perceptions of water wastage and water conservation	Working Group to be established with leadership from Lockyer Valley Regional Council	Medium to Long-term	Working Group to investigate and promote campaigns focused on encouraging water restrictions in urban areas, education on farm water usage and needs, etc.

4.5	Raise awareness on how people can direct their donations specifically to the Lockyer Valley	Working Group to be established with leadership from Lockyer Valley Regional Council	Immediate and ongoing	Working Group to promote charities that can direct donations to the Lockyer Valley.
-----	---	--	-----------------------	---

5. Future Drought Resilience

#	Action	Responsibility	Timeframe	Comments
5.1	Establish a local Drought Resilience Working Group	Initiated by Lockyer Valley Regional Council	Medium Term	Working group could include a range of local farmers, technology and industry representatives, UQ Gatton, Lockyer-Somerset Water Collaborative, SEQ Water, QUU, etc
5.2	Investigate options to improve drought-resilience for the region	Working Group	Medium to Long-term	
5.3	Investigate, promote and lobby for (if necessary) subsidies for on-farm water storage and efficiencies including subsidies for loan principal and interest repayments	Commonwealth and State Governments via elected representatives	Immediate to Medium-term	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
5.4	Investigate, promote and lobby for (if necessary) financial subsidies for freight for fodder and water deliveries	Commonwealth and State Governments via elected representatives	Immediate to Medium-term	Table this initiative at relevant opportunities such as parliament, Joint Agency Drought Taskforce, etc.
5.5	Investigate feasibility of extending water mains further into rural areas for added water filling stations (eg, standpipes)	Queensland Urban Utilities (QUU) via Lockyer Valley Regional Council	Immediate to Medium-term	Council to continue discussing feasibility with QUU
5.6	Review farming practices regarding feed conversion by storing feed in good seasons and note that even when rains come it will take time for productivity to be restored	Farmers	Long-term	Farmers to share ideas, and seek support from peak farming bodies



6. Other				
#	Action	Responsibility	Timeframe	Comments
6.1	Lobby for the development of a (national?) database of drought affected/non-affected areas of Queensland and NSW so that farmers have a better idea of where they may be able to sell/buy stock from	Farmers to review existing drought map website	Medium to long-term	This is currently available at: https://www.pmc.gov.au/news-centre/domestic-policy/national-drought-map-now-available
6.2	Investigate the feasibility of <i>Why Leave Town?</i> -type local business gift card that keeps money local	Working Group	Medium to long-term	Council has research on this already. Lockyer Chamber of Commerce & Industry has established a local card for member's businesses

For more information on this Plan please contact:

Community Development & Engagement
Lockyer Valley Regional Council
PO Box 82
Gatton Qld 4343
E: CETeam@lvrc.qld.gov.au
P: 1300 005 872

11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS

11.1 Executive Manager Organisational Development and Planning Monthly Report - October 2019

Date: 23 October 2019

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

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

Summary:

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

Officer's Recommendation:

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

RESOLUTION

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

Moved By: Cr Vela

Seconded By:

Cr Holstein

Resolution Number: 16-20/1557

CARRIED

6/0

Report

1. Introduction

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

2. Background

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

3. Report

Organisational Development

Full Time Equivalents

Council's established FTE number for October 2019 is 309.1903.

Learning & Development

Training Held since Last Report:

- Corporate Induction (Code of Conduct / Work Health & Safety / Drug & Alcohol Training inclusive)
- Provide First Aid and Provide CPR
- ACDC Training

Recognition of Long Serving Employees

The Organisational Development business unit in collaboration with the Executive Office has recognised the contribution, effort and loyalty of its long serving employees by hosting an afternoon tea on 31 October 2019. Employees reaching their milestones received a recognition of service certificate, along with the appropriate gift card.

Years of Service	Number of Employees Recognised
35 Years	One
25 Years	Four
20 Years	One
15 Years	Six
10 Years	Seven

Planning & Development

In the month of October 2019, 34 development applications were received, 25 development applications were decided, and 4 pre-lodgement meetings were held.

Compliance

Compliance action against the owners of Lot 4 RP 135123 situated on the Laidley/Rosewood Road, Laidley, relating to alleged unlawful earthworks, is in the closing stages of being resolved. Certified drawings by an RPEQ have been completed and the owners have indicated that the application will be lodged within the next week. This action has been ongoing since 2016 and the lodgement of an Operational Works application will extinguish the Enforcement Notice currently in force. The resolution of this matter has been at no cost to Council which is a good result.

Compliance action against the owner and tenant of Lot 2 RP 85371 situated on Spencer Street, Gatton, relating to the use of the property as an Industry or Undefined Use (scrap yard) has been resolved with the tenant moving from the property. All motor vehicles, motor vehicle parts, scrap metal and other scrap materials have been removed from the land. There has been no cost to Council to resolve this matter. The owner of the property has assisted Council Officers in resolving the matter.

An audit of the conditions imposed under DA4776 (Environmentally Relevant Activity No. 20C and 22C for Extractive Industry) was undertaken by Council's Land Use Compliance Officer on 31.10.2019. A significant number of the conditions of approval have not been complied with. The owner of the quarry has indicated that he is about to enter into a lease agreement over the land. He has indicated that a condition of the lease will be that all conditions imposed by DA4776 are to be finalised prior to lodging a new DA in December 2020. Planning staff will continue to work with the owners of the quarry to ensure that compliance is achieved.

Digital Signatures

Over the last six months the Department has been implementing digital signing using Bluebeam. This month Delegated Reports, Decision Notices, approved and notated plans have gone live. This means all correspondence with the exception of Council Decision Notices and Exemption Certificates are paperless. It introduces batch signing of multiple pages at once within a Decision Notices and Approved Plans. This business improvement reduces the need to print, manually scan and post correspondence and saves printer and paper costs. It is estimated that the time benefit to the unit is conservatively 10 minutes for letters and 20 minutes for Decision Notices and Approved Plans.

Templates

A new Delegated Report template for Development Engineering has been created and implemented. As a result of this improvement the Engineering team have a streamlined report, with engineering specific conditions saving re-typing the same information into a template that was found to be relevant to planning officers. It is estimated that the time benefit is at least 30 minutes for the assessment officer.

The Exemption Certificate Delegated Report template has been revised to improve useability with the enhancement of check boxes. As a result of this improvement it significantly reduces time for assessment and provides clarity within the report. The time benefit is at least 15 minutes for the assessment officer.

The implementation of these templates reinforces the Planning and Development Teams commitment to ongoing continuous improvement and innovation.

Strategic Engineering Projects

Staff are in the process of engaging consultants to undertake the LVRC Local Flood Plain Management Plan which has followed from the regional work. The contract engagement process has been challenging for staff with the creation of processes and contract documentation to better manage Councils interests and responsibilities that can now be used by the whole of the organisation. The LVRC Floodplain Management Plan work builds on the draft scheme work of the last 18 months and seeks to address gaps in the flood mapping sets, provide better disaster management tools and allow detailed investigation and evaluation of improvements of flood mitigation schemes and the creek and floodplain systems and will be completed by September 2020. Key tasks include establishing flood damages costs (for future grant applications) and formalising flood evacuation strategies. With the assistance of the Community Engagement Tea, key stakeholders will be engaged as part of these projects.

Environment and Pest Management

Customer Requests

The Environment and Pest unit received 34 CRMs during the month of October and closed 28 customer requests.

Project Updates

Planning Scheme

GIS specialist has provided vegetation mapping and categorised waterways for use in the planning scheme and Natural Resource Management Plan.

Natural Resource Management (NRM) Plan

The draft NRM Strategy developed by the working group in conjunction with Council, will be released for community consultation at the start of November.

Resilient Rivers Initiative

Cahill Park tree planting is in maintenance stage with a focus on maintaining survival rates during the ongoing dry spell. Council has been briefed on the Tenthill Catchment project management plan with community workshops in planning.

An application for Skilling Queenslanders for Work (SQW) funding has been submitted with the project aiming to deliver traineeships locally for Conservation and Land Management Cert 1 at key sites in Gatton, Laidley and on selected waterways.

Council provided support and advice for a recent tree planting activity at the Helidon QUU treatment facility.

Program Updates

Environmental

Land for Wildlife participants have requested plants under the Free Native Plant Program with vouchers for over 3600 plants being provided.

Invasive Weed Management

Mother of Millions continues to be a target weed species in the dry conditions while customer requests for assistance to identify and treat pest weeds has reduced due to drought conditions.

Pest Animal Management

In increase in request for assistance to identify and treat rabbit presence has increased with one large scale warren being destroyed. The next wild dog workshop is in planning for 29 November and falls directly after controlled 1080 baiting on November 20 and 21. Council are working with Biosecurity Queensland and Queensland Health on proposed changes to the 1080 licencing requirements.

Helidon Hills Alice Creek Nature Refuge

A pest animal monitoring program has been undertaken in the reserve with a view to commencing strategic pest animal management activities.

Plumbing and Building Services

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

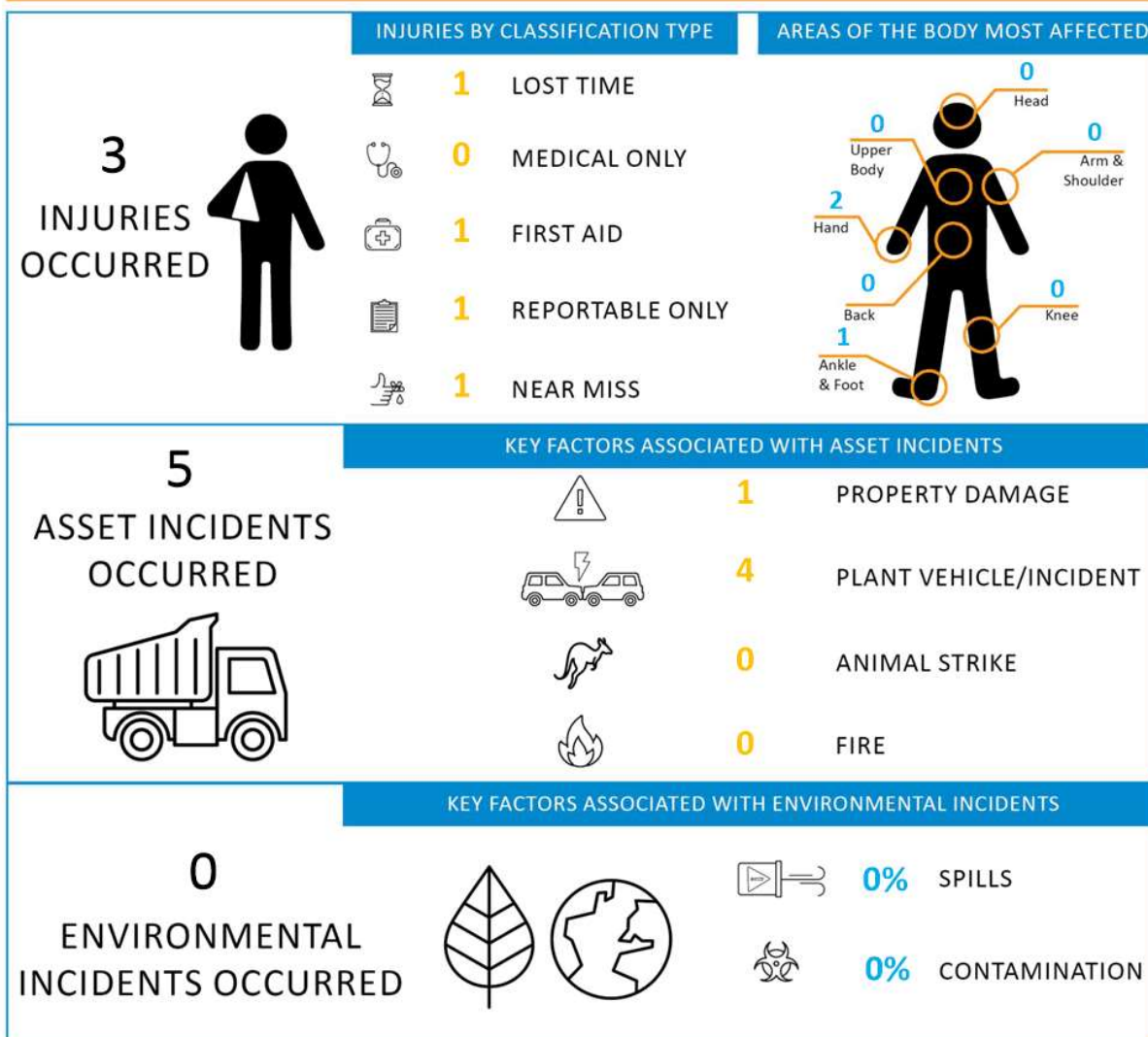
Attachments

- | | | |
|---|---|---------|
| 1 | Safety Performance - October 2019 | 1 Page |
| 2 | Plumbing and Building Statistics - October 2019 | 4 Pages |



MEASURING OUR SAFETY PERFORMANCE

OCTOBER 2019



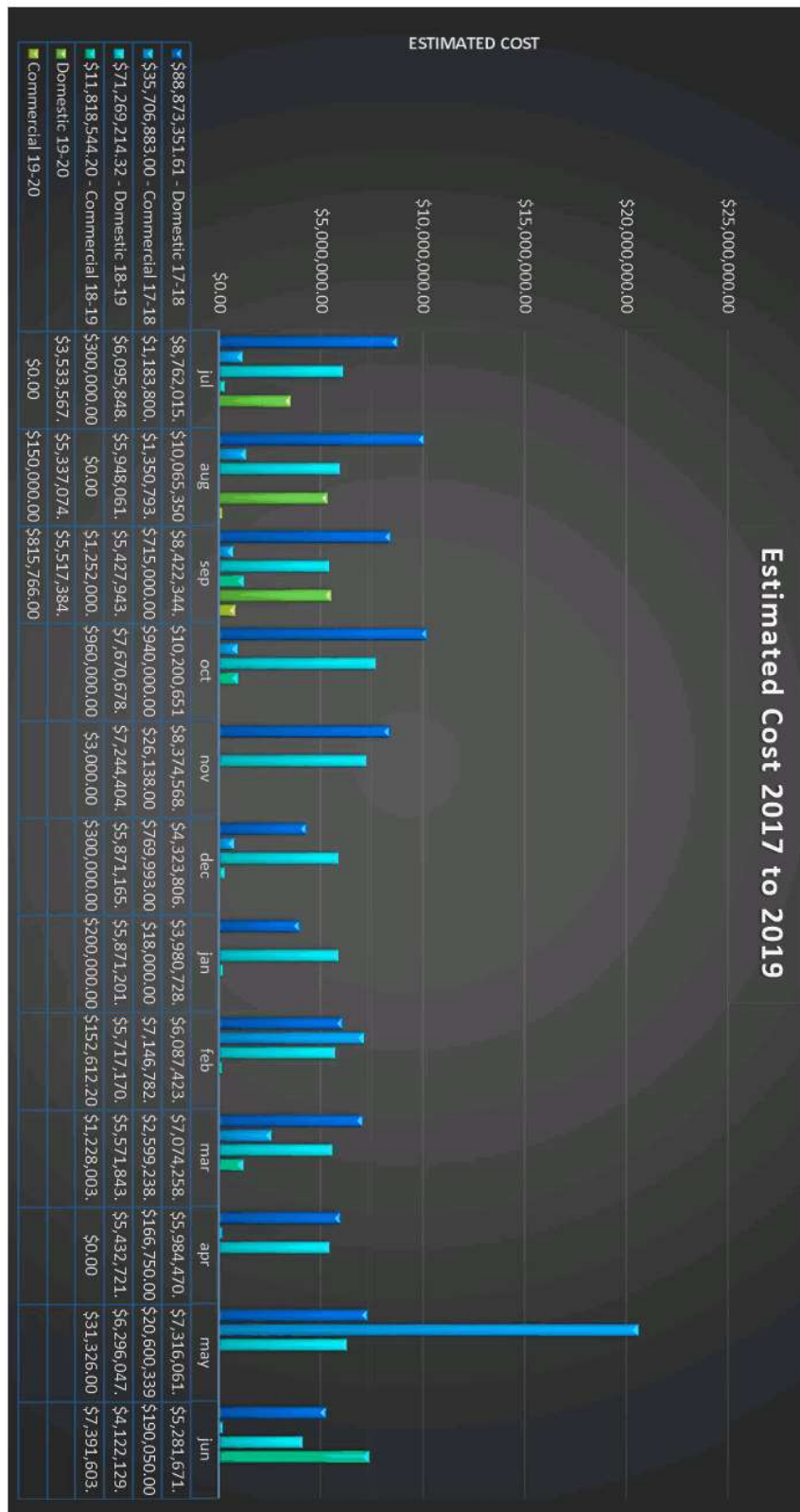
	October 2019	October 2018
Injury related incidents	3	6
Asset related incidents	5	2
Environment related incidents	0	0
Lost Time Injuries	1	0
Total days lost due to ongoing injuries	3	7

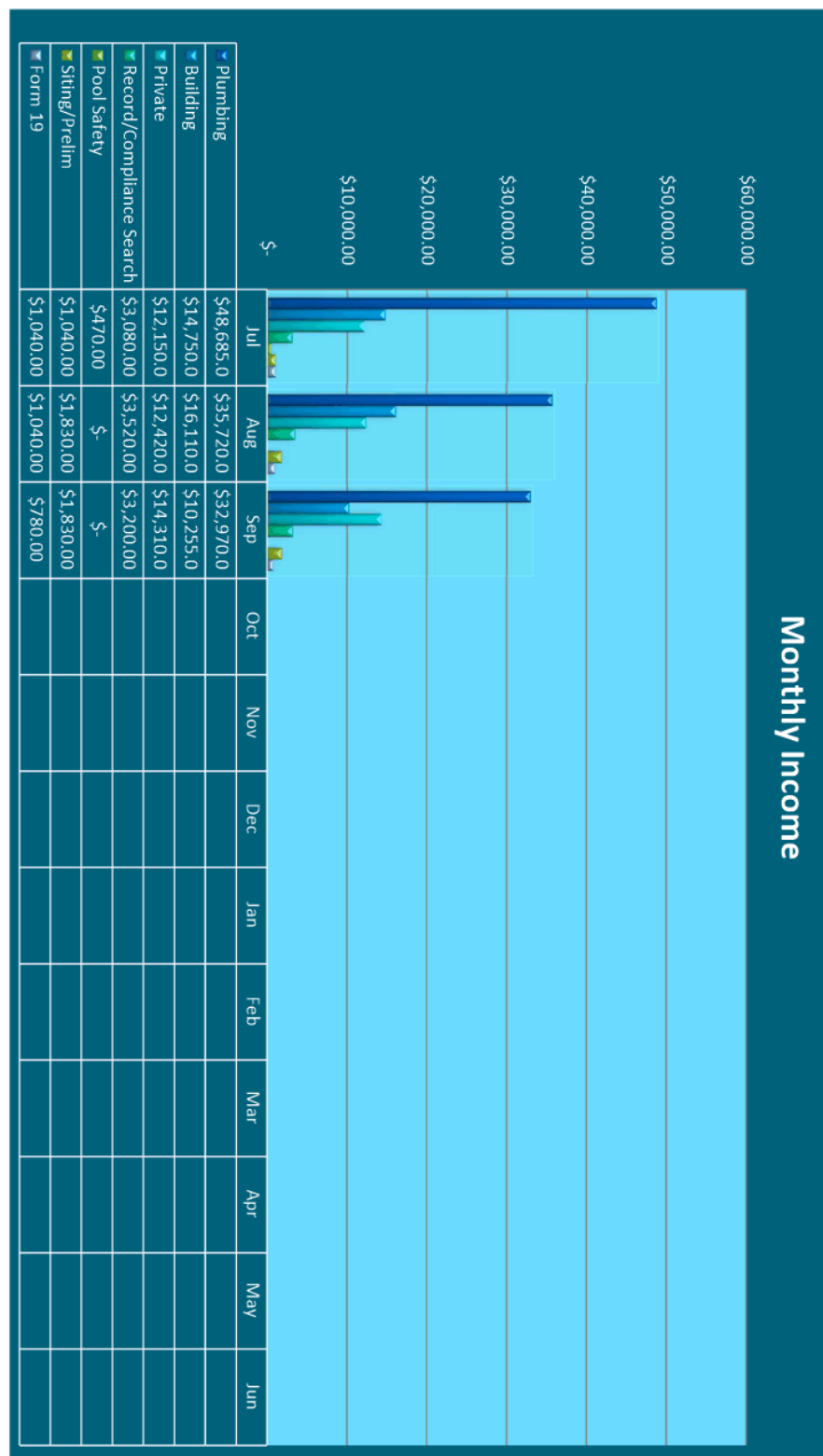
PLUMBING AND BUILDING STATISTICS – SEPTEMBER 2019

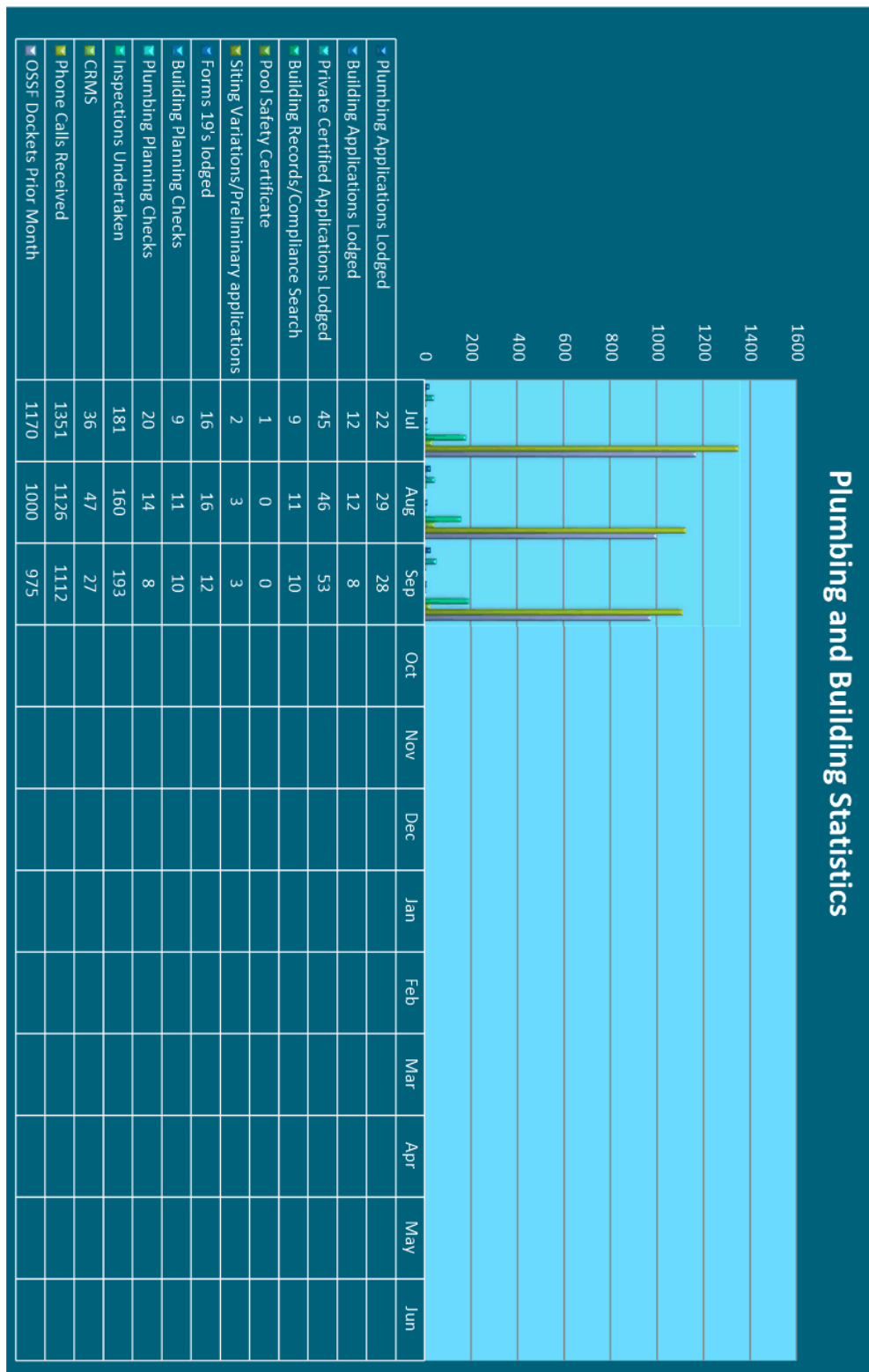
REGIONAL COUNCIL

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
	TOTAL		\$63,345.00		
CONSTRUCTION VALUE OF BUILDING WORKS					
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		

Page 1 of 4







11.2 Request to Change Approval - Golf Links Drive, Edwards Road, Woodlands Road, Gatton

Date: 18 October 2019
Author: Mark Westaway, Contract - Senior Planner
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider an application for a Minor Change to Approval for Preliminary Approval for a Master Planned development on lots described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151 and Lot 2 SP182250 at Gatton. These lots are located at Woodlands Road, Golf Links Drive and Edwards Road, Gatton.

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 for a Minor Change to Approval for a Preliminary Approval for Master Planned development on lots described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151 and Lot 2 SP182250 at Woodlands Road, Golf Links Drive and Edwards Road, Gatton be approved subject to the following:

A. Amend the following conditions:

Condition 1b) to read as follows:

b)	<p>The subject land shall be developed generally in accordance with the following plans unless otherwise varied by the requirements outlined in the Preliminary Approval document or these conditions:</p> <ul style="list-style-type: none"> - Woodlands Rise Structure Plan, A101 01 of 01, prepared by Planit Consulting Pty Ltd, dated June 2017 Revision B, dated 23 October 2019 - Woodlands Rise Road Hierarchy Plans, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Road Cross Sections Plans (Trunk collector & Collector Street), prepared by Conics, dated 14 May 2009 - Woodlands Rise Neighbourhood Centre Road – Example Cross Section, prepared by Conics, dated 14 May 2009 - Woodlands Rise Public Transport Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space, Pedestrian & Cycle Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space Hierarchy Plan, prepared by Conics, dated 14 May 2009 	Ongoing
----	---	---------

	<ul style="list-style-type: none"> - Woodlands Rise Sequencing Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Ecological Assessment for Woodlands Rise Gatton, Volume 3, prepared by Natural Solutions Environmental Consultants, dated June 2008 - Other plans and documents forming part of this approval <p>Note: Where the layout of Structure Plan dated 23 October 2019 varies from the other plans prepared by Planit dated June 2017, the Structure Plan takes precedence.</p>	
<p>B. That all other conditions remain unchanged.</p>		

RESOLUTION

THAT the application for a Minor Change to Approval for a Preliminary Approval for Master Planned development on lots described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151 and Lot 2 SP182250 at Woodlands Road, Golf Links Drive and Edwards Road, Gatton be approved subject to the following:

A. Amend the following conditions:

Condition 1b) to read as follows:

b)	<p>The subject land shall be developed generally in accordance with the following plans unless otherwise varied by the requirements outlined in the Preliminary Approval document or these conditions:</p> <ul style="list-style-type: none"> - Woodlands Rise Structure Plan, A101 01 of 01, prepared by Planit Consulting Pty Ltd, dated June 2017 Revision B, dated 23 October 2019 - Woodlands Rise Road Hierarchy Plans, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Road Cross Sections Plans (Trunk collector & Collector Street), prepared by Conics, dated 14 May 2009 - Woodlands Rise Neighbourhood Centre Road – Example Cross Section, prepared by Conics, dated 14 May 2009 - Woodlands Rise Public Transport Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space, Pedestrian & Cycle Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space Hierarchy Plan, prepared by Conics, dated 14 May 2009 - Woodlands Rise Sequencing Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 	Ongoing
----	---	---------

Report

The applicant seeks a Minor Change to the Approval for a Preliminary Approval for Master Planned development on lots described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151 and Lot 2 SP182250 at Woodlands Road, Golf Links Drive and Edwards Road, Gatton.

The subject land is zoned Emerging Communities under the *Gatton Shire Council Planning Scheme 2007*, however the site is subject to a Preliminary Approval that overrides the *Gatton Shire Council Planning Scheme 2007*. The effect of the Preliminary Approval includes the land in the Urban Residential, Commercial, Community Facilities and Open Space Zone for a Master Planned Community.

On 29 June 2009, Council approved a Negotiated Decision for a Preliminary Approval to Override the Gatton Planning Scheme 2007 to exclude land from the Emerging Communities and Rural Residential Zones and Open Space Zones and include in the Urban Residential, Commercial, Community Facilities and Open Space Zone for a Master Planned Community.

On 1 July 2013, Council approved an extension to the currency period, effective until 29 June 2015. The approval lapsed due to procedural matters and the developer was required to take the application to the Planning & Environment Court to re-enliven the development approval.

The current owner Leda, purchased the property in 2015.

On 17 August 2016, the Planning & Environment Court issued a judgement (No.2935 of 2016) enabling the relevant period for the Preliminary Approval to be extended, effective until 29 June 2018.

On 22 September 2017, a minor change application was approved. This approval provided an updated layout with an associated Hierarchy Plan, Public Transport Network Plan, Open Space, Pedestrian & Cycle Network Plan, and Sequencing Plan.

On 10 May 2018, the applicant lodged a request for an Extension to Currency Period for the Preliminary Approval for an additional 5 years (MC2018/0035). Council officers requested, based on the additional information now available, that the applicant review their existing layout based on the updated flood information applicable for this catchment. The results of the flood modelling indicated that a number of the non-residential precincts and higher density precincts located on the subject land would be affected by flows. It was advised the applicant should revisit the location of the precincts to ensure the scale of these precincts was not compromised. As a result, this current application (MC2019/0045) was lodged.

3. Report

Subject Land

The sites subject to the Preliminary Approval are described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151 and Lot 2 SP182250. These lots are located at Woodlands Road, Golf Links Drive and Edwards Road, Gatton and are located within the Emerging Community Zone under the *Gatton Shire Council Planning Scheme 2007*. The lots are vacant.

The properties are in two separate ownerships. All owners gave consent to the request to change.

Proposed Development

The applicant is seeking to amend the Structure Plan for the Preliminary Approval. This is the consequence of the flood modelling required to address the extension of time for the Preliminary Approval. The proposal changes the location of precincts within the area subject to the Preliminary Approval, but the original structure plan and the proposed structure plan retain similar areas of land within each of these precincts.

A copy of the Structure Plan is provided in Figure 1 below.

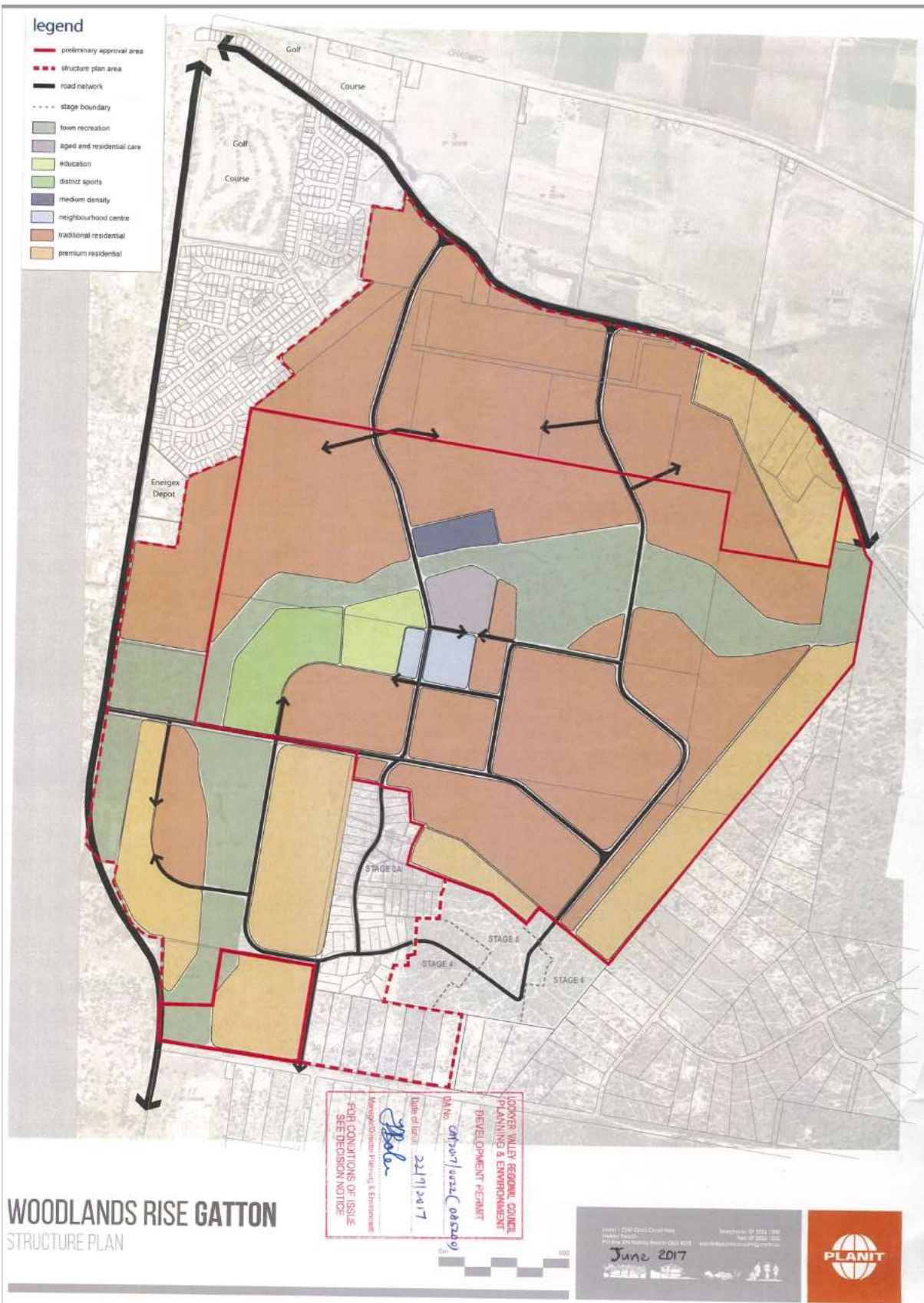


Figure 1 Approved Structure Plan

Assessment

Statutory Process

An application was made for a minor change to a development approval under s78 of the *Planning Act 2016*. Such an application can only be in certain circumstances where the change meets the definition of a 'minor change' under the *Act*.

The proposed change to the development approval requested by the applicant is determined to constitute a minor change on the grounds that:

- The change does not result in a substantially different development;
- The change does not cause the inclusion of prohibited development;
- The change does not cause the application to be referred to any additional referral agencies; and
- The proposed change does not cause the application to require public notification.

Substantially Different Development

A material change in size or scale is typically thought of as an increase in size. However, under the guidelines associated with Substantially Different Development under the DA Rules, a reduction in size or scale can also be described as substantially different. As an example, a reduction in the size of a commercial centre may result in the surrounding catchment being under supplied with commercial facilities.

Council's concern with the original proposal submitted for this Minor Change request was that a number of the precincts changed in size. It was considered that if this proposal involved substantially different development, that this would not constitute a minor change and would need to be considered as a Change (other). A Change (other) effectively involves revisiting the entire approval and the process reflects a new application. This was not the intent of this request from an applicant or Council officer perspective.

The land that is subject to this change is in two separate ownerships, both of which are large holdings. The issue of substantially different development with respect to the individual landholders therefore became more complex in terms of ensuring each of the landholders were not advantaged or disadvantaged by the proposed change. For example, if a higher density precinct was moved from one ownership to another, the value of the land may change, resulting in a substantially different development.

On this basis, the application is considered to be a minor change to a development approval.

Assessment of Minor Change

The *Planning Act 2016* requires that the change application be assessed against the matters that applied when the original application was made, but may have regard to the matters that apply now.

As the original preliminary approval overrides the Gatton Planning Scheme, the application was assessed against the entire Planning Scheme.

It is considered that the proposed changes to the development will not create any inconsistencies with current applicable benchmarks as the planning scheme that was in effect at the time of the original approval is still in force.

The conditions of the Preliminary Approval have been reviewed as a part of this request. The provision of an amended Structure Plan impacts on the wording of Condition 1b of the Preliminary Approval.

Condition 1b)

The condition currently reads as follows:

b)	<p>The subject land shall be developed generally in accordance with the following plans unless otherwise varied by the requirements outlined in the Preliminary Approval document or these conditions:</p> <ul style="list-style-type: none"> - Woodlands Rise Structure Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Road Hierarchy Plans, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Road Cross Sections Plans (Trunk collector & Collector Street), prepared by Conics, dated 14 May 2009 - Woodlands Rise Neighbourhood Centre Road – Example Cross Section, prepared by Conics, dated 14 May 2009 - Woodlands Rise Public Transport Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space, Pedestrian & Cycle Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space Hierarchy Plan, prepared by Conics, dated 14 May 2009 - Woodlands Rise Sequencing Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Ecological Assessment for Woodlands rise Gatton, Volume 3, prepared by Natural Solutions Environmental Consultants, dated June 2008 - Other plans and documents forming part of this approval 	Ongoing
----	---	---------

The original Structure Plan, approved in 2009, predated the 2011 floods. This layout, shown in Figure 1 above, clustered a number of non-residential precincts and higher density residential precincts generally toward the centre of the structure plan area. These areas were located in proximity to the watercourse that bisects the property and ultimately discharges onto the flatter land to the east of the site.

As a part of the current request for an extension to the currency period application (MC2018/0035), Council officers advised the applicant should be reviewing the layout with respect to more detailed current modelling for the area. The applicant engaged a suitably qualified engineer to carry out hydraulic modelling for the catchment.

The outcomes of the hydraulic modelling indicated that the linear watercourse and flood plain area shown on the 2009 Structure Plan as 'Town Recreation Precinct' was narrower than the extent of the flooding demonstrated in the modelling. Based on these outcomes, increasing the width of the

precinct to reflect the extent of flooding or flow path would significantly reduce the amount of area available within the Medium Density Precinct and Aged and Residential Care Precinct of the Structure Plan. While arguments could be made about retaining the existing Structure Plan layout, the soils in this area are known to be sodic, saline and dispersive. Constraining the flows within a narrower channel than required under the hydraulic modelling is likely to increase flow velocities and depths through this riparian corridor, with the potential to exacerbate soil scour, erosion and soil slumping, as well as provide a potential greater risk to life. The likely outcomes of this situation are an increase in the amount of maintenance work to Council maintained infrastructure.

The results of the hydraulic modelling overlain over the original Structure Plan is shown in Figure 2.

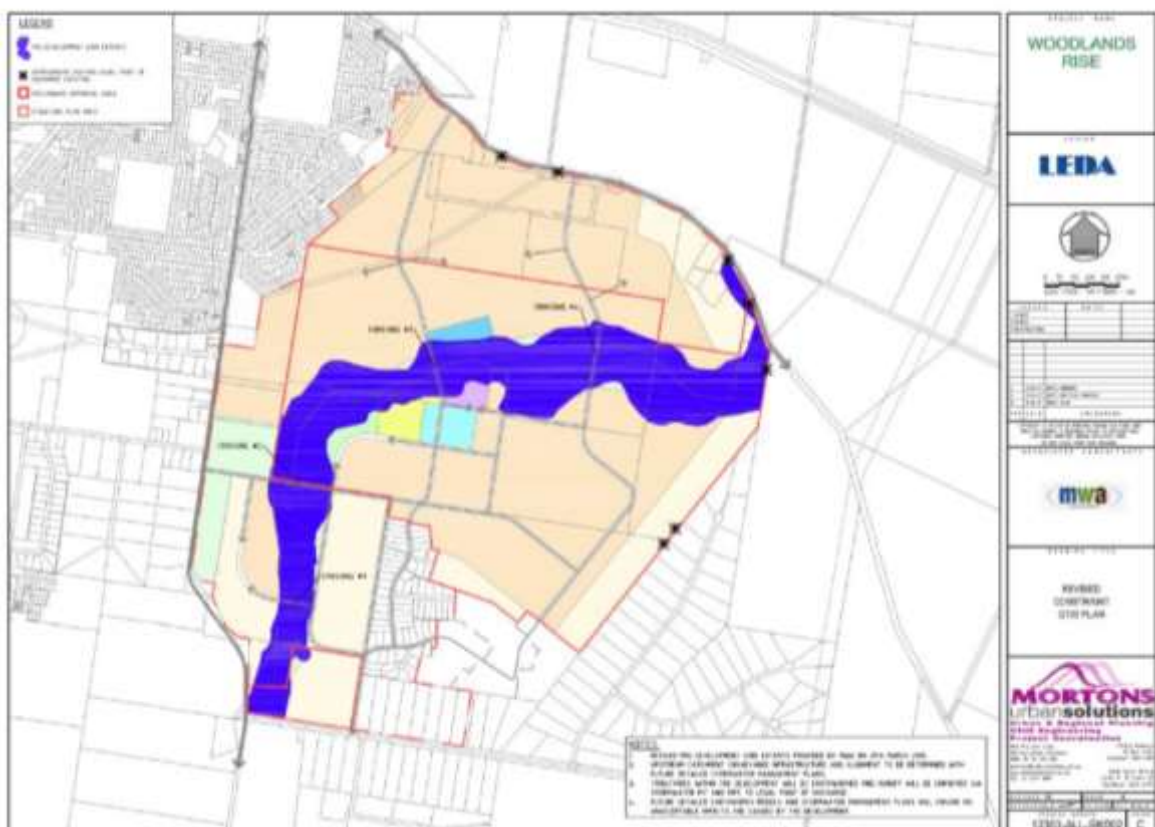


Figure 2 Updated Flood Impact on original Structure Plan

The Structure Plan shows a number of proposed road crossings of the watercourse. Based on the modelled increase in width of the flood plain, it was suggested to the applicant (as a part of the assessment of MC2018/0035) they may wish to consider rationalising the number of creek crossings as a part of their changes to the Structure Plan, however they have requested the opportunity to do that as part of a separate change application.

As a result, after discussions with the applicant, a revised Structure Plan was lodged that resulted in the Precincts remaining generally at the same size as initially proposed, but relocating these precincts clear of the flood plain.



After discussions with Leda and Gatton Enterprises, a subsequent plan was lodged on 31 October 2019 that moved the Aged and Residential Care Precinct to the west of the road running generally north-south through the site, as shown in Figure 3, while maintaining the size of the Precinct. It is considered this change therefore provides an outcome that does not result in a Substantially Different Development, and can therefore be approved as a Minor Change.

As a result of the proposed change to the Structure Plan, Condition 1b will need to be amended as follows:

Page 56

	<p>Consulting Pty Ltd, dated June 2017</p> <ul style="list-style-type: none"> - Woodlands Rise Road Cross Sections Plans (Trunk collector & Collector Street), prepared by Conics, dated 14 May 2009 - Woodlands Rise Neighbourhood Centre Road – Example Cross Section, prepared by Conics, dated 14 May 2009 - Woodlands Rise Public Transport Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space, Pedestrian & Cycle Network Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Woodlands Rise Open Space Hierarchy Plan, prepared by Conics, dated 14 May 2009 - Woodlands Rise Sequencing Plan, prepared by Planit Consulting Pty Ltd, dated June 2017 - Ecological Assessment for Woodlands rise Gatton, Volume 3, prepared by Natural Solutions Environmental Consultants, dated June 2008 - Other plans and documents forming part of this approval <p>Note: Where the layout of Structure Plan dated 23 October 2019 varies from the other plans prepared by Planit dated June 2017, the Structure Plan takes precedence.</p>	
--	---	--

Resolution of this change request will enable a decision to be made on the request to extend the currency period for the Preliminary Approval.

4. Policy and Legal Implications

There are no policy or legal implications arising from the recommendation provided in this report.

5. Financial and Resource Implications

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

There are no attachments for this report.

11.3 Application for Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device at 7 Railway Street, Helidon

Date: 24 October 2019
Author: Tammee Van Bael, Graduate Planning Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider an application (MC2019/0023) for a Development Permit for Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 on RP23163 at 7 Railway Street, Helidon.

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 (MC2019/0023) for a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP23163 at 7 Railway Street, Helidon 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
J20180037TP-01	H	<i>Site Plan</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	29-10-2019
J20180037TP-02	G	<i>Turning Circle Plan</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019
J20180037TP-03	C	<i>Floor Plan</i> , prepared by Lockyer Drafting Designs	24-05-2019
J20180037TP-04	C	<i>East Elevation, North Elevation, South Elevation & West Elevation</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019
J20180037TP-05	E	<i>Street Elevation</i> , prepared by Lockyer Drafting Designs	24-05-2019
J20180037S-01	-	<i>Front Elevation</i> , prepared by Lockyer Drafting Designs	January 2019

REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev.	Document Name	Date
19AR017	1	<i>Vision Health – Environmental Noise Impact Assessment</i> , prepared by AcousTech	16/07/2019

VARIATION APPROVAL

Not Applicable

FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Building Work
- Development Permit for Operational Work (Landscaping)
- Development Permit for Plumbing and Drainage

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. MC2019/0023 for a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP23163 at 7 Railway Street, HELIDON 4344 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 and documents referred to in this notice. 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 approved development (including landscaping, crossover, access driveway, parking and other external spaces) in accordance with the approved drawing(s) and/or documents, and any relevant Council or other approval required by conditions.	At all times
3.	The development approves the operation of a Catering Shop and Shop from the subject site.	At all times.
4.	The development must be undertaken in accordance with the Concurrence Agency Response by the State Assessment Referral Agency (SARA).	At all times.

5.	The use must not commence until all conditions of this approval have been complied with.	At all times.
Alterations and/or Relocations		
6.	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.
7.	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.
Damages to Services and Assets		
8.	<p>Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times:</p> <ul style="list-style-type: none"> a. Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or b. Where otherwise, upon completion of the works associated with the development. <p>Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.</p>	At all times.
Infrastructure Charges		
9.	Pay infrastructure charges for the proposed development in accordance with the Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution in effect at time of payment.	Prior to commencement of use.
Food Van		
10.	The operation of the food van from the site is not permitted during the hours of 9am to 3pm from Monday to Saturday. Outside these hours, the food van is permitted to be stored on site within the car parks provided for the Catering Shop and Shop (Car Park 1, 2, 4 or 5).	At all times.
Advertising Device		
11.	One (1) Advertising Device is approved under this Development Permit, generally in accordance with the Approved Plans. Any additional Advertising Devices will be subject to further Development Permits.	At all times.
12.	The advertising device must be wholly located within the boundary of the premises.	At all times.
13.	The advertising device shall not exceed 5.0 metres in height above ground level.	At all times.
14.	Any illumination of the advertising device must be in	At all times.

	accordance with <i>Australian Standard 4282-1997 – Control of Obtrusive Effects of Outdoor Lighting</i> .	
15.	The sign must only display the name, location and products/services of the businesses on premises. There must be no third party advertising.	At all times.
Landscaping		
16.	<p>Submit an Operational Works application for Landscaping prepared by a suitably qualified person, in accordance with the Landscaping Code and Planning Scheme Policy No. 11 from the <i>Gatton Shire Planning Scheme 2007</i> which addresses the following:</p> <ul style="list-style-type: none"> a. Provide a planting schedule and maintenance plan which includes: <ul style="list-style-type: none"> i. Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants; ii. Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, and type of turfing used; iii. Any hardscaping details including pebbled, paved or garden edged areas; iv. Ongoing maintenance of plants; and v. Irrigation system details if any; b. Provide details of any fencing to be provided; c. Provide details of refuse storage areas. Details should include provision of a purpose-built enclosure, which is screened from the street; and d. Provide landscaping within the areas designated as landscaping on the Approved Plans. 	Prior to commencement of use.
Fencing		
17.	Provide an acoustic barrier to the southern boundary that is a minimum height of 1.8m above ground level and 12.5m long, in accordance with the recommendations of the <i>Vision Health – Environmental Noise Impact Assessment</i> , Reference No. 19AR017, Version 01, prepared by AcousTech and dated 16/07/2019. The acoustic barrier must be constructed using material with a minimum surface mass of 10kg/m ³ and no gaps left.	Prior to commencement of use, and to be maintained thereafter.
18.	Provide a fence to the southern boundary, where no acoustic barrier is located, that is a minimum height of 1.8m above ground level, generally in accordance with the Approved Plans. The total length of the southern boundary fence (including a minimum 12.5m length acoustic barrier) is to be a minimum of 34.6m.	Prior to commencement of use, and to be maintained thereafter.
19.	Provide a fence to the northern boundary that is a minimum height of 1.8m above ground level tapering to 1.2m in height	Prior to commencement of use, and to be

	to the front boundary, in accordance with the Approved Plans. The extent of the 1.2m high fencing is limited to a maximum of 6.0m from the front boundary corner. The minimum length of the fence is to be 26.91m.	maintained thereafter.
Outdoor Lighting		
20.	All outdoor lighting shall be directed inwards from the lighting source, be hooded and be directed away from residential uses.	At all times.
21.	The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.	At all times.
22.	Lighting must be provided to all pedestrian areas, parking areas and building entries.	At all times.
Waste Management		
23.	Refuse storage, removal and collection facilities must be provided in accordance with the following: <ul style="list-style-type: none"> a. Provision of bins for general and recyclable waste, with an equal number of each being provided; b. Provision of a communal hardstand impervious area for the permanent storage location and service collection of all bins, having minimum dimensions of 1.5m² (1,100mm x 1,300mm) per bin; c. Provision of a 1.8m high purpose-built enclosure to provide screening from public view and adjoining properties; and d. Provision of wash-down area in the vicinity of the permanent storage location fitted with a hosecock. 	Prior to commencement of use, and to be maintained thereafter.
Building Approval		
24.	Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings or structures.	Prior to commencement of use.
Plumbing Approval		
25.	A plumbing and drainage permit must be obtained prior to licenced drainer connecting any sanitary drainage to individual Queensland Urban Utilities supplied connection point/s. A compliance certificate will be required. Further plumbing and drainage permits must be obtained prior to associated works being carried out.	Prior to commencement of work.
Access		
26.	Construct a vehicle crossover with a minimum width of 5.5m in accordance with IPWEAQ standard drawing RS-050.	Prior to commencement of use.
Car Parking and Manoeuvring Areas		
27.	Design and construct all vehicular access, parking and manoeuvring areas in accordance with the approved plans.	Prior to commencement of use.

28.	Provide a minimum of seven (7) car parking spaces, including one (1) for people with disabilities, generally in accordance with the approved site plans. The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.	Prior to commencement of use.
29.	Car park numbers 6 and 7, as identified on the Approved Plans, must be reserved, linemarked/signed and utilised by the Bed and Breakfast only.	Prior to commencement of use, and to be maintained thereafter.
30.	All vehicular access, parking and manoeuvring areas must be designed and constructed in accordance with: <ul style="list-style-type: none"> a. AS/NZS2890.1 <i>Parking facilities Part 1: Off-street car parking</i>; b. AS/NZS2890.6 <i>Parking facilities Part 6: Off-street parking for people with disabilities</i>; and c. AS2890.2 <i>Parking facilities Part 2: Off-street commercial vehicle facilities</i>. 	Prior to commencement of use, and to be maintained thereafter.
Stormwater		
31.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	At all times.
32.	Discharge stormwater runoff from sealed areas and overflow pipes from the development to the creek to the west via underground pipes designed and constructed to cater the ultimate flows from the developed site.	Prior to commencement of use, and to be maintained thereafter.
33.	Ponding or redirection must not occur at the outlet of all stormwater pipes (including temporary outlets) as the result of development.	Upon the commencement of use, and to be maintained thereafter.
Earthworks and Retaining Walls		
34.	Earthworks are permitted only for works ancillary to building works and approved development under this permit.	Prior to commencement of use.
35.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed and constructed in accordance with: <ul style="list-style-type: none"> a. Council's <i>Gatton Shire Planning Scheme 2007</i> Earthworks Code; and b. Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision). 	Prior to commencement of use.
36.	All earthworks must include erosion and sediment control measures in accordance with the International Erosion Control Association's <i>Best Practice Erosion and Sediment Control</i> .	During construction and establishment of landscaping areas.
Environmental Health – General Conditions During Construction		
Hours of Construction		

37.	Hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.	At all times.
Noise		
38.	<p>Noise generated from building works, are limited to the requirements set out in the <i>Environmental Protection Act 1994</i>, Chapter 8, Part 3B, Division 3, Section 440R.</p> <ul style="list-style-type: none"> a. A person must not carry out building work in a way that makes an audible noise:- <ul style="list-style-type: none"> i. on a business day or Saturday, before 6.30a.m. or after 6.30p.m; or ii. on any other day, at any time. b. <ul style="list-style-type: none"> i. All plant and equipment does not result in a level greater than L_{A90} 39 dB(A) when measured at 4 m from the most exposed façade of the nearest residential uses; and ii. The contribution from all varying noise sources associated with the development during night-time hours (10pm-7am) does not exceed a level of L_{AMAX} 50 dB(A), adjusted for tonality and impulsiveness, when measured at 4 m from the most exposed façade of the nearest residential uses; and iii. All mechanical plant and equipment, including but not limited to, air conditioning/refrigeration plant and ventilation exhausts/extracts shall be screened/shielded where a noise complaint is determined. 	At all times.
Air Pollution		
39.	<p>The land owner must comply with <i>Environmental Protection (Air) Policy 2008</i> during construction of added facilities and during operation of normal activities including:</p> <ul style="list-style-type: none"> a. Suppression of airborne particles including dust so that the qualities of the air environment that are conducive to; health and biodiversity of ecosystems, human health and wellbeing, protecting the aesthetics of the environment, including the appearance of buildings, structures and other property, and to protecting the agricultural use of the environment. 	At all times.
Water		
40.	<p>The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> during construction of added facilities and during operation of normal activities including:</p> <ul style="list-style-type: none"> a. Contaminated water must not be released to 	At all times.

	stormwater; and b. Sediment controls must be installed where necessary to prevent the release.	
Waste & Recyclable Material Bin(s), Storage & Servicing		
41.	Provision of suitable waste removal services and suitable number and type of waste containers, in accordance with the <i>Environmental Protection Regulation 2008</i> and to the satisfaction of Council's <i>Waste Reduction and Recycling Plan</i> , for the storage of: <ul style="list-style-type: none"> papers, plastics, cardboard, food scraps, used food containers and like wastes generated by workers on the site; and building construction and/or demolition wastes. 	At all times.
42.	All waste collected/stored on site during construction shall be taken to an approved Waste Disposal Facility for disposal in accordance with current acceptance criteria and relevant fees and charges. Note: In Lockyer Valley Regional Council local government area Gatton Landfill and Laidley Transfer Station are approved to accept building construction and demolition waste.	At all times.
Environmental Health – General Conditions		
Noise		
43.	All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .	At all times.
Air Pollution		
44.	Undertake the activity in a manner that does not allow the unreasonable release of a contaminant to the air environment and achieves the air emission standards.	At all times.
45.	Noxious or offensive odours must not be emitted beyond the boundaries of the premises.	At all times.
Water		
46.	Contaminates or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: <ul style="list-style-type: none"> a. Uncontaminated overland stormwater flow; b. Uncontaminated stormwater to the stormwater system; and c. Contaminates release to sewer in accordance with the relevant approvals from the relevant authority. 	At all times.
Drinking Water		
47.	Drinking water on the land provided to persons must comply	At all times.

	with the <i>Australian Drinking Water Guidelines 2011</i> . Any water tanks must be constructed in accordance with Chapter 2 Part 1 and Part 8 of the <i>Public Health Act 2005</i> (i.e. Constructed in a way that prevents the breeding of mosquitos).	
Waste Storage and Collection		
48.	All municipal waste is to be disposed of off-site at an approved facility. No disposal is permitted onsite by burial, incineration or composting.	At all times.
49.	There shall be provided a suitable number and type of commercial waste container/s collected not less than once per week OR other such suitable number and type of bulk waste containers as may be approved by Council.	At all times.
Food Preparation and Hygiene		
50.	A new premise used for the sale or preparation, packing, storing, handling, serving or, supplying of food or drink to the public is required to obtain a food design approval for structural fit out of the kitchen and Licence prior to construction or operation under the provisions of the <i>Food Act 2006</i> . Please contact an Environmental Health Officer of Lockyer Valley Regional Council for advice regarding this matter on 1300 005 872.	At all times.

ADVISORY NOTES

- (i) This approval does not constitute a building approval and no assessment under the *Building Act 1975* or subordinate legislation has been carried out. Separate development approval for building works is required to be obtained from an appropriately licenced building certifier.
- (ii) A food licence must be obtained prior to the commencement of use for the Catering Shop and Food Van.
- (iii) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the commencement of the use.
- (iv) Under the Development Incentives – Infrastructure Charges Policy SG23 the development may be eligible to receive a discount in accordance with the policy. Note this policy only applies to contributions payable for development permits for Material Change of Use that are approved during the period within which this policy is in effect and subject to further requirements as detailed in the policy. Please contact Council to discuss further.
- (v) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (vi) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.

(vii) 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 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

Advice for Queensland Urban Utilities

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

RESOLUTION

THAT the application (MC2019/0023) for a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP23163 at 7 Railway Street, Helidon 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
J20180037TP-01	H	<i>Site Plan</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	29-10-2019
J20180037TP-02	G	<i>Turning Circle Plan</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019
J20180037TP-03	C	<i>Floor Plan</i> , prepared by Lockyer Drafting Designs	24-05-2019
J20180037TP-04	C	<i>East Elevation, North Elevation, South Elevation & West Elevation</i> , prepared by Lockyer Drafting Designs (as amended in red by Council)	24-05-2019
J20180037TP-05	E	<i>Street Elevation</i> , prepared by Lockyer Drafting Designs	24-05-2019
J20180037S-01	-	<i>Front Elevation</i> , prepared by Lockyer Drafting Designs	January 2019

REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev.	Document Name	Date
19AR017	1	<i>Vision Health – Environmental Noise Impact Assessment</i> , prepared by AcousTech	16/07/2019

VARIATION APPROVAL

Not Applicable

FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Building Work
- Development Permit for Operational Work (Landscaping)
- Development Permit for Plumbing and Drainage

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. MC2019/0023 for a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device on Lot 2 RP23163 at 7 Railway Street, HELIDON 4344 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 and documents referred to in this notice. 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 approved development (including landscaping, crossover, access driveway, parking and other external spaces) in accordance with the approved drawing(s) and/or documents, and any relevant Council or other approval required by conditions.	At all times
3.	The development approves the operation of a Catering Shop	At all times.

	and Shop from the subject site.	
4.	The development must be undertaken in accordance with the Concurrence Agency Response by the State Assessment Referral Agency (SARA).	At all times.
5.	The use must not commence until all conditions of this approval have been complied with.	At all times.
Alterations and/or Relocations		
6.	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.
7.	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.
Damages to Services and Assets		
8.	Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times: <ul style="list-style-type: none"> a. Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or b. Where otherwise, upon completion of the works associated with the development. Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.	At all times.
Infrastructure Charges		
9.	Pay infrastructure charges for the proposed development in accordance with the Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution in effect at time of payment.	Prior to commencement of use.
Food Van		
10.	The operation of the food van from the site is not permitted during the hours of 9am to 3pm from Monday to Saturday. Outside these hours, the food van is permitted to be stored on site within the car parks provided for the Catering Shop and Shop (Car Park 1, 2, 4 or 5).	At all times.
Advertising Device		
11.	One (1) Advertising Device is approved under this Development Permit, generally in accordance with the Approved Plans. Any additional Advertising Devices will be subject to further Development Permits.	At all times.
12.	The advertising device must be wholly located within the	At all times.

	boundary of the premises.	
13.	The advertising device shall not exceed 5.0 metres in height above ground level.	At all times.
14.	Any illumination of the advertising device must be in accordance with <i>Australian Standard 4282-1997 – Control of Obtrusive Effects of Outdoor Lighting</i> .	At all times.
15.	The sign must only display the name, location and products/services of the businesses on premises. There must be no third party advertising.	At all times.
Landscaping		
16.	<p>Submit an Operational Works application for Landscaping prepared by a suitably qualified person, in accordance with the Landscaping Code and Planning Scheme Policy No. 11 from the <i>Gatton Shire Planning Scheme 2007</i> which addresses the following:</p> <ul style="list-style-type: none"> a. Provide a planting schedule and maintenance plan which includes: <ul style="list-style-type: none"> i. Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants; ii. Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, and type of turfing used; iii. Any hardscaping details including pebbled, paved or garden edged areas; iv. Ongoing maintenance of plants; and v. Irrigation system details if any; b. Provide details of any fencing to be provided; c. Provide details of refuse storage areas. Details should include provision of a purpose-built enclosure, which is screened from the street; and d. Provide landscaping within the areas designated as landscaping on the Approved Plans. 	Prior to commencement of use.
Fencing		
17.	Provide an acoustic barrier to the southern boundary that is a minimum height of 1.8m above ground level and 12.5m long, in accordance with the recommendations of the <i>Vision Health – Environmental Noise Impact Assessment</i> , Reference No. 19AR017, Version 01, prepared by AcousTech and dated 16/07/2019. The acoustic barrier must be constructed using material with a minimum surface mass of 10kg/m ³ and no gaps left.	Prior to commencement of use, and to be maintained thereafter.
18.	Provide a fence to the southern boundary, where no acoustic barrier is located, that is a minimum height of 1.8m above ground level, generally in accordance with the Approved Plans. The total length of the southern boundary fence (including a	Prior to commencement of use, and to be maintained thereafter.

	minimum 12.5m length acoustic barrier) is to be a minimum of 34.6m.	
19.	Provide a fence to the northern boundary that is a minimum height of 1.8m above ground level tapering to 1.2m in height to the front boundary, in accordance with the Approved Plans. The extent of the 1.2m high fencing is limited to a maximum of 6.0m from the front boundary corner. The minimum length of the fence is to be 26.91m.	Prior to commencement of use, and to be maintained thereafter.
Outdoor Lighting		
20.	All outdoor lighting shall be directed inwards from the lighting source, be hooded and be directed away from residential uses.	At all times.
21.	The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.	At all times.
22.	Lighting must be provided to all pedestrian areas, parking areas and building entries.	At all times.
Waste Management		
23.	<p>Refuse storage, removal and collection facilities must be provided in accordance with the following:</p> <ul style="list-style-type: none"> a. Provision of bins for general and recyclable waste, with an equal number of each being provided; b. Provision of a communal hardstand impervious area for the permanent storage location and service collection of all bins, having minimum dimensions of 1.5m² (1,100mm x 1,300mm) per bin; c. Provision of a 1.8m high purpose-built enclosure to provide screening from public view and adjoining properties; and d. Provision of wash-down area in the vicinity of the permanent storage location fitted with a hosecock. 	Prior to commencement of use, and to be maintained thereafter.
Building Approval		
24.	Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings or structures.	Prior to commencement of use.
Plumbing Approval		
25.	A plumbing and drainage permit must be obtained prior to licenced drainer connecting any sanitary drainage to individual Queensland Urban Utilities supplied connection point/s. A compliance certificate will be required. Further plumbing and drainage permits must be obtained prior to associated works being carried out.	Prior to commencement of work.
Access		
26.	Construct a vehicle crossover with a minimum width of 5.5m in	Prior to commencement

	accordance with IPWEAQ standard drawing RS-050.	of use.
Car Parking and Manoeuvring Areas		
27.	Design and construct all vehicular access, parking and manoeuvring areas in accordance with the approved plans.	Prior to commencement of use.
28.	Provide a minimum of seven (7) car parking spaces, including one (1) for people with disabilities, generally in accordance with the approved site plans. The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.	Prior to commencement of use.
29.	Car park numbers 6 and 7, as identified on the Approved Plans, must be reserved, linemarked/signed and utilised by the Bed and Breakfast only.	Prior to commencement of use, and to be maintained thereafter.
30.	All vehicular access, parking and manoeuvring areas must be designed and constructed in accordance with: <ul style="list-style-type: none"> a. AS/NZS2890.1 <i>Parking facilities Part 1: Off-street car parking</i>; b. AS/NZS2890.6 <i>Parking facilities Part 6: Off-street parking for people with disabilities</i>; and c. AS2890.2 <i>Parking facilities Part 2: Off-street commercial vehicle facilities</i>. 	Prior to commencement of use, and to be maintained thereafter.
Stormwater		
31.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	At all times.
32.	Discharge stormwater runoff from sealed areas and overflow pipes from the development to the creek to the west via underground pipes designed and constructed to cater the ultimate flows from the developed site.	Prior to commencement of use, and to be maintained thereafter.
33.	Ponding or redirection must not occur at the outlet of all stormwater pipes (including temporary outlets) as the result of development.	Upon the commencement of use, and to be maintained thereafter.
Earthworks and Retaining Walls		
34.	Earthworks are permitted only for works ancillary to building works and approved development under this permit.	Prior to commencement of use.
35.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed and constructed in accordance with: <ul style="list-style-type: none"> a. Council's <i>Gatton Shire Planning Scheme 2007</i> Earthworks Code; and b. Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision). 	Prior to commencement of use.
36.	All earthworks must include erosion and sediment control	During construction and

	measures in accordance with the International Erosion Control Association's <i>Best Practice Erosion and Sediment Control</i> .	establishment of landscaping areas.
Environmental Health – General Conditions During Construction		
Hours of Construction		
37.	Hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.	At all times.
Noise		
38.	<p>Noise generated from building works, are limited to the requirements set out in the <i>Environmental Protection Act 1994</i>, Chapter 8, Part 3B, Division 3, Section 440R.</p> <ol style="list-style-type: none"> a. A person must not carry out building work in a way that makes an audible noise:- <ol style="list-style-type: none"> i. on a business day or Saturday, before 6.30a.m. or after 6.30p.m; or ii. on any other day, at any time. b. <ol style="list-style-type: none"> i. All plant and equipment does not result in a level greater than L_{A90} 39 dB(A) when measured at 4 m from the most exposed façade of the nearest residential uses; and ii. The contribution from all varying noise sources associated with the development during night-time hours (10pm-7am) does not exceed a level of L_{AMAX} 50 dB(A), adjusted for tonality and impulsiveness, when measured at 4 m from the most exposed façade of the nearest residential uses; and iii. All mechanical plant and equipment, including but not limited to, air conditioning/refrigeration plant and ventilation exhausts/extracts shall be screened/shielded where a noise complaint is determined. 	At all times.
Air Pollution		
39.	<p>The land owner must comply with <i>Environmental Protection (Air) Policy 2008</i> during construction of added facilities and during operation of normal activities including:</p> <ol style="list-style-type: none"> a. Suppression of airborne particles including dust so that the qualities of the air environment that are conducive to; health and biodiversity of ecosystems, human health and wellbeing, protecting the aesthetics of the environment, including the appearance of buildings, structures and other property, and to protecting the agricultural use of the environment. 	At all times.
Water		

40.	The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> during construction of added facilities and during operation of normal activities including: <ul style="list-style-type: none"> a. Contaminated water must not be released to stormwater; and b. Sediment controls must be installed where necessary to prevent the release. 	At all times.
Waste & Recyclable Material Bin(s), Storage & Servicing		
41.	Provision of suitable waste removal services and suitable number and type of waste containers, in accordance with the <i>Environmental Protection Regulation 2008</i> and to the satisfaction of Council's <i>Waste Reduction and Recycling Plan</i> , for the storage of: <ul style="list-style-type: none"> • papers, plastics, cardboard, food scraps, used food containers and like wastes generated by workers on the site; and • building construction and/or demolition wastes. 	At all times.
42.	All waste collected/stored on site during construction shall be taken to an approved Waste Disposal Facility for disposal in accordance with current acceptance criteria and relevant fees and charges. Note: In Lockyer Valley Regional Council local government area Gatton Landfill and Laidley Transfer Station are approved to accept building construction and demolition waste.	At all times.
Environmental Health – General Conditions		
Noise		
43.	All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .	At all times.
Air Pollution		
44.	Undertake the activity in a manner that does not allow the unreasonable release of a contaminant to the air environment and achieves the air emission standards.	At all times.
45.	Noxious or offensive odours must not be emitted beyond the boundaries of the premises.	At all times.
Water		
46.	Contaminates or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: <ul style="list-style-type: none"> a. Uncontaminated overland stormwater flow; b. Uncontaminated stormwater to the stormwater system; and 	At all times.

	c. Contaminates release to sewer in accordance with the relevant approvals from the relevant authority.	
Drinking Water		
47.	Drinking water on the land provided to persons must comply with the <i>Australian Drinking Water Guidelines 2011</i> . Any water tanks must be constructed in accordance with Chapter 2 Part 1 and Part 8 of the <i>Public Health Act 2005</i> (i.e. Constructed in a way that prevents the breeding of mosquitos).	At all times.
Waste Storage and Collection		
48.	All municipal waste is to be disposed of off-site at an approved facility. No disposal is permitted onsite by burial, incineration or composting.	At all times.
49.	There shall be provided a suitable number and type of commercial waste container/s collected not less than once per week OR other such suitable number and type of bulk waste containers as may be approved by Council.	At all times.
Food Preparation and Hygiene		
50.	A new premise used for the sale or preparation, packing, storing, handling, serving or, supplying of food or drink to the public is required to obtain a food design approval for structural fit out of the kitchen and Licence prior to construction or operation under the provisions of the <i>Food Act 2006</i> . Please contact an Environmental Health Officer of Lockyer Valley Regional Council for advice regarding this matter on 1300 005 872.	At all times.

ADVISORY NOTES

- (i) This approval does not constitute a building approval and no assessment under the *Building Act 1975* or subordinate legislation has been carried out. Separate development approval for building works is required to be obtained from an appropriately licenced building certifier.
- (ii) A food licence must be obtained prior to the commencement of use for the Catering Shop and Food Van.
- (iii) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the commencement of the use.
- (iv) Under the Development Incentives – Infrastructure Charges Policy SG23 the development may be eligible to receive a discount in accordance with the policy. Note this policy only applies to contributions payable for development permits for Material Change of Use that are approved during the period within which this policy is in effect and subject to further requirements as detailed in the policy. Please contact Council to discuss further.
- (v) All works associated with this approval may not start until all subsequent approvals have

been obtained, and its conditions complied with.

(vi) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.

(vii) 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 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

Advice for Queensland Urban Utilities

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

Moved By: Cr Holstein

Seconded By:

Cr McLean

Resolution Number: 16-20/1559

CARRIED

6/0

Report

1. Introduction

The applicant seeks a Development Permit for a Material Change of Use for Catering Shop, Shop and Advertising Device at 7 Railway Street, Helidon. The subject land is zoned Commercial and Urban Residential under the *Gatton Shire Planning Scheme 2007*.

2. Background

The subject site is located within the township of Helidon and has road frontage to Railway Street. The rear boundary abuts Sheep Station Creek.

The subject site contains a number of existing buildings including a Dwelling House, ancillary shed structures, and Bed and Breakfast building. The Bed and Breakfast building is listed as a Queensland Heritage Place and a Cultural Heritage Place under Council's *Gatton Shire Planning Scheme 2007*. The building was constructed circa 1916 and was the former Bank of NSW building. The proposed development does not include any works to the heritage building.

A number of existing approvals are in place over the subject site. A Material Change of Use for Bed and Breakfast was approved subject to conditions on 3 April 2006 (DA3800), which involved the use of

the existing heritage listed bank building as a Bed and Breakfast and the addition of two new buildings. A change to the existing Bed and Breakfast approval was approved on 16 May 2006, briefly this change amended the conditions in relation to fencing and disposal of waste. A subsequent minor change to an existing approval (MC2018/0039) was approved on 28 June 2018 to reduce the new buildings from two to one. The existing bank building is currently used as a Bed and Breakfast thus the approval remains active.

A Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 3 Lots) was approved on 19 July 2018 and subsequent Negotiated Decision Notice approved subject to conditions on 8 August 2018 (RL2018/0014). A minor change to an existing approval was approved by Council on 14 January 2019 (RL2018/0050) to amend the approved plans as a result of changing the proposed boundaries. Proposed Lot 21 has a lot size of 897m² and includes the existing Bed and Breakfast, Proposed Lot 22 has a lot size of 1,154m² and contains the existing Dwelling House and ancillary outbuildings, and Proposed Lot 23 has a lot size of 4,275m². A Development Permit for Operational Works for Subdivisional Work (Earthworks, Access, Driveway and Stormwater), as a consequence of the Subdivision approval was approved subject to conditions on 22 July 2019 (OW2019/0013). The Subdivision approval has not yet been enacted as Council is yet to receive a survey plan for sealing, however, the approval remains current.

3. Report

Proposed Development

The proposal involves the construction of a building to be utilised as a Catering Shop and Shop (refer to Figure 1). The proposed site plan, as identified in Figure 1, indicates the development is wholly contained within the previously approved Lot 21. However, as the subdivision has not been actioned, the development is currently considered as if the subdivision has not occurred. As a result, the development is being considered as a part of Lot 2 RP23163 (refer to Figure 2), in case the subdivision is not enacted. In addition, the applicant has indicated the intention of operating a food van from the subject site. The food van will be on site from 5am to 7am and 3pm to 5pm for the purposes of loading/unloading and cleaning. The applicant has advised that the food van will be located off site during the day (9am to 3pm). The food van will either be kept in car parking area at night or located off site.

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

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Required	Proposed
Gross Floor Area	-	Shop A: 32m ² Shop B: 34.05m ² Amenities & Store: 9.85m ² Veranda: 20.87m ² Total: 96.77m ²
Building Height/ Storeys	Maximum 11.0m/2 storeys	5.265m
Setbacks	Front: 0m Side: 0m Rear: 3m	Front: 3.0m Side: 10.7m (north), 6.5m (south) Rear: 77.6m
Site Cover	Maximum 50%	1.2%
Parking	Catering Shop: 1 space for each 15m ²	7 spaces including 1 PWD space. Car parks 6 & 7 are for the use

	Shop: 1 space for each 20m ²	of the Bed & Breakfast. 5 car parks are provided specifically for the proposed development.
--	---	---

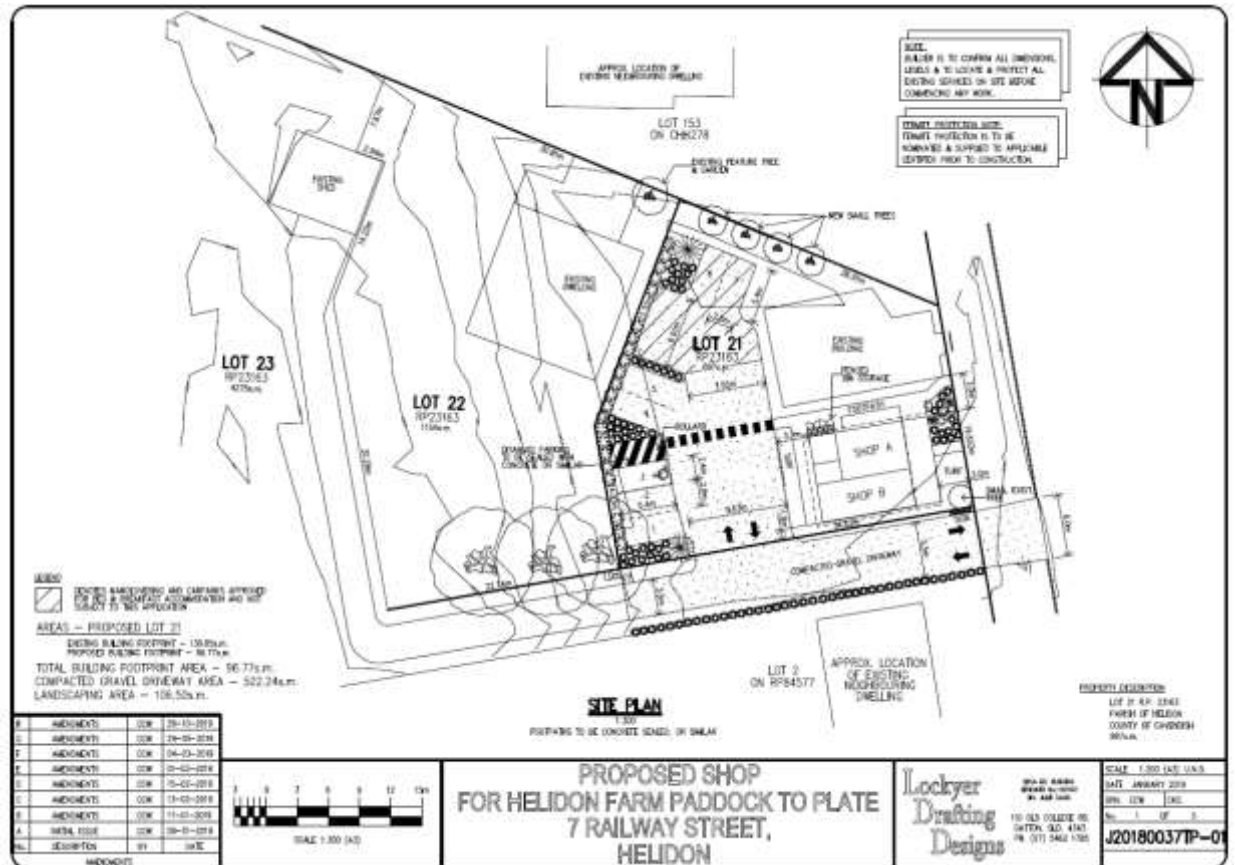


Figure 1 – Proposed Site Plan



Figure 2 – Aerial view of subject site

Subject Land

SITE AND LOCALITY DESCRIPTION	
Land Area:	5977.32m ²
Existing Use of Land:	Bed and Breakfast, & Dwelling House
Road Frontage:	Railway Street: 26.2m
Significant Site Features:	Existing Dwelling House and ancillary outbuildings, Bed and Breakfast, vegetated towards rear
Topography:	Site slopes towards rear
Surrounding Land Uses:	Urban Residential – Dwelling House

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:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy: <ul style="list-style-type: none"> • Water Quality – Water supply buffer area and Water resource catchments • Natural Hazards, Risk & Resilience – Flood hazard area and Bushfire prone area
SEQ Regional Plan Designation:	Urban Residential

State Planning Policy

State Interest – Water Quality

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

State Interest – Natural Hazards, Risk & Resilience

The site is mapped within the flood hazard area – level 1 – Queensland floodplain assessment overlay and bushfire prone area. The proposed development is located outside of these areas; therefore, no further assessment is triggered for these matters.

Assessment Benchmarks Pertaining to the Planning Scheme

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

Planning Scheme:	Gatton Shire Planning Scheme 2007
Zone:	Commercial Zone & Urban Residential Zone
Consistent/Inconsistent Use:	Consistent
Assessment Benchmarks:	Planning Scheme

Desired Environmental Outcomes

The proposed development is for a commercial development within an existing commercial zone at Helidon. The built form of the proposed building is generally consistent with the existing cultural heritage values of the Helidon township through the use of weatherboard cladding and corrugated iron roofing. The subject site contains an existing bank building which is heritage listed, which is to be retained as part of the development. The proposed development ensures that the heritage listed building is protected and its' heritage nature is enhanced through the use of a complimentary built

form and stepping the building back from the Railway Street road frontage. The development provides additional employment opportunities and access to additional retail services to the Helidon community.

Assessment Benchmarks – Planning Scheme Codes

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

- Commercial Zone Code
- Advertising Device Code
- Building Work Code
- Commercial Premises and Shops Code
- Landscaping Code
- Lighting Code
- Services and Infrastructure Code
- Vehicle Access, Parking and On-Site Movement Code
- Cultural Heritage Places and Precincts Overlay Code
- Extractive/Mineral Resources and Transportation Routes Overlay 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. The pertinent issues arising out of assessment against the codes are discussed below:

Zone Code

Commercial Zone Code

The applicant has proposed two shops to be used as Catering Shop and Shop. The proposed development is located within the commercial area of Helidon which is in keeping with the intended role and function of Helidon. The proposed building is generally consistent with the traditional architectural form of Railway Street. The proposed development incorporates pedestrian linkages through footpaths within the site to provide for a pedestrian friendly environment.

The applicant also intends to operate a food van from the subject site. This will predominantly include loading/unloading of the van between 5am to 7am and 3pm to 5pm. During the day (7am to 3pm) the food van will generally operate off site. The food van will also be stored overnight either in the car park or be taken off site. Conditions of approval has been recommended in relation to the operation of the food van.

It is considered the development is compliant with the intent of the Code.

Development Codes

Advertising Device Code

The proposed development includes an advertising device that is 5.0m in height by 3.0m in width and located perpendicular to the front boundary. The Code specifies a maximum height of 7.0m for Advertising Devices within the Commercial Zone. The advertising device is located immediately adjacent to the access driveway. The advertising device will be used for identification purposes relating to the proposed businesses, including their name. A condition has been recommended

requiring the advertising device must display only words, symbols, logos or replicas which identify the name, location and products/services of the business.

It is considered the development is compliant with the Specific Outcomes.

Building Work Code

The commercial zone has a maximum building height of 11.0 metres. The proposed development has a maximum building height of 5.265m for the proposed Shop building and 5.0m from the proposed Advertising Device. The Code specifies a front and side setback of 0m and rear setback of 3m for the Commercial zone. The applicant has proposed a front setback of 3.0m, side setbacks of 10.7m to the northern boundary and 6.5m to the southern boundary, and a rear setback of 77.6m. The proposed development is therefore compliant with the setbacks.

If the proposed subdivision (RL2018/0014, RL2018/0050) is enacted this will change the boundary setbacks for the development, in particular the rear and southern side boundaries. The rear boundary will remain compliant with the 3.0m setback requirement with a setback of 18.5m from Proposed Lot 22. The building has a proposed side setback to the southern boundary of 0.6m, which is compliant with the 0m setback required to lots within the commercial zone.

It is considered the development is compliant with the Specific Outcomes.

Commercial Premises and Shops Code

The proposed development is located within the Commercial zone of Helidon. The proposed building front Railway Street, with a setback of 3.0m from the front boundary. Two pedestrian entries have been provided along Railway Street with footpath connections to the building entry. The proposed development has a site cover of 1.2% compliant with the maximum 50% requirement of the Code. If the proposed subdivision (RL2018/0014, RL2018/0050) is enacted this would increase the site cover to 8%, however, the development remains compliant with the Code.

The proposed development does not abut the street alignment for the full frontage of the site, being setback 3.0m from the street. However, this is considered to be acceptable due to the requirement from the State Assessment Referral Agency (SARA) to have the new buildings set back from the front boundary due to the heritage listed building. The proposed articulation of the building is generally consistent with the surrounding buildings of the street. The building incorporates a veranda fronting Railway Street which is consistent with the requirements of the Code.

It is considered the development is compliant with the Specific Outcomes.

Landscaping Code

The applicant has provided an indicative plan identifying the landscaping areas to be provided as part of the development. However, no further detail has been provided including the plant schedule and maintenance plan. As such a condition of approval has been recommended requiring the applicant to obtain a further development permit for Operational Works for Landscaping. This landscaping will need to be in accordance with the Landscaping Code and Planning Scheme Policy No.11 Landscaping Plan of the *Gatton Shire Planning Scheme 2007*.

The applicant provided an acoustic report titled '*Vision Health – Environmental Noise Impact Assessment*', Job No. 19AR017, Version 01, prepared by AcousTech, and dated 16/07/2019. The report

recommended that a 1.8m high acoustic fence be constructed along the southern side boundary to assist with noise mitigation. A condition has been recommended requiring the applicant to construct an acoustic fence in accordance with the Acoustic Report.

The Code requires a solid screen fence with a minimum height of 1.8m be constructed to all boundaries shared with incompatible or sensitive uses. The adjoining allotments to the north and the south each contain a residential dwelling, which is considered to constitute a sensitive use. As such, to ensure the privacy and amenity of the adjoining sensitive uses is maintained, a condition has been recommended requiring a fence a minimum height of 1.8m be constructed along the northern side boundary, and for that portion of the southern side boundary where there is no acoustic fence as indicated on the plans. The northern side boundary fence is to be a minimum of 26.91m in length. To ensure the northern side boundary fence is complimentary to the heritage building, the fencing for the first six metres of the boundary is to be 1.2m in height, then tapered to 1.8m in height. The total length of the southern side boundary is to be 34.6m in length, with a minimum of 12.5m of acoustic fencing

Lighting Code

The applicant has identified that security lighting will be provided to the outdoor areas of the shops, toilets and store, which is compliant with the Code. Several conditions of approval have been recommended to ensure the development is compliant with the requirements of the code, specifically ensuring lighting is in accordance with Australian Standard AS4282 – 1997 *Control of Obtrusive Effects of Outdoor Lighting*.

It is considered the development is compliant with the Specific Outcomes.

Services and Infrastructure Code

The subject site is located within an area serviced by reticulated water and sewer. Connection to these services is through Queensland Urban Utilities (QUU). Above ground electricity is available along Railway Street. Connection to the electricity network is through Energex.

The applicant has proposed a roof lot drainage system to discharge to Sheep Station Creek. As part of the application, the applicant provided a letter '*RE: Proposed Development at 7 Railway Street Helidon*', Ref No. 218072.info request, prepared by Hunt Michel & Partners Pty Ltd, and dated 22 May 2019. This letter was reviewed by Council's Development Engineer who was satisfied with the proposed stormwater discharge, and recommended conditions in relation to stormwater.

It is considered the development is compliant with the Specific Outcomes.

Vehicle Access, Parking and On-Site Movement Code

The applicant has proposed a compacted gravel driveway along the southern boundary. Whilst Council's standards generally require driveways/internal roads to be sealed with concrete or bitumen asphalt, in this situation a compacted gravel driveway is acceptable. SARA has provided advice stating that where possible gravel driveways are to be used, to be more compatible with the heritage building.

The applicant provided a vehicle manoeuvring plan that demonstrates vehicle manoeuvring is achievable on site for the car parks and driveway areas. The applicant has provided seven (7) car park spaces, including one (1) Persons With Disabilities (PWD) space, to the rear of the proposed Shop A and B. As a requirement of the Bed and Breakfast approval (DA3800, MC2018/0039), two car parking

spaces are required to be provided to the rear of the Bed and Breakfast building solely for the use of the Bed and Breakfast. As such car parks 6 and 7 are required for the Bed and Breakfast, therefore the number of car parks available for the proposed development is five (5). To ensure compliance with the Bed and Breakfast approval, a condition has been recommended requiring car parks 6 and 7 to be reserved for the Bed and Breakfast use and the car parks are to be linemarked/signed accordingly. The proposed development requires car parking at a rate of 1 space for each 15m² or part thereof GFA for the Catering Shop and 1 space for each 20m² of GFA for the Shop. Therefore, the proposed development requires a minimum of four (4) car parking spaces, which the development is compliant with.

It is considered the development is compliant with the Specific Outcomes.

Overlay Codes

Cultural Heritage Places and Precincts Overlay Code

In accordance with the Tables of Assessment, the development is exempt if referral is required to the State Government. As the development required referral to SARA for a Queensland Heritage Place assessment against this Code is not required.

Extractive/Mineral Resources and Transportation Routes Overlay Code

The subject site is mapped as being within the Separation Route of the overlay. The Code requires that development does not result in a higher concentration of people. The proposed uses are for commercial purposes within an existing commercial zone of Helidon. The intensification of people will predominantly be during business hours by employees and the public. The proposed development will not impact upon the ability of surrounding extractive industry sites operation as an extractive industry and their transportation of these extracted resources through the township of Helidon. It is therefore considered that the proposed development should be supported despite inconsistencies with the Code.

It is considered the development is compliant with the purpose of the Code.

Assessment Benchmarks Pertaining to a Temporary Local Planning Instrument

The subject site is located within the high hazard and flood investigation area of the *Temporary Local Planning Instrument (TLPI) 01/2019 – Flood Regulation*. In accordance with Part 1a, Section 5, the TLPI does not apply to development on commercial zoned land, therefore no further assessment has been undertaken.

Consultation

Referral Agencies

The application was referred to SARA as the subject lot contains a Queensland Heritage Place. SARA responded by letter dated 2 July 2019 with conditions requiring the development to be in accordance with the approved plans. SARA included amendments to the approved plans ensuring no proposed building works impact upon the Queensland Heritage Place and avoiding any adverse impacts on the existing building and foundation.

Internal Referrals

The application was internally referred to Council's Building Section, Plumbing Section, Environmental Health Section, and Development Engineering Section. The Building Section recommended the inclusion of an advice note that the applicant must obtain a further Building Approval. In addition, the applicant is to be advised that no assessment has been undertaken against the *Building Act 1975* or subordinate legislation. It should be noted that as part of a planning approval there is no requirement for compliance with the relevant building legislation.

Council's Plumbing Section recommended the inclusion of a condition that a further plumbing and drainage permit is required to connect any sanitary drainage to individual QUU supplied connection point/s.

Council's Environmental Health Section recommended the inclusion of several conditions that generally relate to conditions during construction, and ongoing operation of the business.

Council's Development Engineering Section provided conditions that generally relate to access and driveways, car parking and manoeuvring areas, stormwater, and earthworks and retaining walls.

Public Notification

The application was publicly notified for eighteen (18) business days from 11 September 2019 to 4 October 2019 in accordance with the requirements of the *Planning Act 2016*. One (1) properly made submission was received.

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

ISSUES	RESPONSE
The submitter has raised concerns in relation to privacy and noise between the proposed development and the adjoining allotment to the north (Lot 153CSH278). In particular the existing 1.2m high wire fence affords no privacy. The location of car parks, which is mainly gravel will cause some noise, and the noise of car doors and conversation. In particular car parks 6 and 7 which face north. In addition, there may be issues with headlights and noise at night if the business operates after hours.	<p>Applicant's Response</p> <p>The Applicant provided an amended Site Plan identifying car parks 6 and 7 being for the sole use of the previously approved Bed and Breakfast.</p> <p>The use of the gravel driveway is a recommendation of the Queensland Heritage Council (QHC) to preserve the heritage listed building and reducing disturbance around the foundations. In addition, the acoustic consultant advised that at low speeds the noise generated by a gravel driveway is no different to the noise generated by a bitumen driveway.</p> <p>The fencing to the northern boundary is subject to conditions under the Bed and Breakfast approval. The condition required any fencing be approved by the QHC. The Applicant advised no fencing conditions for the southern side were attached to the previous approvals over the site as the existing conditions were considered adequate because the existing physical situation</p>

	<p>would not materially change. The Applicant has raised that the Acoustic Report does not require any acoustic fencing to the northern boundary. In addition, any amenity or visual privacy issues would be more directly associated with the residential dwelling on the subject lot and the Bed and Breakfast (L2 RP23163). The Applicant advised that some form of fencing should be provided and was amenable to providing a 1.2m high fence to the northern boundary.</p> <p>Council's Response</p> <p>Car parks 6 and 7 are required by the Material Change of Use for the Bed and Breakfast (DA3800, MC2018/0039), which has been in place since 2006. It is not within the scope of this application to require the relocation of these car parks. However, to ensure minimal intrusion from the proposed uses, a condition has been recommended requiring car parks 6 and 7 be solely used by the Bed and Breakfast use.</p> <p>The Acoustic Report, as submitted by the applicant, demonstrates that the predicted noise levels relating to the proposed development of the subject application are compliant with the relevant requirements of current legislation. Therefore, it is not considered necessary to require the Applicant provide an acoustic barrier to the northern boundary.</p> <p>The impacts to privacy can be mitigated through the construction of a fence, in accordance with the requirements of the <i>Landscaping Code</i>. Conditions have been recommended accordingly to ensure privacy and amenity of adjoining sensitive uses is maintained. Whilst it is recognised that the previous approvals did not include conditions in relation to fencing, Council must take into consideration the impacts of the current development application. The car park and manoeuvring areas provide direct line of sight to the adjoining residence. Therefore, the requirement for a 1.8m high fence constructed along the northern boundary is considered justified in accordance with the <i>Landscaping Code</i>. This is to ensure the adjoining privacy and amenity of sensitive uses (residential) is maintained.</p>
<p>The submitter has raised concerns in relation to privacy, security, dust, light and noise between</p>	<p>Applicant's Response</p>

<p>the proposed development and the adjoining allotment to the south (Lot 2RP84577). In particular the proposed gravel driveway extending the full length of the common boundary and the creation of dust. In addition, the existing 1.2m high fence does not provide for adequate mitigation of these issues.</p>	<p>The Applicant agreed to providing the acoustic barrier to the southern boundary as per the recommendations of the Acoustic Report. However, specified that the type of material be stipulated as per the Acoustic Report, which allowed for a number of different types of materials such as wood lapped fence, corrugated steel and compressed fibre cement.</p> <p>The Applicant stated it was not necessary to construct a 1.8m acoustic fence be provided to protect the water tank and clothes line at the rear of the house. The Applicant stated the existing 1.2m paling fence was adequate for the small amount of traffic, noise and dust expected to be generated by the development. The Applicant advised the fencing was considered adequate as per the previous approvals over the site.</p> <p>Council's Response</p> <p>The compacted gravel driveway is a requirement of SARA to ensure the development is compatible with the existing heritage building.</p> <p>A recommendation of the Acoustic Report was that a 1.8m high acoustic barrier with a minimum surface mass of 10kg/m³ be constructed to a minimum length of 12.5m along the southern boundary, to ensure the proposed development is compliant with the requirements of relevant legislation. To ensure noise is mitigated a condition has been recommended requiring the applicant to construct a fence in accordance with the requirements of the Acoustic Report.</p> <p>The acoustic barrier will assist with reducing the impacts of privacy and light to the adjoining property. Whilst not directly related to this application, the proposed spread of hours associated with the food van is considered to make the longer length of 1.8m high fence more relevant, in order to provide a barrier between the commercial uses and the adjoining residential use. To further ensure nuisance to the adjoining residence is limited, a condition has been recommended requiring the applicant to construct a 1.8m high fence to the southern boundary, where there is no acoustic barrier, in accordance with the requirements of the <i>Landscaping Code</i>. The fence will ensure the</p>
--	---

	<p>amenity of the adjoining residence is maintained.</p> <p>Whilst it is recognised that fencing was conditioned as part of the previous approvals, this is not considered to be justification to not provide fencing as part of this development application. The conditioning of a fence to the southern boundary is considered justifiable to ensure the development is compliant with the <i>Landscaping Code</i>.</p>
--	--

Adopted Infrastructure Charges Resolution

There are no existing credits for the subject site, as it contains an existing dwelling house (the dwelling house would have cancelled out any credit that existed).

The stormwater calculation includes the proposed building's roof area, footpath and the Persons With Disabilities car park. The other car parks and internal manoeuvring areas have not been included in the impervious calculation as these areas are to be compacted gravel which is not an impervious surface.

Infrastructure charges are payable in accordance with the following table:

LOCKYER VALLEY REGIONAL COUNCIL				
Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED DEMAND				
Charge	Commercial (retail) – Other	75.9	\$109.00 per m ² of GFA	\$8,273.10
Charge	Commercial (retail) – Stormwater	172.7	\$10.00 per m ² of impervious area	\$1,727.00
TOTAL PROPOSED DEMAND				\$10,000.10
EXISTING DEMAND				
Credit	Nil	-	-	-
TOTAL EXISTING DEMAND CREDIT				\$0.00
TOTAL PAYABLE				\$10,000.10

4. Policy and Legal Implications

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

5. Financial and Resource Implications

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

6. Delegations/Authorisations

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

7. Communication and Engagement

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

8. Conclusion

The proposed development is recommended for approval subject to conditions.

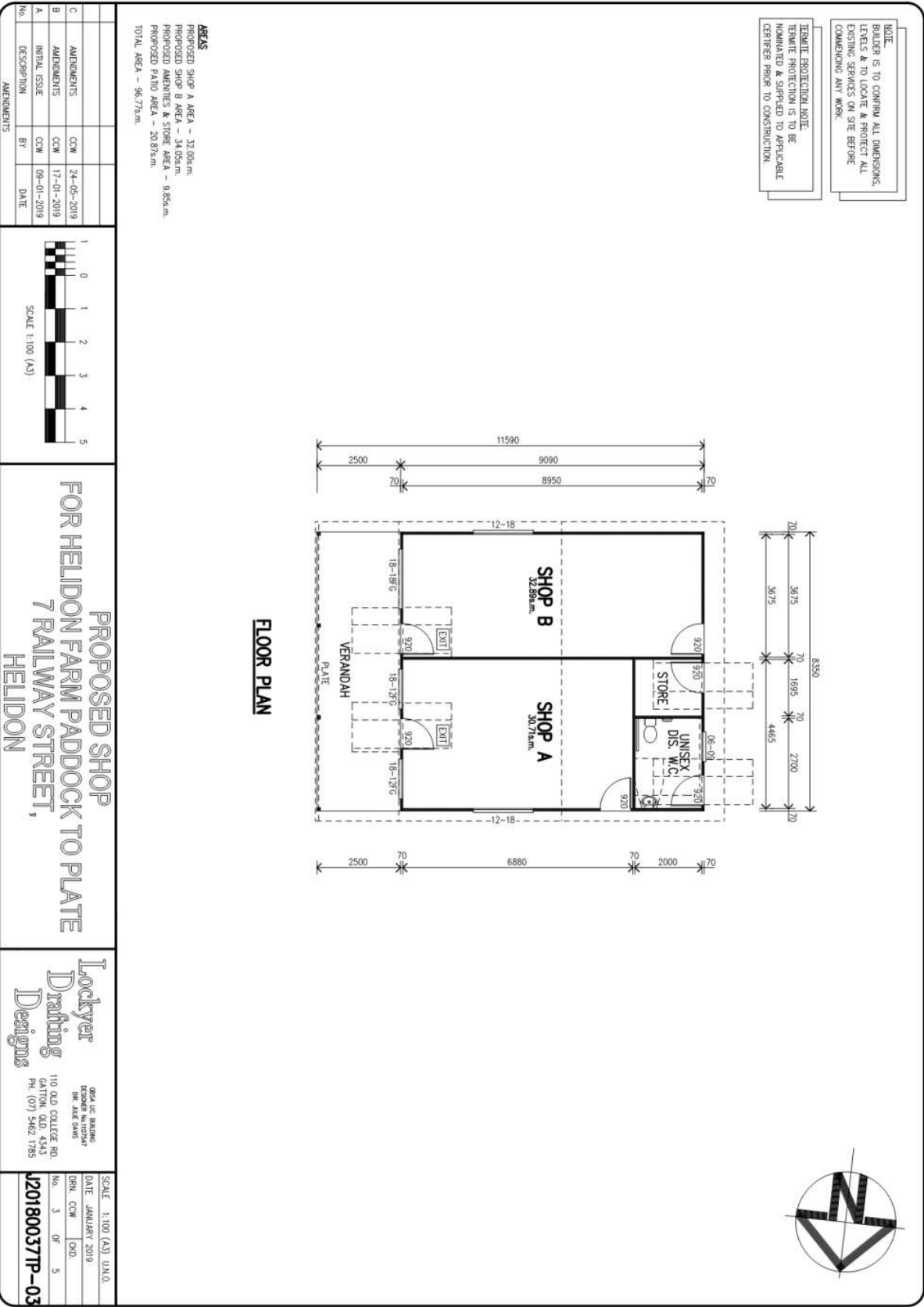
9. Action/s

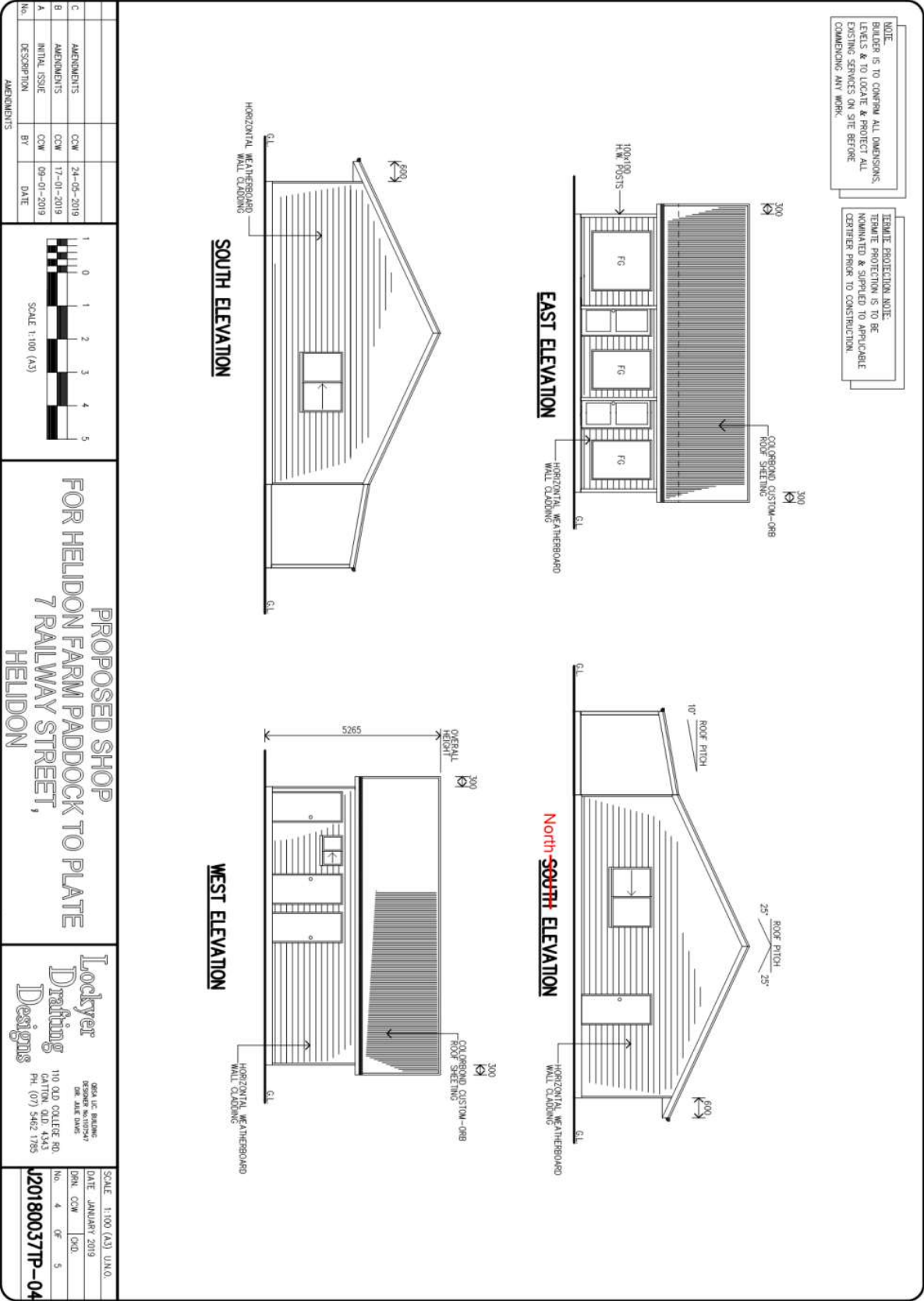
Advise the applicant of Council's decision. Advise the submitter of Council's decision when the applicant's appeal period concludes.

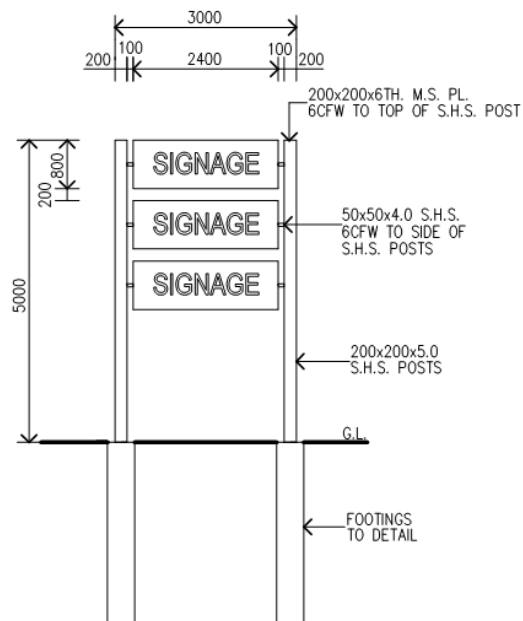
Attachments

1 [↓](#) MC2019/0023 Proposal Plans 6 Pages









FRONT ELEVATION

PROPOSED SIGN
FOR HELIDON FARM Paddock TO PLATE
7 RAILWAY STREET, HELIDON

Lockyer
Drafting
Designs

110 OLD COLLEGE RD.
GATTON. QLD. 4343
PH. (07) 5462 1785

QBSA LIC. BUILDING
DESIGNER No.1107547
DR. JULIE DAVIS

SCALE: NTS (A4) U.N.O.

DATE: JANUARY 2019

DRN. CCW CKD.

No. 1 OF 1

J20180037S-01

11.4 Application for Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) at 46 Coates Street, Laidley

Date: 30 October 2019
Author: Tammee Van Bael, Graduate Planning Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider an application (MC2019/0061) for a Development Permit for a Material Change of Use for a Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley.

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

Officer's Recommendation:

THAT the application for a Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley be refused subject to the following grounds:

- 1. The proposed development does not comply with the relevant Assessment Benchmarks that are assessable for development for the site. The proposed development is in conflict with the Assessment Benchmarks listed below and cannot be conditioned to comply (Section 60 of *Planning Act 2016*):**
 - a. State Planning Policy Natural Hazards, Risk and Resilience; and**
 - b. *Temporary Local Planning Instrument (TLPI) 01/2019 Flood Regulation Flood Inundation Overlay Code.***
- 2. The proposed development is inundated by flood water in local and regional flood events. The development therefore does not comply with Point (3) and (5) of the State Planning Policy Natural Hazards, Risk and Resilience.**
- 3. The flood hazard mapping indicates the subject site is impacted by H3 hazard conditions in the local event and H5 conditions in the regional event. In the event of a flood, the risk to life is unable to be mitigated to an acceptable or tolerable level. The development therefore does not achieve the intent of the Purpose of the Code, Specific Outcome SO1 and Specific Outcome SO4 of the Flood Inundation Overlay Code of the TLPI01/2019 – Flood Regulation.**
- 4. The proposed development increases the number of persons in an area of Medium Hazard. The development therefore does not achieve the intent of the Purpose of the Code, Specific Outcome SO1 and Specific Outcome SO4 of the Flood Inundation Overlay Code of the TLPI01/2019 – Flood Regulation.**
- 5. The proposed development is located in the Medium Hazard Area under the TLPI and is**

subject to adverse effects and it is not possible to mitigate impacts of flooding on the development, in that the site is subject to rapid inundation, insufficient warning time for evacuation, no safe evacuation route, potential to damage or carry away items at ground level, and isolation for residents in a flood event. The development therefore does not achieve the intent of the Purpose of the Code, Specific Outcome SO1 and Specific Outcome SO4 of the Flood Inundation Overlay Code of the TLPI01/2019 – Flood Regulation.

RESOLUTION

THAT Council resolve to defer the application for a Development Permit for Material Change of Use for Dwelling House Triggered by an Overlay (TLPI) on Lot 8 RP25621 at 46 Coates Street, Laidley to Council's next Ordinary Meeting scheduled for 27 November 2019 for the purpose of undertaking further investigations.

Moved By: Cr Holstein

Seconded By:

Cr Hagan

Resolution Number: 16-20/1560

CARRIED

6/0

Report

1. Introduction

The applicant seeks a Development Permit for a Material Change of Use for a Dwelling House Triggered by an Overlay (TLPI) at 46 Coates Street, Laidley. The subject land is zoned Urban Residential under the *Laidley Shire Planning Scheme 2003*.

2. Background

The site is located in the southern part of Laidley, near the intersection of Coates and Edward Streets. The subject lot was created in 1979, and a review of aerial imagery on QImagery indicates the allotment since has not contained a Dwelling House. Aerial imagery from 29 September 2019 indicates that the subject site contains a shipping container, but no other structures (refer to Figure 1). There are no existing planning approvals in place over the subject site. The subject site has a total site area of 921.097m². The subject site is impacted by the Medium and Low Hazard Area of the *Temporary Local Planning Instrument (TLPI) 01/2019 – Flood Regulation*.



Figure 1 – Aerial view of subject site.

A Form 19 was issued by Council on 26 July 2019. No prelodgement was held with respect to this application. An application for a Dwelling House was received on 10 September 2019. Council issued an Information Request to the applicant on 9 October 2019 requesting the applicant provide further information as to how the risks of flood inundation are adequately mitigated. This includes risk of isolation, risk of loss of road access, risk to life and risk to property. The applicant subsequently responded to the Information Request on 18 October 2019.

3. Report

Proposed Development

The proposal for a Dwelling House involves the use of a Removable Dwelling (refer to Figure 2). The applicant has proposed to construct the Dwelling House on stumps, with a minimum finished floor level of 105.77m AHD. The applicant proposes to obtain access from Coates Street. The proposal plans identify a future shed and carport to be constructed. These structures are not part of the subject application.

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

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Required	Proposed
Gross Floor Area	Minimum 60m ²	76.6m ²
Building Height/ Storeys	Maximum 8.0m	6.501m
Setbacks	Front: 6.0m Side & Rear: 1.5m	Front: 6.5m Side: 4.5m (south), 11.5m (north)

		Rear: 16.6m
Parking	Minimum 2 spaces	2

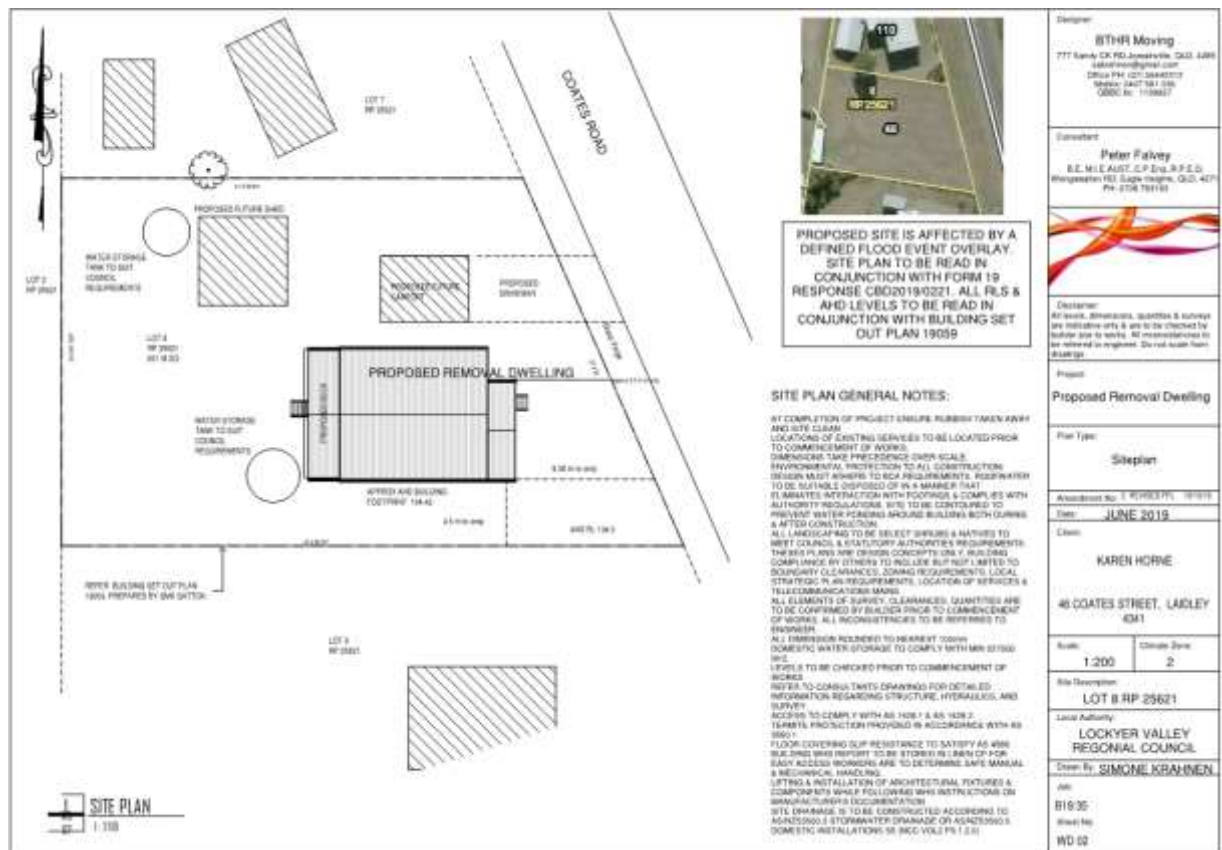


Figure 2 – Proposed Site Plan.

Subject Land

SITE AND LOCALITY DESCRIPTION	
Land Area:	921.097m ²
Existing Use of Land:	Vacant
Road Frontage:	Coates Street: 27.8m
Significant Site Features:	Shipping container on site
Topography:	Gentle slope towards rear
Surrounding Land Uses:	Urban Residential land uses

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:

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy: <ul style="list-style-type: none"> • Water Quality – Water Resource Catchments • Natural Hazards, Risk & Resilience – Flood hazard area (Level 1 – Queensland floodplain assessment overlay, & Local Government flood mapping area)
SEQ Regional Plan Designation:	Urban Residential

State Planning Policy

State Interest – Water Quality

The site is mapped within the water resource catchment. However, the proposed development does not trigger assessment against the State Planning Policy for Water Quality as the subject site is not greater than 2,500m².

State Interest – Natural Hazards, Risk & Resilience

The site is mapped within the flood hazard area for Level 1 – Queensland floodplain assessment overlay and Local Government flood mapping area. The assessment benchmark point (3) requires that *‘development avoids natural hazards, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level’*.

The subject site is impacted by flooding, and there is no alternate location on site that is not impacted by flood inundation for the dwelling to be constructed. The development is impacted by flooding in the local and regional flood events. In the local flood event it is unsafe for vulnerable persons e.g. children and the elderly, and in the regional event it is unsafe for all persons and vehicles. This area is inundated by flooding relatively quickly and there may be insufficient warning for a resident to be able to evacuate. In addition, Coates Street cannot be accessed in the event of a flood, and therefore, cannot be relied upon as an evacuation route. Any evacuation would require an individual to wade through flood water for up to 100m in a local event and up to 200m in a regional event, and with a depth of up to 0.95m AHD and velocity of up to 0.5m/s – safely wading through this water would be difficult. The proposed development would result in an increased risk to life to an unacceptable level. It is therefore considered the proposed development is unable to comply with point (3) of the assessment benchmark.

The assessment benchmark point (5) requires the *‘development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties’*. The nature of the flooding in this area means that limited warning will be provided to residents to relocate their property, including vehicles, as well as evacuation of residents. In a

flood, if property including vehicles are not relocated to a safe location, these items could be swept away in flood waters and cause damage to the subject site or downstream properties. It is therefore considered that the proposed development is unable to comply with point (5) of the assessment benchmark.

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.

Planning Scheme:	Laidley Shire Planning Scheme 2003
Zone:	Urban Residential Zone
Assessment Benchmarks:	Flood Inundation Overlay Code

Assessment Benchmarks – Planning Scheme Codes

The application has been found to conflict with one or more elements of the Flood Inundation Overlay Code of the TLPI 01/2019 and cannot be conditioned to comply. The pertinent issues arising out of the assessment are discussed below.

Assessment Benchmarks Pertaining to a Temporary Local Planning Instrument

The proposed development is located within the Medium Hazard Area of the *TLPI 01/2019*. Land identified as being within the Medium Hazard area may pose a high risk to life and property during a flood event. The characteristics of flood in the Medium Hazard Area includes:

- (a) Able bodied adults may not be able to safely walk;
- (b) Cars can float; and
- (c) Only large trucks may be able to travel safely.

The subject site is impacted by flooding in both the local and regional flood events. The subject site was impacted by regional creek flooding in the 2011 and 2013 events. The Defined Flood Level for the subject site is 105.2m AHD.

The site is located approximately 83 metres east of the top of bank of Lagoon Creek. The area between Lagoon Creek and the site is relatively flat in that the western boundary of the subject site is approximately 0.5m higher than the top of bank of Lagoon Creek. The Defined Flood Level of 105.2m AHD in this area is approximately 160m from the top of bank of Lagoon Creek and extends beyond the eastern boundary of the site, and beyond the opposite side of Coates Street.

Further, the subject lot is located below road level, and as such may be subject to overland sheet flow from the road and the slope to the south (refer to Figure 3). The adjoining properties, which contain existing residential dwellings, have been the subject of complaints in the past in wet conditions – a function of water coming onto the lots and lying around in rain weather.



Figure 3 – Street view of subject site.

Information Request

Council raised matters regarding flooding as part of an Information Request to address the requirements of the TLPI. The Response to the Information Request included a submission from both the applicant and the landowner. The applicant responded with the following points:

- Hardware (plumbing and electrical) within the house will be raised above 105.77m AHD;
- The applicant considered it unreasonable for Council to require the relocation of vehicles due to:
 - Coates Street and many other Council maintained roads in the surrounding area become impassable in a flood event;
 - Coates Street is lower than the site, so goes under before the site does, making it not possible to relocate vehicles;
 - A carport is exempt under the TLPI;
 - The carport could be built up above the Defined Flood Level, however this will require filling which may obstruct overland flow of the water; and
 - There are residential dwellings existing on both sides of the subject site that have vehicles with vehicle accommodation at ground level;
- The proposed house is a relocated class 1 dwelling. The floor level of any dwelling will be above any flooding. The building will therefore be in a safe location and relocation will not be required; and
- The neighbouring properties were constructed prior to the TLPI being introduced, therefore residents of those buildings have not been made to comply with the TLPI. Therefore, the perceived risk to those residents must be considered as mitigated to an acceptable level. This site should therefore be considered in a similar manner.

The landowner responded with the following points:

- The potential flooding of Coates Street is a consideration. However, if Council is not in a position to change the road levels, it is not the responsibility of residents to ameliorate any flooding issues outside their property boundaries;

- The possibility of Coates Street being inundated by flood waters is very likely in the event of a flood, however this may never happen. Residents should not be prevented from utilising their properties on the basis of a possibility;
- There are a number of existing low-set homes, including slab on ground dwellings along Coates Street and the surrounding area, which is a safety risk to those residents within these dwellings. The proposed development does not pose unnecessary risks in comparison as the dwelling will be stumped with a minimum finished floor level of 105.77m AHD;
- In the event of a flood residents would stay put in the house or remain outside the flooded area. Any residents are not likely to place extra demand on emergency resources;
- The existing dwellings in Coates Street were approved prior to the TLPI. However, the imposition of the TLPI is rigid and unyielding, thereby barring development from remaining residential allotments;
- Council has not rezoned the property and remains as Urban Residential;
- The property was purchased in March 2018. No indication of a planning approval being required to Council was made until August 2019;
- No indication of any flood overlay for this property was found during due diligence prior to purchase; and
- No notification has been received since purchase that the TLPI 01/2019 was being considered or implemented.

In response to the applicant's and landowner's submission, it is recognised that there are a number of existing dwellings within the surrounding area that are low-set (slab on ground construction). However, these dwellings existed prior to the 2011 flood event. The TLPI has been a continuing policy since 2013. For those dwellings constructed prior to the 2011 flood event, these residences have existing use rights for a dwelling house. Council has therefore not required residents within these areas to upgrade their buildings to be in accordance with the current requirements of the TLPI.

Council adopted the TLPI as a means of regulating development within areas subject to flood inundation. The subject site has been identified as being within the Medium Hazard Area since 2013. It is noted one Form 19 has been issued over the property in July 2019. No Form 19 was received by Council prior to purchase in March 2018.

Purpose of the Code

The purpose of the Code is to *"avoid the adverse effects of flooding in High and Medium Hazard Areas"*. The applicant has proposed a minimum habitable floor level of 105.77m AHD, which is 570mm above the Defined Flood Level. Whilst this is compliant with the requirements under the Code of being a minimum of 300mm above the Defined Flood Level, the assessment of residential properties extends beyond compliance with the habitable floor level to include a number of criteria for suitability of the proposed use. These criteria include *"development demonstrates that the risks of flood inundation including (but not limited to):*

- (a) Risk of isolation;*
- (b) Risk to road access; and*
- (c) Risk to life and risk to property*
are mitigated to an acceptable level".

In relation to local flooding, the subject lot is vulnerable to flooding. The depth of flooding in the local flood design event is 0.6m. At this depth, flood waters are easily capable of damaging/sweeping away cars and other property. Given the very small difference in levels between the creek and back of the lot, the lot can be impacted by flooding on a frequent basis. The lot was flooded by local flooding in

2012. In a local flooding event there would be limited warning time to either move items from the property or evacuate from the property. If evacuation were attempted, residents may have to wade up to 100m in the local event – if it was safe to do so (refer to Figure 4, 5 and 6). The hazard mapping indicates that there is H3 hazard conditions in the local event, which is unsafe for vulnerable persons e.g. children and the elderly (refer to Figure 7).

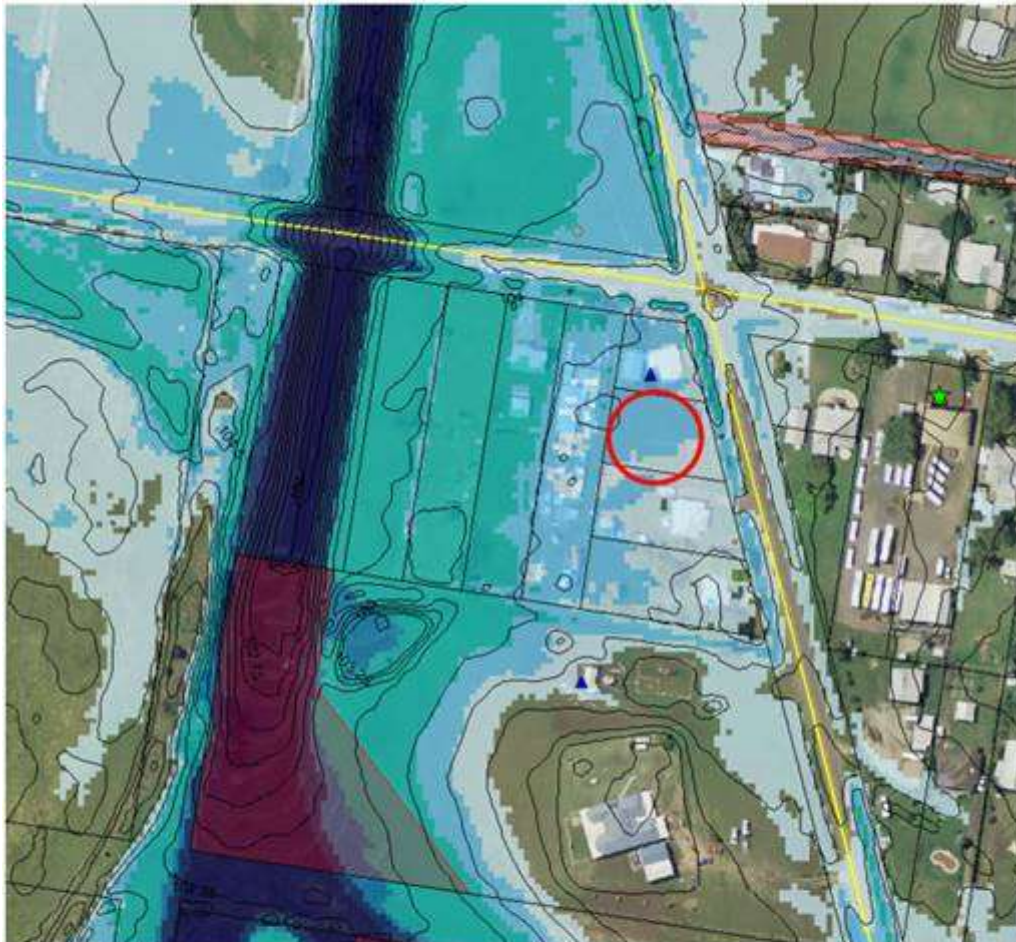


Figure 3.1 – 46 Coates St – Local 10%AEP (1 in 10%AEP) flood event - depth mapping (0.25m contours – 2010 LIDAR). Assumed location of new dwelling shown. Contours shown.
Key: depth (m)

0	to	0.3
0.3	to	0.5
0.5	to	1
1	to	1.2
1.2	to	2
2	to	20

Figure 4 – Local 10%AEP flood event – depth mapping.

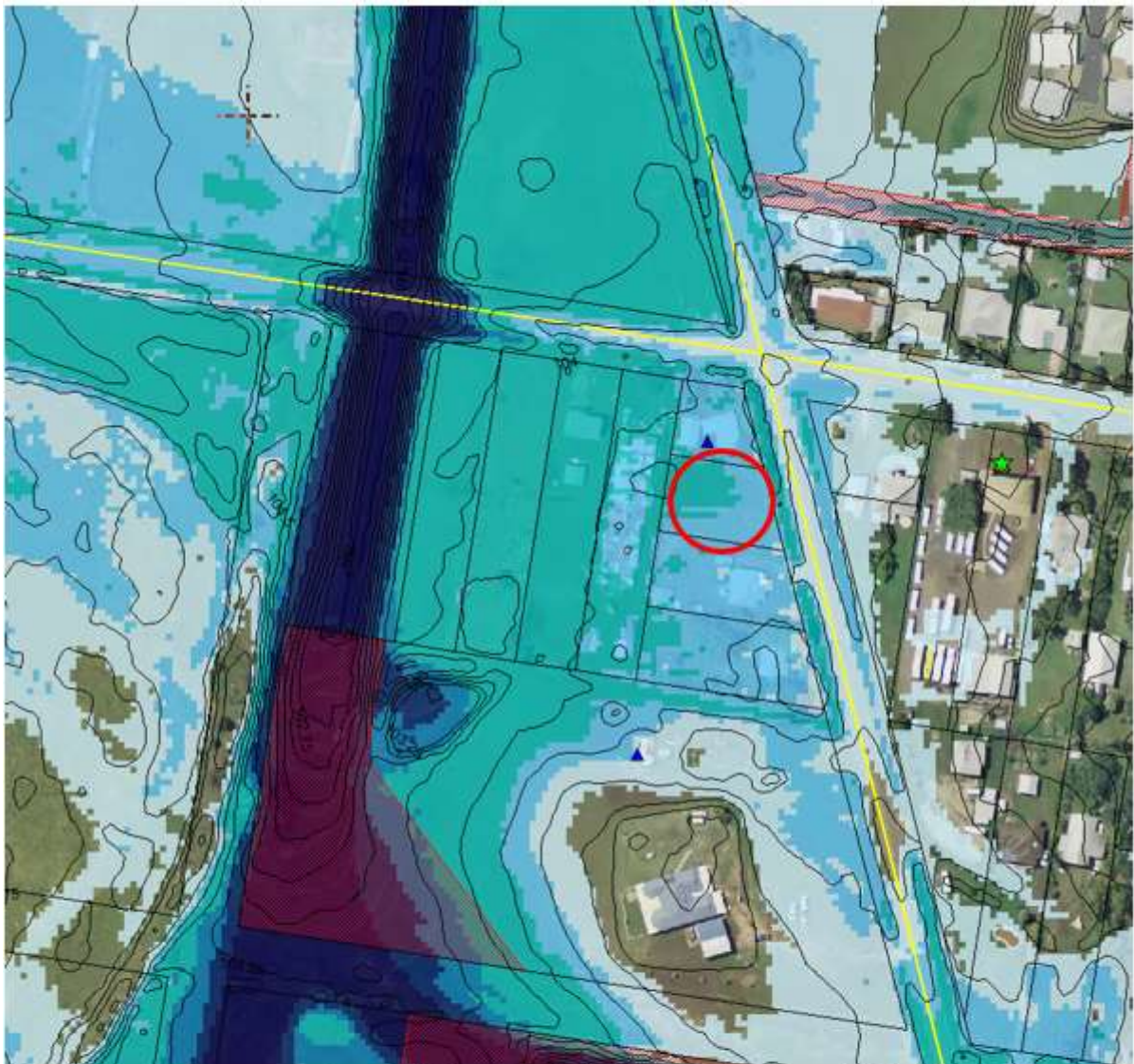


Figure 3.2 – 46 Coates St – Local 1%AEP (1 in 100 AEP) flood event - depth mapping (0.25m contours – 2010 LIDAR).

Key: depth (m)

0	to	0.3
0.3	to	0.5
0.5	to	1
1	to	1.2
1.2	to	2
2	to	20

Figure 5 – Local 1%AEP flood event – depth mapping.

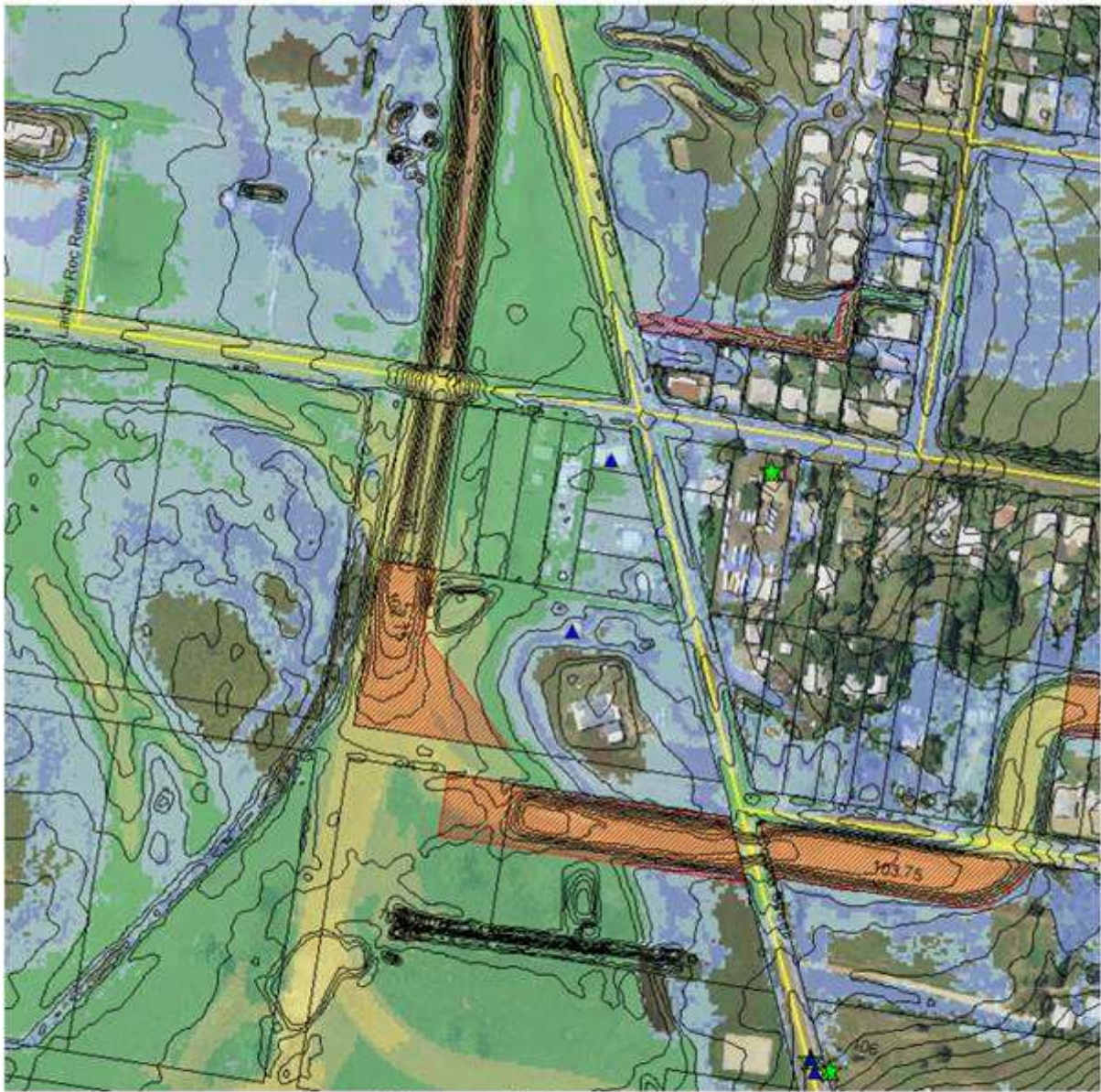


Figure 3.3 – 46 Coates St: – Local 1%AEP (1 in 100 AEP) flood event – flood hazard mapping (0.25m contours – 2010 LIDAR)
Key: Hazard

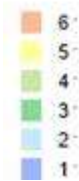


Figure 6 – Local 1%AEP flood event – flood hazard mapping.

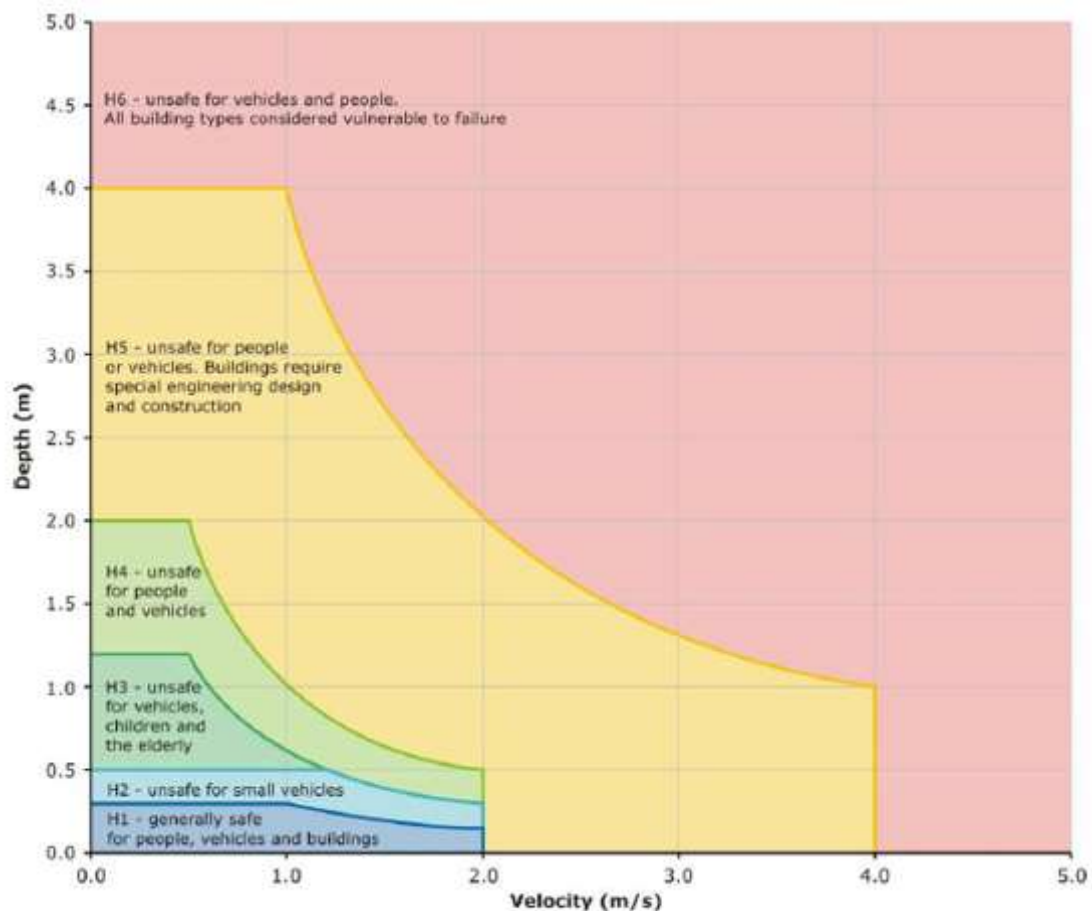


Figure 7: General flood hazard vulnerability curves

Table 1: Combined hazard curves – vulnerability thresholds

Hazard Vulnerability Classification	Description
H1	Generally safe for vehicles, people and buildings. Relatively benign flood conditions. No vulnerability constraints.
H2	Unsafe for small vehicles.
H3	Unsafe for vehicles, children and the elderly.
H4	Unsafe for vehicles and people.
H5	Unsafe for vehicles and people. Buildings require special engineering design and construction.
H6	Unsafe for vehicles and people. All building types considered vulnerable to failure.

Figure 7 – Hazard assessment diagram.

In a regional event, the subject site is impacted by regional flooding, and was impacted by flooding in the 2011 and 2013 flood events (refer to Figure 8 & 9). Again, as there is only a small difference in contour levels between the subject site and the creek, the site can be affected by regional creek flooding on a frequent basis. The depth of flooding in a regional creek flood is up to 0.95m (refer to Figure 10). During this event it is not safe to evacuate so if residents are present it may be some time (1-2 days) before evacuation could occur. If evacuation is attempted, it would require residents to wade up to 200m in the regional event – if it was safe to do so, given the velocity and depth of flood waters, this is unlikely. The hazard mapping indicates the subject site is impacted by H5 hazard conditions – which is not safe at all for persons (refer to Figure 7 and 11). In the regional event Laidley

becomes isolated early in floods in a number of locations. With reference to the locality map below in Figure 11, any rescue could be affected at this location due to the difficulty in reaching the location and the nature of floodwaters. It is therefore considered that the proposed development is unable to comply with Purpose of the Code.



Figure 8 – Post 2013 flood photo – note sediment deposition. Blue marker is 2013 flood survey point, green marker is 2011 flood survey point.



Figure 9 – Post 2013 flood photo – note sediment deposition.

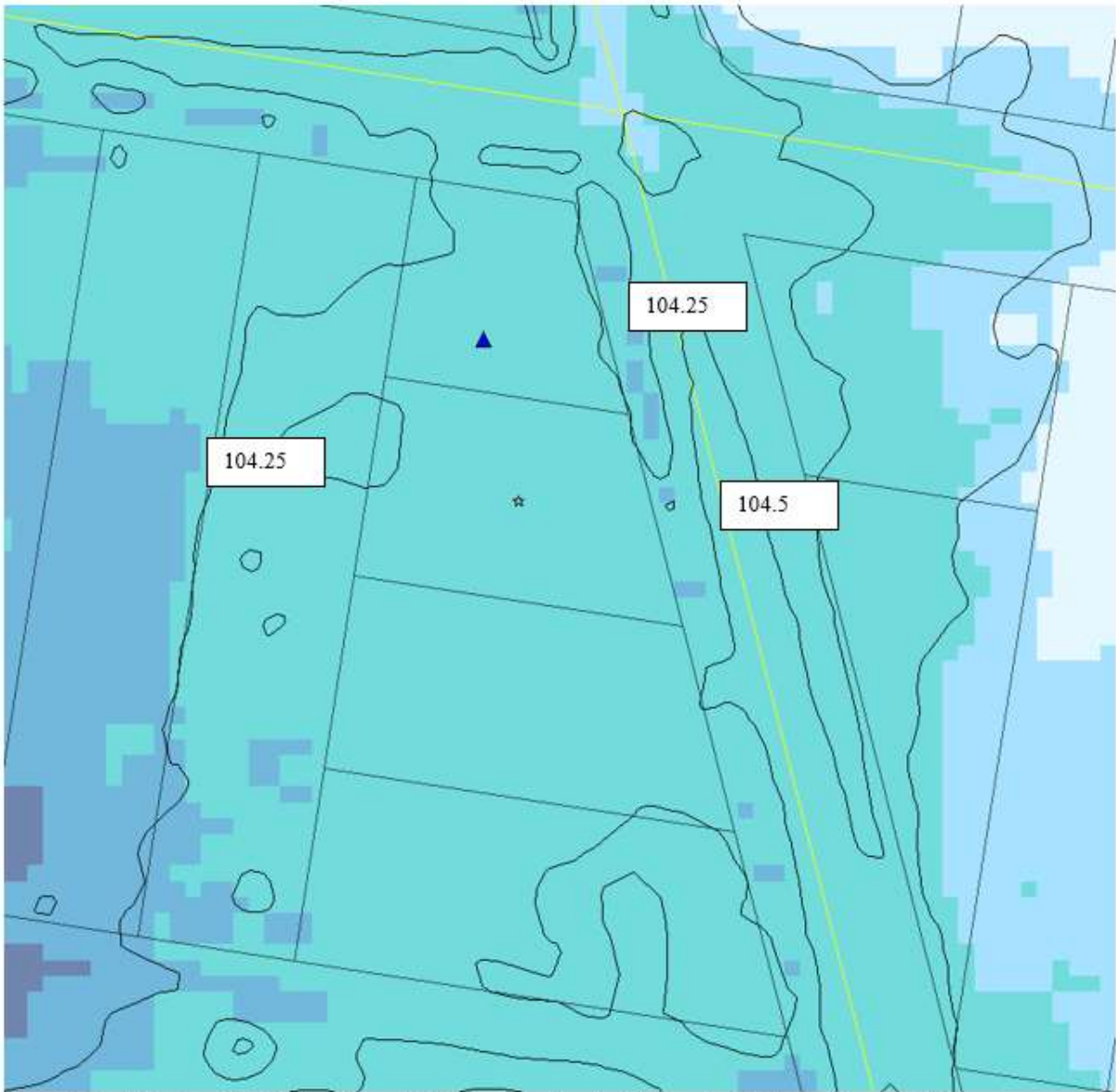


Figure 4.2 – 46 Coates St: – Regional Creek DFE flood event – depth mapping (0.25m contours – 2010 LIDAR). Contours shown.

scheme Ranges depth	
0	to 0.3
0.3	to 0.5
0.5	to 1
1	to 1.2
1.2	to 2
2	to 20

Figure 10 – Regional Creek DFE flood event – depth mapping.

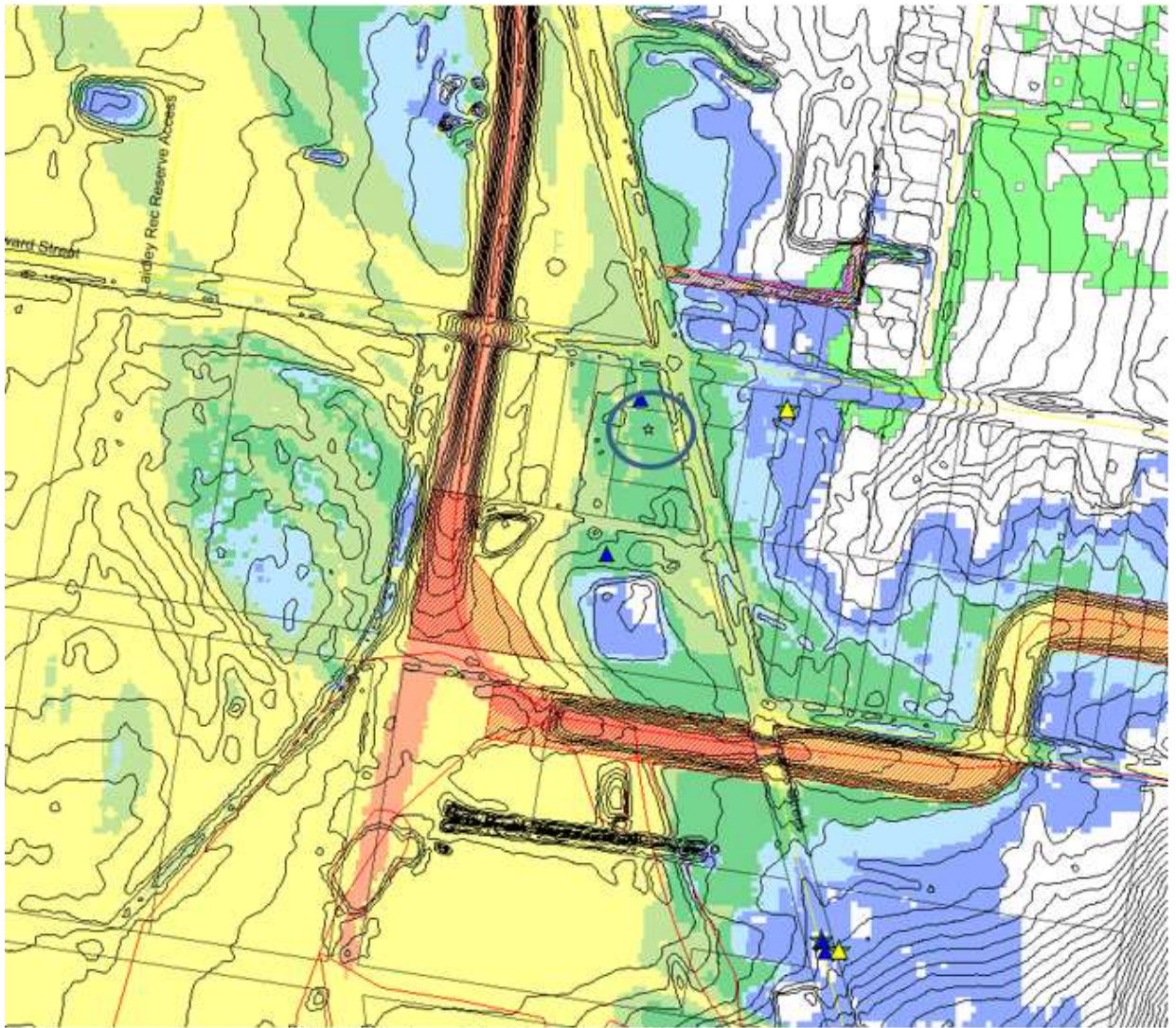


Figure 4.4 – 46 Coates St: – Regional Creek DFE flood event – flood hazard mapping (0.25m contours – 2010 LIDAR)

Key: Hazard

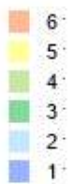


Figure 11 – Regional Creek DFE flood event – flood hazard mapping.

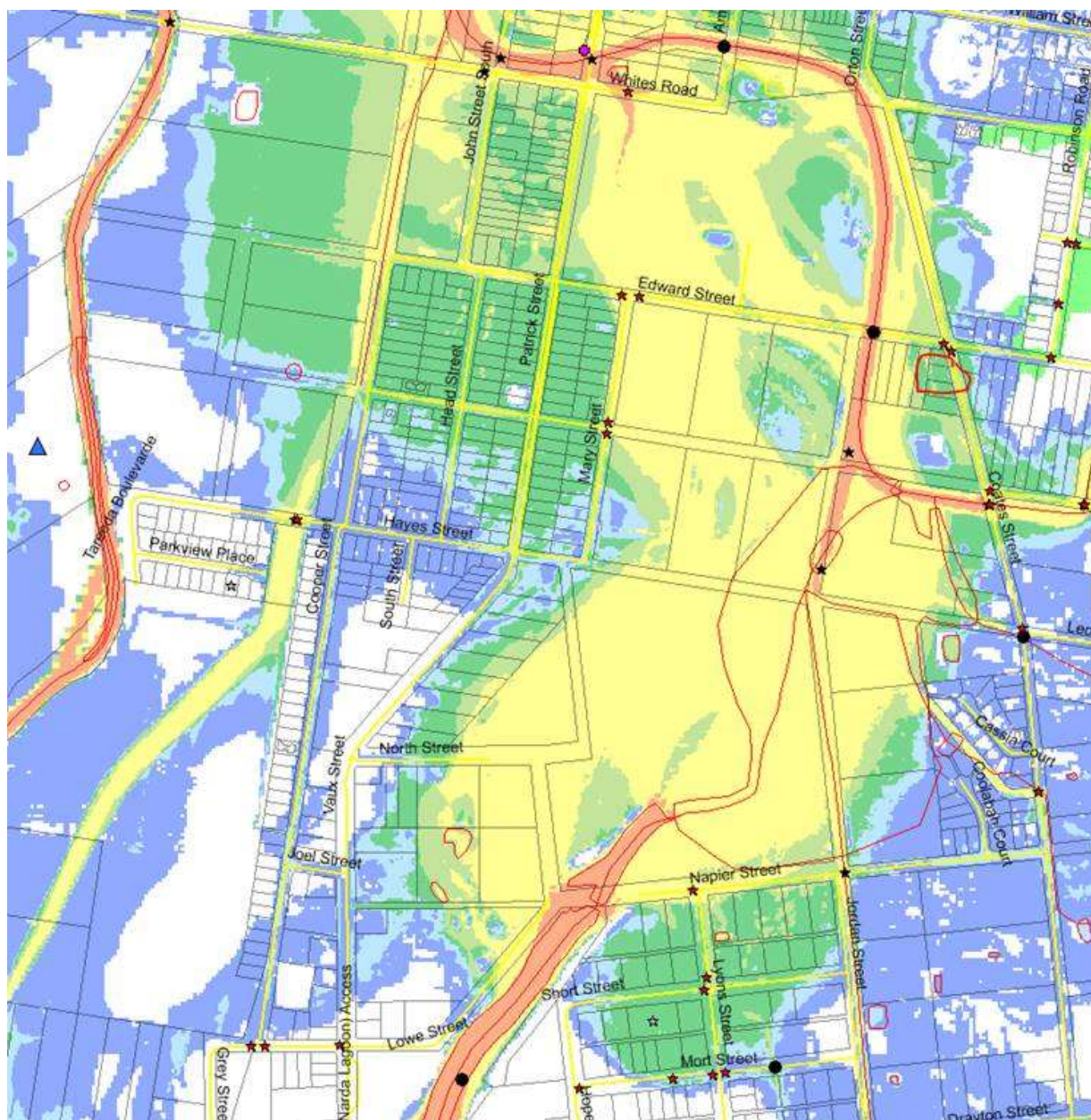


Figure 12 – Locality map – Regional flood Laidley – Hazard mapping – 46 Coates Street (red annotation)

Specific Outcomes

Specific Outcome SO1 of the Code states “to the greatest extent practicable development avoids areas known to, or have the potential to, result in flood inundation marked as Overland flow paths, Investigation area, or Defined flood event (DFE)”.

Specific Outcome SO4 of the Code states “In Medium and High hazard areas;

- (a) Residential and other development that provides for Vulnerable persons is avoided; or
- (b) Development demonstrates that the risks to life and property associated with development on land subject to a high hazard level are mitigated to an acceptable community level; and
- (c) Development which cannot mitigate the risk to an acceptable level is avoided”.

The subject site is wholly impacted by flood inundation under the TLPI, as such no alternate location exists on site to locate the dwelling house. Council officers have undertaken an assessment against

the approved risk assessment process, as discussed above. In the local and regional flood events, the development is not able to mitigate the risk of flood due to the high probability of residents being unable to evacuate due to limited warning. This limited warning results in residents being isolated. If evacuation were attempted, able bodied adults would be unable to walk through flood waters, thus meaning any residents would be isolated until flood waters recede. It also means that the relocation of property including vehicles is unable to occur. This would result in these items potentially being swept away. The proposed development, in the event of a flood, would pose a high risk to life to any residents. It is therefore considered that the proposed development does not meet the intent of Specific Outcomes SO1 and SO4 of the Code.

Previous Development Applications

Two previous applications for dwellings within the High Hazard Areas have come before Council with a recommendation of refusal on Lot 32 RP7821 at Curtin Road, Crowley Vale (identified in Figure 13) and Lot 12 SP181872 at 23 Harm Drive, Glenore Grove (identified in Figure 14). Both applications were refused by Council in accordance with the Officer's Recommendation. Both lots were located within rural areas under the *Laidley Shire Planning Scheme 2003*. One lot had previously contained a dwelling which was removed, and a new removal dwelling was to be located on site. The other lot was vacant prior to an application being submitted. In September 2019, an application for a dwelling within the High Hazard Area came before Council with a recommendation of approval subject to conditions on Lot 7 L1731 at 10 Short Street, Laidley (identified in Figure 15). The application was approved subject to conditions in accordance with the Officer's Recommendation. The lot is located within the Urban Residential Zone under the *Laidley Shire Planning Scheme 2003*. The development was for the rebuilding of a dwelling that had burnt down in early 2019. The application was recommended for approval on the basis that was for the replacement of a Dwelling House.



Figure 13 – Aerial image of Lot 32 RP7821 at Curtin Road, Crowley Vale.



Figure 14 – Aerial image of 23 Harm Drive, Glenore Grove.



Figure 15 – Aerial image of 10 Short Street, Laidley.

Consultation

Internal Referrals

The application was internally referred to the Senior Engineer Water and Projects. The engineer recommended that the application be refused due to the development being unable to adequately mitigate the risk of flooding to an acceptable level.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

There could be financial and legal implications should the decision be contested in the Planning and Environment Court.

6. Delegations/Authorisations

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

7. Communication and Engagement

The decision of Council will be formally communicated to the applicant in accordance with the requirements of the *Planning Act 2016*.

8. Conclusion

The proposed development is recommended for refusal subject to the grounds provided in the Officer's Recommendation.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

11.5 Request for Comment Regarding Proposed Ministerial Infrastructure Designation - Faith Lutheran College - 3-5 Faith Avenue, Plainland

Date: 01 November 2019
Author: Mark Westaway, Contract - Senior Planner
Responsible Officer: Ian Church, Chief Executive Officer

A request has been received on behalf of Faith Lutheran College in seeking comment from Council regarding a proposed Ministerial Infrastructure Designation (MID) over land at 3-5 Faith Avenue, Plainland, described as Lot 211 on N25287 and Lot 4 on RP208154.

Officer's Recommendation:

THAT Council advise Reel Planning that Council is generally supportive of the Ministerial Infrastructure Designation, contingent upon Faith Lutheran College being subject to reasonable and relevant conditions being applied by the Minister with respect to provision of infrastructure, and to the impacts of development on surrounding properties.

THAT Council advise Reel Planning that Council is generally supportive of the Ministerial Infrastructure Designation, contingent upon Faith Lutheran College being subject to reasonable and relevant conditions being applied by the Minister with respect to provision of infrastructure, and to the impacts of development on surrounding properties.

Moved By: Cr Cook **Seconded By:** Cr Hagan
Resolution Number: 16-20/1561

CARRIED
7/0

Report

1. Introduction

A request has been received on behalf of Faith Lutheran College in seeking comment from Council regarding a proposed Ministerial Infrastructure Designation (MID) over land at 3-5 Faith Avenue, Plainland.

Under the *Sustainable Planning Act 2009*, Infrastructure designation only related to community infrastructure. The *Planning Act 2016* removed the reference to community when referring to

infrastructure for which a designation may apply. (The *Sustainable Planning Act 2009* therefore didn't allow for private schools to 'avoid' the planning process.)

2. Background

The site has a long history of master planning approvals which have been obtained through Council. Faith Lutheran College have provided a table setting out the previous and upcoming stages of development as provided in the table below.

STAGES OF DEVELOPMENT AND BUILDING(S)	GFA (M2)	YEAR COMPLETED	DA
STAGE 0 Block A (Admin) Block B (Science) Amenities Canteen Caretaker's House Uniform Shop Agricultural Studies Shed Maintenance Shed	717 771 47 47 250 149 182 183	Pre – 2009	DA – 4050A
STAGE 1 Creative Arts	453	2009	DA – 4050A
STAGE 2 Block E Visual Arts	325 285	2011	DA – 4050A
STAGE 3 Language Centre	280	2010	BER funding – planning exemption
STAGE 4 Block F Block C	325 263	2012	DA – 4050A
STAGE 5A Library Tuckshop	553 142	2013	DA – 4050A
STAGE 5B Trade Training Centre	1037	2013	planning exemption
STAGE 6A Block H Block C (Textiles) Sports Amenities	604 163 160	2014	DA – 4050A
STAGE 6B Block D (Year 7)	588	2014	Year 7 Flying Start – planning exemption
STAGE 7 Manual Arts	426	2015	MCU0484
STAGE 8 Block G	544	2016	MCU0484
STAGE 9 Gym, Amenities & BVA	2582	2019	MC2019/0014

The most recent Material Change of Use approval (MC2019/0014) comprised a minor change to the development approval MCU0484 (DA2012/0087).

Other development

On 23 January 2019, Council made a submission with respect to the proposed Plainland Catholic College at the corner of Gehrke Road and Otto Road. This submission effectively provided conditions that Council considered DSDMIP should include in any Ministerial Infrastructure Designation.

Council was generally supportive of the Ministerial Infrastructure Designation for the Plainland Catholic College subject to the inclusion of reasonable and relevant conditions associated with development of the site.

3. Report

The circumstances surrounding Faith Lutheran College are different to the Plainland Catholic College in that Faith Lutheran College is an existing school rather than a development on a greenfield site.

Council has provided conditions with respect to the existing development of the site on Lot 4 RP208154. It is considered reasonable to request that existing conditions be included into the Ministerial Infrastructure Designation.

Development issues

With respect to impacts of development upon adjoining properties, it is noted that Council has received noise complaints regarding the school in the past, in particular with respect to construction work.

Council has received advice that the intersection of Faith Avenue and Laidley Plainland Road is very busy. This intersection is on a State-controlled road and as a result the continued expansion of the school is subject to input from Department of Transport and Main Roads. While Council does not have a responsibility for this intersection, if it is proposed to expand the school, it is requested the State review the function of this intersection as the Faith Avenue and Laidley Plainland Road intersection has no acceleration or deceleration lanes and no right turn lane to enter Faith Avenue from Laidley Plainland Road. It is recommended a Traffic Impact Assessment be prepared with respect to the development.

The site is not connected to sewer, but is subject to an Environmental Authority with respect to on-site effluent disposal. The available area for treatment is limited. The nearest reticulated sewer is located adjacent to Laidley Plainland Road and is maintained by Queensland Urban Utilities. Based on the proposed scale of development, it is suggested that the school prepare a report addressing the change in scale of the on-site treatment, and if there is insufficient area available for treatment, then commencing discussions with QUU regarding connection to the sewer network.

The proposed development will create additional impervious surfaces. This may result in an increase in stormwater discharge. It is recommended that the developer be required to prepare a stormwater management plan addressing stormwater quality and quantity, especially based on much of the site draining northwards to the Warrego Highway.

Council's Development Engineering section also recommends the preparation of a cut and fill plan. The area is subject to some dispersive soils, and excavation and filling may be impacted by existing soil constraints.

The plans submitted with the request show the school proposes to expand onto Lot 211 on N25287. This is additional to the approved development on Lot 4 on RP208154. This lot gains access to the road network from Victor Court.

The development on Lot 211 includes additional sporting facilities including a soccer pitch and an equestrian events area including a covered arena and day stables.

It is considered these facilities will require additional stormwater modelling as Lot 211 largely drains westward toward Laidley Creek instead of northwesterly toward the Warrego Highway.

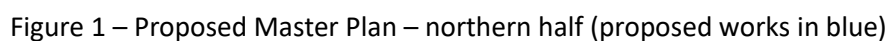




Figure 2 – Proposed Master Plan – southern half (proposed works in blue)

4. Policy and Legal Implications

There are no policy or legal implications arising from the recommendation provided in this report.

5. Financial and Resource Implications

A Ministerial Infrastructure Designation prevents Council from issuing an Infrastructure Charges Notice for contributions towards trunk infrastructure designated under the Local Government Infrastructure Plan (LGIP).

The inability of Council to levy infrastructure charges in the absence of development assessment of the proposal results in a reduction in Council's capacity to provide trunk infrastructure. Therefore, it is considered vital that the developer pay for the infrastructure that is triggered by their development.

It would however be inequitable for one private school in the Plainland area to be exempt from assessment and infrastructure charges while another private school in the same suburb is subject to assessment and infrastructure charges.

6. Delegations/Authorisations

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

7. Communication and Engagement

Council will have opportunity to lodge a submission to DSDMIP during the public exhibition period for this proposal. This submission would be lodged separately to any advice provided as a part of this item.

8. Conclusion

Council is generally supportive of the proposal, contingent upon Faith Lutheran College being subject to reasonable and relevant conditions being applied by the Minister with respect to provision of infrastructure, and to the impacts of development on surrounding properties. Council will provide a detailed submission when the proposal is publicly advertised.

9. Action/s

That a response be provided to Reel Planning that Council is generally supportive of the proposal, subject to the advice in the Conclusion above.

Attachments

There are no attachments for this report.

Date: 05 November 2019
Author: Miriam Sharp, Planning Officer
Responsible Officer: Ian Church, Chief Executive Officer

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

THAT the application for a Request to Extend Approval (MC2019/0070) for a Preliminary Approval for Material Change of Use to Vary the Effect of a Planning Instrument Pursuant to Section 242 of the *Sustainable Planning Act 2009* for Industrial and Commercial Development and Development Permit for Reconfiguring a Lot to Subdivide 2 Lots into 6 Lots and open new roads (MCU2017/0036) on Lot 3 SP154274 and Lot 8 RP189116 at 369 Smithfield Road, Gatton be approved in part and an extension be granted for a period of two (2) years until 18 December 2021.

THAT the application for a Request to Extend Approval (MC2019/0070) for a Preliminary Approval for Material Change of Use to Vary the Effect of a Planning Instrument Pursuant to Section 242 of the *Sustainable Planning Act 2009* for Industrial and Commercial Development and Development Permit for Reconfiguring a Lot to Subdivide 2 Lots into 6 Lots and open new roads (MCU2017/0036) on Lot 3 SP154274 and Lot 8 RP189116 at 369 Smithfield Road, Gatton be approved in part and an extension be granted for a period of two (2) years until 18 December 2021.

CARRIED
7/0

Report

1. Introduction

The applicant seeks a to Request to Extend Approval (MC2019/0070) for a Preliminary Approval for Material Change of Use to Vary the Effect of a Planning Instrument Pursuant to Section 242 of the *Sustainable Planning Act 2009* for Industrial and Commercial Development and Development Permit for Reconfiguring a Lot to Subdivide 2 Lots into 6 Lots and Open New Roads (MCU2017/0036) on Lot 3 SP154274 and Lot 8 RP189116 at 369 Smithfield Road, Gatton.

2. Background

On 18 December 2013 Council approved an application over the subject land. It is currently located within the Rural General and Rural Agricultural Zone under the Planning Scheme. The approval sought to override the zone requirements for Industrial and Commercial development, and allow a subdivision into 6 lots for this purpose. The approval had a lifespan of four (4) years, which was extended on 20 October 2017 until 18 December 2019. The current request to extend the currency period was received prior to the lapse date and seeks an extension for another five (5) years until 18 December 2024.

It is noted that the applicant in this instance is Lockyer Valley Regional Council. To ensure transparency in decision making, this application is brought before Council rather than making the decision at officer level under delegation.

3. Report

Request to Extend Currency Period

The applicant states that the current request to extend the currency period was made for the following reasons:

“Council’s 2019/2020 Operational Plan identifies and prioritises the Gatton West Industrial Zone development. Lockyer Valley Regional Council sees this development as a significant project for the region. Additionally, a further complexity to the development project has materialised with the proposed alignment of the Inland Rail corridor being on or near to the development site. Council is maintaining ongoing discussions with Australian Rail Track Corporation to ensure the development is not compromised in any negative way by Inland Rail”.

Assessment

In accordance with section 87 of the *Planning Act 2016* the assessment manager may consider any matter that the assessment manager considers relevant in considering the request, even if the matter was not relevant to assessing the development application.

In assessing this extension application, the following matters are considered relevant:

- The consistency of the approval, with current laws and policies applying to the development
- The views of properly made submissions that were received at the time of the original application
- The age of the approval and the community’s current awareness of it
- The implications that the proposed extension would have on applicable infrastructure charges for the development

Current Laws and Policies

Local Planning Instrument Assessment – Gatton Shire Planning Scheme 2007

The original application was assessed against the *Gatton Shire Planning Scheme 2007*. The application was found to satisfy the requirements of the Planning Scheme and reasonable and relevant conditions were imposed. The *Gatton Shire Planning Scheme 2007* remains in force today and therefore there are no additional considerations to be given with respect to the development's compliance with current planning provisions and policies.

It is noted that Council is in the process of preparing a new Planning Scheme for the Lockyer Valley Region. If there is a desire from Council to include the subject land within an Industrial and/or Commercial Zone, there is an opportunity to do this as part of the Planning Scheme process (which would annul the PA part of this approval). Further, as there may be complications with the development and layout changes may be required, this would require further assessment against the provisions in place at that time. These uncertainties may lead to a substantially different development and may warrant a fresh application in the future.

Temporary Local Planning Instrument (TLPI) 01/2019 – Overland Flow Paths

The subject site is affected by the TLPI, however this was assessed as part of the original application and does not require any further assessment.

Submissions

The application was impact assessable and public notification was required. However, no submissions were received at the time. Therefore, no consideration is to be given to submitter views.

Age of the Approval and Community Awareness

Pursuant to the *Sustainable Planning Act 2009* (SPA) – being the planning legislation in effect at the time of lodging and assessing the original application – the approval was benefitted by a four year relevant period. Under the now current *Planning Act 2016*, a Reconfiguring a Lot approval has a relevant period of four years. An extension to the approval was sought in 2017 under the Planning Act. This made the lifespan of the approval six years which is not uncommon.

The current request for an additional five years to the life of the permit would extend the overall time to 11 years. This is considered somewhat excessive given that it has been indicated that the development is prioritised in the current Operational Plan and therefore there is a community expectation that this development will be carried out in the near future. To allow commencement of the development, an extension of two years is considered reasonable.

It is common practice to provide an extension for a development for up to two years only, unless the specific circumstances of the development warrant additional time, e.g. the significant size of a proposed subdivision or substantial infrastructure provision requirements. In this instance, it is considered that no such circumstances apply.

Infrastructure Charges

The development application was charged in accordance with the now superseded *Infrastructure Charges Policy 2015*. However, the charges under the current Policy remain the same and no update is required.

Conclusion

The application seeks to extend the currency period of the approval for an additional five years. The development will not change as result of this application and remains consistent with the requirements of the planning scheme, therefore an extension to the currency period can be considered favorably. However, there is a community expectation that this development is undertaken in the near future and therefore an extension of no more than two years is considered reasonable. This extension will allow the applicant sufficient time to undertake the development (as currently approved). It is therefore recommended that the request be approved in part for two years until 18 December 2021.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

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

6. Delegations/Authorisations

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

7. Communication and Engagement

The decision of Council will be formally communicated to the applicant.

8. Conclusion

The proposed development is recommended for approval in part.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

12.0 CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Executive Manager Corporate and Community Services Monthly Report - October 2019

Date: 24 October 2019

Author: David Lewis, Executive Manager Corporate & Community Services

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

Summary:

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

Officer's Recommendation:

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

RESOLUTION

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

Moved By: Cr Vela

Seconded By:

Cr Wilson

Resolution Number: 16-20/1563

CARRIED

7/0

Report

1. Introduction

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

FINANCE AND CUSTOMER SERVICES

FINANCE

Revenue Services

- As of 31 October, 91.91% of the first levy for 2019-20 had been collected with the due date being 6 September for most properties and an extended due date to 8 October for properties affected by large increases. Second Reminder and Notice of Legal Action letters will be actioned in early November.
- The sale of land auction for five properties issued with a Notice of Intention to Sell has been scheduled for 28 November at 10.00am. Letters to property owners will be sent out in early November notifying them of the auction date.

Accounting Services

- Carry forward capital works and the first quarter budget review were adopted by Council in October. The adjustments have now been uploaded into Council's corporate financial system with a significant focus on the phasing of capital works projects to ensure 90% completion targets are met this financial year. A further detailed review of deliverability will be undertaken as part of the December quarter budget review.
- The 2020-21 budget timetable is currently being drafted.

Procurement and Stores

Recommendations from the Procurement Review are being implemented and the project remains on track. The Manager Finance and Customer Services has been taken offline to continue to implement the review recommendations.

CUSTOMER SERVICES

- The year to date service level remains higher than the target range with calls answered in the call centre on target at 81.50%.
- 3 (three) Customer Service Officer positions have been recently filled, with new employees commencing between now and early December.

Customer Service Statistics for the month of October 2019

For the Month of October						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	9,887	9,533	118	242	86.42%	0:18:03
Current Month	2,995	2,819	54	122	79.77%	0:18:03
▲ to previous	602	490	31	81	7.30%	0:06:19
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	1,764	81.50%	0:04:00	160	0:08:13	199
Current Month	522	81.48%	0:04:00	64	0:08:21	55
▲ to previous	128	1.60%	0:00:04	25	0:00:21	3
YTD Trend	↗	↗	↗	↗	↗	↗

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

BUILDING AND FACILITIES

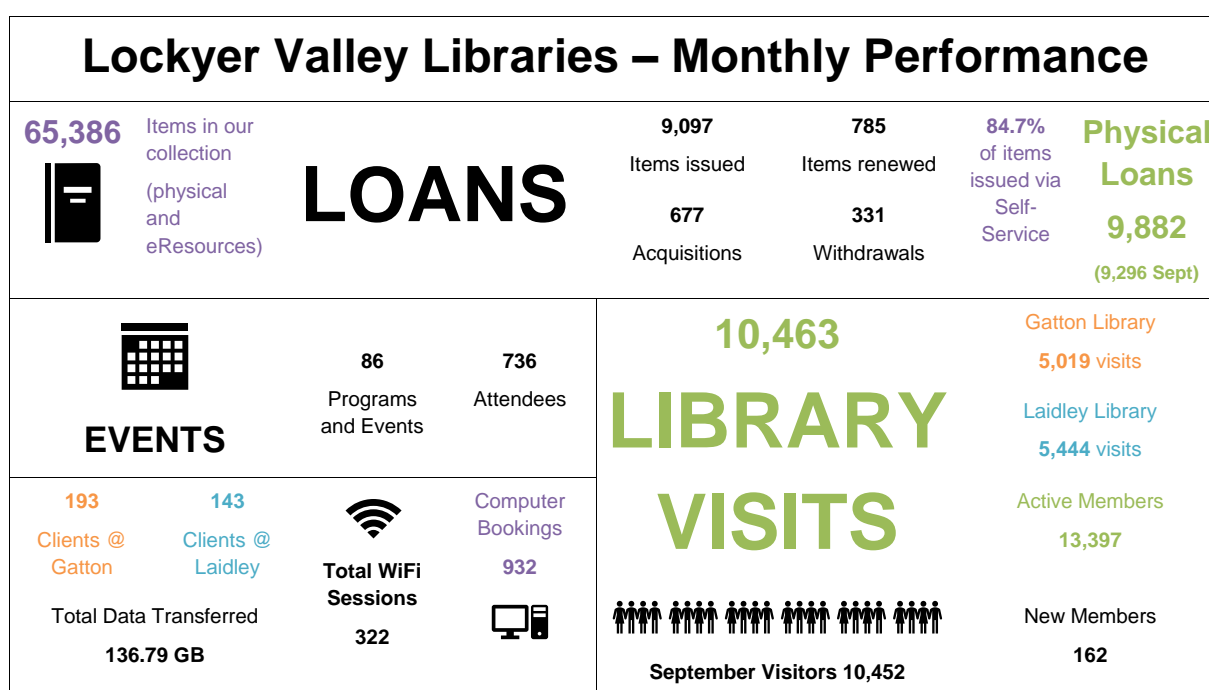
A table of the status of the major projects being managed by Buildings and Facilities follows.

Project	October 2019 Activity
Cahill Park Amenities	<ul style="list-style-type: none"> • All internal and external fit out works completed. • Completed external site works to shape levels and clean the site. • Defects and building certifier inspections were carried out with a list provided to the builder for rectification.
Cahill Park Lighting.	<ul style="list-style-type: none"> • Installation of the light poles and lights to the rugby field and netball courts. • Temporary power provided to the facility and awaiting the new main switchboard to be fabricated.
Gatton Shire Hall Services Compliance Upgrade	<ul style="list-style-type: none"> • Project control group meeting held with discussion on the concept designs for the foyer upgrade. • Roof condition inspection and report completed. • Councillor workshop held on 22 October.
Transportable Amenity Buildings	<ul style="list-style-type: none"> • Minor amendments to the detailed design to be completed before 30 October. • Community group confirmation and approval of the building orientation and site plans. • Building approval applications submitted.
LIEC Retaining Wall Review	<ul style="list-style-type: none"> • Engineer Consultant to finalise design documentation for Council review.
LIEC Equestrian Centre Compliance	<ul style="list-style-type: none"> • Principal Consultant and disciplined engineers progressing with design documentation.
Laidley Youth Centre Ramp & Stairs	<ul style="list-style-type: none"> • Request for Quote process was undertaken; however, submissions received were over budget. • Design consultant to implement scope reduction methods to reduce costs and then re-issue for quotes.
Neilsen`s Place Shade Structures (Laidley Mall)	<ul style="list-style-type: none"> • Councillor Workshop undertaken.
Lockyer Valley Cultural Centre A/C re-design	<ul style="list-style-type: none"> • A request for quote process has been undertaken. • Quote evaluation has commenced.

Project	October 2019 Activity
Laidley Saleyards Drainage	<ul style="list-style-type: none"> Saleyard Management Committee meeting was held on 26 September and drainage design was presented to attendees. Three members of the group were not present and will be sent concept plans for review. Slashing of grass/shrubs along embankment adjoining the old Laidley depot site organised.

LIBRARIES

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



- Both library branches have noticed a decrease in visitor numbers this financial year to date which is averaging 14.2% with the Gatton Library being the most impacted. Initial investigations indicate that visitor numbers to the Gatton Library have been adversely impacted by the reduction of backpackers using the services due to the drought and the new backpackers lodge offering WiFi and computer services.
- Library staff have now completed the development of the Culture Counts survey. The next stage of this survey/assessment is to distribute to Councillors and Council officers prior to undertaking a community survey. This project will allow Council to compare Lockyer Valley Libraries results against a benchmark average of other participating Australian public libraries.
- Library Staff have now created a new membership brochure with a pushout interim/temporary library card. This brochure will be distributed to various businesses/areas (e.g. Council offices, Real Estate Agencies, Doctors Surgeries, Cafés, Transport businesses) where new residents or non-library members visit.

Art Gallery

- Our current exhibition 'Fractions of Existence' by Lockyer Valley Camera Club is open from 1 November until 8 December 2019.
- The next exhibition is 'Summer Time' a collection by multiple artist who responded to the theme from 9 December to 2 February 2020.
- Applications for Round 1 the Regional Arts Development Fund for 2019- 20 are currently open.

CHILDCARE

The occupancy rate for Gatton Childcare in October 2019 was 86%.

Community Awareness Programs undertaken in October included:

- World Smile Day 4 October
- Fire Prevention Week 7 – 13 October
- National Nutrition Week 14 – 20 October
- Loud Shirt Day (funds raised for hearing impaired) 18 October
- Day for Daniel (Child Protection) 25 October
- Children's Week 20 – 28 October.

Assessment and Rating - National Quality Standard.

Following an assessment in September 2019 by the Department of Education against the National Quality Standards, in October Council received notification that our Gatton Child Care Centre had obtained an Exceeding Rating. This is a great result for our officers and of note is the fact that we are the only early childhood service in Gatton currently with this rating.

HEALTH, WASTE AND REGULATORY SERVICES

A total of 411 Health, Waste and Regulatory Services related CRMs were received by Council within October with 161 remaining open at month end.

ENVIRONMENTAL HEALTH

- 4 (four) New Food Business Licences were issued with 5 (five) Food Business Licences cancelled.
- 95 Licence Renewals have now settled.
- 1 (one) Food Business Licence, 1 (one) PAS Licence inspection and 8 Enforcement inspections were conducted in October.

WASTE MANAGEMENT

- The Garage Sale Trail attracted over 70 participants ranking Lockyer Valley Regional Council 8th in Queensland on a per capita basis.
- An Anuha contract meeting was held as part of Supervision contract expectations.
- The Laidley Traffic turning area pre-start meeting was held with commencement expected in early November.
- Break ins occurred at 3 (three) of Council's 8 (eight) sites. Damage estimates are still being collated.
- Waste Levy data was submitted to Department of Environment and Science.

LOCAL LAWS

- 7,507 dogs have now been registered for 2019-20 which represents 92.38% of the dogs registered for 2018-19.
- During October 2019 there were 25 Warning Notices and 9 (nine) infringement notices issued by Local Laws Compliance Officers.
- In relation to dog attacks, during October there were 2 (two) attacks on persons with a further 9 attacks on animals.
- Illegal Parking on Footpaths - Gatton Area
 - Counts of illegally parked vehicles in the Woodlands Road Gatton area were conducted at 6.30am on 15 September 2019 and at 6.45am on 27 October 2019 with 102 and 92 illegally parked vehicles respectively identified.
 - Council's Multi-Language Illegal Parking Flyers were placed on the windscreens of all illegally parked vehicles on 27 October. Flyers were also distributed 'ad hoc' by Gatton QPS officers
 - A further vehicle count (and flyer distribution) will take place 17 November 2019 as part of the community education process prior to the potential issue of infringements.
 - A meeting with Manager Infrastructure and Design will also be undertaken to understand and consider the use of white painted lines to assist with delineation of parking/road usage.

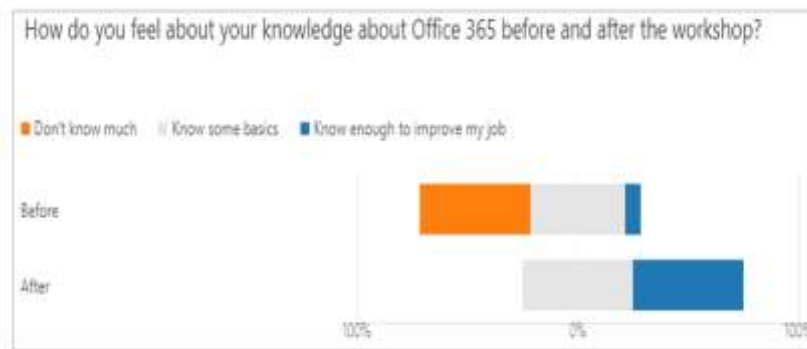
INFORMATION SERVICES

A brief summary of key outcomes for Information Services during October 2019 follows.

- Office 365 roadmap workshops were facilitated to inform the business on the opportunities and challenges that Office365 will bring. The key identified opportunities and challenges are outlined below.



The workshops were well attended with positive feedback received from the attendees as indicated by the following graphic.



- The TechnologyOne Cloud Migration project will ramp up in November with the commencement of configuration and testing. At this stage, the target for go live is late January/early February. To keep officers informed, an internal communications site has been setup to provide links to milestones and important training.
- The P&R CIA Project is now rescheduled to commence in mid-2020 subject to TechnologyOne being able to develop the product appropriately. This item will be removed from the Operational Plan in the second quarter review.
- Work has commenced on a review of the CCTV Procedure and the QPS Memorandum of Understanding (in consultation with QPS).
- An Information Security Management Framework will be presented to the Information Services Steering Committee in November. Once approved, this document will address a number of outstanding Cyber Security Internal Audit recommendations.
- Council's cyber security awareness training is ongoing with new videos released at the start of each month to all users of Council's systems. Statistics on the cyber awareness training are as follows:



84%

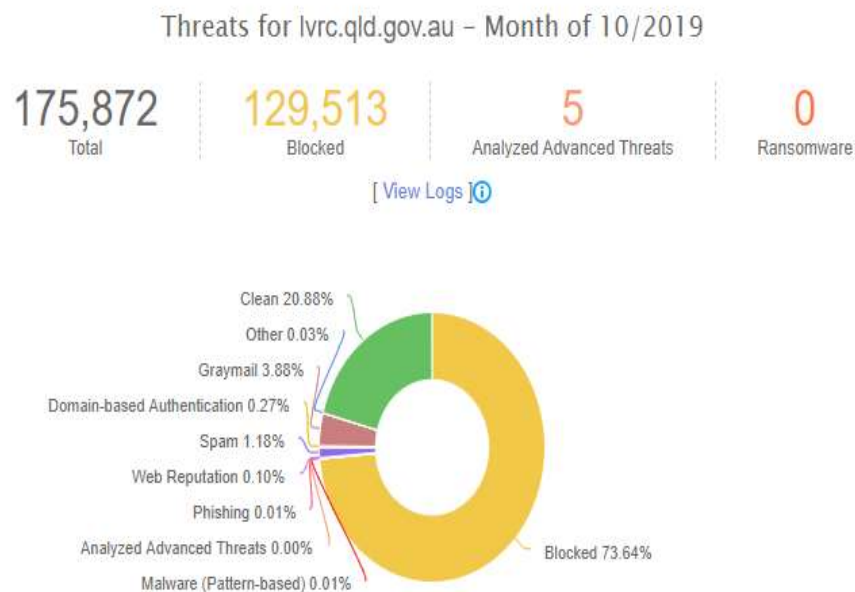
After watching our first three videos, 84% of your employees indicated that they changed something they do in their daily lives to make them more secure.

GOT IT!

- Of the 175,000 emails received during October 20% were considered clean. Please refer to the Email Security Statistics graphic below for categories of Emails received.

The “Analysed Advanced Threats” item is when emails received did not match standard criteria for spam, malware, etc, but still triggered further analyse by our cyber security systems and consequently blocked.

The “Ransomware” item is when an email has been identified as containing ransomware after standard filtering has taken place. The majority of ransomware is identified in standard filtering due to being sent from a known blacklisted source.



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.

Fire Event

The Glenrock (Left Hand Branch) fire started some weeks prior to the major outbreak which peaked on 8 October. Up until this time the fire was being managed by Queensland Parks and Wildlife Service and posed no major threat to life or property. Due to a significant weather change with strong gusty and hot westerly winds, 8 October saw a drastic escalation of the fire which necessitated the standing up of a field-based Incident Control Post at Mt Sylvia State School. This fire covered an area of more than 15,000 hectares.

The above stand up involved a large Emergency Services presence which the school willingly accepted and supported. During the afternoon, due largely to flying embers, the fire rapidly spread over a large area which then triggered the evacuation of local residents in affected areas including Main Camp,

Townson and Thornton areas. Emergency Alerts were issued, and Council opened an evacuation centre at the Laidley Cultural Centre to temporarily cater for displaced residents.

During the same afternoon, and without warning, fires started in Laidley. The fire was so rapid in its onset that unfortunately one home was lost, with other properties damaged. Other fires in the area broke out at the same time which required Police to enact a Public Safety Preservation Act which then saw parts of Laidley classed as 'no-go' zones. As the evacuation centre in Laidley was already in operation this then became a temporary shelter for the displaced residents of Laidley. At its peak there were 129 evacuees registered at the centre.

By around 9pm on 8 October that night, all residents were allowed to return to their homes and the evacuation centre was closed.

The Lockyer Valley Local Disaster Management Group was activated during the event with core members on the ground working as a united team

A debrief for Council management, staff and elected officials was held in the Council Chambers on 23 October; learnings from this event will be acted upon where appropriate.

Governor of Queensland Visit

On 28 October the Governor, His Excellency the Honourable Paul de Jersey AC and his wife Mrs Kaye de Jersey visited the Lockyer Valley to hear first-hand details of the bushfire event of 8 October. The visit included a visit to the Mt Sylvia State School which played host to the Incident Command Post and played a key role in dealing with the rapid escalation of the fires, and to Laidley to speak with some of the victims and affected community members.



SES Activations

The following SES activations occurred up to 21 October 2019.

- 06 October - Assisted QPS with traffic control at Gatton-Helidon Rd and Gatton-Clifton Rd.
- 07 October - Patient transfer from Gatton Showgrounds.
- 08 October to the 11 October -10-2019 - Assisted QRFS with logistics at the Incident Control Centres Left Hand Branch and the Gatton Showgrounds.
- 09 October - Chainsaw operation due to the fire at Napier Street Laidley (burnt tree threatening a house).

- 17 October - Storm damage operation at Drayton Street Laidley.
- 18 October - Storm damage operation Hedges Court Laidley Heights (storm damage clean-up).
- 18 October - Storm damage operation at Walnut Dr Brightview (large tree branch on top of the house).

SES Membership

Details of SES membership by unit as the end of October 2019 follow.

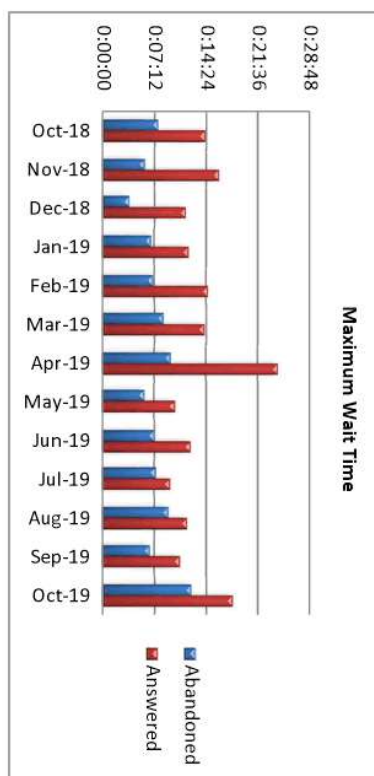
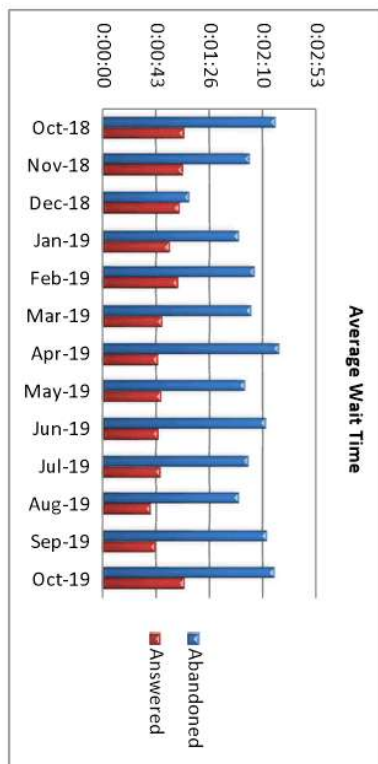
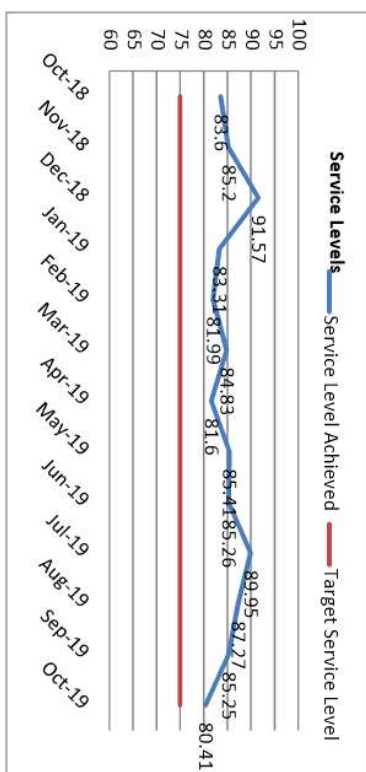
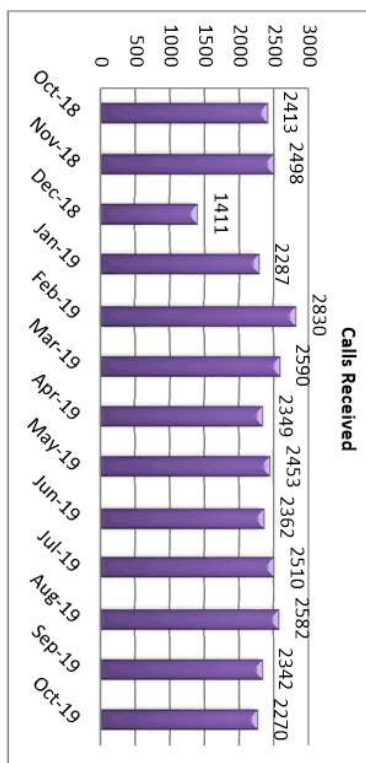
Unit	Active	Non-Active Members	Reserve	Prospective	Probation
Forest Hill	14	3	0	0	2
Gatton	13	3	1	1	2
Laidley	20	3	1	2	1

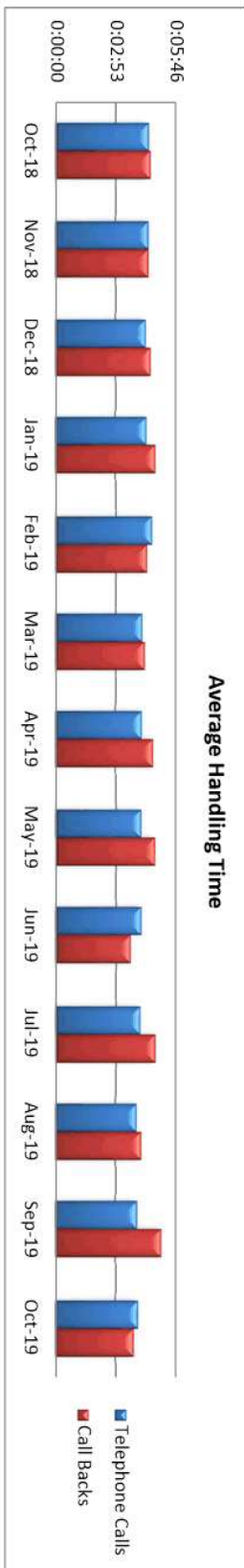
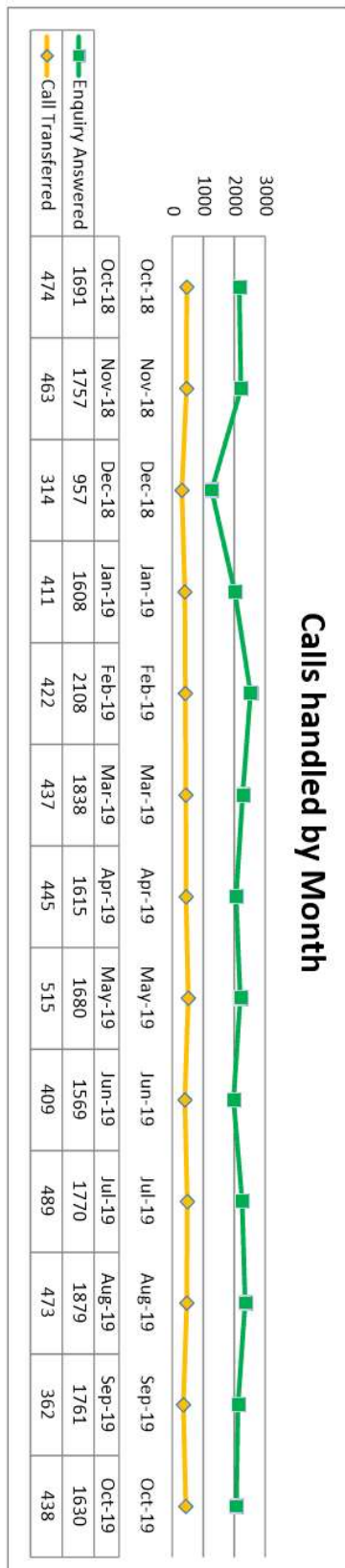
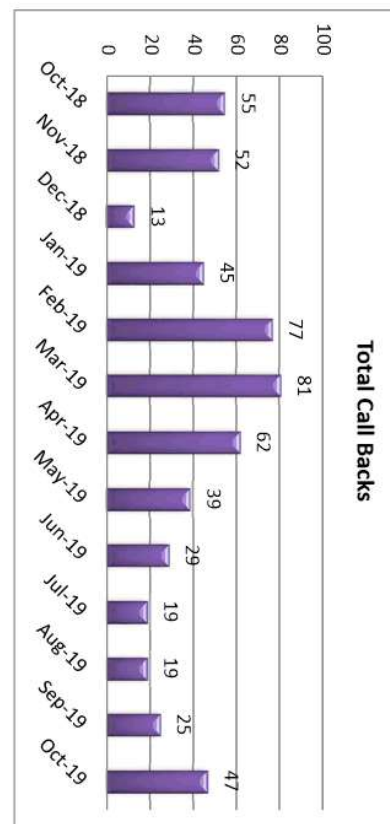
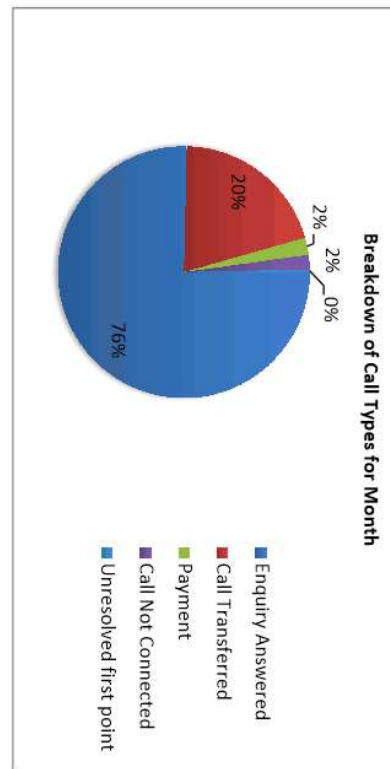
Attachments

- 1 [1](#) Customer Services Monthly Statistical Report - October 2019 6 Pages

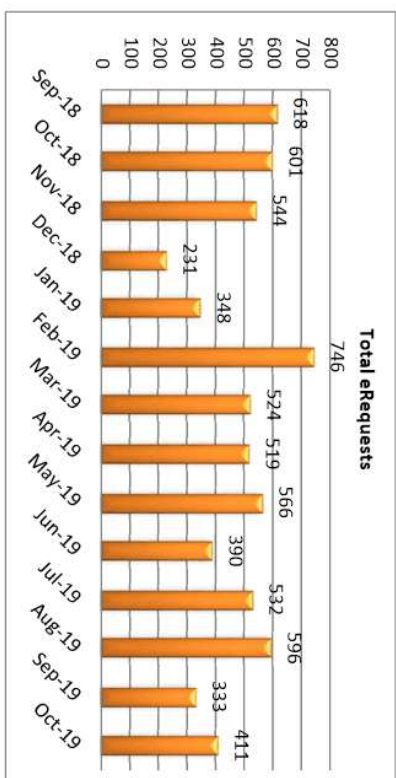
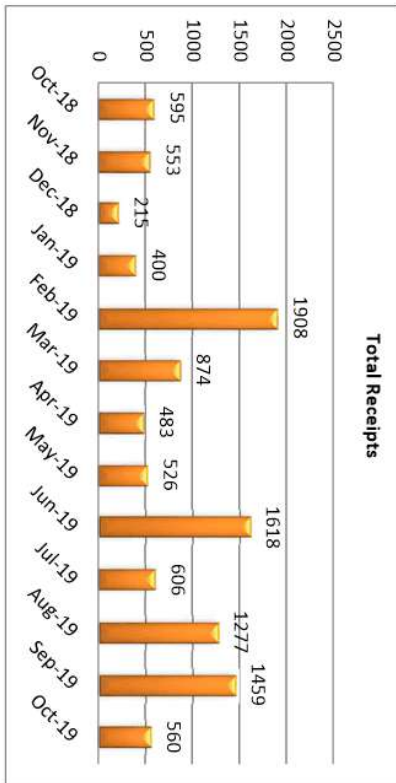
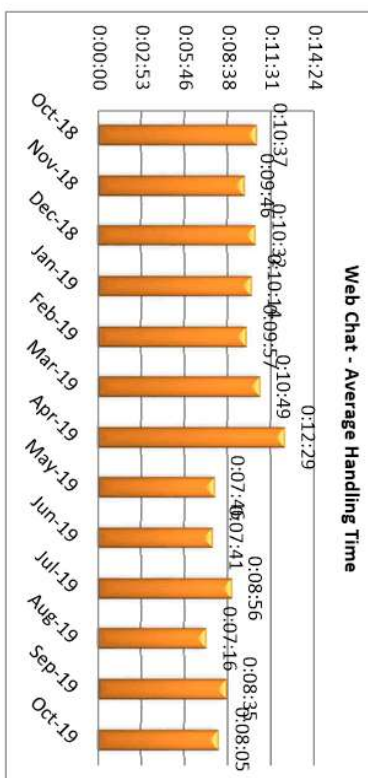
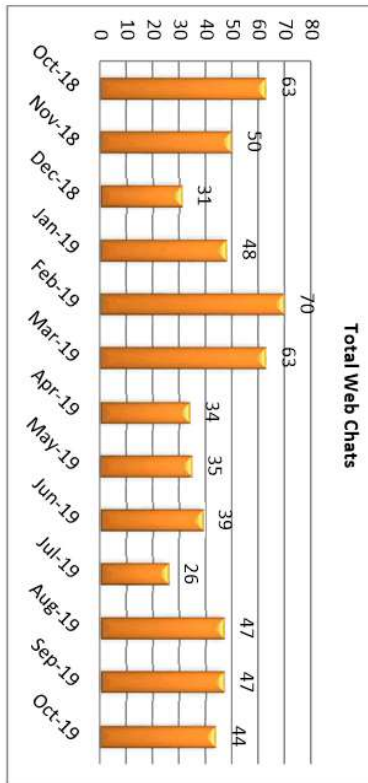
Lockyer Valley Regional Council – Customer Service Monthly Statistics – October 2019

Telephone



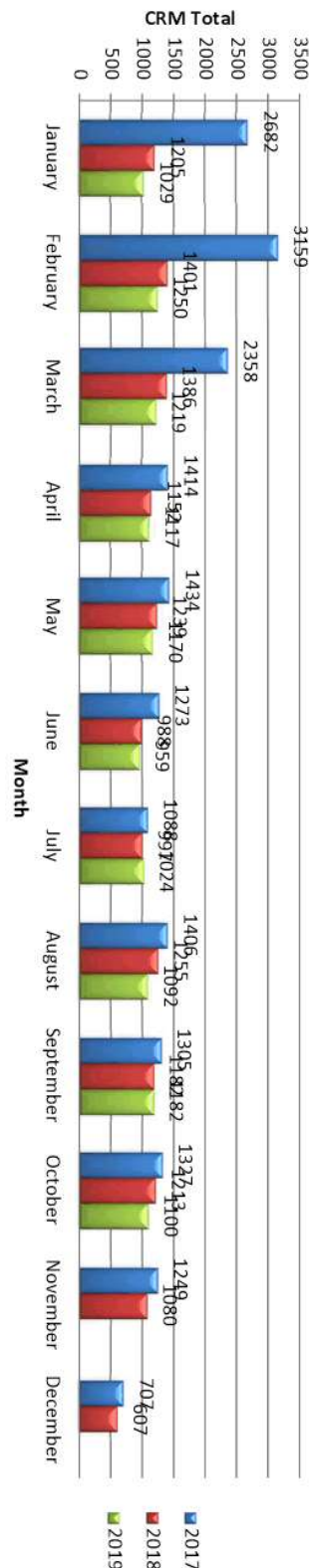


Live Chat, ERequests & Receipts



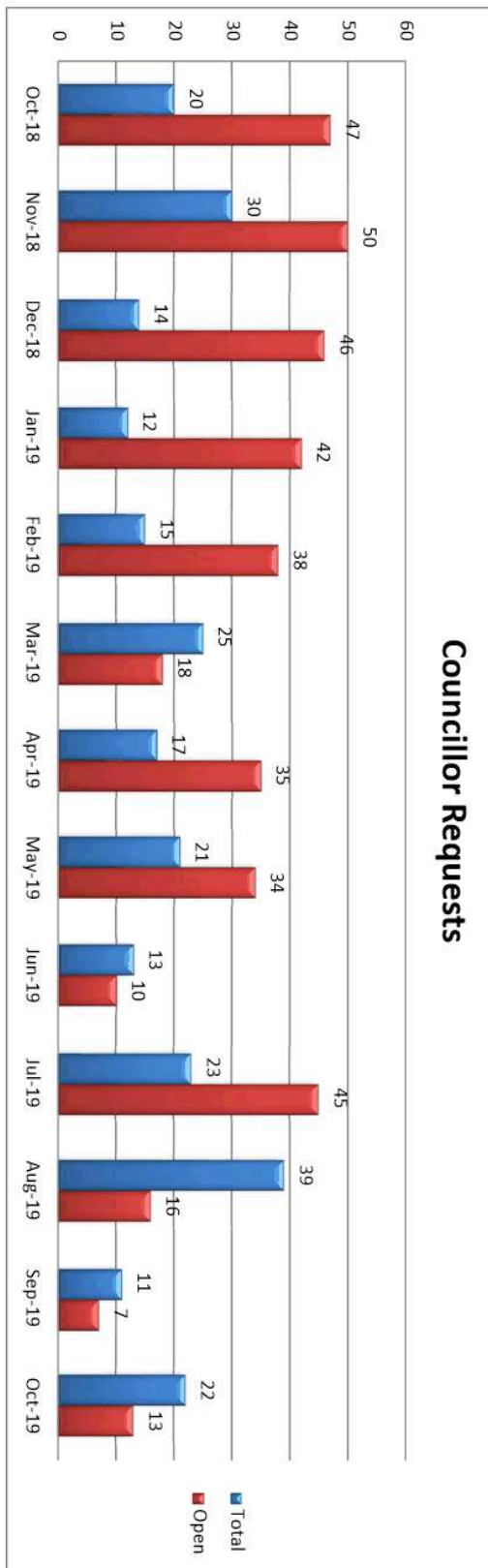
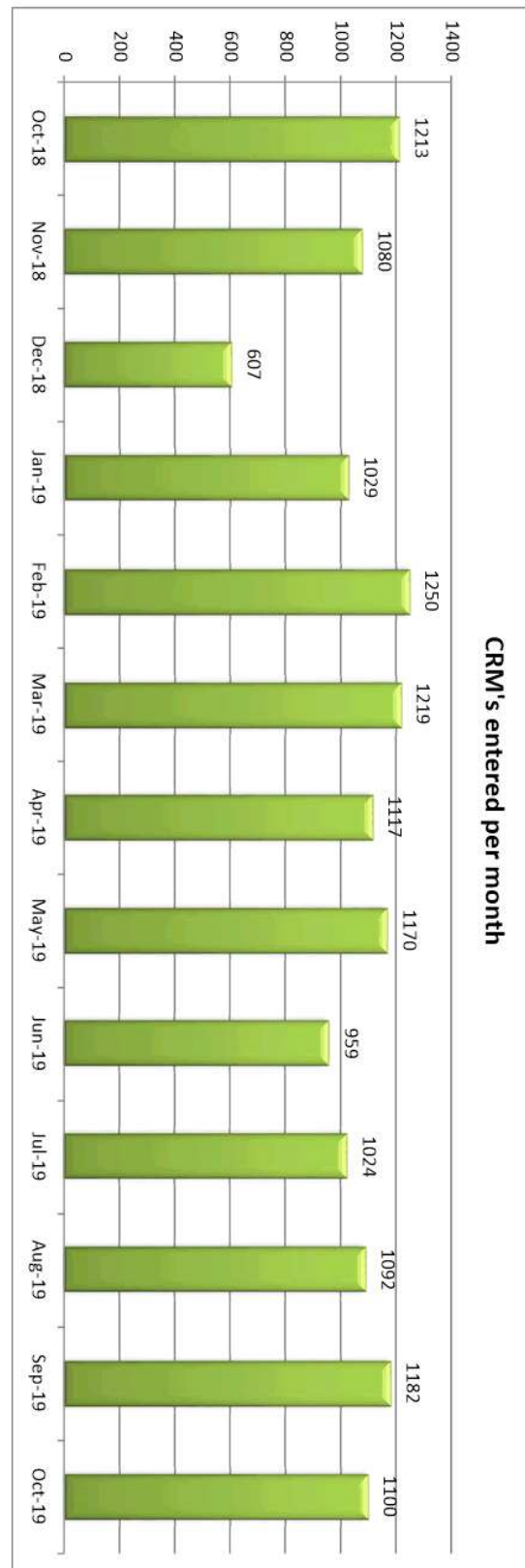
Customer Requests

CRM Month Comparison 2017-2018-2019

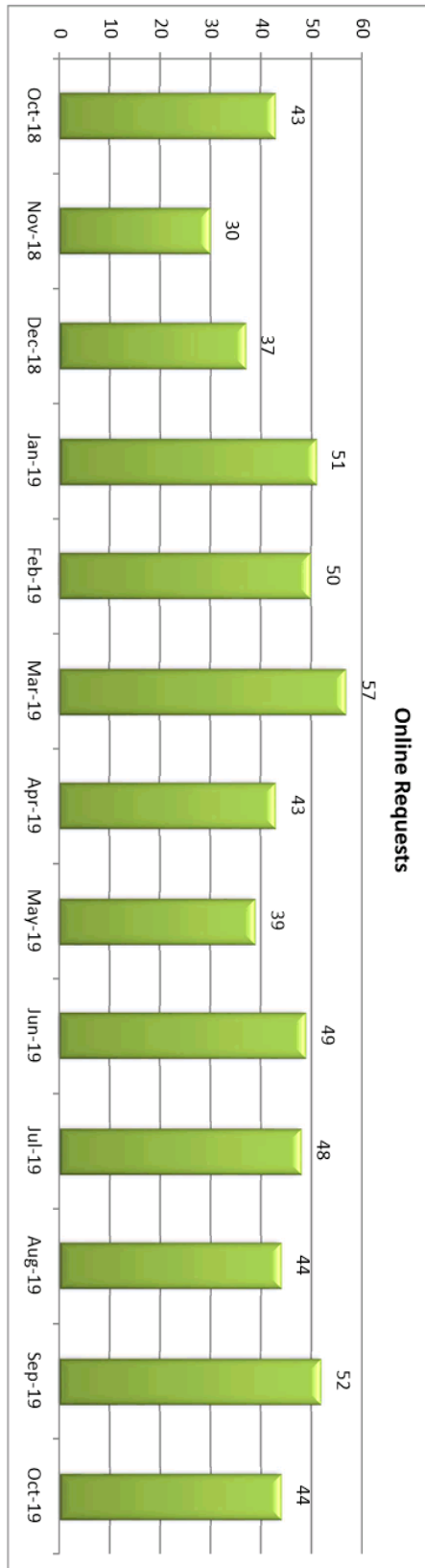


CRM Month Comparison 2017-2018-2019





Online Requests



QGAP Performance Report

Total time taken for all transactions	84.7 hrs
Total number of transactions	503
Total average time for all transactions	10.10

12.2 Container Refund Scheme - Recovery Sharing Arrangement

Date: 30 September 2019
Author: Peter Driemel, Manager Health, Waste and Regulatory Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The Beverage Container Refund Scheme (BCRS) is legislated under the provisions of the *Waste Reduction and Recycling Act 2011* (WRRRA). Within the WRRRA and the *Waste Reduction and Recycling Regulation 2011* (WRRR), there is a mechanism for cost recovery sharing between a Material Recovery Facility (MRF) and a local government. In consideration of the uncertainty in the directions of the Australian waste and recycling industry arising from the impact of the China National Sword policy, to ensure its financial viability it is recommended that the current lessee retains the funds.

Officer's Recommendation:

THAT Council approve the retention by Anuha of 100% of the income generated from kerbside collection services for the initial six (6) months of the Beverage Container Refund Scheme from 1 November 2018, recognising that Anuha is no longer able to commit to the installation and commissioning of a glass pulverisation plant and subject to Anuha providing Council with a full expenditure acquittal of the funds over the remaining term of Lease B in SP250441 which expires on 12 December 2020;

And Further;

THAT Council for the remaining term of Lease B in SP250441 commit to fund its share of the direct costs including the Coex 2% administration charge associated with the sale of kerbside recycling materials.

RESOLUTION

THAT Council approve the retention by Anuha of 100% of the income generated from kerbside collection services for the initial six (6) months of the Beverage Container Refund Scheme from 1 November 2018, recognising that Anuha is no longer able to commit to the installation and commissioning of a glass pulverisation plant and subject to Anuha providing Council with a full expenditure acquittal of the funds over the remaining term of Lease B in SP250441 which expires on 12 December 2020;

And Further;

THAT Council for the remaining term of Lease B in SP250441 commit to fund its share of the direct costs including the Coex 2% administration charge associated with the sale of kerbside recycling materials.

Moved By: Cr Wilson

Seconded By:

Cr Hagan

Resolution Number: 16-20/1564

CARRIED

7/0

Report

1. Introduction

The Beverage Container Refund Scheme (BCRS) was introduced by the Queensland Government to increase the recovery and recycling of empty beverage containers, reduce empty containers being

disposed into landfill, ensure beverage manufacturers meet their product stewardship responsibilities in relation to their beverage products, provide opportunities for social enterprise and community organisations and complement existing collection and recycling activities for recyclable waste.

Each eligible beverage container has a value of ten cents. As eligible beverage containers are also deposited into yellow recycling kerbside wheelie bins, it has been recognised that these containers will also be eligible under the BCRS.

2. Background

Council has a lease with Peace Lutheran Church, Gatton for the Material Recovery Facility at 32 Treatment Plant Road, Gatton, namely Lease B in SP250441 which expires on 12 December 2020.

3. Report

The waste and recycling sector in Australia and particularly Queensland is undergoing significant change which is resulting in significant local government and industry uncertainty as well as volatile market positioning. These changes are influenced by a number of factors which are outlined below.

Due to China National Sword policy, China as well as other countries have closed their borders to the receipt of recycled materials from Australia and other countries. There are limited processors for recyclable waste in Queensland. The Queensland Government has introduced a Waste Strategy unpinning by the Waste Levy and supported by the legislated Container Refund Scheme. All the changes in the recycling sector have led to a surplus of glass and mixed plastics in the market.

In November 2018, a representative from Anuha presented a proposal to Council on a recovery sharing arrangement. A range of unknown factors and risks associated with the introduction of the Container Refund Scheme were highlighted and included audit costs, lost revenue due to diversion, previous annual tonnages, estimated diversion rates and staffing costs.

On 13 February 2019, Council resolved (Resolution Number: - 16-20/1248) to permit Anuha to retain 100% of the income generated from kerbside collection services for the initial six (6) months of the Scheme from 1 November 2018 subject to the installation and commissioning of a glass pulverisation plant to expand Material Recovery Facility operations.

Recognising the need for a more permanent arrangement to be established, Council at its Ordinary Meeting on 14 August (Resolution Number: - 16-20/1469) resolved to enter into an arrangement with Anuha from 1 May 2019 to share equally the income generated from eligible beverage drink containers recovered from kerbside collection services for the remaining term on Anuha's Lease B in SP250441. At this meeting Council also resolved to extend this arrangement for the term of a new lease, if a further lease of the Material Recovery Facility was entered into.

In correspondence to Council dated 3 September 2019, Anuha advised that it could no longer meet its commitment to install a glass pulverising plant and sought a commitment from Council that it would share the direct costs including a Coex 2% administration charge associated with the sale of kerbside recycling through the Coex portal. Anuha also indicated that the reduced 50% share of the refund amount would only offset lost revenue from reduced volumes, depressed market prices and increased administration costs.

In order to affect the continuation of an amicable working relationship with the current operators of the MRF Anuha and Council, it is recommended that Council approve the retention of 100% of the

income generated from kerbside collection services for the initial six (6) months of the Scheme from 1 November 2018 subject to the receipt of a full acquittal of expenditure over the remaining term of Lease B in SP250441 which expires on 12 December 2020. It is further recommended that Council for the remaining term of Lease B in SP250441, also commit to fund its share of the reasonable direct costs including the Coex 2% administration charge associated with the sale of kerbside recycling materials.

4. Policy and Legal Implications

The *Waste Reduction and Recycling Regulation 2011* Chapter 4, Part 3B Beverage Container Refund Scheme establishes a requirement for a recovery sharing arrangement between a MRF and a local government where recyclable waste is collected from the kerbside in that local government area. The proportion of the recovery amount, based on a quantity of containers, is negotiated between the operator and the local government.

5. Financial and Resource Implications

Any financial or resource implications associated with the recommendations of this report will be funded from within the existing Health, Waste and Regulatory Services Branch budget.

6. Delegations/Authorisations

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

7. Communication and Engagement

Correspondence will be drafted to inform Anuha of Council's decision in relation to this matter.

8. Conclusion

The BCRS provides for a recovery sharing arrangement between the operators of the MRF Anuha and Council where recyclable waste is collected from the kerbside subject to a recovery sharing arrangement.

In order to affect the continuation of an amicable working relationship with the current operators of the MRF and Council, it is recommended that Council approve the retention of 100% of the income generated from kerbside collection services for the initial six (6) months from 1 November 2018 subject to the receipt of a full acquittal of expenditure over the remaining term of Lease B in SP250441 which expires on 12 December 2020. It is further recommended that Council for the remaining term of Lease B in SP250441 also commit to fund its share of the reasonable direct costs including the Coex 2% administration charge associated with the sale of kerbside recycling.

9. Action/s

1. Officers prepare correspondence to inform Anuha of Council's decision.

Attachments

There are no attachments for this report.

MOTION

THAT Council resolve to consider Item 12.3 – “Wotan Road, Churchable – Kennel Issues” in closed session, and proceed to the next item of business.

Moved By: Cr Milligan

Resolution Number: 16-20/1565

CARRIED

7/0

12.4 Summary of Council Actual Financial Performance vs Budget - 31 October 2019

Date: 04 November 2019

Author: Jodi Marchant, Financial Services Coordinator

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

Summary:

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council’s actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council’s financial performance against budget for the financial year to 31 October 2019.

Officer’s Recommendation:

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 October 2019.

RESOLUTION

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 October 2019.

Moved By: Cr Wilson

Seconded By:

Cr Cook

Resolution Number: 16-20/1566

CARRIED

7/0

Report

1. Introduction

In accordance with section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council’s actual performance against budgeted performance is to be provided to Council.

2. Background

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation.

3. Report

The following report provides a summary of Council's financial performance against budget to 31 October 2019.

Operating Revenue - Year to date target \$24.73 million Actual \$24.50 million or 99.09%

At 31 October 2019, overall operating revenue for the year to date is on target.

Rates and Utility Charges (Gross)

91.91% of issued rates were collected by 31 October with second reminder notices and intent for legal action issued at the beginning of November.

Operating Grants and Subsidies

The timing of grants is difficult to estimate with the variance relating to the timing of the Roads to Recovery grant. This funding is usually received in November and May.

Contract/Recoverable Works

The timing of recoverable works is due to invoices being raised after work has been completed. It is expected that this will adjust as the year progresses and is not of concern at this stage.

Other Revenue

Other Revenue is above budget due to the timing of rent income and other refunds and reimbursements received which were unbudgeted. This line item will be reviewed as part of the December quarter budget review.

Operating Expenditure - Year to date target \$19.27 million Actual \$19.72 million or 102.37%

At 31 October 2019, overall operating expenditure for the year to date is on target.

Employee costs

Employee costs are on target across operational and capital allocations; however, as with previous years, the capital works program has a significant labour component. The operating budget assumes that the capital budget will be completed as planned. There has been more operational works performed to date, with a greater emphasis on capital works to come. The split between operational and capital works will be monitored, and an adjustment may be required later in the year. October capital allocations have not yet been processed for the Capital Delivery Team and Information Technology with these allocations to be amended in the November.

Goods and Services

Goods and services are slightly under budget across several areas including Marketing promotions due to the timing of work; Information Technology in computer hardware maintenance as this work is predominately reactive; Waste Collection contracts due to the timing of invoices; Roads and Drainage for materials purchased and reduced costs associated with traffic management for this time of year.

These variances will be monitored closely and addressed as part of the review of the results for the December quarter.

Capital Revenue – Year to date target \$1.06 million Actual \$1.19 million or 111.97%

While capital grants and subsidies revenue is overbudget for the year to date, the timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

Capital Expenditure – Year to date target \$5.44 million Actual \$4.50 million or 82.75%

At 31 October 2019, Council has expended \$4.50 million on its capital works program with a further \$2.12 million in committed costs for works currently in progress.

The main expenditures are \$3.12 million within Infrastructure, Works and Services and \$0.86 million within Corporate and Community Services. A significant portion of the capital expenditure to 31 October relates to projects in progress at the end of June 2019 as well as renewal works on roads and bridges and the Cahill Park new amenities.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 October, Council had \$31.54 million in current assets compared to \$10.89 million in current liabilities with a ratio of 2.90:1. This means that for every dollar of current liability, there is \$2.90 in assets to cover it.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 October, there has been a net cash inflow of \$2.36 million with \$5.54 million received from operating activities; a net cash outflow of \$2.84 million being spent on capital works; and a further net outflow of \$0.35 million for debt repayments.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. To maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 31 October, Council's cash balance was \$25.46 million.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2019-20 Budget, with any variations or anomalies to be investigated and action taken as appropriate.

6. Delegations/Authorisations

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

7. Communication and Engagement

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

8. Conclusion

At 31 October, both operating revenue and expenditure are on target. Variations are a result of timing differences and at this stage of the financial year are not of concern.

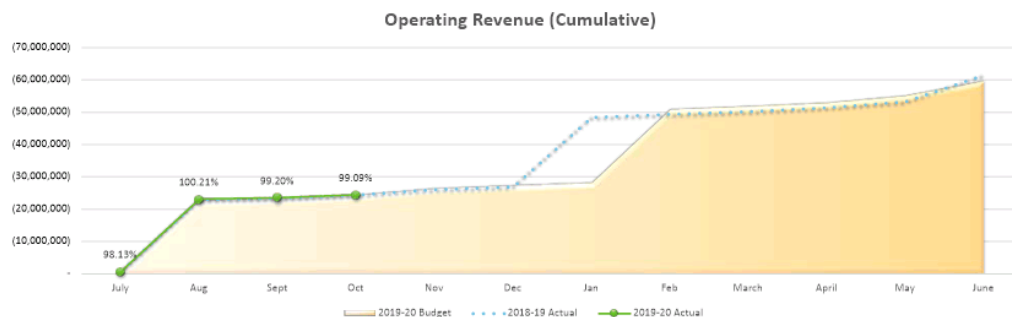
9. Action/s

Nil.

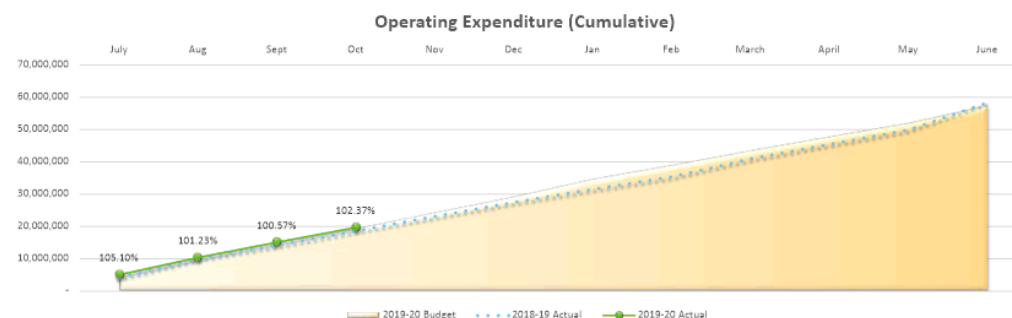
Attachments

- 1 [📎](#) Attachment to Monthly Financial Report - October 2019

LOCKYER VALLEY REGIONAL COUNCIL
Operating Revenue and Expenditure Dashboard
For the Period Ending 31st October, 2019



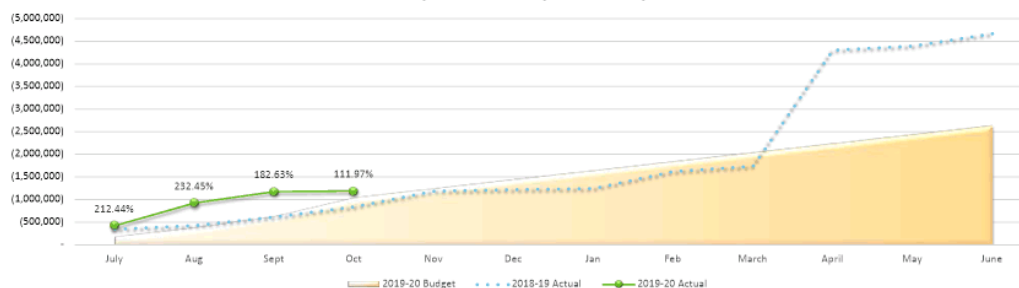
REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Reco verable Works	Other Revenue	Profit from Investments	Total
Actual	(21,001,923)	882,751	(1,437,125)	(415,890)	(985,660)	(273,138)	(460,016)	(810,711)	-	(24,501,711)
Budget	(21,132,881)	863,500	(1,310,151)	(384,655)	(1,277,782)	(252,333)	(616,532)	(616,250)	-	(24,727,084)
Variance	(130,958)	(19,251)	126,973	31,235	(292,122)	20,805	(156,515)	194,461	-	(225,373)
Target %	99.38%	102.23%	109.69%	108.12%	77.14%	108.24%	74.61%	131.56%	-	99.09%
Movement to Prior Month Target %	➔	➔	⬆	⬆	⬇	➔	⬆	⬇	➔	➔



EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	9,488,488	5,744,943	336,931	4,152,516	19,722,878
Budget	8,720,927	6,139,763	333,080	4,073,325	19,267,096
Variance	(767,561)	394,821	(3,851)	(79,191)	(455,782)
Target %	108.80%	93.57%	101.16%	101.94%	102.37%
Movement to Prior Month Target %	⬆	➔	➔	➔	➔

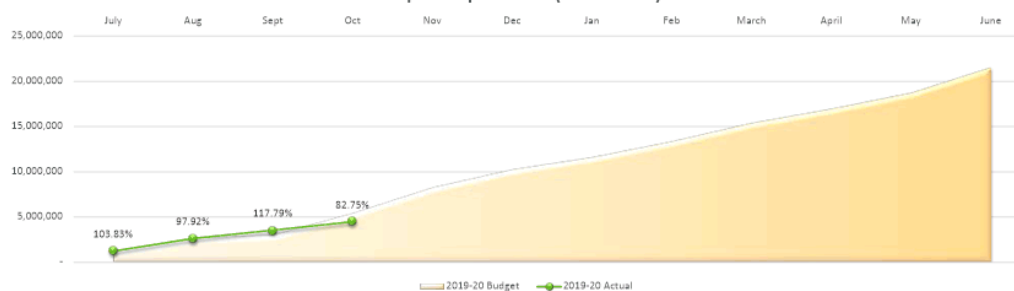
LOCKYER VALLEY REGIONAL COUNCIL
Capital Revenue and Expenditure Dashboard
For the Period Ending 31st October, 2019

Capital Revenue (Cumulative)



REVENUE TO DATE by Type	Profit (Loss)		Capital Expenses	Total
	Capital Grants, Subsidies and Contributions	on Disposal of Non Current Assets		
Actual	(1,358,224)	14,183	151,679	(1,192,362)
Budget	(1,079,856)	-	15,000	(1,064,856)
Variance	278,369	(14,183)	(136,679)	127,507
Target %	125.78%	-	1011.19%	111.97%
Movement to Prior Month Target %	↓	→	→	↓

Capital Expenditure (Cumulative)



EXPENDITURE TO DATE by Group	Corporate & Community Services	Executive Office	Infrastructure Works & Services	Organisational Development & Planning	Total
	Actual	Actual	Actual	Actual	Actual
Actual	861,129	14,601	3,121,778	501,140	4,498,648
Budget	1,252,617	54,900	3,373,496	755,334	5,436,347
Target %	68.75%	26.60%	92.54%	66.35%	82.75%
Movement to Prior Month Target %	↓	→	↓	→	↓

Lockyer Valley Regional Council (Whole Council)
Statement of Comprehensive Income
For the Period Ending October 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	42,664,095	21,001,923	21,132,881	130,958	0.62
Discount	(1,727,000)	(882,751)	(863,500)	19,251	(2.23)
Charges and Fees	4,097,212	1,437,125	1,310,151	(126,973)	(9.69)
Interest	1,332,464	415,890	384,655	(31,235)	(8.12)
Operating Grants and Subsidies	6,561,288	985,660	1,277,782	292,122	22.86
Operating Contributions and Donations	543,700	273,138	252,333	(20,805)	(8.24)
Revenue - Contract/Recoverable Works	2,034,594	460,016	616,532	156,515	25.39
Other Revenue	2,238,000	810,711	616,250	(194,461)	(31.56)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	60,094,353	24,501,711	24,727,084	225,373	0.91
Operating Expenses:					
Employee Costs	25,395,087	9,488,488	8,720,927	(767,561)	(8.80)
Goods and Services	18,380,831	5,744,943	6,139,763	394,821	6.43
Finance costs	1,294,488	336,931	333,080	(3,851)	(1.16)
Depreciation	12,219,974	4,152,516	4,073,325	(79,191)	(1.94)
Total Operating Expenses	57,290,380	19,722,878	19,267,096	(455,782)	(2.37)
Operating Surplus/(Deficit)	2,803,973	4,778,834	5,459,988	681,155	12.48
Capital Revenue:					
Capital Grants, Subsidies and Contributions	2,672,095	1,358,224	1,079,856	(278,369)	(25.78)
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(151,679)	(15,000)	136,679	(911.19)
Total Capital Revenue	2,582,095	1,192,362	1,064,856	(127,506)	(11.97)
Operating Surplus/(Deficit) After Capital Items	5,386,068	5,971,196	6,524,844	553,648	8.49

Lockyer Valley Regional Council (Executive Office)
Statement of Comprehensive Income
For Period Ending October 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Charges and Fees	-	1,000	-	(1,000)	-
Operating Grants and Subsidies	10,000	10,000	10,000	-	-
Operating Contributions and Donations	130,000	143,138	130,000	(13,138)	(10.11)
Revenue - Contract/Recoverable Works	1,244,594	315,886	414,865	98,979	23.86
Other Revenue	443,200	226,277	187,317	(38,960)	(20.80)
Total Operating Revenue	1,827,794	696,301	742,182	45,880	6.18
<u>Operating Expenses:</u>					
Employee Costs	4,886,900	1,814,795	1,673,084	(141,710)	(8.47)
Goods and Services	4,125,347	1,501,671	1,685,572	183,901	10.91
Finance costs	3,500	1,415	1,167	(249)	(21.32)
Depreciation	15,069	4,377	5,023	646	12.87
Total Operating Expenses	9,030,816	3,322,258	3,364,846	42,588	1.27
Operating Surplus/(Deficit)	(7,203,022)	(2,625,957)	(2,622,664)	3,292	(0.13)
<u>Capital Revenue:</u>					
	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-
Operating Surplus/(Deficit) After Capital Items	(7,203,022)	(2,625,957)	(2,622,664)	3,292	(0.13)

Lockyer Valley Regional Council (Organisational Development and Planning)
Statement of Comprehensive Income
For Period Ending October 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	305,000	152,116	152,500	384	0.25
Charges and Fees	1,903,000	856,560	634,333	(222,227)	(35.03)
Interest	-	693	-	(693)	-
Operating Grants and Subsidies	84,950	(63,852)	4,950	68,802	1,389.94
Operating Contributions and Donations	367,000	130,000	122,333	(7,667)	(6.27)
Other Revenue	-	1,609	-	(1,609)	-
Total Operating Revenue	2,659,950	1,077,125	914,117	(163,009)	(17.83)
Operating Expenses:					
Employee Costs	4,975,017	1,645,105	1,706,927	61,822	3.62
Goods and Services	1,884,818	354,353	320,145	(34,208)	(10.69)
Finance costs	-	280	-	(280)	-
Total Operating Expenses	6,859,835	1,999,739	2,027,072	27,334	1.35
Operating Surplus/(Deficit)	(4,199,885)	(922,613)	(1,112,956)	(190,343)	17.10
Capital Revenue:					
Capital Grants, Subsidies and Contributions	478,000	597,500	159,333	(438,167)	(275.00)
Total Capital Revenue	478,000	597,500	159,333	(438,167)	(275.00)
Operating Surplus/(Deficit) After Capital Items	(3,721,885)	(325,113)	(953,623)	(628,509)	65.91

Lockyer Valley Regional Council (Corporate and Community Services)
Statement of Comprehensive Income
For Period Ending October 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	41,508,017	20,423,807	20,554,842	131,035	0.64
Discount	(1,727,000)	(882,751)	(863,500)	19,251	(2.23)
Charges and Fees	2,154,712	566,503	662,651	96,148	14.51
Interest	1,332,464	415,197	384,655	(30,542)	(7.94)
Operating Grants and Subsidies	4,188,960	831,519	765,807	(65,712)	(8.58)
Operating Contributions and Donations	46,700	-	-	-	-
Revenue - Contract/Recoverable Works	-	76	-	(76)	-
Other Revenue	1,574,800	460,650	355,600	(105,050)	(29.54)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	51,428,653	21,815,001	21,860,055	45,054	0.21
Operating Expenses:					
Employee Costs	8,824,891	3,297,080	2,986,869	(310,211)	(10.39)
Goods and Services	10,549,638	3,068,799	3,263,671	194,872	5.97
Finance costs	919,988	240,202	239,164	(1,038)	(0.43)
Depreciation	11,007,683	3,738,235	3,669,228	(69,007)	(1.88)
Total Operating Expenses	31,302,200	10,344,316	10,158,931	(185,385)	(1.82)
Operating Surplus/(Deficit)	20,126,453	11,470,686	11,701,124	230,438	1.97
Capital Revenue:					
Capital Grants, Subsidies and Contributions	730,086	138,736	394,519	255,783	64.83
Capital Expenses	-	(865)	-	865	-
Total Capital Revenue	730,086	137,871	394,519	256,648	65.05
Operating Surplus/(Deficit) After Capital Items	20,856,539	11,608,557	12,095,644	487,087	4.03

Lockyer Valley Regional Council (Infrastructure, Works and Services)
Statement of Comprehensive Income
For Period Ending October 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	851,078	426,000	425,539	(461)	(0.11)
Charges and Fees	39,500	13,061	13,167	105	0.80
Operating Grants and Subsidies	2,277,378	207,993	497,025	289,033	58.15
Revenue - Contract/Recoverable Works	790,000	144,054	201,667	57,612	28.57
Other Revenue	220,000	122,175	73,333	(48,842)	(66.60)
Total Operating Revenue	4,177,956	913,284	1,210,731	297,447	24.57
Operating Expenses:					
Employee Costs	6,708,279	2,731,508	2,354,047	(377,461)	(16.03)
Goods and Services	1,821,028	820,120	870,376	50,256	5.77
Finance costs	371,000	95,033	92,750	(2,283)	(2.46)
Depreciation	1,197,222	409,905	399,074	(10,831)	(2.71)
Total Operating Expenses	10,097,529	4,056,566	3,716,246	(340,319)	(9.16)
Operating Surplus/(Deficit)	(5,919,573)	(3,143,282)	(2,505,516)	637,767	(25.45)
Capital Revenue:					
Capital Grants, Subsidies and Contributions	1,464,009	621,988	526,003	(95,985)	(18.25)
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(150,814)	(15,000)	135,814	(905.43)
Total Capital Revenue	1,374,009	456,991	511,003	54,012	10.57
Operating Surplus/(Deficit) After Capital Items	(4,545,564)	(2,686,291)	(1,994,513)	691,779	(34.68)

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 October, 2019

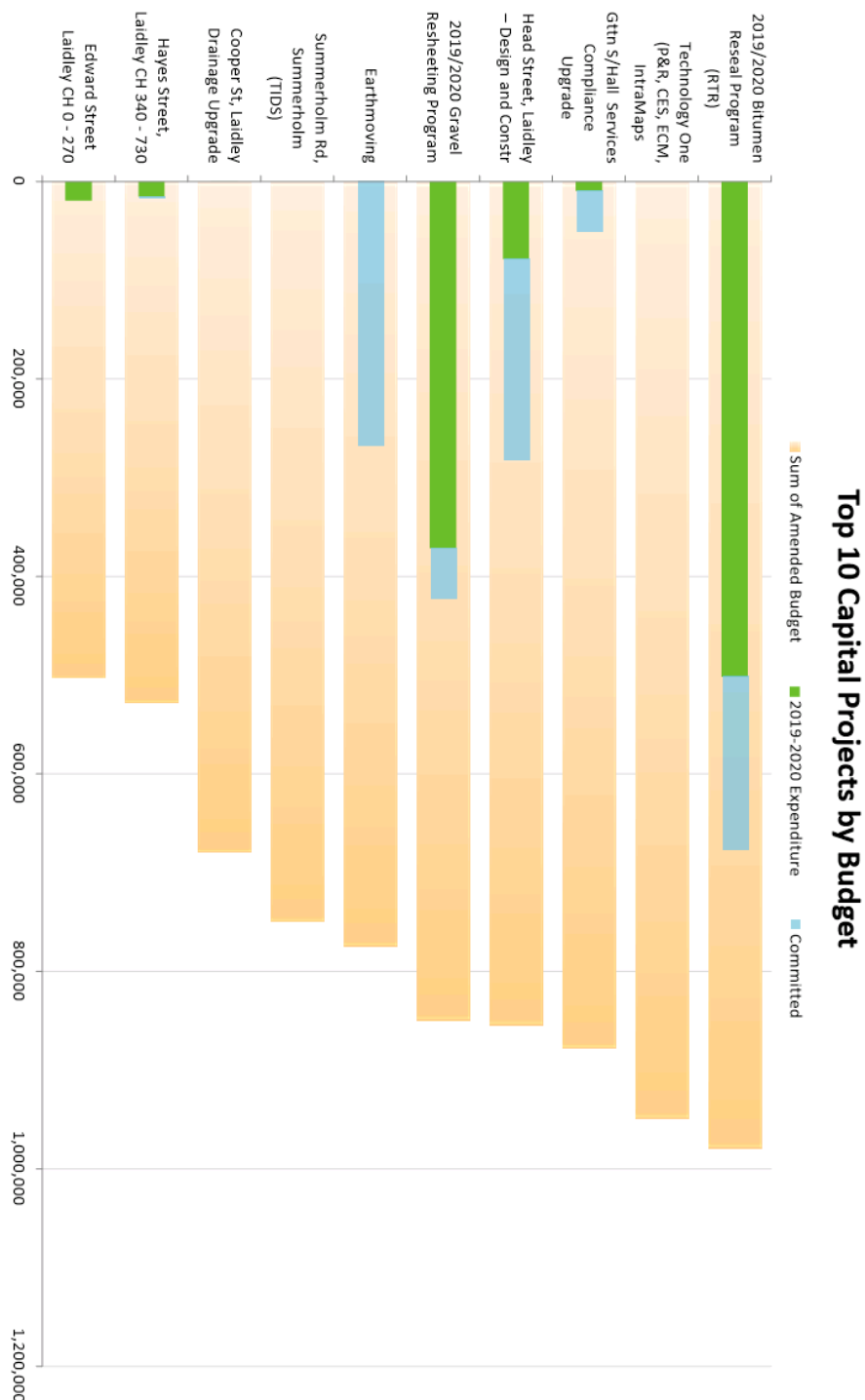
	2019-2020 Original Annual Budget	2019-2020 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	15,960,000	13,861,261
Cash investments	-	11,600,000
Trade and other receivables	3,570,000	3,589,772
Inventories	2,470,000	394,896
Non-current assets classified as held for sale	-	2,091,000
Total Current Assets	22,000,000	31,536,928
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,745,256
Equity investments	32,850,000	31,339,700
Investment properties	2,010,000	2,010,000
Property, plant and equipment	575,180,000	569,595,544
Intangible assets	7,920,000	5,017,324
Total Non Current Assets	632,700,000	622,707,824
TOTAL ASSETS	654,710,000	654,244,753
<u>Current Liabilities</u>		
Trade and other payables	4,000,000	4,069,591
Provisions	5,940,000	5,738,621
Borrowings	1,560,000	1,081,644
Total Current Liabilities	11,490,000	10,889,856
<u>Non Current Liabilities</u>		
Provisions	29,660,000	29,655,001
Borrowings	21,480,000	23,079,170
Total Non Current Liabilities	51,140,000	52,734,171
TOTAL LIABILITIES	62,630,000	63,624,028
NET COMMUNITY ASSETS	592,080,000	590,620,725
<u>Community Equity</u>		
Retained surplus (deficiency)	386,790,000	381,254,051
Asset revaluation surplus	199,920,000	199,946,090
Reserves	-	3,449,388
Current Surplus/(Deficit)	5,370,000	5,971,196
TOTAL COMMUNITY EQUITY	592,080,000	590,620,725

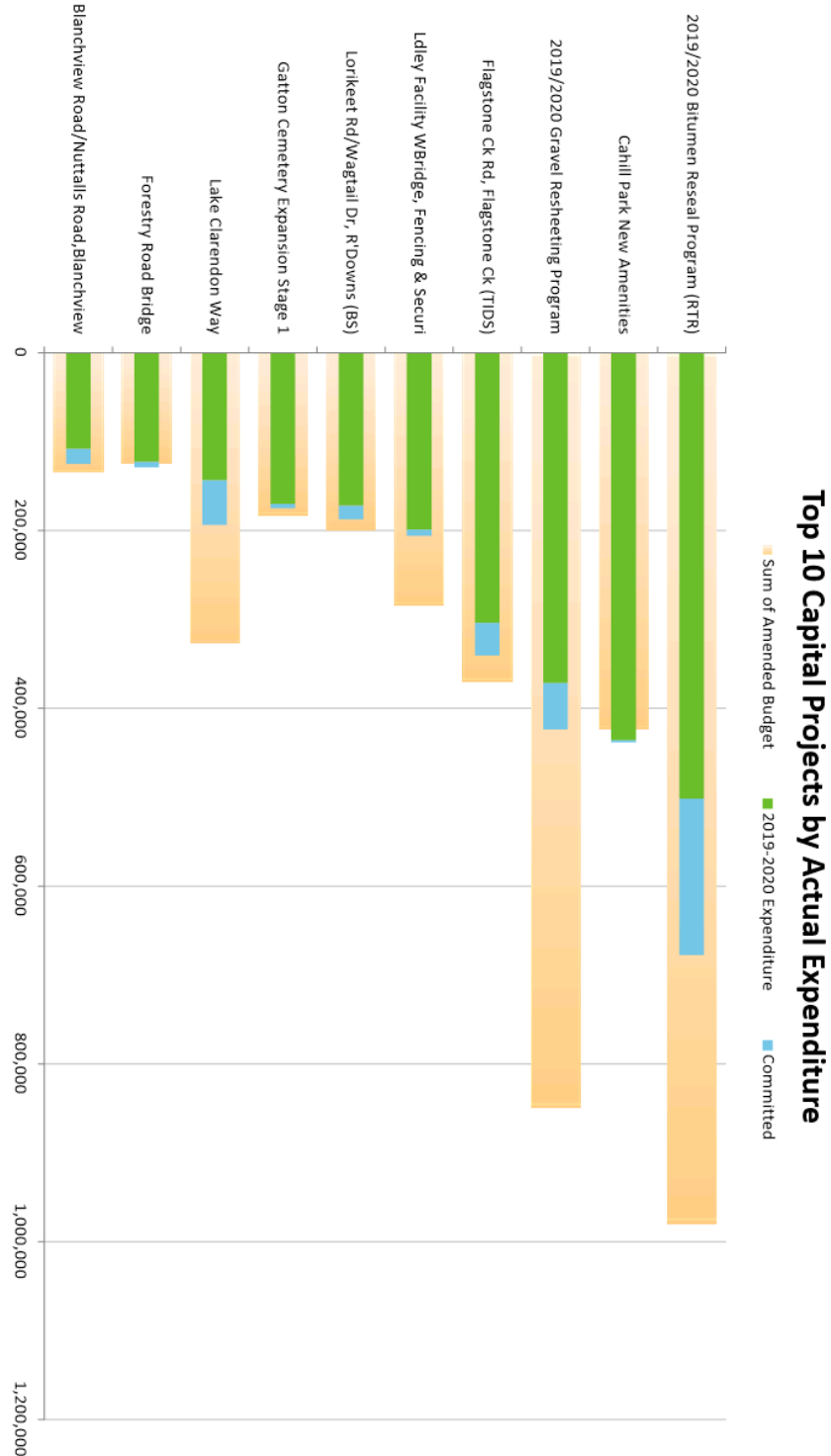
LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the Period Ending 31 October, 2019

	2019-2020 Original Annual Budget	2019-2020 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	59,280,000	26,931,421
Interest received	1,330,000	415,890
Payments		
Payments to suppliers and employees	(47,940,000)	(21,504,058)
Interest expense	(1,160,000)	(296,276)
Net cash inflow (outflow) from operating activities	11,510,000	5,546,977
Cash flows from investing activities:		
Capital grants, subsidies and contributions	2,650,000	1,358,224
Payments for property, plant and equipment	(21,590,000)	(4,193,833)
Net transfer (to) from cash investments	840,000	-
Proceeds from sale of property plant and equipment	930,000	-
Net cash inflow (outflow) from investing activities	(17,180,000)	(2,835,609)
Cash flows from financing activities:		
Repayment of borrowings	(1,480,000)	(352,882)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(1,480,000)	(352,882)
Net increase (decrease) in cash and cash equivalents held	(7,150,000)	2,358,486
Cash and cash equivalents at beginning of the financial year	23,100,000	23,102,775
Cash and cash equivalents at end of the financial year	15,960,000	25,461,261

Lockyer Valley Regional Council
Capital Works Summary
October, 2019

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Disaster Management	17,500	2,000	15,710	17,710	(210)
Facilities	2,175,089	262,832	71,747	334,578	1,840,511
Information Management	100,000	19,168	-	19,168	80,832
Information Technology	1,939,162	235,673	216,777	452,451	1,486,711
SES	18,750	13,052	-	13,052	5,698
Transfer Stations	1,085,128	328,404	117,749	446,154	638,974
Gatton Child Care Centre	10,000	-	-	-	10,000
Corporate & Community Services Total	5,345,629	861,129	421,983	1,283,112	4,062,517
Executive Office					
Regional Development Management	16,400	-	9,123	9,123	7,277
Tourism Initiatives	26,988	13,801	-	13,801	13,187
Legal Services	263,500	800	-	800	262,700
Executive Office Total	306,888	14,601	9,123	23,724	283,164
Infrastructure Works & Services					
Capital Program Delivery	11,911,016	2,660,715	879,251	3,539,965	8,371,051
Depot	236,000	72,231	-	72,231	163,769
Fleet	1,074,000	101,268	502,442	603,709	470,291
Parks & Open Spaces	703,952	101,314	47,620	148,934	555,018
Infrastructure Planning	57,000	-	-	-	57,000
Cemetery	196,000	180,378	8,932	189,310	6,690
NDRRA Program - Infrastructure Recovery	5,880	5,873	-	5,873	8
Asset Management	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,215,348	3,121,778	1,438,244	4,560,022	9,655,325
Organisational Development & Planning					
Planning Scheme	1,274,509	65,209	245,319	310,528	963,981
Environmental Planning	25,000	-	-	-	25,000
Sport Recreation and Community Grants	424,000	435,932	2,315	438,247	(14,247)
Organisational Development & Planning Total	1,723,509	501,140	247,635	748,775	974,734
Grand Total	21,591,373	4,498,648	2,116,986	6,615,633	14,975,740





Lockyer Valley Regional Council
Capital Works Detail
October, 2019

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Disaster Management					
Flood Mapping and Modelling L'yer Catchm	15,500	2,000	14,000	16,000	(500)
Watteride Flood Intelligence	2,000	-	1,710	1,710	290
Disaster Management Total	17,500	2,000	15,710	17,710	(210)
Facilities					
Cahill Park Lighting - Netball Courts	40,000	1,673	-	1,673	38,327
Cahill Park Machinery Shed Design	10,000	-	-	-	10,000
Corrective Electrical Upgrades	34,700	2,077	-	2,077	32,623
Cyclical Painting Program	75,000	2,895	-	2,895	72,105
Das Neumann Haus Stair Alterations	50,000	1,146	2,500	3,646	46,354
Energy Efficiency Program	70,000	19,222	-	19,222	50,779
Gatton Cemetery Outdoor Chapel	27,800	37,622	-	37,622	(9,822)
Gatton Deport Meeting Room	75,000	-	-	-	75,000
Gatton Shire Hall Masterplan Works	2,500	2,725	-	2,725	(225)
Gatton Shire Hall Roof Restoration	45,000	-	-	-	45,000
Gatton Showgrounds Energy Reduction	39,000	20	-	20	38,980
Gatton Squash Courts Refurbishment	200,000	10,482	10,060	20,542	179,458
GSH Refurbishment PWD Amenities	70,889	89,066	-	89,066	(18,177)
Gttn S/Hall Services Compliance Upgrade	878,700	9,493	42,542	52,036	826,665
Helidon Community Hall Solar Power Initi	-	(3,800)	-	(3,800)	3,800
Laidley Admin Building Refurbishment	-	-	217	217	(217)
Laidley Pioneer Village Upgrades	32,000	-	-	-	32,000
Laidley Saleyards Drainage	55,000	6,264	6,120	12,384	42,616
LCC Refurbish Ramp and Balustrading	71,000	2,887	-	2,887	68,113
LCC Refurb Drought Comm Programme Fund	-	2,364	-	2,364	(2,364)
LRR Lighting Rectification	40,000	43,067	-	43,067	(3,067)
LVAC Pumps and Filtration	30,000	-	-	-	30,000
LVCC Air Conditioning Redesign	50,000	2,119	-	2,119	47,881
LVEC Structural Remediation & Other Work	100,000	10,767	10,308	21,075	78,925
Nielsen's Place Shade Structure	68,500	3,666	-	3,666	64,834
Office Accommodation Review	10,000	-	-	-	10,000
Relocation Cncl Self Contained Toilets	50,000	19,077	-	19,077	30,923
Withcott Sports Ctre Kitchen Reconfigure	50,000	-	-	-	50,000
Facilities Total	2,175,089	262,832	71,747	334,578	1,840,511
Information Management					
Records Relocation and Sentencing	100,000	19,168	-	19,168	80,832
Information Management Total	100,000	19,168	-	19,168	80,832
Information Technology					
Aerial Photography	30,000	-	-	-	30,000
Cyber Security	239,062	66,744	-	66,744	172,318
Data Centre Upgrades	38,750	-	-	-	38,750
Flood Information Advice Portal	148,971	5,883	-	5,883	143,088
GIS Enhancement	-	-	20,945	20,945	(20,945)
Implement BCP Functionality	50,000	-	-	-	50,000
LVCC Audio Visual	60,000	-	57,299	57,299	2,701
LVCC Point of Sale	5,000	-	-	-	5,000
Network Cabinets & Cabling	20,000	-	-	-	20,000
Network Perimeter Security (Firewalls)	76,500	-	-	-	76,500
Switches Renewal	74,000	74,731	-	74,731	(731)
Technology One (P&R, CES, ECM, IntraMaps	950,000	-	-	-	950,000
Technology One Cloud Implementation	-	28,905	-	28,905	(28,905)
Technology One 'One Council' Project	-	93	120,534	120,627	(120,627)
Upgrade IMS Office	146,879	35,197	18,000	53,197	93,681
Upgrade Technology One P&R System to CIA	-	555	-	555	(555)
UPS Renewal	25,000	-	-	-	25,000
Website Upgrade	50,000	-	-	-	50,000
Wireless Access Points	25,000	23,564	-	23,564	1,436
Information Technology Total	1,939,162	235,673	216,777	452,451	1,486,711

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
SES					
Forest Hill SES Replacement Generator	8,750	8,829	-	8,829	(79)
Gatton SES Driveway Improvement	5,000	-	-	-	5,000
SES Mobile Phones Replacement	5,000	4,223	-	4,223	777
SES Total	18,750	13,052	-	13,052	5,698
Transfer Stations					
Construct liner against Cell 1	330,000	-	-	-	330,000
Gatton Landfill - Cell 5 (Design)	45,000	-	-	-	45,000
Gatton Waste Facility Security & Softwar	78,800	77,200	-	77,200	1,600
Gatton Weighbridge Platform/Ramp	-	1,190	-	1,190	(1,190)
Laidley Landfill Capping Works	7,000	-	-	-	7,000
Laidley Weighbridge Road Expansion	70,000	2,749	82,479	85,228	(15,228)
Ldley Facility WBridge, Fencing & Securi	284,000	198,896	6,900	205,796	78,204
Ldley Telemetry Final Sedimentation Dam	34,000	-	28,370	28,370	5,630
M/ Plan Gatton Long Haul Waste Facility	55,000	-	-	-	55,000
Pest (weeds & fireants) washdown provisi	19,103	19,112	-	19,112	(9)
Rehab Plan Otto Road Facility	50,000	-	-	-	50,000
Traffic Management Plan	12,000	9,740	-	9,740	2,260
Waste Disposal Sites Survey and Fencing	35,000	-	-	-	35,000
Waste Land Purchases	12,000	-	-	-	12,000
Waste management Signage Review	1,225	1,225	-	1,225	-
Water Pump & Reticulation System Gatton	10,000	-	-	-	10,000
Windblown Litter Screen Fences	42,000	18,293	-	18,293	23,707
Transfer Stations Total	1,085,128	328,404	117,749	446,154	638,974
Gatton Child Care Centre					
GCCC Signage, Gazebo, L'Scaping & Tanks	10,000	-	-	-	10,000
Gatton Child Care Centre Total	10,000	-	-	-	10,000
Corporate & Community Services Total	5,345,629	861,129	421,983	1,283,112	4,062,517
Executive Office					
Regional Development Management					
Entry Statements	14,000	-	-	-	14,000
GWIZ	-	-	9,123	9,123	(9,123)
Upgrade to Water Infrastructure Hawck St	2,400	-	-	-	2,400
Regional Development Management Total	16,400	-	9,123	9,123	7,277
Tourism Initiatives					
Event Promotion Stands and Props	26,988	13,801	-	13,801	13,187
Tourism Initiatives Total	26,988	13,801	-	13,801	13,187
Legal Services					
Legal Costs & Compensation Placid Hills	138,500	-	-	-	138,500
Property Management & Disposal Strategy	75,000	800	-	800	74,200
Restoration of access L202 CP817791	50,000	-	-	-	50,000
Legal Services Total	263,500	800	-	800	262,700
Executive Office Total	306,888	14,601	9,123	23,724	283,164
Infrastructure Works & Services					
Capital Program Delivery					
2018/2019 Bitumen Reseal Program	-	(32)	24,624	24,592	(24,592)
2018/2019 Black Spot Projects	0	-	-	-	0
2019/2020 - Culvert Renewal Program	270,000	91,683	3,778	95,461	174,539
2019/2020 - Minor Bridge Remedial Work	100,000	-	-	-	100,000
2019/2020 - Pram Ramp Program	30,000	6,429	-	6,429	23,571
2019/2020 - Urban Drainage Inlet Works	40,000	4,710	-	4,710	35,290
2019/2020 Bitumen Reseal Program (RTR)	980,000	501,557	176,130	677,687	302,313
2019/2020 Black Spot Mtnce Works Com	200,000	-	-	-	200,000
2019/2020 Footpath Renewal Program	40,000	-	-	-	40,000
2019/2020 Gravel Resheeting Program	850,000	371,432	52,209	423,641	426,359
2019/2020 Kerb Replacement Program	100,000	90,436	4,826	95,263	4,737
Allan Street, Gatton Footpaths	30,000	30,144	1,848	31,992	(1,992)
Amos Rd, Withcott	100,000	-	-	-	100,000
Belfords Bridge, Gatton	250,000	-	-	-	250,000
Belmore St, Withcott	400,000	2,800	8,867	11,666	388,334
Blanchview Rd, S'Ridge (BS)	17,000	1,346	991	2,337	14,663
Blanchview Road/Nuttalls Road,Blanchview	135,000	108,043	16,858	124,901	10,099
Blanchview Road/O'Neils Road, Withcott	78,500	2,498	-	2,498	76,002
Blenheim Hall, Blenheim	25,000	1,163	-	1,163	23,837
Brightview Rd & Village Rd, L'Rose (BS)	126,000	2,587	1,972	4,559	121,441
Brightview Rd/Gehrke Rd, G'Grove (BS)	116,500	-	-	-	116,500

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Cooper St, Laidley Drainage Upgrade	680,000	315	-	315	679,685
Crescent St, Gatton Carpark	60,000	-	-	-	60,000
Crowley Road Shoulder Reconstruction	0	-	-	-	0
Culvert Renewals - Various	55,500	45,941	-	45,941	9,559
Cycle Network Gatton (PCNP)	450,000	-	-	-	450,000
Depot Traffic Management	-	(19,411)	-	(19,411)	19,411
Dolleys Road Upgrade	422,000	3,525	-	3,525	418,475
Drainage Works Tew Ct and Rogers Drive	24,600	23,834	695	24,529	71
Edward Street Laidley CH 0 - 270	503,000	19,459	-	19,459	483,541
Flagstone Ck Rd, Flagstone Ck (TIDS)	370,000	303,802	36,797	340,600	29,400
Forestry Road Bridge	125,000	122,669	6,220	128,889	(3,889)
Gatton Long Distance Coach Project	42,500	35,006	14,476	49,482	(6,982)
Gehrke Hill Road, Summerholm CH 100 - 10	63,500	64,795	1,592	66,387	(2,887)
Gehrke Road/Rons Road, Glenore Grove	142,000	16,831	120,348	137,179	4,821
Gravel Resheeting Program 2018/2019(R2R)	5,416	5,416	-	5,416	0
Hatton Vale School Parking Improvements	60,000	-	-	-	60,000
Hayes Street, Laidley CH 340 - 730	528,000	15,232	2,165	17,397	510,603
Head St, Laidley (R2R)	-	35,843	-	35,843	(35,843)
Head Street, Laidley – Design and Constr	855,000	78,547	204,723	283,270	571,730
Hermey Road Pavement Reconstruction	0	-	-	-	0
Jones Road Bridge Withcott (BS)	58,000	62,719	15,708	78,427	(20,427)
Laidley Flood Mitigation	13,500	-	-	-	13,500
Laidley State High School Laidley	-	-	-	-	-
Lake Clarendon Way	327,000	143,465	50,278	193,743	133,257
LED Street Lighting Laidley (LGGSP)	250,000	-	-	-	250,000
Lorikeet Rd Asphalt Overlay to Floodway	0	-	-	-	0
Lorikeet Rd/Wagtail Dr, R'Downs (BS)	200,000	171,773	15,414	187,187	12,813
Mahon Bridge Replacement BBRF App	-	(17,526)	-	(17,526)	17,526
Murphys Creek Road footpath (TIDS)	340,000	-	-	-	340,000
Niemeyer Rd, H'Vale - S Contribution	100,000	-	-	-	100,000
Niemeyer Road, Hatton Vale	30,000	552	-	552	29,448
Norfolk Rd, Summerholm (BS)	62,500	1,372	-	1,372	61,128
Old Laidley – Forest Hill Road	0	-	-	-	0
Old Toowoomba Road, Placid Hills	-	(9)	-	(9)	9
Pavement Reconstruction Otto Road	-	-	230	230	(230)
Placid Rise Retention Basin	375,000	6,488	50,420	56,908	318,092
Postmans Ridge Rd, Helidon Spa	266,500	17,055	8,100	25,155	241,345
Princess Street Road Pavement Gatton	-	347	-	347	(347)
Project Design - Predesign	90,000	5,480	-	5,480	84,520
Railway crossings safety improvements	30,000	125	-	125	29,875
Railway St Gatton LED Lighting Project	153,000	54,290	29,034	83,324	69,676
Railway St/Summer St, Laidley (BS)	66,000	59,048	12,483	71,531	(5,531)
Road Closure Signs	20,000	16,422	-	16,422	3,578
Robinsons Road, Laidley	80,000	60,439	6,389	66,828	13,172
Rockmount Road/Walkers Road, Rockmount	-	151	-	151	(151)
Signs and Lines Projects	94,400	20,968	3,160	24,129	70,271
Spencer/William Street Gatton	-	288	-	288	(288)
Stevens Road Upgrade & Bitumen Seal	2,100	1,800	-	1,800	300
Stormwater Improvements Gatton	80,000	13,619	-	13,619	66,381
Summerholm Intersection	55,000	55,821	3,792	59,613	(4,613)
Summerholm Rd, Summerholm (TIDS)	750,000	-	-	-	750,000
Tenthill Ck Rd, Gatton (BS)	21,000	10,849	-	10,849	10,151
Twidales Rd, Helidon Spa	85,000	-	2,325	2,325	82,675
Urban stormwater drain inlet protection	40,000	-	-	-	40,000
Vehicle Activated Signs Bases Various	20,000	1,937	-	1,937	18,063
Walnut Dr/Ashwood Ct, Brightview (BS)	7,000	6,644	-	6,644	356
William St Footpaths Gatton	3,000	-	2,797	2,797	203
Zischke Road, R'Downs (BS)	17,500	-	-	-	17,500
Capital Program Delivery Total	11,911,016	2,660,715	879,251	3,539,965	8,371,051
Depot					
Gatton Depot Fuel storage	136,000	-	-	-	136,000
Pavement Rehabilitation Gatton Depot	100,000	72,231	-	72,231	27,769
Depot Total	236,000	72,231	-	72,231	163,769

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Fleet					
Earthmoving	775,000	-	268,528	268,528	506,472
Minor Fleet	12,000	9,856	-	9,856	2,144
Survey Equipment Trimble SX10 Package	89,000	91,411	-	91,411	(2,411)
Trailers	13,000	-	-	-	13,000
Trucks	185,000	-	233,914	233,914	(48,914)
Fleet Total	1,074,000	101,268	502,442	603,709	470,291
Parks & Open Spaces					
Centenary Park Lighting	24,674	930	-	930	23,744
Dawson Phipps Carpark	13,500	-	-	-	13,500
Fairy Lights Centenary Park, Gatton	20,000	10,562	715	11,277	8,723
Gatton Revitalisation Various	22,500	-	-	-	22,500
Hatton Vale Park Concept and Design	29,095	18,705	5,178	23,883	5,212
Hatton Vale Park Stage 1	500,000	834	41,345	42,179	457,821
Laidley Sate Park Upgrade	50,000	44,857	-	44,857	5,143
Lake Apex Desilting Investigation Gatton	19,800	10,866	-	10,866	8,934
Lake Apex Tree Planting	-	(565)	-	(565)	565
Springbrook Park Sprinkler System	10,000	15,124	-	15,124	(5,124)
Zabel Road Lockrose Dip Site Rehabilitat	14,383	-	383	383	14,000
Parks & Open Spaces Total	703,952	101,314	47,620	148,934	555,018
Infrastructure Planning					
2019/2020 Bus Stop Shelter Program	57,000	-	-	-	57,000
Infrastructure Planning Total	57,000	-	-	-	57,000
Cemetery					
Gatton Cemetery Expansion Stage 1	183,000	169,780	5,170	174,951	8,049
Gatton Cemetery Expansion Works	10,000	7,597	3,762	11,359	(1,359)
Laidley Columbarium	3,000	3,001	-	3,001	(1)
Cemetery Total	196,000	180,378	8,932	189,310	6,690
NDRRA Program - Infrastructure Recovery					
NDRRA Program Management 2017 FloodEvent	5,880	5,873	-	5,873	8
NDRRA Program - Infrastructure Recovery Total	5,880	5,873	-	5,873	8
Asset Management					
Civil Estimating Package	31,500	-	-	-	31,500
Asset Management Total	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,215,348	3,121,778	1,438,244	4,560,022	9,655,325
Organisational Development & Planning					
Planning Scheme					
Community Profiles	30,000	-	-	-	30,000
Cooper St Mitigation	37,138	-	7,728	7,728	29,410
Engineering (not inc in expert report)	120,000	-	-	-	120,000
Evacuation Planning	75,000	-	-	-	75,000
Flood Damage Assessment Rural & Infrast	35,000	-	-	-	35,000
Flood Investigations	11,888	3,040	138	3,178	8,710
Flood Modelling DM & Planning LTPS	16,970	11,030	5,940	16,970	-
Flood Modelling DM & Planning Thornton	152,360	-	152,360	152,360	0
Floor Level Survey	60,000	-	-	-	60,000
Grthm DM Integrate with Lockyer Project	25,000	-	-	-	25,000
Laidley Reg Update Model & Mitigation	60,000	-	-	-	60,000
Landuse Planning	50,000	-	-	-	50,000
LGIP Prepare Infrastructure Plan	36,535	-	10,952	10,952	25,584
Local Flood Plain Management Plan	25,000	-	-	-	25,000
Master Planning Future Urban Gatton	45,000	-	700	700	44,300
NDRP Lockyer Creek hydrology project (2	92,039	301	38,755	39,056	52,983
NDRP Project Flood Modelling DM&Planning	110,000	16,005	-	16,005	93,995
O'Neil's Road Withcott	-	10,068	-	10,068	(10,068)
Plainland Catchment Study	50,000	-	-	-	50,000
Planning Scheme Revision LVRC	61,330	14,924	28,748	43,672	17,658
Scheme Feedback/BRFS Phase 4 Local Risk	106,250	9,840	-	9,840	96,410
Tenthill DM Study	25,000	-	-	-	25,000
Withcott North Flood Impact Study	50,000	-	-	-	50,000
Planning Scheme Total	1,274,509	65,209	245,319	310,528	963,981

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Environmental Planning					
Lake Apex Water Quality Improvements	25,000	-	-	-	25,000
Environmental Planning Total	25,000	-	-	-	25,000
Sport Recreation and Community Grants					
Cahill Park New Amenities	424,000	435,932	2,315	438,247	(14,247)
Sport Recreation and Community Grants Total	424,000	435,932	2,315	438,247	(14,247)
Organisational Development & Planning Total	1,723,509	501,140	247,635	748,775	974,734
Grand Total	21,591,373	4,498,648	2,116,986	6,615,633	14,975,740

12.5 Exemption from Obtaining Competitive Offers - Gatton Shire Hall Functional and Economic Improvements Project

Date: 12 November 2019
Author: David Lewis, Executive Manager Corporate & Community Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this report is to seek Council approval under Section 235 (b) of the *Local Government Regulation 2012* to enter into a medium sized contractual arrangement without first obtaining written quotes or tenders with Aspect Design Studios Pty Ltd for project submission, cost benefit analysis and detailed design documentation works for the Gatton Shire Hall Functional and Economical Improvement Project as it would be impractical and disadvantageous for Council to invite quotes or tenders. This approval if granted will enable Council officers to meet the 27 November 2019 deadline for the completion of the Expression of Interest phase of the Queensland State Government's Building our Regions Program from the Gatton Shire Hall Functional and Economical Improvement Project.

Officer's Recommendation:

THAT Council resolve under Section 235 (b) of the *Local Government Regulation 2012* to enter into a medium sized contractual arrangement without first obtaining written quotes or tenders with Aspect Design Studios Pty Ltd for project submission, cost benefit analysis and detailed design documentation works for the Gatton Shire Hall Functional and Economical Improvement Project as it would be impractical and disadvantageous for Council to invite quotes or tenders.

RESOLUTION

THAT Council resolve under Section 235 (b) of the *Local Government Regulation 2012* to enter into a medium sized contractual arrangement without first obtaining written quotes or tenders with Aspect Design Studios Pty Ltd for project submission, cost benefit analysis and detailed design documentation works for the Gatton Shire Hall Functional and Economical Improvement Project as it would be impractical and disadvantageous for Council to invite quotes or tenders.

Moved By: Cr Hagan **Seconded By:** Cr Vela
Resolution Number: 16-20/1567

CARRIED
7/0

Report

1. Introduction

Council recently submitted two applications (the Gatton Shire Hall Functional and Economical Improvement Project and Fairways Park Project) for the Queensland State Government's Building our Regions Program.

2. Background

Council has now been advised that both the Gatton Shire Hall Functional and Economical Improvement Project and the Fairways Park Project have progressed to the Business Case stage with submissions including detailed designs due by 27 November 2019.

3. Report

Aspect Design Studios Pty Ltd are currently contracted to provide design services on the Gatton Shire Hall Compliance Upgrade Project which is 50% funded from the Commonwealth Government's Building Better Regions Fund, Round 3. This project involves improvements to the Gatton Shire Hall foyer and electrical, mechanical and roofing systems.

Council has now been successful in proceeding to the Business Case stage of the Queensland State Government's Building our Regions Program for the Gatton Shire Hall Functional and Economical Improvement Project. Council is required to submit a business case for this project by 27 November for assessment and if successful obtain approval to proceed with the project.

The business case includes the submission of a project management plan, gantt chart, cash flow forecast, cost benefit analysis, supporting evidence for project demand and detailed design documentation.

To enable the submission to be completed, Council officers require support with the project submission, cost benefit analysis and detailed design.

Given the compressed timeframe required for the submission of the Business Case, Council officers are seeking an exemption from Council for obtaining written quotes as it would be impractical or disadvantageous for Council to invite written quotes for project submission, cost benefit analysis and detailed design works.

Aspect Design Studios Pty Ltd hold the intellectual property rights to the dimensioned drawing of the Gatton Shire Hall from a previous engagement associated with the development of a Masterplan. To engage another architectural firm to undertake these works would add additional costs and also possibly compromise the ability of Council officers to complete the Business Case process by 27 November 2019.

Aspect Design Studios Pty Ltd is also currently developing detailed designs for the Commonwealth Building Better Regions Fund, Round 3 project and can align the detailed design of the Gatton Shire Hall Functional and Economical Improvement Project with these works.

If Council is successful in the Business Case stage and ultimately obtains approval for the Gatton Shire Hall Functional and Economical Improvement Project, at the completion of these works, the internal layout and internal systems of Gatton Shire Hall will have been effectively upgraded to meet modern standards.

4. Policy and Legal Implications

Under the *Local Government Regulation 2012* Chapter 6 Contracting, Part 3 s.235 - Other exceptions, a local government may enter into a medium-sized contractual arrangement (exclusive of GST, \$15,000 or more but less than \$200,000) without first inviting written quotes or tenders if

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with, a government agency.

In the case of the Gatton Shire Hall Functional and Economical Improvement Project, an exemption under Section 235 (b) is sought.

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

5. Financial and Resource Implications

If the recommendation of this report is adopted by Council, additional capital works expenditure of approximately \$85,000 inclusive of GST will be incurred.

However, if the project is successful at the Business Case stage, Council will receive grant funding of \$828,000 to upgrade the Gatton Shire Hall. Council will however be required to contribute \$72,000 to the project which will partially offset the abovementioned \$85,000 submission and design costs.

6. Delegations/Authorisations

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

7. Communication and Engagement

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

8. Conclusion

To enable Council officers to meet the 27 November 2019 deadline for the completion of the Business Case stage of the Queensland State Government's Building our Regions Program from the Gatton Shire Hall Functional and Economical Improvement Project, it is recommended that Council approve under Section 235 (b) of the *Local Government Regulation 2012* the establishment of a medium sized contractual arrangement without first obtaining written quotes or tenders with Aspect Design Studios Pty Ltd for project submission, cost benefit analysis and detailed design documentation works for the Gatton Shire Hall Functional and Economical Improvement Project.

9. Action/s

Council officers will engage Aspect Design Studios Pty Ltd to undertake Project Submission, Cost Benefit Analysis and Detailed Design Works for the Gatton Shire Hall Functional and Economical Improvement Project.

Attachments

There are no attachments for this report.

13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

13.1 Executive Manager Infrastructure Works and Services Monthly Report - October 2019

Date: 22 October 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 October 2019.

Officer's Recommendation:

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

RESOLUTION

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

Moved By: Cr Holstein

Seconded By:

Cr Hagan

Resolution Number: 16-20/1568

**CARRIED
7/0**

Report

1. Introduction

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

Capital Works	
Project	Status
Fairways Park at Hatton Vale/Kensington Grove	Draft EPBC act submission has been completed. Procurement process for the detail design process has been completed and successful provider to be notified. Works have commenced on business case phase of Building our Regions Grant Funding.

Capital Works	
Project	Status
Rehabilitation of former livestock dip site at Lockrose	Auditor has approved to go to State for assessments after minor amendments to the submission from the environmental scientist
Gatton Cemetery extension - Stage 1	Landscape works ongoing.
Centenary Gardens Fairy Lights	Fairy lights have been installed.

Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> Mowing of parks and cemeteries are sporadically occurring across the region if required. Limited activity due to current dry conditions. Mowing of sport fields for cricket season has commenced
Playground maintenance	<ul style="list-style-type: none"> Playground repairs ongoing from results from the audit Repairs to shade sail at Koffal Park
Furniture maintenance	<ul style="list-style-type: none"> Works to secure damaged shelter at Cunningham Crest Lookout from vandalism Painting and repairs to seats in the Gatton CBD
Landscaping	<ul style="list-style-type: none"> Gatton CBD garden maintenance Centenary gardens mulching and planting Littleton Park mulching Lions Park, Laidley mulching and irrigation repairs Tree pruning and debris removal Laidley Watering of flowers pots Laidley, Railway Street Lockyer Valley Cultural Centre, garden mulching Lake Apex Park, garden mulching Landscape works at the Gatton Cemetery gazebo Tree removal Cunningham Cairn Mulching of gardens at the Gatton Shire Hall Watering of gardens in Gatton CBD, Smith Street, William Street Pruning of palms, Gatton Shire Hall and Centenary Gardens
Event assistance	<ul style="list-style-type: none"> Event sign changeover Business awards set up and pack up Chilli festival event equipment delivery Fossil downs event equipment pick up
Funerals/Interments	<ul style="list-style-type: none"> 8 held during October at this point
General maintenance and business	<ul style="list-style-type: none"> CRM resolution across the region Rubbish run continuing across the region Working in proximity to traffic training, ACDC training Fairways Park community consultation phase 2 completed with results provided to consultants to guide concept designs

3.2 INFRASTRUCTURE DELIVERY

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

Capital Works	
Project	Status
Gehrke/Rons Road, Glenore Grove (Pavement widening at Rons Road intersection)	Works complete.
Robinson Road, Laidley (Pavement reconstruction from William Street to Thomas Street)	Primer seal completed. Additional drainage works and final seal is pending.
Gatton Cemetery expansion earthworks	Civil works complete.
Flagstone Ck Road, Flagstone. (Pavement reconstruction between Batemans Rd and Smith Road)	Works complete. Line marking programmed
Forestry Road, Vinegar Hill (Replacement of old Creek Crossing with Culverts)	Works complete.
Blanchview/Nuttals Road, Blanchview – Blackspot (Intersection realignment for improved Safety)	Primer seal completed. Final seal is pending.
Waddington Pde, Plainland (Shoulder widening works)	Shoulders widened and primer seal completed.
Lorikeet Road, Regency Downs – Blackspot (Shoulder widening, signage and linemarking)	Shoulders widened and primer seal completed.
Railway/Sumner Street, Laidley – Blackspot (Intersection improvements for improved safety)	Works in progress. Shoulders widened. Guardrail works programmed. Seal to be completed on 14 th November 2019 and linemarking on 20 th November 2019.
Hermey Road, Lockrose (200m of pavement reconstruction)	Primer seal completed. Final seal is pending.
Crowley Vale Road, Crowley Vale (Shoulder reconstruction works)	Primer seal completed. Final seal is pending.
Walnut/Ashwood Ct, Brightview - Blackspot (Linemarking and Signage improvements at intersection)	Works complete.
Tenthill Creek Road, Gatton – Blackspot (Linemarking and Signage improvements)	Works complete.
Lake Clarendon Way, Lake Clarendon (Culverts replacements)	Works in progress. Side track completed, culvert has been installed and backfilling culverts are underway.
Head Street, Laidley (Pavement reconstruction)	Works in progress. Road excavation to subgrade completed with placement of the subbase layer.
Gatton Long Distance Bus Stop (Construction of the Bus Stop)	Completed with seat to be installed on 6 th November 2019.

Maintenance Works			
Activity	Suburb		
Road Grading	<ul style="list-style-type: none"> Adare Carpendale Grantham Kentville 	<ul style="list-style-type: none"> Regency Downs Ringwood Woodlands Ballard 	<ul style="list-style-type: none"> Helidon Plainland Blanchview Blenheim Mount Berryman
Roadside spraying	<ul style="list-style-type: none"> Carpendale Ingoldsby 	<ul style="list-style-type: none"> Laidley Laidley Heights 	<ul style="list-style-type: none"> Plainland Withcott
Road pavement repairs	<ul style="list-style-type: none"> Glenore Grove Kentville 	<ul style="list-style-type: none"> Plainland Veradilla 	<ul style="list-style-type: none"> Preston
Vegetation control and slashing	<ul style="list-style-type: none"> Kentville Lockyer 		
Drainage works	<ul style="list-style-type: none"> Brightview 	<ul style="list-style-type: none"> Forest Hill 	<ul style="list-style-type: none"> Regency Downs
Road patching	<ul style="list-style-type: none"> Flagstone Creek Hatton Vale Laidley 	<ul style="list-style-type: none"> Ringwood Veradilla Winwill 	<ul style="list-style-type: none"> Lockyer Murphys Creek Upper Lockyer
Traffic signs and line-marking	<ul style="list-style-type: none"> Gatton Forest Hill 	<ul style="list-style-type: none"> Laidley Murphys Creek 	<ul style="list-style-type: none"> Withcott Hatton Vale Lockrose

3.2.1 Road and Drainage Defects

Attached to this report is the comparative details of the road and drainage defects. The steady climb in the MPL can be attributed to a number of factors including:

- CCTV review of the stormwater assets in Laidley, Helidon and Withcott. These defects have been entered into the maintenance backlog and have had led to an increase in the overall MPL score.
- Footpath inspections and the resultant defects including cracking of concrete paths and path displacement as the subgrade dries back and shrinks.
- Prolonged dry conditions leading to cracking and fatigue of road pavements and an acceleration in the number of defects on the road network, predominately cracks in sealed pavements and pavement failures.

Defect type and quantity

Attached to this report is the comparative details of the type and quantity of defects identified.

3.3 INFRASTRUCTURE PLANNING AND DESIGN

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

Toowoomba Second Range Crossing

Review of handover documentation for Morleys Road and McNamaras Road in progress.

Demobilisation of equipment from the project is now complete.

Haul routes assessment of repairs still being discussed with Nexus and TMR.

Inland Rail Project

Discussions ongoing in relation to content of documentation for technical requirements, along with legal deeds of agreement.

Lockyer Valley Planning Scheme

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

Laidley Streets Rehabilitation

Design works completed for Head Street and Hayes Street and have been issued to the delivery team. Construction commenced, and work programmed to continue into early 2020.

2019/2020 Capital Project Designs

Project designs have commenced for works in coming months with design program reviews ongoing for remainder of the 2019-20 financial year.

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 categories.
- Stormwater Asset Management Plan draft is being finalised to meet requirements of the early budget timeframe of the 2020/2021 year.
- Asset team's safety documentation is being reviewed (by the team) to ensure compliance and good practice, including the documentation required for drone use.
- Inspection regimes are currently focused on parks and cemetery embellishment assets, and high use footpaths.
- Ongoing support for mobile work management in the Infrastructure Delivery unit.
- Capital completion and asset disposal processes are being improved in collaboration with finance under a continual improvement ideology.
- Asset data is being formatted for multiple external reports including the Annual Consolidated Data Collection, LGSherlock and Yardstick.

3.4.2 Plant and Fleet 2019/20 Capital Program

Tenders/Procurement

The following vehicles/plant procurement has commenced and will go to tender:

- 1 x Motor Grader – Contract LVRC 19-46 – Requests for Quotations have been issued through LocalBuy to a panel of pre-qualified suppliers for the purchase of a new motor grader. The intention is to review the quotations to make a procurement decision prior to the Christmas closedown
- 1 x Front End Loader – Contract LVRC 19-45 – Doosan DL250TC Wheel Loader ordered.
- 1 x Water Truck – Contract LVRC 19-13 – Isuzu FXZ 1500 Cab/Chassis with Peak Engineering Fibre-glass Tank ordered.

Disposals

The following vehicles/plant are at auction or have been disposed of in October:

- FL000493 Toro Wide Area Mower – at Nasco Auctioneers for disposal.

Deliveries

The following vehicles/plant were delivered in October:

- Nil

3.5 EXTERNAL FUNDING

3.5.1 PROJECT UPDATES

Program	Project	Funding Amount (Excl. GST)	Status
2018/19 Cycle Network Local Government Grants	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 to further consider LVRC request after formal application of change from part on-road facility, to an all off-road facility. TMR timeframe unknown, however decision to proceed is required prior to Christmas 2019
Passenger Infrastructure Investment	Long Distance Coach Project	\$21,128	Works complete.
Safer Communities Fund	Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Delivery of Light fittings is expected late October/early November 2019. Works tentatively planned for November installation. Approval given to amend the project end date to December 2019.
	Centenary Gardens, Gatton <i>(Lighting improvements)</i>	\$83,000	Installation works nearing completion, supply of light fittings has caused delay. Revised timing of work dependent on arrival of fittings. Targeting 30 th November 2019 completion. Approval given to amend the project end date to December 2019.
2019-21 Local Government Grants and Subsidies Program	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	Procurement plan and technical specification completed.
	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 with Tender to be issued for pricing in the next few weeks.

Program	Project	Funding Amount (Excl. GST)	Status
2018-19 Move It AUS - Community Sport Infrastructure Program – Round 3	Laidley Skate Park Upgrade (Upgrade and extension of rideable concrete surface and additional spectator seating)	\$50,000	Works were complete.
2018/19 Black Spot Road Safety Program	Gehrke Road / Rons Road intersection, Glenore Grove	\$167,000	Works complete.
	Blanchview Road / O'Neills Road, Withcott	\$82,000	Time Extension request to DTMR for 13 December 2019. Final design has been approved for construction following review comments being received from TMR.
	Blanchview Road / Nuttals Road, Blanchview	\$67,300	Final seal remaining.
2019/20 Black Spot Road Safety Program	Brightview Road, Brightview (Gehrke Road to Pagels road) (Install warning signs, delineation and road marking)	\$116,500	Project design complete.
	Lorikeet Road/Wagtail Drive Intersection, Regency Downs (Install signs, delineation and road marking. Widen narrow section of Lorikeet Road)	\$90,000	Final seal remaining.
	Tenthill Creek Road, Lower Tenthill (Install signs, delineation and road marking. Narrow bridge treatment)	\$21,000	Works complete.
	Walnut Drive/Ashwood Court Intersection (Bus Stop signage, linemarking)	\$7,000	Works complete.
	Zischke Road (Mountain View Drive to Thallon Road), Regency Downs (Install signs, delineation, guideposts and road marking)	\$17,500	Project in design phase.
	Blanchview Road, Blanchview (Improve warning signs for curves, delineation and road marking)	\$17,000	Project in design phase.
	Brightview Road/Village Road intersection (Intersection realignment to allow for vehicle turning movements. Shoulder widening, pavement markings)	\$126,000	Project in design phase.
	Norfolk Road, Summerholm	\$62,500	Project in design phase.

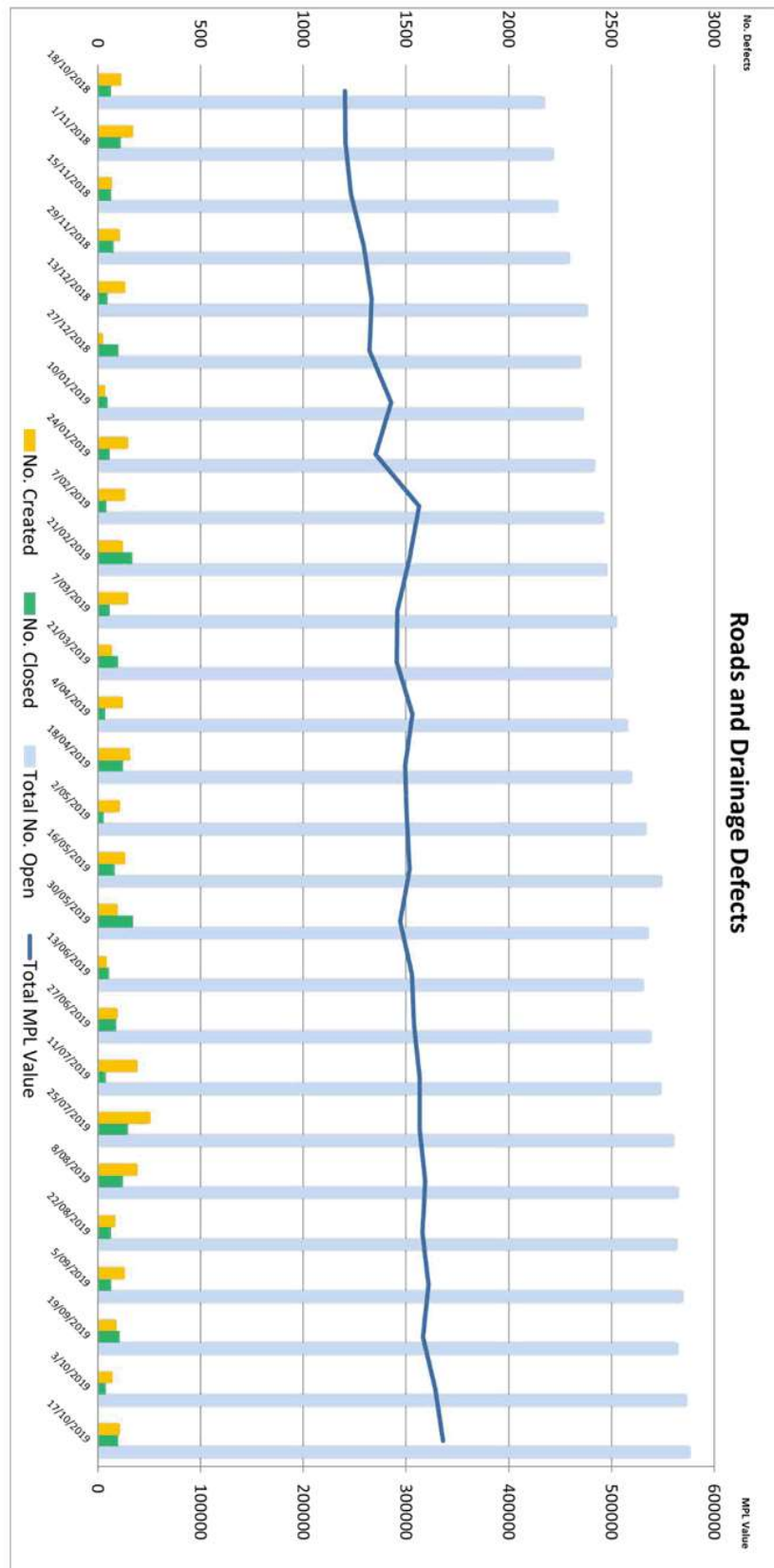
Program	Project	Funding Amount (Excl. GST)	Status
	<i>(Install warning signs, delineation and road marking)</i>		
	Summer Street/Railway Street intersection <i>(Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)</i>	\$66,000	Works in progress. Shoulder widening works complete. Guardrail works programmed.
	Jones Road, Withcott (Bridge Guardrail Upgrade) Guardrail works programmed	\$58,000	Final seal remaining.
2019/20 Transport Infrastructure Development Scheme	Murphys Creek Road <i>(Construct footpath from Jack Court to the school)</i>	\$170,000 (\$340,000)	Survey scheduled for November 2019, prior to commencing design.
	Flagstone Creek Road <i>(Rehabilitation)</i>	\$185,000 (\$370,000)	Works completed. Linemarking programmed.
	Summerholm Road <i>(Culvert replacement)</i>	\$270,446 (\$540,892)	Project in concept 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 by developer.

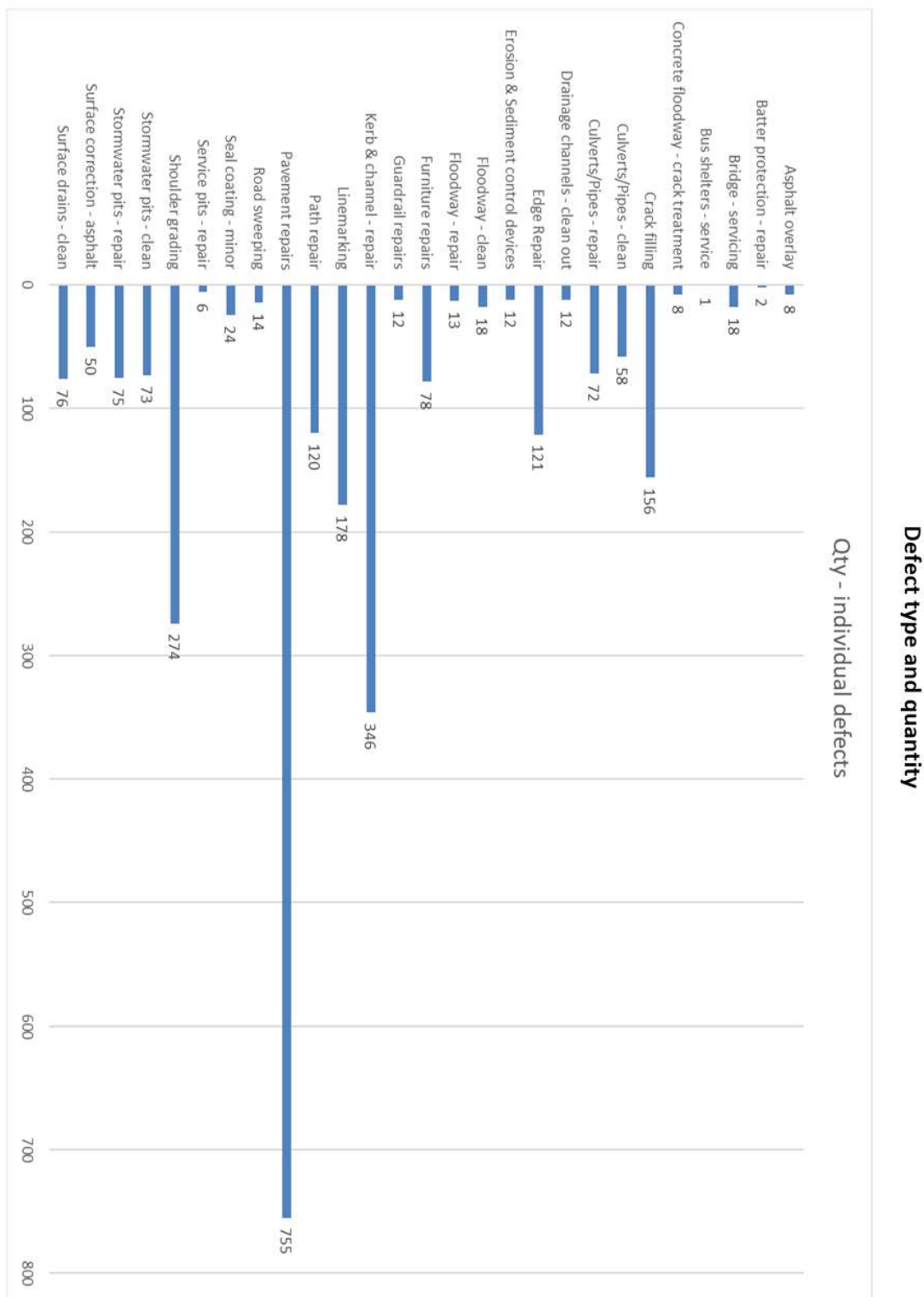
3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

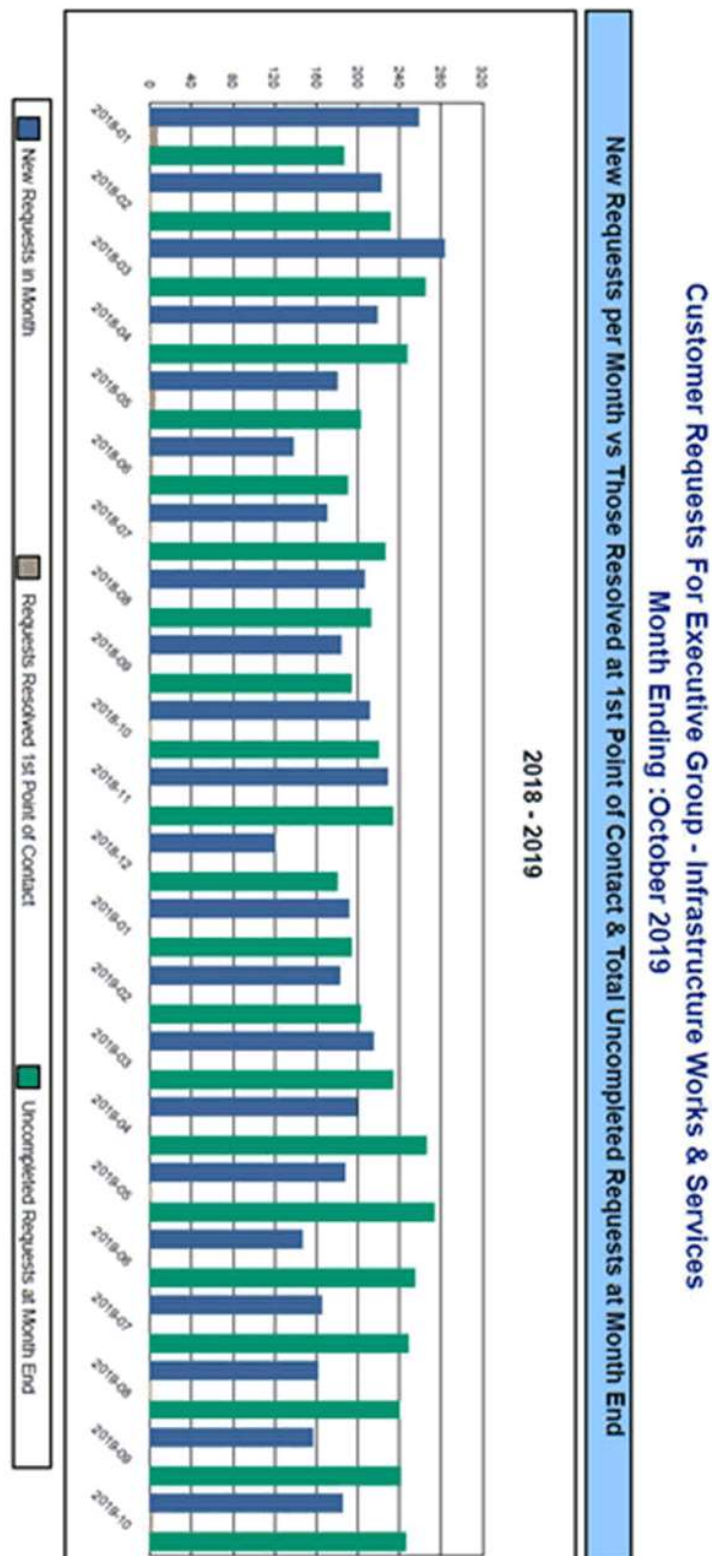
Attached to this report is the comparative data for the period.

Attachments

- 1 [↓](#) IWS - Road and Drainage Defects 2 Pages
- 2 [↓](#) IWS - Customer Service Requests Monthly Monitoring 1 Page







GENERAL BUSINESS

- **14.1 – Annual Valuation Effective 30 June 2020**
- **14.2 - Independent Chairperson Annual Report - Audit and Risk Management Committee 2018-19**
- **14.3 - Councillor Portfolio Report - October 2019**

CARRIED
7/0

THAT Council arrange a meeting between the Mayor, Chief Executive Officer and the Hon Dr Anthony Lynham, Minister for Natural Resources, Mines and Energy to object to the decision not to conduct a valuation of land within the region for 2020.

CARRIED
7/0

Date: 23 October 2019
Author: Tony Brett, Manager Finance & Customer Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

The Valuer General has written to Council advising that a valuation of land within the region will not be undertaken in 2020. The valuations in place from 30 June 2019 will remain effective for the purposes of calculating the 2020-21 general rates.

1. Introduction

The Valuer General has written to Council advising that a valuation of land within the region will not be undertaken in 2020.

2. Background

The Department of Natural Resources, Mines and Energy is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer General is required to review the valuations on an annual basis.

In June 2019 Council's opinion was sought as to whether or not a revaluation should be undertaken. At its meeting on 10 July 2019 Council resolved (Resolution 16-20/1431) to write to the Valuer General and request that a valuation be conducted on all property within the region, to take effect from 30 June 2020 for the following reasons:

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

The most recent annual revaluation was undertaken in 2019 with an effective date of 30 June 2019.

3. Report

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

- a market survey report reviewing sales of land in the area since the last valuation and probable impact of the sales on the value of land since the last valuation; and
- the results of consultation with appropriate local and industry groups.

The Valuer-General has advised that after consideration of the above criteria, a valuation will not be performed for 2020. Unless new valuations are issued for specific properties, the most recent valuation remains effective for rating purposes.

Attachments

There are no attachments for this report.

14.2 Independent Chairperson Annual Report - Audit and Risk Management Committee 2018-19

Date: 04 November 2019
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report presents to Council the first Annual Report by the Independent Chairperson of the Audit and Risk Management Committee for the period from 1 July 2018 to 30 June 2019.

This document is for Council's information only.

Report

1. Introduction

The Audit and Risk Management Committee is an advisory committee and is directly responsible to Council. The role of the Committee is to provide independent assurance and assistance on audit and risk management related matters.

2. Background

The Audit and Risk Management Committee Charter identifies the membership of the Committee which comprises of the Mayor, (ex-officio & non-voting), the Deputy Mayor, the Councillor holding the responsibility for Finance and a Proxy being a Councillor nominated by Council to attend in the absence of an appointed Councillor member.

The Committee membership also includes three independent external members being the Chairperson, Professional Member and Community Member.

A requirement under the Committee Charter is that an annual report to Council be prepared to provide a summary of the performance and achievements for the previous year and to outline an interim program of planned activities for the coming year for the Audit and Risk Management Committee.

3. Report

The 2019 Annual Report for the Audit and Risk Management Committee has been prepared by Ms Kerry Phillips, the Independent Chairperson of the Committee who commenced as Chairperson on 1 July 2018.

The key deliverables of the 2018-19 Independent Chairperson Report are highlighted below

- Community Plan 2017-2027
- Corporate Plan 2017-2022
- Annual Budget 2018-19
- Operational Plan 2018-19

- Financial Statements 2017-18
- Council Minutes
- Councillor material personal interest declarations
- Internal Audit Plan 2018-19
- Key Corporate Risk Management Framework and Register
- Audit Register status reports
- Review of performance of internal audit
- Chief Executive Officer reports to Committee
- Fraud and Corruption reporting

The details of these key deliverables are captured in the Independent Chairperson Annual Report along with the interim program of planned activities for the 2019-20, which is attached to this report.

Attachments

1 [1](#) Chairpersons Annual Report 2019 9 Pages

17 October 2019

Mrs Kerry Phillips
Independent Chairperson
Lockyer Valley Regional Council
Audit and Risk Management Committee
29 Bath St
BIRKDALE Q4159
Email Kerry@antipodes2.net

Councillor Tanya Milligan
Mayor
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343

Dear Councillor Milligan

**2019 Annual Report – Lockyer Valley Regional Council Audit and Risk
Management Committee**

1.0 Introduction

- 1.1 As in coming Chairperson, Lockyer Valley Regional Council Audit and Risk Management Committee, I am pleased to present my first (1st) Annual Report to Council.
- 1.2 In addition to a change in the position of Chairperson, the retirement of the past community representative has seen Mark Newton join the committee in that capacity, commencing in September 2018. Committee members extended their thanks and appreciation for the efforts of the exiting representative Mike McGovern after 6 years of stellar service to the group at his final meeting attended 9 August 2018.
- 1.3 The committee has evolved significantly in the past 12 months and members have extended themselves to engage with management and officers in the pursuit of improvement in the areas of compliance and risk. Engagement has been enhanced considerably with the introduction of a new meeting venue and some changes in the structure of the agenda. Management and officers have been extremely accommodating in supporting the introduction and bedding in of these changes.
- 1.4 The committee, with the support and guidance of the Council corporate governance function has navigated through a responsive agenda to ensure that the Committee meets the objectives of the Committee Charter. Thus, implementing and maintaining an efficient audit committee function, supporting an effective internal audit and

external audit function and close oversight of the emerging maturing risk management environment.

- 1.5 This report considers oversight and assurance of activities of the Committee that cover the operating period 1 July 2018 to 30 June 2019.

2.0 Operating in and compliance with legislative frameworks.

- 2.1 The Committee operates within the legislative framework of the Local Government Act 2009 and the Local Government Regulation 2012. The role and responsibilities, guidelines and operational procedures are contained in the Audit and Risk Management Committee Charter the Committee's Code of Conduct and Council's Code of Meeting Practice.
- 2.2 As an Advisory Committee of Council, the Committee is independent of management and does not have executive power, delegated responsibility or authority to implement actions over which management has responsibility. Consistent with these responsibilities, and with objectivity, credibility and Council support, the Committee promotes and supports good corporate governance through the provision of independent assurance, oversight and advice to Council and the Chief Executive Officer. This advice covers financial statement oversight, short and long term financial sustainability, financial matters, annual reporting and matters relating to fraud control, risk management, internal control, governance, compliance, cyber security and external audit.
- 2.3 As Chairperson, I acknowledge the willingness and interest of the Mayor, Cr Milligan, and CEO, Ian Church in meeting and engaging with me on the Committee's role, responsibilities and recommended actions. Independent members out of session have also provided insight to key members of management and the Committee in relation to emerging corporate governance and compliance issues as they have arisen over year. These insights have been well received and associated dialogue and actions have been responsive and encouraging.

3.0 Membership and Meetings

- 3.1. In accordance with Audit and Risk management Charter, voting and non-voting members of the Committee comprise:

Voting members:

- Independent Chairperson – Kerry Phillips
- Councillor Members – Deputy Mayor Cr Jason Cook and Councillor Chris Wilson,
- Proxy Councillor Rick Vela

- Independent External members (Community) Mike McGovern (July, August) , Mark Newton (September to June) , (Professional) Alison D'Costa

Non-Voting Members:

- Mayor: Cr Tanya Milligan (ex officio non-voting)
- Chief Executive Officer: Ian Church
- Executive Manager Corporate and Community Services: David Lewis
- Manager Finance and Customer Service: Tony Brett
- Manager Information Services: Graham Cray
- Secretariat and Governance and Strategy Officer:, Erin Carkeet
- Coordinator Governance and Strategy: Corrin Bischoff
- Governance and Strategy Advisor; Madonna Brennan
- Internal Auditor: Marita Corbett, Joubert Breet, Mitchell Witt, BDO
- External Auditor: Junaide Latif, Matthew Monaghan, William Buck (Chartered Accountants)
- Queensland Audit Office: Jenelle MacGregor (August 2018), Sri Narasimhan (December 2018), Raechel Filler (March 2019), Chantelle Hanna

3.2 Meetings: the Charter provides that the Committee meet at least 4 times per year.

Meetings for 2018/19 were held on 9 August 2018, 5 December 2018, 8 March 2019 and 23 May 2019.

Consistent with Section 211 *Local Government Regulation 2012*, the Chief Executive Officer presented the Reports and Minutes of the Committee Meetings on the matters reviewed and the Committee's recommendations to the Council's Ordinary Meetings immediately following each Audit and Risk Committee meeting.

4.0 Responding to long term financial sustainability challenges

Council pleasingly delivered an operating surplus ratio of 4.74%. This is well within target range and following on from the success in 2017/18. In addition, Council was positioned to again pay down borrowings in advance by \$500K following on from the advance payment in 2017/18 of \$5M.

Community Equity fell by approximately 2% due to an adjustment to the fair value Roads Asset Class. This was as a result of an improved condition assessment method for the sealed road network and a reduction in unit rates.

The result is positive and continues to lay a solid foundation for long term financial sustainability.

Budget 19/20 and the following 3 financial years are set to achieve similar target results as 2018/19. The organisational effectiveness review initiated during

18/19 will look at the appropriateness of structure and look at some structural reform to support more efficient resource utilisation. Strategies are emerging to consider shedding residual under utilised assets. It is impressive to see Council continue to strive for improved utilisation of resources.

5.0 Key deliverables during the 2018/19 financial year

Council continued to meet the mandatory elements for legislative compliance for the key deliverables.

- **Community Plan 2017-2027** – In 2018/19 this Strategic Plan remained part of Council's key strategy in articulating community expectations of its elected Council over a 10 year period and is published on Council's website
- **Corporate Plan 2017-22** – in accordance with S199 of the *Local Government Regulation 2012* (LGR) this plan was adopted by Council 24 May 2017. The plan responds to the Community Plan and provides direction for Council in delivering a sustainable future for the region over the period. The Corporate Plan is published on Council's website
- **Annual Budget 2018/19** – the 10 year forecasts to 2027 are encouraging with continued annual operating surpluses projected; growth in asset values; and with impressive measures and forecasts of long term financial sustainability in the statutory reporting of operating surplus ratios, net financial asset/liability ratios and asset sustainability ratios. Council remains committed to paying down debt.

Monthly reporting requirements were met in relation to Council reports. Reporting to the Committee provided insightful updates on performance against budget and emerging issues. The support to the Committee by the Chief Executive Officer, Executive Manager, Corporate and Community Services and Manager Finance and Customer Service has been valuable in clarifying emerging issues, challenges and reviews undertaken by management to ensure target performance remains on track.

- **Operational Plan 2018/19** – in accordance with Section 174 LGR 2012, performance against the plan was reported to Council quarterly and made available on Council's website;
- **2017/18 Financial accountability documents** including general purpose financial statements, current year financial sustainability statement (Part 3, LGR 2012); submitted to the Audit and Risk Management Committee on 9 August 2018 and adopted within the statutory period;

Consistent with Council's policy objective for long term financial management, these financial reporting documents are evidence of accountability to the community whilst focusing on Council's core business in a responsible and accountable manner.

As the new Chairperson I was extremely impressed with both the quality and timeliness of the financial statements and the associated commentary. I have taken the opportunity to share that status with other assurance and governance professionals as an exemplary example of effective communication. Key staff associated with the preparation of these documents are to be commended on their standard of preparation.

- **Council Minutes** Section 272, LGR 12 – compliant in terms of public accountability, including recording of declarations of conflicts of interest for reports and records of minutes, which are available at the Council Chambers and posted on Council's website;
- **Councillor material personal interest declarations:** Section 172, *Local Government Act, 2009* (LGA 2009) compliant for public accountability with registers of interest posted in Council's website;
- **Internal Audit Plan 2018/19** - As Council's appointed internal auditors, BDO Pty Ltd, have with the cooperation and participation by senior management addressed a range of matters and issues across strategic, financial and operational areas. Management has concentrated on areas of perceived weaknesses and addressed opportunities for improvement rather than being compliance orientated.

The Internal Audit Plan 2018/19 was adopted by Council 24 April 2018. The following deliverables over 41 days were included in the plan;

- **Tender contract evaluations**
- Compliance management framework (deferred to 19/20)
- **Infrastructure charge process**
- **Risk management identification sessions (two business units)**
- **Internal audit planning and management**

A review of the progress and scoped requirements of projects determined that additional days were to be attributed to the following projects and deferral of one project, see above:

- **Tender contract evaluations**
- **Infrastructure charge process**
- **Risk management identification sessions (two business units)**

The Committee received the **Infrastructure charge process** report at the meeting 5 December 2018 and the Committee was extremely satisfied with the quality of the report and associated recommendations. It was noted, that BDO had taken the opportunity to enlist the services of a

resource with considerable insight and experience in this area, which was evident in the findings. Council will benefit considerably from taking action in relation to these recommendations. It was pleasing to note also that fundamentally there was nothing of major significance emerging from this report for management attention.

The Committee received the **Tendered contract review** report at the meeting 8 March 2019 and the Committee was extremely satisfied with the quality of the report and associated recommendations. The review identified a number of areas for management focus in the short term to address internal control weakness. In addition to taking action on these recommendations, the Executive has commissioned an external review of the broader Procurement function in 2019/20. The Committee will eagerly review the progress of this initiative in the new financial year.

The Committee received updates at all meetings in relation to the development of the **Corporate Risk Management Framework**. BDO were intrinsically involved in the development of the education framework and up skilling of key Corporate Governance staff in engagement skills to support the development of the pillars of the framework from the ground up. Maturity of risk management within Council has been significant over the last year and Management continue to implement an Enterprise Risk Management framework. Staff members associated with on going development and maintenance have grown their skill base and confidence to a level which will serve Council very well going forward. Key staff and BDO staff associated with the development of the framework to this level of maturity are to be commended with 18 business activities/units having completed the preliminary requirements of risk assessment

- **Audit Register Status reports were presented** at each meeting. The Committee spent considerable time exploring long standing ICT related items, working with management to support the planning for resourcing to address risks emerging in association with these items. Reporting at the final meeting for the financial year saw 98 items outstanding. The Committee will continue to work with management to develop strategies to support the prompt clearance of these items in an endeavor to mitigate residual risk to Council.
- **Review of Performance Internal Audit** the Committee reviewed the self -assessment undertaken by BDO Pty Ltd and made some very minor amendments to their recommendations. Council and the committee have been very satisfied with the work of this group. The contract for services expired at 30 June 2019. The Committee recommended that a competitive procurement process be undertaken to determine the future service provider. This decision will delay the finalization of the Internal Audit Plan for 2019/20. The Committee did undertake the annual review of the Internal Audit Policy and Charter. These revised documents will form part of the framework to inform expressions of interest from service providers

for 2019/20.

- **CEO reports to the Committee** regularly on matters pertaining to Governance, Fraud and Corruption, complaints and associated investigations, emerging and current legal matters and workplace health and safety indicators. These items provide insight into a number of potential and emerging risks. Further to this, the CEO has provided the Committee with insight into strategic initiatives that have emerged as the CEO has settled into his role working alongside his Executive team and the elected members. Such initiatives include the procurement review and the organizational effectiveness review.
- **Risk management updates** Council has been on a journey to leverage from preliminary work undertaken in 2017/18 to establish a fulsome Key Corporate Risk register and associated risk governance framework. Progress reporting has been provided at each meeting this financial year as matters have progressed. Progress has been slower than planned however, management is confident that the additional time taken will deliver an integrated and embedded system. At the completion of the year a policy, guideline and key corporate risk register had been adopted by Council after the Committee had provided oversight. These documents are supported by the delivery of an extensive series of workshops to operational teams to support the development of operational risk at the business unit level. This work will be refined in 2019/20 to provide a solid platform to monitor and review Council's response to identification, comprehension and responsiveness to the risk environment.
- **Fraud and Corruption reporting** was provided to the Committee late in the year with respect to progress against the Fraud and Corruption Control Plan. There is still opportunity for further work in this area which will be the focus for 2019/20 along with the development of a Fraud and Corruption Control Framework.

6.0 Dealings with the Queensland Audit Office (QAO), Council External Auditor and Council – a positive report card

6.1 The Queensland Audit Office and Council's External Auditor were represented at all four meetings of the Committee during 2018/19.

6.2 The External Auditor, William Buck Accountants provided representatives and reported to all meetings. This included the provision of an unmodified audit opinion on Council's financial statements for 2017/18.

6.3 At the meeting held 8 March 2019, the Committee endorsed the 2019/20 External Audit Plan.

6.4 During 2018/19 the QAO conducted the following relevant performance audits;

- Monitoring and managing ICT projects, - completed
- Managing consumer food safety – completed
- Managing cyber security risks – in progress
- Managing the cost of local government services – in progress

7.0 Interim Program of planned activities for 2019/20 financial year

The Committee's priorities and objectives for the coming year will include but are not limited to:

- 1) Finalise the internal audit plan for 19/20 and plans for subsequent 2 years;
- 2) Review progress and updates on the audit register and the risk register;
- 3) Review and endorse the shell and draft 2018/19 financial statements for presentation to the Auditor General for auditing;
- 4) Prior to publication, establish compliance with legislation for the contents of the 2019 Annual Report;
- 5) Finalise the schedule of meetings during 2020;
- 6) Provide reports to Council on the Audit and Risk management function;
- 7) Survey via self assessment of members the Committee's responsibilities and identify areas for improvement at the 8th August 2019 Committee Meeting including review of the charter and code of conduct;
- 8) Review and revise the progress of the Fraud and Corruption Control Plan and the development of the associated framework;
- 9) Monitor on-going progress on cyber security, risk management, fraud and corruption, procurement and the organisational efficiency reviews;
- 10) Review progress against the Audit Plan;
- 11) Consider findings emerging from QAO performance reports

8.0 Thank you and appreciation – Reflecting on a successful year

8.1 The Committee saw the loss of considerable experience early in the cycle. The efforts of exiting community representative Mike McGovern were acknowledge by the Committee at his final meeting in August 2018. This was my first meeting as incoming Chairperson where I was also welcomed warmly.

8.2 The exiting Chairperson Graham Webb submitted his final annual report on behalf of the Committee in September 2018. His contribution has been outstanding over the 4 years of his leadership and he has laid a tremendous foundation for the current committee.

8.3 Mark Newton commenced as a new community representative at the December 2018 meeting and has settled into the Committee quickly. He has demonstrated an enquiring mind and has posed considerable thought provoking questions and made many insightful suggestions.

8.4 The remaining members of the Committee – Alison D'Costa, Cr Chris Wilson, Cr Rick Vela and Cr Jason Cook (Deputy Mayor) have also continued to make positive contributions and have indulged my change in approach with the

introduction of a change in venue, a more open room layout and at times longer meetings.

8.5 The Committee has been incredibly well supported by non voting members – CEO, Ian Church; Committee Secretariat and Governance and Strategy Advisor, Madonna Brennan; Governance and Strategy Officer and minute taker, Erin Carkeet;; Coordinator Governance and Strategy, Corrin Bischoff; Executive Manager , Corporate and Community Services , David Lewis; Manager Finance and Customer Service, Tony Brett ; Manager Information Services , Graham Cray; Internal Auditors Marita Corbett ,Joubert Breet and Mitchell Witt ; External Auditors Junaide Latif and Matthew Monaghan and QAO representatives Jenelle MacGregor , Sri Narasimhan, Raechel Filler, and Chantelle Hanna. Any request has been responded to promptly and the CEO in particular has taken time to engage in a fulsome manner to ensure I settled into my role with confidence and jointly we have steered through the path of Committee renewal successfully.

8.6 I also appreciate the interest and discussions during debrief sessions with the Mayor Tanya Milligan. Her commitment to these sessions demonstrates an active interest in the work of the Committee.

8.7 I have taken great pride in the opportunity to lead and steer the path of committee renewal. The conduct of the team of professionals that guide and support the work of the Committee ensures its success. Discussion is robust and ideas are free flowing with the best of intent and interest in the success of the organisation. As the organisation continues on a path of maturity in the areas of risk management, governance and long term sustainability, the Committee I am confident will continue to contribute and offer value to decision making and the provision of governance and oversight as part of a continued successful journey.

14.3 Councillor Portfolio Report - October 2019

Date: 05 November 2019
Author: Kayla Gill, Executive Support Officer - CEO & Councillors
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report informs Council of the key portfolio focus areas identified during these meetings.

This document is for Council's information only.

Report

1. Introduction

This report is to provide an update from 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 meeting with Planning and developer regarding estate
- Attended Councilor Workshop
- Attended forum regarding 'Opportunities with Inland Rail information session'
- Meeting with disaster coordinator
- Meeting with Staging Post Café staff regarding function
- Officiate Australian Citizenship Ceremony
- Attended annual Assistance Dogs lunch at SERCO
- Meeting with Somerset Council regarding water collaborative
- Attended Lockyer Valley and Somerset Water Collaborative meeting
- Live radio interview with Graham Healy in Toowoomba at Southern Cross Austereo
- Visit the Steve Jones Community Centre, Withcott
- Briefing regarding business awards
- Recognition of service of volunteers
- Attended Incident Control Centre at Mt Sylvia school (October 8)
- Visit evacuation center at Laidley
- Visit Laidley Police Station regarding fire incident
- Attended daily briefings by Queensland Fire and Emergency Services (QFES) regarding fires (8 – 12 October)
- Several Radio and tv interviews / media regarding Lockyer Valley fires
- Chair Ordinary Council meeting

-
- Host Grade 4 students from Peace Lutheran Primary School
 - Meeting with community members regarding Australian Rail Track Corporation (ARTC) concerns
 - Meeting with staff to assess Community Grant applications
 - Meeting with the Chief Executive Officer
 - Attended My Health for Life Darling Downs Network evening in Toowoomba
 - Attended community member funeral
 - Attended Peace has Talent 2019 finals
 - Media with ABC Drive Time radio
 - Meeting with staff and River 949
 - Meeting with Chair of Australian Rail Track Corporation, Community Consultative Committee (ARTC CCC)
 - Attended Mt Sylvia School movie night
 - Meeting with Executive Manager Infrastructure Works and Services
 - Launch the opening of the new outside chapel at Gatton
 - Host Ropely State School students at Council
 - 'walk thru' for Business Awards
 - Attended Business Awards and present
 - Meeting with local business people
 - Meeting with staff regarding cattle trucks and effluent
 - Speak at the launch of Ecosystem Health Report Card at Brisbane
 - Attended Councilor Workshop
 - Meeting with Parks and Gardens staff
 - ABC drought forum interview
 - Meeting with Bootstraps
 - Meeting with staff member regarding community grant recipient
 - Chair Ordinary meeting of council
 - Attended debrief of bushfire operations
 - Meeting with Mayor Antonio
 - Attended Logan for Mayors / Chief Executive Officer's Regional Waste Expressions of Interest information session
 - Attended the 2019 Showcase Awards for Excellence in Schools gala dinner
 - Attended St Patrick's 100 years celebration
 - Attended Tanya and Zanda's Big Shave fundraising high tea
 - Meeting with disaster coordinator regarding travel route arrangements for Governor's visit
 - Attended / travel with Governor and Vice Regal Party on regional visit
 - Attended the bicentenary of the Birth of Bab
 - Meeting with community member regarding mental health of young people
 - Attended disaster coordinator morning tea celebration
 - Shadow with student from Laidley High School
 - Meeting with Information Technology staff
 - Meeting with Queensland Fire and Emergency Services (QFES) Assistant Commissioner
 - Meeting with disaster coordinator
 - Attended the celebration of community member who has serviced 50 years as a Justice of the Peace
 - Attended Laidley State High awards night
 - Attended the South East Queensland Catchments Members Association (SEQCMA) tour of resilient river projects
 - Attended the South East Queensland Catchments Members Association (SEQCMA) board meeting
 - Attended Lockyer Valley Regional Councils long serving employee celebration

- Open and attend the 29th Christmas in the Country event

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

- Council Workshop
- Meeting with constituent and Executive Manager of Corporate and Community Services
- Attended onsite meeting with respective committee members, Officers and the Executive Manager for Infrastructure Works and Services regarding parking issues
- Attended meeting with Mayor, Councillors and Gatton Bowls Club regarding Inland Rail concerns
- Meeting with Planning Manager, Officers and developer regarding potential development
- Attended the Lockyer Chamber of Commerce Industry meeting
- Attended the Australia Citizenship Ceremony
- Attended the Volunteers Recognition of Service morning tea
- Attended Dogs Queensland meeting
- Attended meeting with Officers regarding Otto Road
- Attended welcome of Grade 4 students from Peace Lutheran Primary School
- Council Meeting
- Attended meeting, regarding the future of the Gatton Show with the Gatton Show Society Committee
- Councillor Portfolio Catch up
- Attended the opening of the Community Group Networking Night
- Attended Soccer Presentations
- Did Queensland Urban Utilities (QUU) media interview regarding Helidon Sewage Treatment Plant
- Attended Laidley Recreation meeting
- Attended street banner upgrade meeting
- Attended the Equine Collaborative Project Working Group meeting
- Attended opening of the Gatton Cemetery Chapel
- Attended briefing from the Healthy Land and Water Executive
- Attended the Business Awards
- Attended meeting with the Coordinator Governance and Strategy
- Attended the Depot monthly BBQ
- Councillor Workshop
- Ordinary Council meeting
- Meeting with Officer and Mountain Bike Group regarding processes
- Attended the Council of Mayors South East Queensland Waste Working Group meeting in Brisbane
- Attended Farwell Celebration of the Manager for Disaster Coordination
- Attended the Real Hero's Fundraising lunch
- Drove the 25-seater bus for the South East Queensland Catchments Members Association (SEQCMA) tour of resilient river projects in the Lockyer Valley
- Attended the Equine Collaborative Project Working Group Workshop in Ipswich
- Attended and presented at the Lockyer District High School Annual Awards night+
-

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

- Councillor Workshop
- Attended meeting with Mayor, Councillors and Gatton Bowl Club regarding Inland Rail & sewage concerns

- Attended the Lockyer Chamber of Commerce Industry meeting
- Attended Business Incubator discussions
- Attended Australian Citizenship Ceremony
- Attended the Volunteers Recognition of Service morning tea
- Attended welcome of Grade 4 students from Peace Lutheran Primary School
- Council meeting
- Attended meeting regarding the future of the Gatton Show with Council and the Gatton Show Society
- Attended meeting with resident
- Attending Councillor Portfolio update
- Attended the Lockyer Chamber of Commerce Industry breakfast
- Attended Friends of Cemeteries Group meeting
- Attended and judged at the Faiths Got Talent night
- Attended the Community Centre Inc, annual general meeting
- Attended opening of the Gatton Cemetery Chapel
- Attended the Council of Mayors South East Queensland Economic Development Working Group meeting in Brisbane
- Attended the Business Awards night
- Ordinary Council meeting
- Attended the Lockyer District High School Sports Presentation evening
- Attended the Faith Lutheran College Sports Awards Dinner
- Attended onsite meeting with resident and Officers
- Attended Fundraising lunch
- Attended Laidley State High School Academic Awards night
- Attended the Lockyer Valley Regional Councils Long serving Employee celebration
-

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

- Attended Councillor workshop
- Attended meeting with Gatton Bowls Club regarding Inland Rail implications
- Attended Lockyer Valley Regional Council/Toowoomba Regional Council, Escarpment Trails Joint Working Group meeting at Toowoomba City Hall
- Met with developer regarding development issues
- Attended site visit with Lions Club at Steve Jones Community Centre, Withcott
- Attended Mulgowie Markets
- Attended Twilight Markets at Stockyard Creek Hall
- Attended Murphys Creek Breast Cancer fundraiser at Murphys Creek Tavern
- Attended Lights On The Hill Memorial Service at the Lights On The Hill Memorial and read names being included for 2019
- Attended local residents 80th birthday celebrations
- Attended Recognition Service for volunteers at Council chambers
- Attended Council Chambers for Peace Lutheran State School Year 4 visit
- Attended Ordinary meeting of Council
- Attended meeting with Gatton Show Society
- Attended Murphys Creek Progress Association meeting
- Attended and co-judge Somerset Regional Council garden competition – Despite the drought gardens in Somerset Regional Council area were of a pretty high standard
- Attended local resident funeral

-
- Attended meeting with new Treasurer for Crime Stoppers Lockyer Valley Area Committee
 - Attended Murphys Creek Chilli Festival and speak at official opening
 - Attended Crime Stoppers meeting
 - Attended meeting with Lions Club at Steve Jones Community Centre
 - Attended Australasian Railway Association (ARA) Women in Rail lunch in Brisbane
 - Attended Australian Rail Track Corporation (ARTC) Community Consultative Committee meeting at Postmans Ridge
 - Attended Lockyer Chamber of Commerce and Industry Breakfast at Lockyer Valley Cultural Centre
 - Attended Friends of the Cemeteries meeting at the Gatton Cemetery
 - Attended Spring Bluff meeting at City Hall, Toowoomba
 - Attended official opening of new chapel at Gatton Cemetery
 - Attended meeting for briefing from Healthy Land and Water
 - Attend Lockyer Valley Business Awards and present category winner on behalf of Regional Development Ipswich and West Moreton committee (sponsor)
 - Attended Intimo Breast Cancer Fashion Show Fundraiser at Porters Hotel, Plainland
 - Attended meeting with Mayor and Officers regarding cattle trucks effluent dumping
 - Attended Councillor workshop
 - Attended meeting with Manager Parks and Gardens and Mayor regarding parks activities
 - Attended Council Ordinary meeting
 - Attended Bushfire debrief
 - Attended and chair the Regional Development Australia Ipswich and West Moreton meeting at the Railways Museum in Ipswich
 - Attended Harmony and Healing Fair at Lockyer Valley Cultural Centre in Gatton

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

- Councillor Workshop
- Business Leaders Luncheon
- Ordinary Council Meeting
- Lutheran Church Art Show
- Spring Festival Events
- Gatton Historical Society Meeting
- Lockyer Valley Tourism Committee Meeting
- Das Neumann Haus Meeting
- Spring Bluff Committee Meeting
- Livestock Farming Drought Support Forum
- Quarterly Depot BBQ and Updates
- Council Tour/Workshop Ordinary
- Council Meeting
- Councillor Workshop
- Meeting with the Gatton Bowls Club regarding issues
- Volunteers Recognition of Service Ordinary Council Meeting
- Meeting with Gatton Show Society
- Mr Morrissey Funeral Service
- Das Neumann Haus Meeting
- Spring Bluff Committee Meeting
- Gatton Cemetery Chapel Opening
- Briefing from the Healthy Land and Water

- Executive Business Awards
- Safety Month Morning Tea
- Councillor Workshop
- Ordinary Council Meeting
- Councillor Workshop
- Christmas in the Country
- South East Queensland Regional Planning Committee Meeting

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

Youth and Disability / Multicultural

I attended and presented awards at the West Moreton Health's 2019 'Caring Better Together' Awards Ceremony in Ipswich.

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

I met with the Mayor, Community Development & Engagement Officers and the Chief Executive Officer of Ipswich Hospital Foundation to discuss local health issues and how the Foundation can best support the residents of Lockyer Valley.

I attended with the Mayor and Councillors, the Peace Lutheran students visit to Council.

I attended a meeting with the Education Department's School Improvement team at Laidley State School.

- The team was impressed at the working relationship between Council and Laidley State School and the collaboration with supporting groups such as 'Together4Lockyer'.

I had a meeting with Principals/Deputy Principals from Laidley, Our Lady of Good Council, Gatton, Thornton, Blenheim, Hatton Vale, Lockrose, Lake Clarendon, Ma Ma Creek, Mt Whitestone, Flagstone Creek, Peace Lutheran, Forest Hill, St Mary's and Glenore Grove State Schools and Lockyer District High School with regard to health needs of students across the Lockyer Valley.

I attended with the Mayor, the 'My Health for Life Darling Downs Networking Event' in Toowoomba.

I attended and chaired the Council of the Ageing (COTA) Annual General meeting (AGM) at the Gatton Senior Citizens Centre.

I attended the Together4Lockyer meeting at Laidley District State School.

- Information presentation on 'Inamojo', a program of wellbeing which aims to provide children with life tools and life skills for wellbeing.
- Discussion about WMH pilot program. A Social Learning Theory (behavioral Psychology) or SLT and a Psychologist have been engaged and will be the clinicians for the pilot program. At this point in time there is a sea of systemic hoops to jump through which is a necessary evil to 'get it right'. Some of the hoops are legal ones, some are processes and others are logistic. The vision remains of simplifying referral pathways and supporting families through those pathways. Currently there are long waiting lists and the aim is to minimise the wait.

I met with the Mayor, Community Development & Engagement Officer and the Mayor of Toowoomba Regional Council with regard to issues around Traditional owners of our regions.

I had a meeting with a teacher from Laidley District State School to discuss disaster recovery presentation for student assessment.

Arts and Culture

I met with a recipient of a Regional Arts Development Fund (RADF) grant to discuss the positive outcomes that were experienced.

Customer Service and Community Services

I attended the 'Recognition of Service' thank you ceremony for Volunteers held in Council Chambers.

Organisations and Committees Representation:

- Attended the Lockyer Valley & Somerset Water Collaborative meeting – Council officers
- Attended Spring Festival Debrief meeting with groups from the Laidley Cultural Centre
- Visited the Mulgowie markets
- Attended the Lights on the Hill event and gave the welcome address on behalf of the Mayor
- Attended the Forest Hill Community Development Association meeting at the School of Arts
- I attended a meeting with the Mayor, Chief Executive Officer, Councillors, Council Officers and the Gatton Show Society Committee
- Meeting with Community Development Group - 'Let's start something great'
- Attended Laidley Spring Festival Committee Debrief meeting at the Laidley cultural Centre
- Attended funeral for local resident – St Mary's Church Gatton
- Visited Ma Ma Creek markets
- Attended the Murphy's Creek Chilli Festival
- Conducted interview with Win news with regard to fire recovery efforts
- Attended the Australian Rail Track Corporation (ARTC) Community Consultative Committee meeting at Postman's Ridge
- Attended the Lockyer Chamber of Commerce & Industry's business breakfast at the Lockyer Valley Cultural Centre
- Attended a meeting with the Deputy Mayor and Council officers with regard to street banners
- Met with Cr Vela and members of Laidley Pioneer Village with regard to building application issues
- Attended the Laidley Community Centre Annual General Meeting (AGM)
- Attended the Gatton Cemetery Chapel opening
- Attended the 'Healthy Land and Water Report' briefing with Councillors and Officers
- Attended Mt Sylvia State School's movie night
- Attended the Regis Aged Care's 'Families and Community Open Day' in Gatton
- I attended the 'Lockyer Valley Business Awards' night at the Lockyer Valley Cultural Centre
- Attended the 'Safety Month BBQ and Presentation' at the Gatton Works Depot
- Meeting with local resident in regards to the dumping of rubbish on road reserve – Mt Sylvia
- Attended morning tea celebration for a leaving staff member – Council Chambers
- I participated in Disaster Recovery Training and Workshop with members of the Recovery team.
- Attended the 'Awards in Action' presentation by the Fair Work Ombudsman focusing on piece rates in the horticulture industry in the Lockyer Valley

- Attended the Resilient Rivers Tour with the Mayor, Deputy Mayor, Cr Vela, Council Officers and members of the South East Queensland Catchments Members Association (SEQCMA)
- Conducted interview with Win news with regard to the 'backpacker tax' and its effect on the Lockyer Valley
- Attended the 'Long Serving Employee Celebration' at the Lockyer Valley Cultural Centre
- Attended Council meetings, workshops and tours.

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

- 01/10 – Attended Councillor Workshop
- 02/10 – Attended meeting with Gatton Bowls Club
- 03/10 – Attended meeting regarding Laidley Business Incubator
- 03/10 – Attended Australian Citizenship Ceremony
- 05/10 – Attended Mulgowie Markets
- 05/10 – Attended Lights on The Hill Event
- 08/10 – Attended Volunteers Recognition Morning Tea
- 08/10 – Attended meeting regarding Rehabilitation of old quarry site
- 09/10 – Attended Councillor Portfolio Catch Up
- 09/10 – Attended Peace Lutheran School visit to Chambers
- 09/10 – Attended Ordinary Council Meeting
- 09/10 – Attended meeting with Gatton Show Society
- 10/10 – Attended meeting with the Lockyer Uplands Catchment Inc (LUCI) Group regarding Natural Resources Management Plan
- 10/10 – Attended meeting regarding Staging Post Café
- 11/10 – Attended meeting with Resident regarding Hatton Vale Park
- 12/10 – Attended the Opening Ceremony of INAS Global Games
- 13/10 – Attended Working Bee with Friends of Lake Apex (FOLA) Group
- 13/10 – Attended Murphy's Creek Chilli Festival
- 14/10 – Attended Local Government Association of Queensland Conference
- 15/10 – Attended Local Government Association of Queensland Conference
- 16/10 – Attended Local Government Association of Queensland Conference
- 18/10 – Attended Opening of Gatton Cemetery Chapel
- 18/10 – Attended meeting with Healthy Land and Water
- 19/10 – Attended Lockyer Valley Business Awards
- 21/10 – Attended onsite meeting regarding Road Conditions
- 22/10 – Attended Safety Month BBQ
- 22/10 – Attended Councillor Workshop
- 23/10 – Attended Ordinary Council Meeting
- 24/10 – Attended onsite meeting regarding Laidley Pioneer Village
- 29/10 – Attended Retirement Celebration for Employee
- 29/10 – Win Television Interview regarding Wild Dog Baiting Program
- 30/10 – Attended Celebration for Local Justice of the Peace 50 Years of Service
- 31/10 – Attend the South East Queensland Catchments Members Association Tour of the Lockyer Valley Region, Resilient Rivers Projects
- 31/10 – Attend Lockyer Valley Regional Council, Long Serving Employee Celebration

Between the 12th and 14th of October I attended the Local Government Association of Queensland Annual Conference in Cairns. The conference had a range of training and information sessions across the 3 days,

covering topics like Sherlock Living Lab – Exploring the roles of Data Sharing within Councils to achieve cost savings with Utilities like Power. Ocean Protect Session – Covering the negative environmental effects plastics are having in our waterways and methods for reducing them. Taking it to the Streets – The way in which Big Data can be used to predict community sentiment and needs. Panel Sessions – Where some Queensland Councils were able to showcase current innovations within their Local Government Area. There were briefings from State and Federal Government Representatives on future planning. The final day was the Local Government Association of Queensland Annual General Meeting where Lockyer Valley Regional Council tabled 6 motions for debate which are listed below, all six motions were carried.

Motion 16 – Local Government Elections.

That the Local Government Association of Queensland call on the Electoral Commission of Queensland to introduce measures to reduce costs and improve efficiencies in order to minimise the significant increases in election costs forecast for the 2020 local government election.

Motion 35- Building Certifier Training and Complaint Process.

That the Local Government Association of Queensland call on the Queensland Building and Construction Commission (QBCC) to:

- provide more training and advice for building certifiers, and
- streamline and make more effective the process for complaints against certifiers who are not acting in accordance with the legislation.

Motion 36 – Swimming Pool Safety.

That the Local Government Association of Queensland call on the Queensland Building and Construction Commission (QBCC) to:

- Increase training for Pool Safety Inspectors (PSIs);
- Accept their responsibilities as a regulatory body and provide a single point of advice to PSIs and local government regarding the interpretation of the swimming pool legislation; and
- Act on complaints about PSIs inappropriately issuing pool safety certificates, rather than relying predominantly on Local Governments to take action against pool owners for non-compliance.

Motion 66 - Building Act definition of 'fixed structure'.

That the Local Government Association of Queensland call on the State Government to amend the Building Act 1975 to provide greater clarity over what is a 'fixed structure' within the definition of a 'building'.

Motion 75 – Annual Property Valuations for Rating Purposed.

That the Local Government Association of Queensland lobby the State Government to amend the Land Valuation Act 2010 to ensure property valuations for rating purposes are conducted annually to ensure rating fluctuations are minimised.

Motion 78 – Collection of Emergency Management and other Levies.

That the Local Government Association of Queensland lobby the State Government to accept responsibility for the administration of their legislation and to collect fire and other levies directly.

Attachments

There are no attachments for this report.

15.0 CONFIDENTIAL ITEMS

CLOSED SESSION

THAT Council move into closed session at 11:20am to the exclusion of the press and public, in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matters involve other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage; to discuss:

- Item 12.3 – “Wotan Road, Churchable - Kennel Issues”
- Item 15.1 – “Sale of Land for Unpaid Rates and Charges”

Moved By: Cr Hagan

Seconded By:

Cr Vela

Resolution Number: 16-20/1571

CARRIED

7/0

Cr McLean declared a Material Personal Interest in relation to Item 15.1, “Sale of Land for Unpaid Rates and Charges” (as defined in Section 175B of the Local Government Act 2009), that based on the fact that a family member stands to gain a benefit or suffer a loss depending on the outcome of Council’s consideration of this matter. Cr McLean left the meeting, the time being 12:05pm, after the discussion of item 12.3 and prior to discussion of item 15.1, and took no part in the discussion of the latter item.

OPEN SESSION

THAT Council move into open session, the time being 12:11pm.

Moved By: Cr Vela

Seconded By:

Cr Cook

Resolution Number: 16-20/1572

CARRIED

6/0

15.1 Sale of Land for Unpaid Rates and Charges

Date: 14 October 2019

Author: Tony Brett, Manager Finance & Customer Services

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

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Summary:

The purpose of this report is for Council to commence the sale of land process for overdue rates. If the recommendation is accepted, Council must then commence the sale process within six months of giving the

Notice of Intention to Sell. Once the sale process commences, it cannot be stopped unless the overdue rates and charges are paid in full or the auction completed.

Officer's Recommendation:

THAT Council sell the following property for overdue rates or charges:

Property ID	Legal Description
189470	L71 RP845563

And further;

THAT Council authorise the Chief Executive Officer to:

- a. Give the necessary notices and take all necessary steps to affect the sale;
- b. Appoint an auctioneer to conduct the sale by public auction;
- c. Set a reserve price for the land in accordance with the *Local Government Regulation 2012*;
- d. Sell the land by agreement with the highest bidder if the reserve price is not reached at auction; and
- e. Approve the auction date in accordance with legislative requirements.

RESOLUTION

THAT Council sell the following property for overdue rates or charges:

Property ID	Legal Description
189470	L71 RP845563

And further;

THAT Council authorise the Chief Executive Officer to:

- a. Give the necessary notices and take all necessary steps to affect the sale;
- b. Appoint an auctioneer to conduct the sale by public auction;
- c. Set a reserve price for the land in accordance with the *Local Government Regulation 2012*;
- d. Sell the land by agreement with the highest bidder if the reserve price is not reached at auction; and
- e. Approve the auction date in accordance with legislative requirements.

Moved By: Cr Wilson

Seconded By:

Cr Cook

Resolution Number: 16-20/1573

CARRIED

6/0

Cr McLean returned to the meeting, the time being 12:12pm.

12.3 Wotan Road, Churchable - Kennel Issues

Date: 06 November 2019
Author: Peter Driemel, Manager Health, Waste and Regulatory Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Summary:

“Operation Rolling Thunder” was a September 2019 investigation lead by the RSPCA Queensland, in which Council Local Laws Officers were involved and which resulted in the identification of several breaches of the *Animal Care and Protection Act 2001*, the *Animal Management (Cats and Dogs) Act 2008*, Council’s Local Law No.1. (Administration) 2011 and Local Law No 2. (Animal Management) 2011 at several properties in Wotan Road, Churchable. RSPCA Queensland are now considering further actions against identified individuals pertaining to animal welfare matters.

The purpose of this report is to recommend to Council that it undertake specific actions against the identified owners and keepers of dogs relating to the RSPCA Queensland investigation of properties in Wotan Road, Churchable for breaches of the provisions of the *Animal Management (Cats and Dogs) Act 2008* and Council’s Local Laws.

Officer’s Recommendation:

THAT Council resolve to:

- 1. in relation to the owners and or occupiers of the Wotan Road, Churchable properties investigated by RSPCA Queensland in September 2019:**
 - a) issue Penalty Infringement Notices for the keeping of unregistered dogs and/or the keeping of excess numbers of animals without approval,**
 - b) issue Warning Notices requiring the reduction of dog numbers kept at the addresses;**
 - c) in accordance with the provisions of Council’s *Local Law 1 (Administration) 2011* amend the Kennel Licence for PID155340 to reduce the number of dogs from 100 to 50 and prohibit the breeding of dogs; and**
 - d) in accordance with the provisions of Council’s *Local Law 1 (Administration) 2011* cancel the Kennel Licence for PID155380.**
- 2. Undertake a Selective Inspection Program of the Wotan Road Churchable/Main Greenswamp Road Churchable area to identify properties where excess animals and or un-registered dogs are being kept with Penalty Infringement Notices and or Warning Notices to be issued to all animal owners identified during the Selective Inspection Program as keeping un-registered dogs and or excess numbers of animals; and**
- 3. Conduct quarterly inspections of all properties approved as a Licenced Kennel Property within the Lockyer Valley Regional Council area for a period of two (2) years after which time the**

effectiveness of the inspection program be reviewed.

RESOLUTION

THAT Council resolve to:

1. in relation to the owners and or occupiers of the Wotan Road, Churchable properties investigated by RSPCA Queensland in September 2019:
 - a) issue Penalty Infringement Notices for the keeping of unregistered dogs and/or the keeping of excess numbers of animals without approval,
 - b) issue Warning Notices requiring the reduction of dog numbers kept at the addresses;
 - c) in accordance with the provisions of Council's *Local Law 1 (Administration) 2011* cancel the Kennel Licence for PID155340; and
 - d) in accordance with the provisions of Council's *Local Law 1 (Administration) 2011* decline the application for renewal of the Kennel Licence for PID155380.
2. Undertake a Selective Inspection Program of the Wotan Road Churchable/Main Greenswamp Road Churchable area to identify properties where excess animals and or un-registered dogs are being kept with Penalty Infringement Notices and or Warning Notices to be issued to all animal owners identified during the Selective Inspection Program as keeping un-registered dogs and or excess numbers of animals; and
3. Conduct quarterly inspections of all properties approved as a Licenced Kennel Property within the Lockyer Valley Regional Council area for a period of two (2) years after which time the effectiveness of the inspection program be reviewed.

Moved By: Cr Cook

Seconded By:

Cr Vela

Resolution Number: 16-20/1574

CARRIED

7/0

Report

1. Introduction

Council is an elected body that is responsible for the good rule and local government of a part of Queensland and as such is charged with the enforcement of an array of State Acts and Regulations as well as Local Laws and Subordinate Local Laws promulgated under the provisions of the *Local Government Act 2009* (the Act).

On 29 August 2019, Council was contacted by RSPCA Queensland seeking cooperation and assistance with an investigation into dog related matters at various properties in Wotan Road, Churchable.

On 10 September 2019 RSPCA Queensland attended four (4) properties in Wotan Road, Churchable with assistance from Queensland Police and Council officers. Several breaches of the *Animal Management (Cats and Dogs) Act 2008*, *Animal Care and Protection Act 2001*, *Animal Care and*

Protection (Code of Practice for Breeding of Dogs) and Other Legislation Amendment Regulation 2017, Lockyer Valley Regional Council Local Law 1 (Administration) 2011 and Lockyer Valley Regional Council Local Law 2 (Animal Management) 2011 were subsequently detected.

2. Background

Background information on each of the four properties (PID155250, PID155270, PID155340 and PID155380) involved in the investigation follows.

PID155250

In December 2013, Council issued the occupier a Warning Notice requiring a reduction in the numbers of dogs being kept at the property from 16 to no more than four (4) or alternatively to make an application for an approval to keep more than four (4) dogs. Subsequent re-inspections identified that the occupier had reduced the number of dogs to four (4) and ensured that all dogs were registered with Council in accordance with *Animal Management (Cats and Dogs) Act 2008*.

In June 2016, Council issued the occupiers another warning notice requiring the numbers of dogs being kept at the property to be reduced from sixteen (16) to no more than four (4) or alternatively to make an application for an approval to keep more than four (4) dogs. Subsequent re-inspections again identified that the occupier had reduced the number of dogs to two (2) and ensured that all dogs were registered with Council in accordance with *Animal Management (Cats and Dogs) Act 2008*.

PID155270

In December 2013, Council issued the current occupier a warning notice requiring the numbers of dogs being kept at the property to be reduced from more than 50 to no more than four (4) or alternatively to make an application for an approval to keep more than four (4) dogs. Subsequent re-inspections identified that the occupier had reduced the number of dogs to four (4) and that all dogs were registered with Council in accordance with *Animal Management (Cats and Dogs) Act 2008*.

In April 2014, the property owner sought advice from Councils Planning and Development Team on obtaining a kennel licence for the property to keep up to 100 dogs. This enquiry was never pursued by the owner.

In August 2017 Council issued the current occupiers another warning notice requiring the numbers of dogs being kept at the property to be reduced from more than 60 to no more than four (4) dogs or alternatively to make an application approval to keep more than four (4) dogs. Subsequent re-inspections again identified that the occupier had reduced the number of dogs to four (4) and that all dogs were registered with Council in accordance with *Animal Management (Cats and Dogs) Act 2008*.

PID155340

Prior to May 2016 the property was a licenced kennel facility for the keeping of up to 100 dogs.

In May 2016, following the purchase of the property by the current owners, Council issued the owners a kennel licence approving the keeping of up to 100 dogs over the age of three (3) months as well as the breeding of dogs at the property.

In October 2019, Council officers conducted a Kennel License Renewal Inspection of the property and identified the follow:

- One (1) dog required urgent veterinary care due to what appeared to be a prolapsed uterus or similar. It was noted that the owner of the dog was not aware of this matter until it was identified by the Council officers
- the keeping of 63 dogs over the age of three (3) months
- the keeping of 23 puppies ranging from less than one (1) day to eleven (11) weeks of age
- some improvements to the standards of the keeping of dogs as compared to what was identified on 10 September 2019.

Council officers consider the improvements for keeping of the dogs at the property to be directly related to the removal of more than 70 dogs (including puppies) on 10 September 2019 and noted that no “new” dogs have been brought to the property by the dog owner since that time.

PID155380

Prior to August 2016, the property was a licenced kennel facility for the keeping of up to 100 dogs.

Following the purchase of the property by the current owners (the Kennel License Holders) in August 2016, Council issued a Kennel Licence in December 2016 which approved the keeping of up to 100 dogs over the age of three (3) months, the breeding of dogs at the property and the use of the property as a boarding kennel.

3. Report

On 10 September 2019, following a lengthy investigation based on complaints and information received, RSPCA Queensland undertook “Operation Rolling Thunder” by actioning warrants to enter the four (4) properties in Wotan road, Churchable.

RSPCA Queensland had previously requested the assistance of Councils Local Laws Officers at PID 155250, PID155270 and PID155340 and Queensland Police assistance at PID155380.

During the investigation breaches of the *Animal Management (Cats and Dogs) Act 2008*, *Animal Care and Protection Act 2001*, *Animal Care and Protection (Code of Practice for Breeding of Dogs) and Other Legislation Amendment Regulation 2017*, Lockyer Valley Regional Council Local Law 1 (Administration) 2011 and the Lockyer Valley Regional Council Local Law 2 (Animal Management) 2011 were detected at all four (4) properties.

On completion of the investigation RSPCA Queensland seized approximately 80 dogs and puppies and six (6) sheep and lambs, with five (5) of these subsequently euthanized.

Council officers identified 146 un-registered dogs and a further 130 registered dogs (excluding in excess of 80 puppies) with all four (4) properties identified as keeping excessive numbers of dogs in breach of Council’s Local Law 2 (Animal Management) 2011 or the conditions of Kennel Permits approved by Council.

Specifically, the breaches detected per property follow.

PID155250

- The keeping of eight (8) unregistered dogs, noting two (2) dogs were registered.
- The keeping of excess numbers of animals without approval.

PID155270

- The keeping of 46 unregistered dogs, noting three (3) dogs were registered.
- The keeping of excess numbers of animals without approval.

PID155340

- The keeping of 81 unregistered dogs, noting 35 dogs were registered.
- Non-compliance with the conditions of an approval.

PID155380

- The keeping of 11 unregistered dogs, noting ninety 90 dogs were registered.
- Non-compliance with the conditions of an approval.

It was also noted during the investigation that the registered dogs noted were different to the number of dogs recorded in Council's dog registration data base.

Animal Management (Cats and Dogs) Act 2008

The Animal Management (Cats and Dogs) Act 2008 allows for the issuing of penalty infringement notices to the value of \$266 for each un-registered dog over the age of three (3) months.

Local Law 1 (Administration) 2011

Local Law 1 (Administration) 2011 allows for the issuing of penalty infringement notices being to the value of \$667 for the keeping of excess numbers of animals without approval and this is applicable to the owners and keepers of dogs at all four (4) properties.

Due to the magnitude of non-compliance issues identified during the investigation and the history detailed above at PID155340, Council now can amend the conditions on the kennel licence on the number of dogs being kept and bred at this address to ensure that the owners and keepers are able to comply with the expectations and requirements of the Local Law. To this end, in relation to this property, Council officers recommend a reduction from 100 dogs to 50 dogs and a prohibition on the breeding of dogs after the expiry of a period of 63 days from date of notification to the dog owner which allows for the cessation of any gestation period of any pregnant dogs kept at the address.

In relation to PID155380 due to the magnitude of non-compliance issues identified during the investigation, the history detailed above and the failure of the owner and keeper of dogs to lodge a kennel licence renewal application by 30 September 2019, there is an ability for Council to cancel the kennel licence previously approved for the keeping of up to 100 dogs.

In order for Council to understand whether other significant issues are occurring in the local area of Wotan Road and Main Greenswamp Road Churchable, it is recommended that Council undertake a selective inspection program and where excess animals, and/or un-registered dogs are identified, issue penalty infringement notices and or warning notices to owners.

Finally, to ensure owners and keepers of dogs adhere to the necessary standards and are compliant with statutes, it is also recommended that Council officers conduct at least quarterly inspections of each licenced kennel property in the Lockyer Valley Regional Council area for a period of two (2) years after which time the effectiveness of the inspection program be reviewed.

4. Policy and Legal Implications

The *Animal Management (Cats and Dogs) Act 2008* provides for the issuing of an infringement notice for the keeping of a dog over the age of three (3) months and failing to register it with the local government with a similar infringement able to be issued for the keeping of a dog and failing to renew its registration with the local government.

Local Law 1 (Administration) 2011 allows for the issuing of penalty infringement notices for the keeping of excess numbers of animals without approval, the failure to comply with conditions of an approval, the cancellation of a licence and the amendment of a licence.

5. Financial and Resource Implications

There are no budgetary or resource implications associated with the recommendations of this report, with all items to be managed through existing budgetary allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

Correspondence will be drafted to inform the relevant dog owners and Kennel License Holders (where applicable) of Council's decision relating to these matters.

Additional information will be provided to Council's Marketing and Communications Team advising them of the actions of Council should media enquiries occur.

8. Conclusion

Due to the magnitude of non-compliance issues identified during the investigation and considering the relevant history, it is clear there is a number of significant non-compliance issues that require Council's serious consideration. It is considered appropriate for Council to take action against owners and keepers of dogs who have breached the provisions of the *Animal Management (Cats and Dogs) Act 2008* and Councils Local Laws by issuing penalty infringement notices, warning notices and the amendment of the conditions on kennel licences or the cancellation of kennel licences.

9. Action/s

1. In relation to the owners and or occupiers of the Wotan Road, Churchable properties investigated by RSPCA Queensland in September 2019:
 - a) issue Penalty Infringement Notices for the keeping of unregistered dogs and or the keeping of excess numbers of animals without approval,
 - b) issue Warning Notices requiring the reduction of dog numbers kept at the addresses;
 - c) amend the Kennel Licence for PID155340 to reduce the number of dogs from 100 to 50 and prohibit the breeding of dogs; and
 - d) cancel the Kennel Licence for PID155380.

2. Undertake an Approved Inspection Program of the Wotan Road Churchable/Main Greenswamp Road Churchable area to identify properties where excess animals and or un-registered dogs are being kept with Penalty Infringement Notices and or Warning Notices to be issued to all animal owners identified during the Approved Inspection Program as keeping un-registered dogs and or excess numbers of animals; and
3. Conduct quarterly inspections of all properties approved as a Licenced Kennel Property within the Lockyer Valley Regional Council area for a period of two (2) years after which time the effectiveness of the inspection program be reviewed.

16.0 MEETING CLOSED

There being no further business, the meeting closed at 12:13pm