

Agenda



ORDINARY MEETING OF COUNCIL

AGENDA

11 DECEMBER 2019

TABLE OF CONTENTS

Item	Subject	Page No.
1.	Meeting Opened.....	3
2.	Leave of Absence.....	3
3.	Condolences/Get Well Wishes	3
3.1	Condolences/Get Well Wishes.....	3
4.	Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers	4
5.	Mayoral Minute	4
6.	Confirmation of Minutes.....	5
6.1	Confirmation of Ordinary Meeting Minutes 27 November 2019	5
7.	Business Arising from Minutes	6
8.	Committee Reports	6
9.	Deputations/Presentations	6
10.	Executive Office Reports	7
10.1	Chief Executive Officer's Monthly Update - November 2019.....	7
10.2	Building Better Regions Fund - Round Four.....	19
10.3	2020 Event Schedule.....	24
11.	Organisational Development and Planning Services Reports	28
11.1	Executive Manager Organisational Development and Planning Monthly Report - November 2019	28
11.2	Extension to Currency Period - Intensive Animal Husbandry (Poultry Farm) - Adare Road, Adare (MCU0940 / DA6557)	37
11.3	Request to Extend Approval for a Preliminary Approval to Vary the Effect of a Planning Instrument Pursuant to Section 3.1.6 of the Integrated Planning Act 1997 for a Preliminary Approval Overriding the Scheme for a Master Planned Development (MCU0659/DA5200).....	43
11.4	Application for a Minor Change to Approval for Material Change of Use for Expansion to Poultry Farm <160,000 Birds on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla (CMB0590)	51
12.	Corporate and Community Services Reports	68
12.1	Executive Manager Corporate and Community Services Monthly Report - November 2019	68
12.2	Overnight Parking and Camping at James Norman Hedges Park - Helidon Spa	82
12.3	Exemption from Obtaining Competitive Offers - Local Newspaper Advertising	85
12.4	Summary of Council Actual Financial Performance vs Budget - 30 November 2019	87
13.	Infrastructure Works and Services Reports	108

13.1	Executive Manager Infrastructure Works and Services Monthly Report - November 2019	108
13.2	Cemetery Management Policies and Procedures for Adoption	118
13.3	Amendment to Register of Cost Recovery and Commercial Fees and Charges 2019-2020 in relation to Cemetery Fees.....	132
14.	Items for information	135
14.1	Councillor Portfolio Report - November 2019	135
15.	Confidential Items	142
15.1	Second Quarter Legal Update	142
15.2	Rating Concession Request - Property ID 205220	143
15.3	2020 Australia Day Award Judging.....	144
15.4	Lockyer Valley and Somerset Water Security Scheme Appointment of Successful Tenderer.....	145
16.	Meeting Closed.....	146

1. MEETING OPENED**2. LEAVE OF ABSENCE**

No Leave Of Absence.

3. CONDOLENCES/GET WELL WISHES**3.1 Condolences/Get Well Wishes**

Date: 02 December 2019

Author: Erin Carkeet, Governance and Strategy Officer

Responsible Officer: Ian Church, Chief Executive Officer

Summary:**Officer's Recommendation:**

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

Attachments

There are no attachments for this report.

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

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

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

4.2 Declaration of Conflict of Interest on any Item of Business

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

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

5. MAYORAL MINUTE

No Mayoral Minute.

6. CONFIRMATION OF MINUTES**6.1 Confirmation of Ordinary Meeting Minutes 27 November 2019**

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

Summary:**Officer's Recommendation:**

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 27 November 2019 be taken as read and confirmed.

Attachments

There are no attachments for this report.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes.

8. COMMITTEE REPORTS

No Receival of Committee Reports as Minutes.

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

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

Date: 26 November 2019
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

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

Officer's Recommendation:

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

Report**1. Introduction**

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

2. Background

The report covers actions and information relevant to Councillors and the Executive Office and includes the key areas of Governance and Strategy, Regional Development and Marketing, Communications and Engagement (MCE). 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 continued this month. These reviews have been undertaken as a desktop exercise due to significant competing priorities across the organisation. Assistance has been provided to conduct the reviews as more detailed reporting on business unit plans has been the trend.

Integrity Functions

Complaints

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

Type of complaint	Comparison of total No. received for		Currently under investigation	Received during the month 2019-20	Completed in the month 2019-20
	2019-20	2018-19			
Staff	1	2	1	1	0
Administrative Action	3	3	1	0	1
Privacy	0	0	0	0	0
TOTAL	4	5	2	1	1

Audit and Risk Management

Internal Audit

The final report on the internal review into Council's Project Management Framework was received from Council's Internal Auditors, O'Connor Marsden and Associates and was presented to the Audit and Risk Management Committee for endorsement. A benchmarking activity was conducted on Council's Internal Audit Function against other Local Governments throughout Queensland and provided to the Audit and Risk Management Committee to assist with future internal audit planning.

Risk Management

Work continued this month on the implementation of risk register reporting in line with the overall Framework. The first progress report on Council's Key Corporate Risk Register was included in the Agenda for the Audit and Risk Management Committee Meeting to be held on Friday 6 December 2019.

The next phase of work is to review the identified residual risk in line with the treatments/controls that have been actioned to reduce Council's risk. Further education is required with the responsible officers to address this.

Insurance Management

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

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

Legislative Framework

Legislation

The Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Bill 2019 was introduced into State Parliament on 28 November 2019. This Bill proposes changes to conflicts of interest, registers of interest, political and support staff for Councillors, dissolution of a Local Government, Councillor vacancies, agendas, minutes, closed meetings and informal meetings.

Policies

Several policy documents relating to employees were drafted in November for consultation and approval. These include:

- Gifts, Benefits and Hospitality Policy
- Gifts, Benefits and Hospitality Procedure
- Conflict of Interest Policy
- Conflict of Interest Framework Guideline

In addition, a new Policy Framework was developed to clarify the policy development process for staff.

Regional Development

Sustainable Water

The Lockyer Valley and Somerset Water Collaborative met on Thursday 28 November with the following agenda items included for discussion:

1. An evaluation report recommending the award of the tender for the preparation of the Detailed Business Case for the “Water for the Lockyer and Somerset” project, was tabled by the Chair of the panel, considered, and supported by the Water Collaborative. The Collaborative’s recommendation is required to be endorsed by Council and as such a detailed report is included in the agenda for his meeting. The funding for the Detailed Business Case has been provided by the State Government. Should the tender proceed as recommended the project is scheduled to commence by the end of this year. Stage 1 will be the first important milestone which will be the demand assessment phase. A Communications and Marketing plan is to be developed by the Collaborative in conjunction with Lockyer Valley & Somerset Regional Council’s which will ensure all stakeholders interested in accessing additional water are well informed of the project scope and their need to make sound business decisions.
2. Members of the Collaborative agreed to meet with executives from SEQWATER to seek clarification on SEQWATER’S operating procedures and process during a drought response. The LVSWC understands that the trigger point for activating the Drought Response Plan was the reduction in the total capacity in the combined South East Queensland water grid level to below 60%. The group is seeking clarification of the timing, cost and a detailed schedule for the commissioning process. An important component of the Drought Response Plan is to activate the Recycled Water Treatment Plant at Bundamba and the Western Corridor Recycled Water Pipeline and these are also important components of the solution to bring more water to the Lockyer and Somerset Regions.
3. Discussion and consideration were given to the possibility of a study tour for Collaborative members to visit South Australia (SA) Water considering the alignment, timing and learnings Collaborative members could gain from South Australia’s Virginia and North Adelaide water schemes.
4. A Water Efficiency Project update is being conducted by Growcom on behalf of the LVSWC, which is due for completion in December as part of the requirements to meet the State funding and secure support from other agencies including the Department of Agriculture and Fisheries (DAFF) and the Department of Natural Resources, Mines and Energy (DNRME).

Equine Collaborative

Equine Collaborative members met on Friday 22 November to further refine the details required to ensure all aspects of the Masterplan are as per the stakeholders needs. Each Collaborative member is validating the information provided through each of their own representative groups and providing information back to the Collaborative. The project is on time and within budget and will be seeking final endorsement early in 2020.

Trade and Investment

Council staff attended a training day run by the Local Government Association Queensland (LGAQ) on attracting Foreign Direct Investment. The key learnings were understanding the role and significance of Local Government in attracting potential investors as well as developing an increased awareness of Foreign Direct Investment (FDI) drivers, trends, and decision-making processes, and increasing capability for qualifying high impact value propositions.

AdvocacyStakeholder Relations

A Council of Mayors South East Queensland (COMSEQ) Board Meeting was held on 22 November and the COMSEQ Chief Executive Officer visited the Lockyer Valley Regional Council to outline their key projects over the last quarter. COMSEQ have initiated a South East Queensland (SEQ) City Deals Working Group to support the Chief Executive Officer's Reference Group and act as a conduit back to Local Governments as the City Deal is developed.

The second meeting of the Working Group was held in November, key items for Lockyer Valley will relate to water for the Lockyer, transport infrastructure and ensuring trade and enterprise in the agriculture and agribusiness sectors are considered.

Meetings were held in Brisbane to discuss the Olympics and likely costs and benefits of any games and pre and post the games.

Inland Rail

Australian Rail Track Corporation (ARTC) have submitted the Environmental Impact Study for the Helidon to Calvert project to the Coordinator General for adequacy review. This is based on the concept design for the project. Australian Rail Track Corporation are finalising the Environmental Impact Statement (EIS) for the Gowrie to Helidon project and hope to submit by the end of this year. Council officers have been working with Australian Rail Track Corporation on the design to minimise impacts as far as possible.

Officers are also heavily engaged in the legal agreements and have been meeting Australian Rail Track Corporation at least weekly as the Public Private Partnership (PPP) arrangements and the Project Specification Technical Requirements documentation will be of great significance to how the project is developed and operated. These agreements and arrangements will guide the project from design through to financial close (anticipated for Q2-2021), construction and commencement of operation.





Council's Coordinator Council Business is continuing to meet with Local Government counterparts along the Inland Rail alignment to compare approaches and look for concerns and opportunities. A proposed Submission to the Inland Rail Senate Inquiry into Inland Rail Management was also referred to Council for consideration

Passenger Rail

Following signing of the Interagency Government Agreement, Officers have been in touch with Canberra to confirm the approach to be taken with the \$15M business case to be conducted into passenger rail for Toowoomba to Brisbane. Canberra has confirmed this work will proceed and initial meetings with the State conducted. The scope of the study will be important, and Council has sought involvement in that scoping exercise.

Economic DevelopmentIndustry Attraction

Officers have engaged with and provided information and economic data to six business/industry enquiries during the month. Support has also been provided to internal requests for economic modelling as input into grant applications.

Industry Sector	Level of interest	Notes:
Retail		Identification of premises suitable for desired activities and information on regulatory process.
Accommodation and Food Services		Potential student accommodation; additional farm worker accommodation
Renewable Energy		Letter of support for grant application for trial in the Lockyer Valley and Somerset region
Manufacturing		Processing waste into composted fertilizer product Value Added Food manufacturing

Support Local Business

The final digital workshop for 2019 was held at Neilsen's Place during November in which participants were guided and assisted to complete their 2020 Digital Strategy. Feedback from participants was very positive.

The Department of Agriculture and Fisheries have sought information from Officers on the impact of recent fires in the region and provided advice on the assistance measures that are currently available for fire affected graziers.

Jobs and Skills Development

Following the success in past years as a host for local GenR8 students, Council will once again host work placement for students from local schools in this program during 2020.

The Regional Skills Investment Strategy Project Coordinator continues to engage with local businesses identifying skills shortage and issue trends across the industries in the Lockyer Valley. Training solutions and funding options have been the focus over the past month to start implementing a strategy to help bridge and build on the skills shortages which businesses in the region are facing.

Training solutions to assist upskilling industry workforces are starting to gain traction amongst local businesses;

1. Mentoring and Supervision Skill Set for the hospitality industry has gone out to Expressions of Interest (EOI) 20-25 participants expressing an interest to complete training during 2020.

2. Certificate III in Production Horticulture has gained interested from a minimum of four growers. One employee has been granted a second chance 'Higher Level Skills' funding from the Department of Employment, Small Business & Training to commence the Certificate III.

Tourism

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

The Manager Regional Development and Tourism and Marketing Coordinator attended a number of Tourism Summits including Art Tourism, Grey Nomad Tourism and the Destination Queensland Conference. The latter included sessions covering growth in Indigenous Tourism, trends in the tourism industry and international education.

Destination Marketing

Visit Lockyer Valley Facebook monthly insight to 280 November had page likes at 2,380. Reach for the month (people who saw posts) was 10,396 (5,503 last month), post engagement (likes, comments, shares) was 1,027 (708) and video views totalled 18 (137). The strongest performing posts for the month included Country Markets, Lockyer Valley Turf Club Oaks Race Day and unique Christmas gifts from Lockyer Valley. Posts were also generated to leverage off the #buyfromthebush and #stayinthebush campaigns.

Council ran the first of a series of one-week Facebook campaigns to elevate the Visit the Lockyer Valley page. The advertisement reached 4,569 people and resulted in 190 new page likes.

Brisbane Marketing created a "pub crawl" story with a difference using Pterodactyl Helicopters. The Mulgowie Pub was one of three hotels featured in the story. Footage will be uploaded to digital mediums.

The Lockyer Valley region was showcased at the welcome function for the Australian Tourism Export Council (ATEC) Meeting Place event on Monday 25 November at Brisbane's Eat Street. Lockyer Valley was also invited to display the iconic Bedford fruiter's truck as a centrepiece for the evening.

Visitor Information Centre

There were 810 interactions with visitors during the month, 71% of these were from outside the region, 89% were walk in visitors. Ticket sales for the Queensland Transport Museum totalled \$1,248.00 and souvenir revenue was \$1,991.44. Local product lines have also been increased in the lead up to Christmas.

Queensland Transport Museum

The donated hang glider will be fixed to the wall in the museum this week. There have been some lengthy delays with this project, but all Departments are pleased to see the safe completion of such a unique display. Visitor numbers for the museum were 209 resulting in \$1,248.00 in ticket sales; this does not include 116 free local resident entries.

Volunteer Management

Annie's Coffee Shop is currently collating information in order to apply for a 'not-for-profit status' in an effort to attract additional volunteers.

A Christmas function for volunteers is scheduled for 5 December to recognize all past and present volunteers for their efforts during 2019.

Marketing, Communications and Engagement (MCE)

Events

Australia Day Awards 2020

Council has received 31 applications across seven categories. Nominations were received in the following categories:

- Junior Sports Award
- Citizen of the Year
- Volunteer of the Year
- Young Citizen of the Year
- Arts and Cultural Award
- Sporting/Community Group of the Year
- Community Event of the Year

Letters will be sent acknowledging nominees this month. Southern Queensland Correctional Centre inmates are making gifts for the nominees, including handcrafted and painted boomerangs and timber cheeseboards.

Spirit of the Lockyer Valley Christmas Lights and Decorations Competition

A total of 37 entries were received this year with the following noted:

- “Best Decorated” or “Lit Business” increased from 3 entries in 2018 to 14 entries in 2019 – that’s 466%!
- 70% of the businesses that entered are first time entrants
- Only 4 of last year’s first timers entered again this year

Judging took place over Sunday 1 and Monday 2 December, with the Rotary Club of Lockyer Valley taking on the role this year. The winners will be announced in the Gatton Star on Wednesday 11th December 2019

Community Christmas events

- The *Christmas in the Lockyer* flyer is now available from Council offices, libraries and the Visitor Information Centre. It lists all the Christmas events, that we are aware of, in the region.
- Lockyer Valley Mayoral Christmas Carols were held on 23 November with attendance between 550 and 600.
- The Hatton Vale Christmas Concert and Markets and the Laidley Christmas Carnival were both held on Friday 29 November.
- Forest Hill Festivities planning and support from Council is on track. The Forest Hill Christmas Carnival will be held on 13th December 2019 from 5pm-9pm

Lockyer Valley Christmas Carnival

The Lockyer Valley Christmas Carnival will be held on Friday 20 December, from 5.30pm – 9.30pm. There will be a new ride provider this year as well as new entertainment with “Whip Wilson, whip cracking to music and whips lit by fire”.

Laidley Spring Festival 2020

A recent Council Workshop was held to discuss the outcomes of the 2019 Laidley Spring Festival. Discussions included a possible change of date in 2020, transition to a Hallmark event (Harvest Festival) and inclusion of the Mulgowie Gift. A report will be prepared for a future Council meeting to clarify outcomes for the 2020 and ongoing Festivals.

General Community Event Liaison

- Community Arts Festival – a meeting was held regarding a new arts festival in the first half of 2020. Event planning assistance will be ongoing once a proposal is submitted to Council.
- Gatton Fun Run – staff are working with a local resident regarding a new fun run.
- International Cricket Match – United Kingdom (UK) vs Qld Country with the event held on Tuesday 3 December.

General Business

- Hanging baskets in Laidley have come down with the geraniums going to SERCO for rejuvenation over the next six months.
- Pups in Prison program – three puppies (8weeks old) came into the office on Thursday 19 November as a media opportunity for the partnership between SERCO, Assistance Dogs Australia and Council. The visit was filmed and photographed, and an interview will be done with Aged and Disability Advocates (ADA) for a release in December.

Community Development and EngagementCouncil Response to the Drought

Council hosted a morning of “Minutes with the Masters” on 18 November which was attended by 7 people. Each attendee was provided with a short appointment with a service provider who was qualified to provide drought related assistance. Service providers included a Rural Financial Counsellor; the Department of Human Services (Centrelink); Neami National - Mental Health Navigators; Rural Aid and Rural Legal Aid.

In general, the feedback from the day was positive from both participants and service providers and it is expected that if the drought continues the forum will be offered again in 2020.

Funding applications are being scoped and developed for the round of Federal Government Drought Communities Programme - Extension Funding.

Youth Development and EngagementGeneral Projects

Council is providing financial assistance (\$800) to a school program where local Year 6 students will go to Laidley State High School to gain a better understanding of positive mental health.

Council discussions with the Australian Skateboarding Community Initiative (ASCI) have led to ASCI launching a national fundraising program for drought-affected communities with specific inclusion of the Lockyer Valley. This is significant in that it brings the plight of rural communities into focus for urban skaters and sponsors.

A Youth Leadership Camp will be held at the Sunshine Coast Recreation Centre on Monday 20 to Wednesday 22 January 2020. The objective of this camp is for Council to work with the leaders of the 3 local high schools and provide them with further skills to become a leader. These students will then become involved in assisting with the planning, organising and running of Council events through the 2020 year. This program has already excited the students about being able to network with students from other schools. Both the Sports, Recreation and Community Grants Officer and Support Officer have met with the students and are finalising the numbers for the camp. This Camp will be run in partnership with Somerset Regional Council who are also having their 3 high schools attend the camp.

A school holiday program Itinerary has been developed with events running from 13 December through to 23 January. This program will be delivered by several external agencies as well as Council.

Sport and Recreation

General

The combined Lockyer Valley Regional Council and Toowoomba Regional Council Escarpment Trails Strategy will be finalised by mid-December and will be presented to Council early in the new year for adoption. There is a strong push to develop the Withcott township as a cycle town and one of the main locations to access the trails.

Lockyer Valley Regional Council have started a health and wellbeing initiative with support from West Moreton Health. The challenge is about increasing people's activity levels and improving their health and wellbeing. A part of the initiative is a 10,000 Step Challenge against West Moreton Health and having the participants understand and try to meet the minimum standards of physical activity for a day.

Cahill Park Sporting Complex

The construction of the new amenities/change room is currently complete and the LED lighting projects for the rugby fields, netball courts and cricket/training field are to be completed by the end of November 2019. An official opening on 14 February 2020 is being considered. Cahill Park are looking to invite the Queensland Cricket Masters team out for 2 days to undertake a skills clinic. In addition, a sportsman's dinner is being considered on the first day followed by a game against a local team on the second day.

Councils Sport, Recreation and Community Grants Officer is preparing a facility development plan for the Cahill Park Sports Complex. This plan will run in parallel with the Strategic Plan which has been completed for the Cahill Park Complex. This document will be presented to Councillors for feedback once data has been collected from all sporting users of the complex.

Media

Council's media staff are working with the Department of Education and Department of Environment and Science to develop joint media messaging on the Flying Fox roost at Helidon State School.

The following media releases were issued during the month:

- Make the Lockyer shine this Christmas (Christmas Lights nominations opening)
- Gatton Child Care Centre receives gold star results
- Council takes collective action on the drought (Submission for LG Focus Magazine)
- State refuses to undertake valuations for Lockyer Valley
- Funding available through Council's Community Grants initiative
- Gatton CBD Lighting upgrade to begin

Graphic Design & Video Projects

In the lead up to Christmas a number of in-house design projects are being undertaken, including:

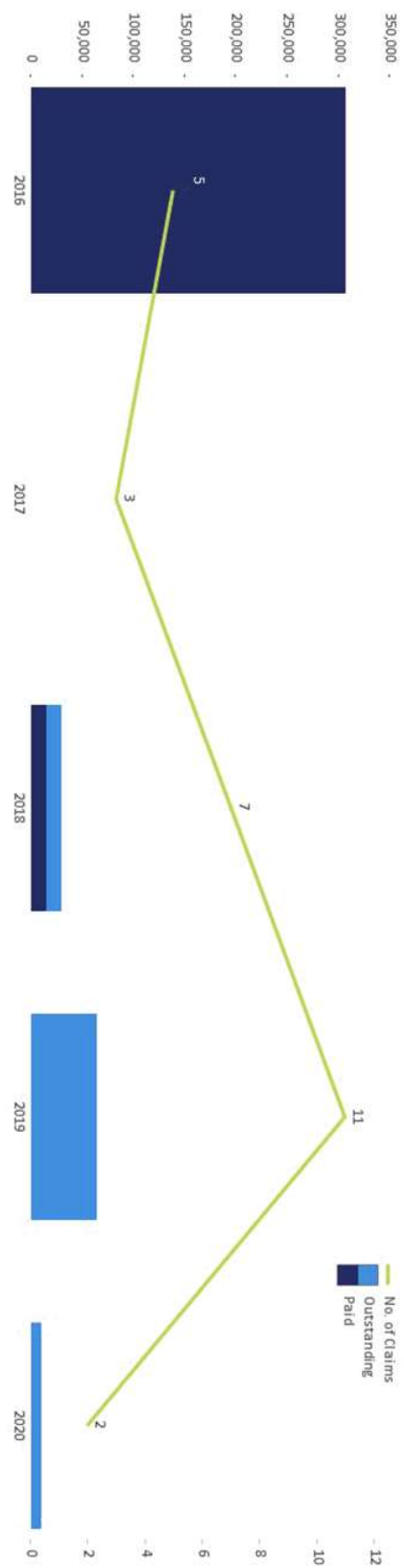
- a brand-new look for the newly named Lockyer Valley Christmas Carnival with redesigned posters, adverts and other marketing material
- designing a large public parking sign for Infrastructure Works and Services
- signs to manage diner's dogs at Das Neumann Haus
- Luv Ya Lockyer adverts for Brisbane Domestic Airport and Queensland Caravanning

- School holiday posters, adverts and booklets
- Helping with amendments to the Lake Apex Master Plan site analysis map
- Evacuation Centre sandwich-board signs
- Queensland Ballet Dance Camp promotional material

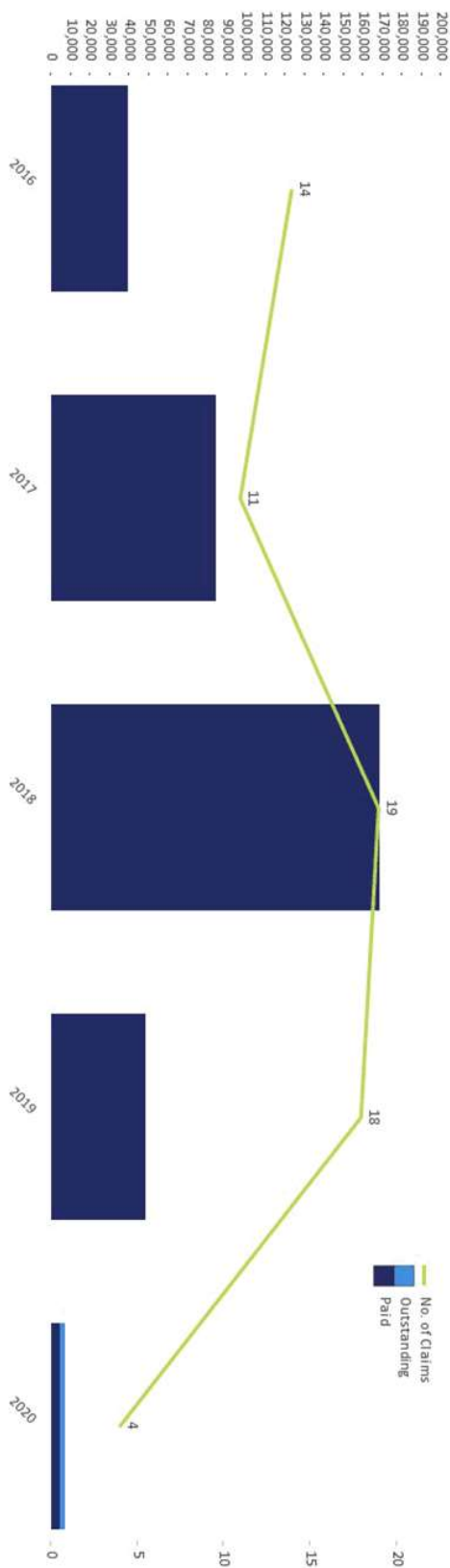
Attachments

1 [↓](#) Insurance claims over deductible - November 2019 2 Pages

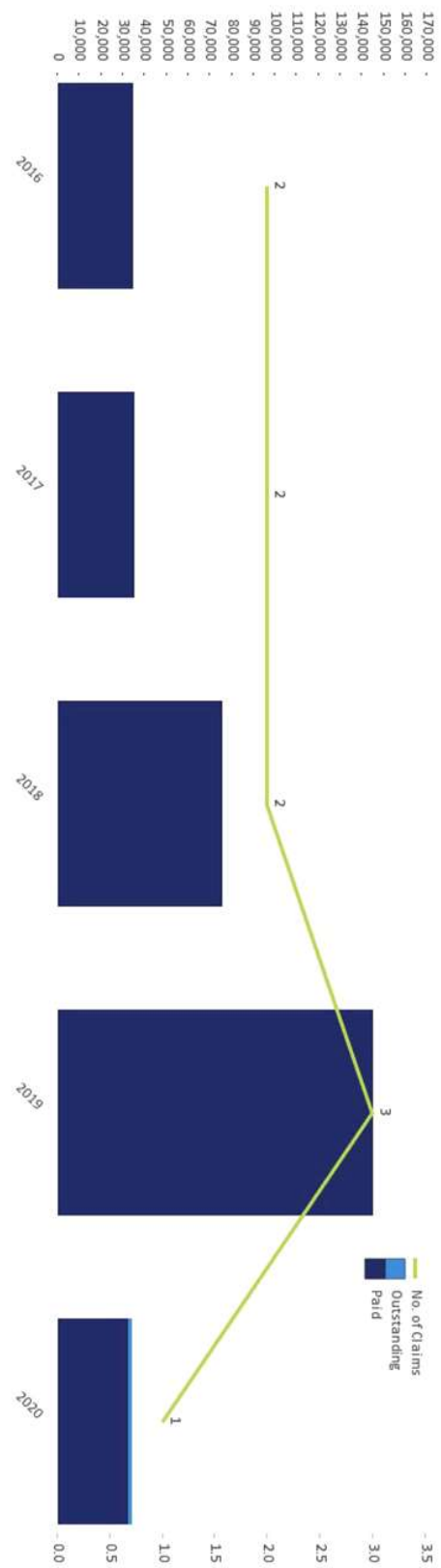
Liability Claims Overview (Public Liability, Professional Indemnity & Personal Injury; including notifications) – 2016 to 2020 YTD



Motor Vehicle Claims Overview – 2016 to 2020 YTD



Council Property Claims Overview – 2016 to 2020 YTD



10.2 Building Better Regions Fund - Round Four

Date: 20 November 2019
Author: Corrin Bischoff, Coordinator Governance and Strategy
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report seeks approval by Council for the submission of funding applications under the Building Better Regions Fund, Round Four. There are two streams under this funding program, the Infrastructure Projects Stream and the Community Investments Stream. It is proposed to submit applications for Fairways Park – Stage 1; Gatton Shire Hall Functional and Economic Improvements; Rectification of Council and Community Bores under the Infrastructure Projects Stream.

Officer's Recommendation:

THAT Council approve the submission of funding applications for the following projects under the Building Better Regions Fund Round Four, Infrastructure Stream:

- Fairways Park – Stage 1
- Gatton Shire Hall Functional and Economic Improvements
- Rectification of Council and Community Bores

Report**1. Introduction**

The \$841.6 million Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.

The fund invests in projects located in, or benefiting eligible areas outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

Council officers have considered potential projects for funding under this funding program, which are presented in this report.

This report aligns to Council's Corporate Plan outcome 5.1: Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

2. Background

The Building Better Regions Fund (the program) will run over six years from 2017-18 to 2022-23. Round Four of the program will support drought-affected regions by targeting projects that will benefit communities affected by drought. For Round Four, \$200 million is available across the two streams.

The objectives of the program are to:

- drive economic growth

- build stronger regional communities into the future.

The intended outcomes of the program are to:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through
- employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and a sense of identity.

There are two grant opportunities as part of this program:

- Infrastructure Projects Stream
- Community Investments Stream

Applications close 19 December 2019.

3. Report

Infrastructure Projects Stream

To be eligible your project must:

- be aimed at the construction, upgrade or extension of infrastructure that provides economic and social benefits to regional and remote areas
- comprise one of the following activities:
 - the construction of new infrastructure
 - the upgrade to existing infrastructure
 - the extension of existing infrastructure
 - the replacement of infrastructure where there is a significant increase in benefit
- not have started construction.

Projects must be completed by the project end date specified in your grant agreement, which cannot be after 31 December 2022.

Lockyer Valley Regional Council are eligible for a 50% subsidy under this fund. The minimum grant amount is \$20,000. The maximum grant amount is \$10 million.

Three projects are proposed for submission under this stream:

Project Name	Project Overview	Total Project Cost (approx.)	Funding Sought (approx.)	Council Contribution (approx.)
Fairways Park – Stage 1	Fairways Park Stage 1 includes construction of the following facilities: <ul style="list-style-type: none"> - Civil works and connection of services - Construction of multi-element playground facility - Learn-to-ride course - Picnic facilities 	\$1,600,000	\$800,000	\$800,000 (in 2019-20 budget) \$300,000 in budget \$500,000 developer contribution

Project Name	Project Overview	Total Project Cost (approx.)	Funding Sought (approx.)	Council Contribution (approx.)
	- Toilet facilities			
Gatton Shire Hall Functional and Economic Improvements	This stage of the project includes refurbishment of the following: <ul style="list-style-type: none"> - Function Room - Kitchen - Eastern Courtyard 	\$955,000	\$477,500	\$477,500 (not budgeted for in 2019-20)
Rectification of Council and Community Bores	<p>Council hold 31 Bores of which 11 are not operational.</p> <p>Of those that are operational, an increasing number are having infrastructure issues, pumps failing, columns deteriorating and water levels dropping.</p> <p>Assessment scope of works;</p> <ul style="list-style-type: none"> - Assess pump capacity and condition. - Assess column condition and depth. - General structure assessment including mechanical and electrical. - Inspect non-operational bores to assess if viable to refurbish. <p>\$110,000 will allow for pumps to be replaced on approximately 10 bores.</p>	\$110,000	\$55,000	<p>\$55,000 (in 2019-20 budget)</p> <p>Further work with additional budget can be undertaken.</p>

All proposed projects align with the criteria of the fund. It is therefore recommended that all three projects are submitted for consideration under the Building Better Regions Fund Round Four.

Community Projects Stream

The Community Investments Stream will fund new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas.

Grants of between \$5,000 and \$1 million are available. However, given the nature of eligible projects it is expected that most grants will be under \$100,000.

Lockyer Valley Regional Council are eligible for a 50% subsidy under this fund.

To be eligible the project must:

- be aimed at new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas
- comprise one of the following activities:
 - local events
 - strategic planning
 - regional leadership and capability
- not have commenced.

No projects are proposed for approval under this stream.

4. Policy and Legal Implications

This funding application has been considered in line with Council's External Funding Policy. Any future policy and legal implications will be addressed as matters arise before Council.

5. Financial and Resource Implications

For each of the projects proposed for submission, a matching cash contribution from Council is required as follows:

- Fairways Park – Stage 1 project this equates to approximately \$800,000
- Gatton Shire Hall Functional and Economic Improvements this equates to approximately \$477,500
- Rectification of Council and Community Bores project this equates to approximately \$55,000.

With the announcement of the successful applications scheduled for May 2020, these contributions will need to be allocated in the 2020-21 and potentially 2021-2022 budgets.

6. Delegations/Authorisations

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

7. Communication and Engagement

The following stakeholders were engaged in determining which projects are proposed for submission under the Building Better Regions Fund Round Four:

- Executive Leadership Team
- Leadership Team.

8. Conclusion

The projects proposed for funding in this report meet the eligibility criteria. Matching funding is required by Council for the Fairways Park – Stage 1 project (\$800,000); for the Gatton Shire Hall Functional and Economic Improvements project (\$477,500) and for the Rectification of Council and Community Bores project (\$55,000). It is recommended that Council submit applications for all three projects under the Infrastructure Projects Stream of the Building Better Regional Fund Round Four.

9. Action/s

1. The approved projects are submitted to the Building Better Regions Fund – Round Four for by the closing date of 19 December 2019.
2. Notify the Federal Member for Wright of the projects Council is submitting

Attachments

There are no attachments for this report.

10.3 2020 Event Schedule

Date: 04 December 2019
Author: Colleen Daniel, Event & Marketing Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to seek Council's endorsement of the 2020 Event Schedule to be delivered, partnered or supported by Council, through the Event and Marketing Officer position. Further, the report provides an overview of identified savings for the 2019-20 and 2020-21 financial years and opportunities to optimise outcomes from events.

Officer's Recommendation:

**THAT Council endorse the attached Event Schedule for delivery from January to December 2020. And Further;
THAT Council approve the removal of the Gatton Motofest, Mother's Day Classic Fun Run and the Garden Competition from the Event Schedule.**

Report**1. Introduction**

Council annually delivers a schedule of events that includes events delivered, supported and partnered by Council, in line with the Lockyer Community outcome of the Corporate Plan 2017-2022 to develop a range of activities, events and programs that engage the community as a whole. A review of the schedule for the following year is undertaken in December and is an opportunity to identify potential savings, more efficient ways to achieve outcomes and reduce risks in line with Council's Risk Register. The recommended amendments to the event schedule for 2020 have identified savings both financial and in staff resourcing, as well as movement towards alignment with the Event Strategy 2019-2024.

2. Background

The Marketing, Communication and Engagement team manages an extensive schedule of events each year ranging from planning and delivering events, to partnering and supporting key community and regionally significant events. Opportunities to optimise outcomes and return savings have been identified and as planning for the 2020 event calendar has commenced, this report seek Council's endorsement of the 2020 Event Schedule to be delivered, partnered or supported by Council within the aligned budgets. Amendments to the events schedule will assist to address the risk of under resourcing as identified in Council's Risk Register.

3. Report

The current event schedule includes the following breakdown of events:

Council delivered – 7
Council partnered – 5
Council supported, high level – 3

Council supported, medium level – 5
 Council supported, low level – 8
 Council supported with seed funding – 1

In addition, Council supports 56 events annually through the event equipment hire scheme and engages with community event organisers each year to assist with planning new events.

The following amendments are recommended:

Events scheduled January to June 2020	Current Budget	Proposed Budget	Savings 2019-20	Comments
Australia Day Awards & Citizenship Ceremony	\$12,000	\$9,000	\$3,000	Savings as graphic design is done internally, gifts being made by SERCO
Gatton Motofest	\$7,200	\$0	\$7,200	This event is no longer happening - written advice received
Mothers' Day Classic Fun Run	\$3,000	\$0	\$3,000	This was a proposed new event, savings achieved if it isn't delivered
Lockyer Heritage Festival	\$12,000	\$6,000	\$6,000	Move budget to Tourism Coordinator
Council Race Day	\$5,000	\$4,000	\$1,000	Waiting on sponsorship options from Lockyer Turf Club for Laidley Cup
Total proposed savings			\$19,300	Proposed savings in the current financial year
Events scheduled July to December 2020	Current Budget	Proposed Budget	Savings 2020-21	Comments
Seniors Week	\$11,000	\$8,500	\$2,500	Removal of bus tour, tickets introduced for luncheons.
HCVAQ Truck Show	\$4,000	\$2,500	\$1,500	Savings in venue hire
Garden Competition	\$5,000	\$0	\$5,000	Savings are achieved if the competition is cancelled for 2020 onwards.
Total proposed savings			\$9,000	Proposed savings in the 2020-2021 financial year

4. Policy and Legal Implications

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

5. Financial and Resource Implications

Adoption of the recommended amendments to the 2020 Events Schedule will result in savings in the current financial year of \$19,300 and in the 2020-21-year, savings of \$9,000. The changes to the event schedule also impact on staff resources, making some progress in addressing the identified risk of insufficient staff resources in the event delivery sphere.

6. Delegations/Authorisations

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

7. Communication and Engagement

On adoption of the report, the transition of the two-day Lockyer Heritage Festival to separate open days at Laidley Pioneer Village & Museum and Das Neumann Haus will be managed by the Event and Marketing Officer and the Tourism Coordinator. Meetings will be held with both venues to ensure any concerns are addressed and outcomes of the transition are maximised.

8. Conclusion

In conclusion it is recommended that Council approve the amendments to the 2020 Event Schedule as detailed. This report aligns with the Event Strategy 2019 – 2024 and the long terms objectives to increase the profile and position of the Lockyer Valley as an event destination as well as meeting objectives in the Corporate Plan to develop a range of activities, events and programs that engage the community.

9. Action/s

Consultation is carried out with community event organisers impacted by budgetary changes.

Attachments

1 [↓](#) 2020 Event Schedule 1 Page

2020 EVENT SCHEDULE

Event Name	Event Date	Recommendation
Australia Day Awards and Citizenship Ceremony	26 January	Event brief to remain as is – Event and Marketing Officer role. Savings of \$3,000 identified
Australia Day event support	26 January	Support role to remain as is – Event and Marketing Officer role
Gatton Motofest (formerly Street Sprints)	March	Event to be removed from schedule – Downs Motorsport Club has advised in writing of the cancellation of the event. Savings identified of \$7,200
Laidley Cup, Lockyer Valley Turf Club	22 March	Event to move to sponsorship of main race and family activities. Savings of \$1,000 identified
Anzac Day services, region wide	25 April	Event planning and support to remain as is – Event and Marketing Officer role
Lockyer Heritage Festival	2-3 May	Budget reduced by \$6,000 and event transitions to an Open Day at each of the tourism venues, Laidley Pioneer village & Museum and Das Neumann Haus, managed by the Tourism Coordinator
Gatton Heavy Horse Field Days	2-3 May	Event support to remain as is – Event and Marketing Officer role
Mothers' Day Classic Fun Run	10 May	Event removed from the schedule – savings of \$3,000 identified
Lockyer Multicultural Festival	31 May	Partnered event with Spirit of the Valley Events Inc. Support to remain as is – Community Development Officer role
Gatton Campdraft	6 June	Event support to remain as is – Event and Marketing Officer role
Chrome & Clutter Retro Festival	26-28 June	Support role to remain as is – Event and Marketing Officer role
NAIDOC	July	Partnered event with Spirit of the Valley Events Inc. Support to remain as is – Community Development Officer role
Laidley and Gatton Show – Council stand	July	Event brief to remain as is – Community Engagement Officer role
Seniors Week	15-23 August	Program amendment to remove the bus tour and introduce a fee to attend the luncheons of \$5pp. Savings of \$2,500 identified. Event and Marketing Officer role
Lockyer Valley Garden Competition	August-Sept	Competition cancelled for 2020 in acknowledgement of the drought conditions. Savings of \$5,000 identified
Laidley Spring Festival	10-12 Sept	Event to undergo changes – Event and Marketing Officer role
HCVAQ Truck and Tractor Show	26 September	Event support to remain as is – Event and Marketing Officer role. Savings of \$1,500 identified
Lights on the Hill Memorial Convoy	3-4 October	Event support to remain as is – Event and Marketing Officer role
Lockyer Valley Business, Trainee and Apprenticeship Awards	24 October	Gala Dinner event brief to remain as is – Event and Marketing Officer role
Spirit of the Lockyer Valley Christmas Lights & Decoration Competition	November-December	Event brief to remain as is – Event and Marketing Officer role
Laidley Christmas Carnival	27 November	Event support to remain as is – Event and Marketing Officer role
Hatton Vale Christmas Carnival	27 November	Event support to remain as is – Event and Marketing Officer role
Lockyer Valley Mayoral Christmas Carols	28 November	Event support to remain as is – Event and Marketing Officer role
Forest Hill Festivities	11 December	Event support to remain as is – Event and Marketing Officer role
Withcott Community Christmas Carols	12 December	Event support to remain as is – Event and Marketing Officer role
Lockyer Valley Christmas Carnival	18 December	Event brief to remain as is – Event and Marketing Officer role

11. ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS**11.1 Executive Manager Organisational Development and Planning Monthly Report - November 2019****Date:** 26 November 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 November 2019.

Report**1. Introduction**

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

2. Background

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

3. Report**Organisational Development****Full Time Equivalents**

Council's established FTE number for November 2019 is 317.

Learning & Development

Training held since last report:

- New Human Rights Act (Delivered by Ashurst): 3 x Sessions comprising of Councillors, Managers, Coordinators and Local Laws/Compliance representatives.
- Provide First Aid and CPR: 3 x Sessions of Provide First Aid (53 employees trained) and 2 x Sessions of Provide CPR (33 employees trained).
- Corporate Induction: 5 new employees inducted.

Trainee Completion

One trainee successfully completed their Certificate III in Business Administration on 20 November 2019.

Safety Performance Report

Refer to the attached report indicating statistics for the month of November 2019.

Planning & Development*Development Assessment - Continuous Business Improvement*

Procedures for checking and authorising letters, decision notices, delegated reports, Form 19s, Exemption Certificates and Planning Certificates have been reviewed and streamlined to improve accuracy and timeframes. This new set of procedures will ensure a consistent and efficient approach is taken by all staff with clarity provided on roles and responsibilities.

A new procedure has been developed for internally capturing and referring matters that may have a planning implication to the Planning and Development from the Building Team to ensure customers are provided with accurate and timely advice. This procedure will provide a seamless “one stop shop” approach for the customers dealing with certain building matters that may have a planning implication e.g. unapproved building work. It also provides certainty and clarity for officers in roles and responsibilities and includes service level commitments from the Planning Team for the provision of written advice back to the Building Team. Where appropriate an Exemption Certificate will be part of this process which can then facilitate the building certification process to be undertaken thereby providing a streamlined approach for customers.

Development Engineering – Continuous Business Improvement

The Development Engineers have been continuously working on process improvement initiatives to provide better and consistent service levels to our customers. As part of this, it was identified that the ‘Delegated Report for Operational Work’ could be improved. Improvements were made including the standardisation of conditions to provide a consistency as well as re-ordering and re-arranging of conditions to follow the sequence of events occurring following the operational work approval.

Engineering Special Projects - NDRP (Natural Disaster Resilience Funding) Projects

Under the requirements of the South East Queensland (SEQ) plan and following agreement between the Brisbane River Catchment Councils (Brisbane/Ipswich and Somerset Regional Councils) and the State earlier this year to implement the findings of the Brisbane River Regional Floodplain management plan, (“Phase 3 - RFMP”) Council has continued to execute the joint LVRC/QRA funded projects to deliver Local Floodplain Management Planning (“Phase 4 - LFMP”) due for practical completion in June 2020.

There are six projects underway under the NDRP (Natural Disaster Resilience Funding) funding banner:

- Tenthill Creek modelling and mapping
- Laidley Local modelling and mapping
- Laidley Regional modelling and mapping
- Lockyer Creek Hydrology and mapping *
- Flood Evacuation Route Planning *
- Local Floodplain management plan (LFMP) *

Contracts are now in place for the last three project and progressing. Council was briefed at the 26 November 2019 workshop in relation to the upcoming community consultation program relevant to these projects.

Development Assessment - Infrastructure Charges Review

Invoices have been issued for outstanding Infrastructure Charges to the value of \$128,025.60 following a recent review. To date, Council has received \$77,027.35 in outstanding payments with an additional \$35,888.60 to be repaid as part of a payment plan arrangement.

Compliance

Enforcement action against the owners of Lot 40 SP226736 has been finalised due to the sale of the property and the efforts of the new owner to resolve compliance issues. There has been no cost to Council to resolve this compliance issue.

A Show Cause Notice forwarded to the owner of Lot 309 CH 311850 has been finalised with the lodgement of a DA that will resolve compliance issues. There has been no cost to Council to resolve this complaint.

In the month of November 2019, 25 development applications were received, 38 development applications were decided, and five pre-lodgement meetings were held.

Environment and Pest Management

Customer Requests

The Environment and Pest unit received 82 CRMs during the month of November and closed 99 customer requests.

Project Updates

Natural Resource Management (NRM) Plan

The draft NRM Strategy has been released for public comment and closes on 1 December. The next phase of the plan is to collate the data from the public consultation and reconvene the community consultation group to develop the NRM Plan.

Resilient Rivers Initiative

COMSEQ have approved the next stage of the Lockyer Creek Revegetation project with a \$285,000 funding package. Design and tendering will commence in the new year.

Program Updates

Environmental

Council has received an abundance of requests to join the Land for Wildlife program. Officers are working through property assessments.

Council officers are working with the Department of Education with advice and support on the management of a flying fox colony at the Helidon State School.

Invasive Weed Management

Dry weather continues to hamper any efforts towards weed requests although Groundsel bush is being sighted in low lying areas.

Pest Animal Management

Wild Dog requests have increased as maturing young adults form packs and expand their territories with sightings in isolated areas. While very few attacks have been reported, surveillance on several properties has revealed that the animals are in poor health, possibly due to current environmental conditions. Their movement has coincided with councils controlled 1080 baiting program with 20 landholders receiving 210 wild dog baits. The next round of baiting will occur in February 2020. Pest Management officers conducted a wild dog workshop on Friday 29th of November to assist landholders with identifying and managing wild dog impacts.

Brightview Reserve

Additional weed control has taken place in the reserve with plans underway for revegetation works to commence in the new year pending weather conditions.

Plumbing and Building Services

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

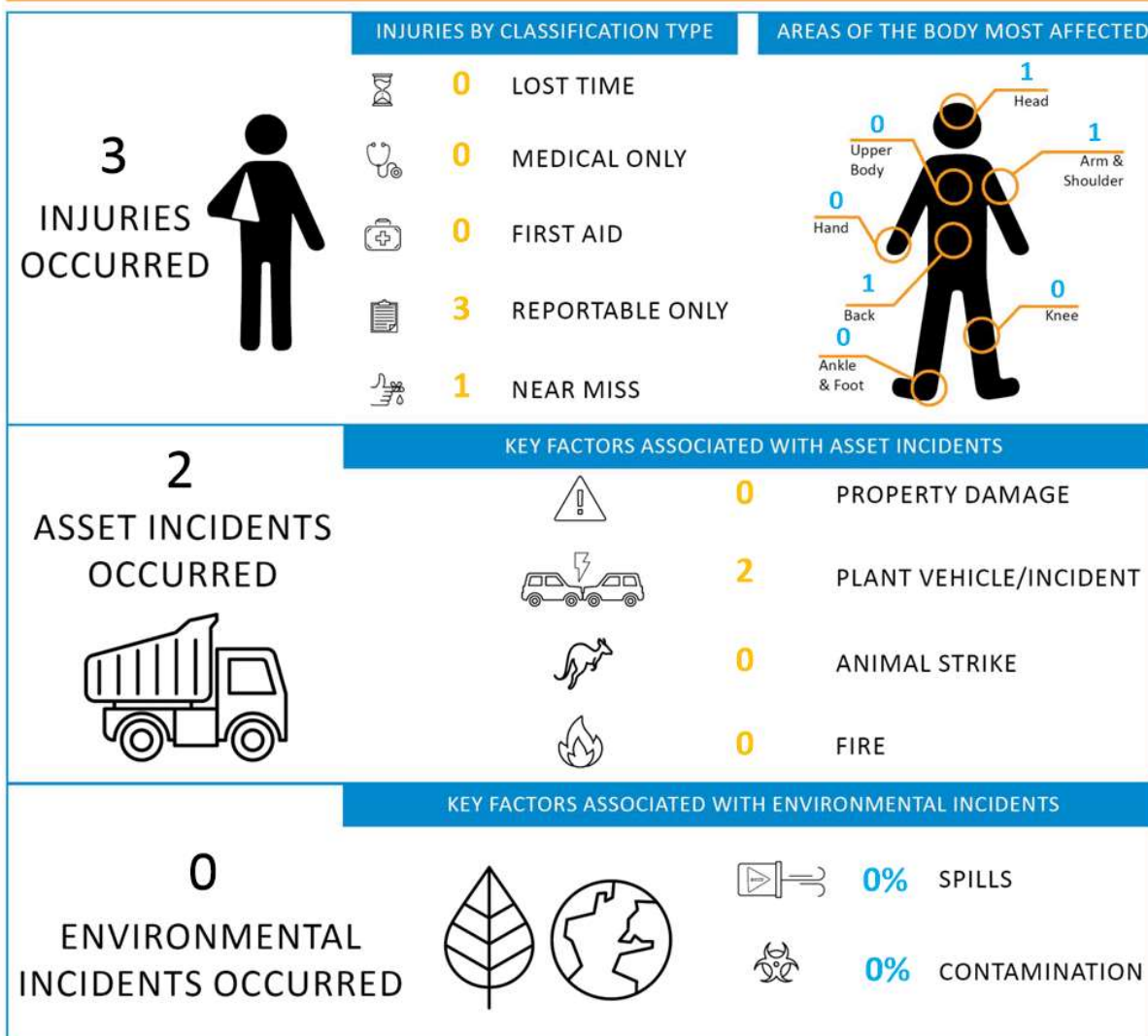
Attachments

- | | | |
|---------------------|---|---------|
| 1 ↓ | Safety Performance Report - November 2019 | 1 Page |
| 2 ↓ | Plumbing and Building Managers Report - November 2019 | 4 Pages |



MEASURING OUR SAFETY PERFORMANCE

NOVEMBER 2019



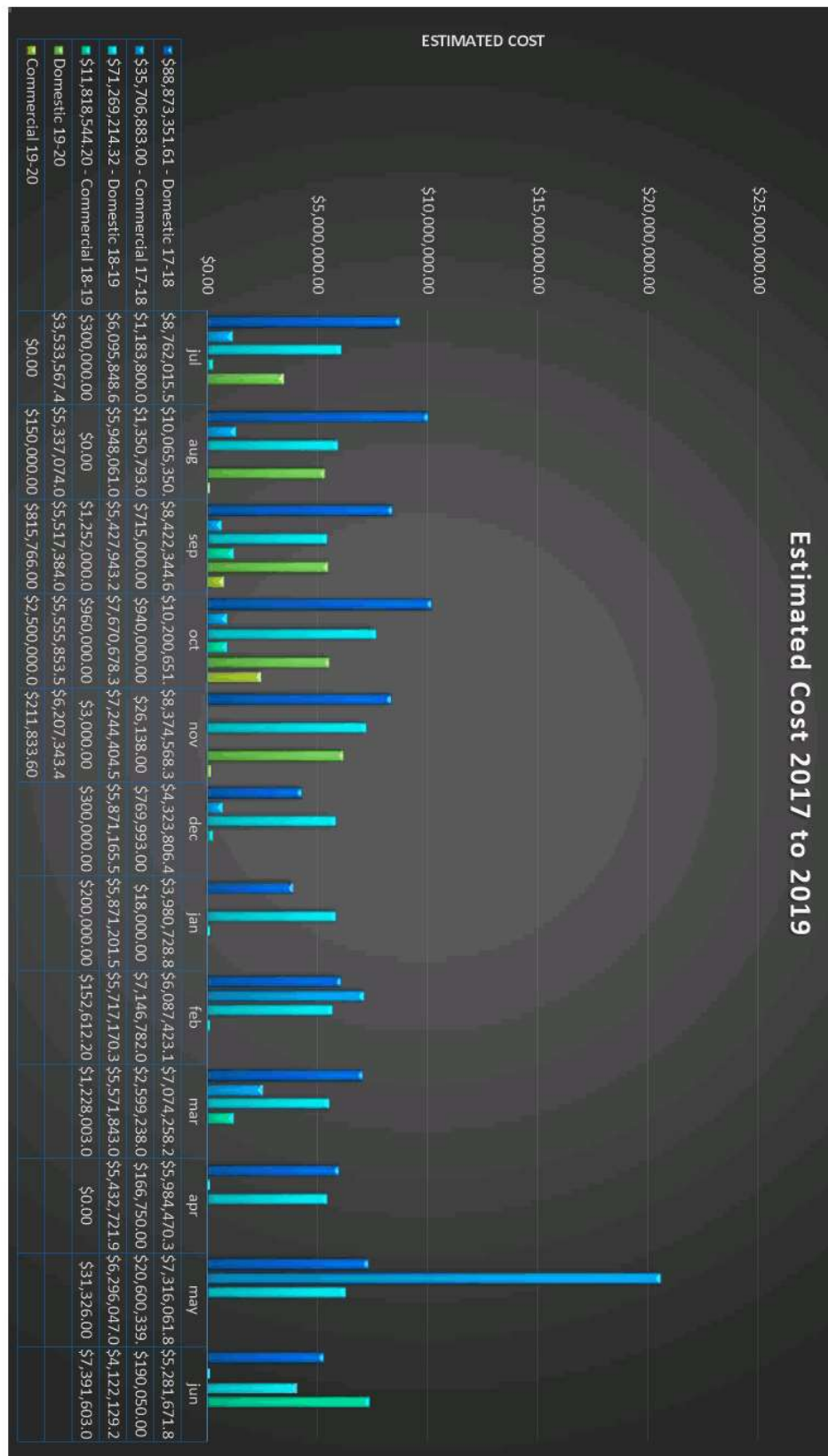
	November 2019	November 2018
Injury related incidents	3	7
Asset related incidents	2	14
Environment related incidents	0	0
Lost Time Injuries	0	4
Total days lost due to ongoing injuries	0	8

PLUMBING AND BUILDING STATISTICS – NOVEMBER 2019

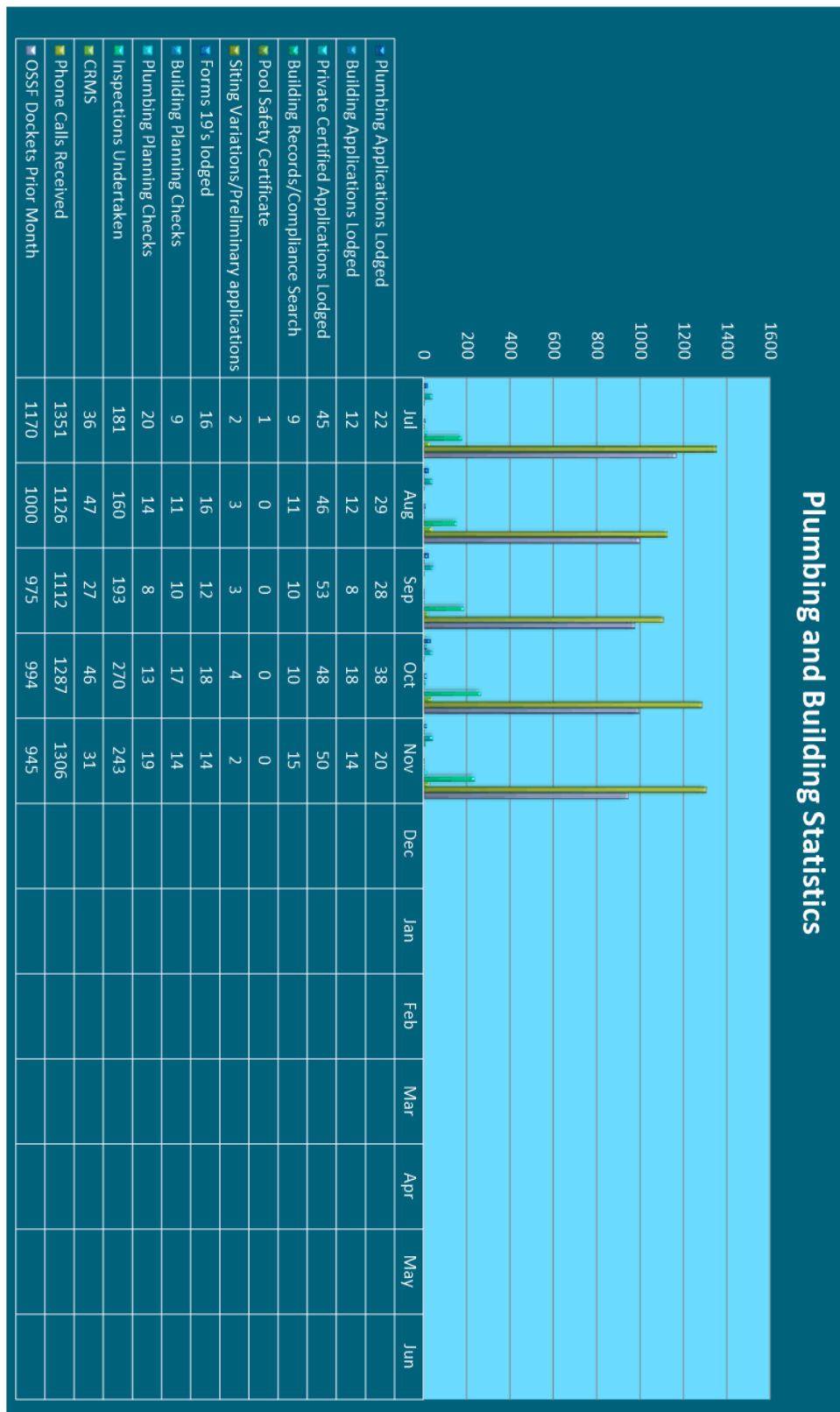


REGIONAL COUNCIL

ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	20	\$30,870.00	3.09	Plumbing
2.0	Building Applications Lodged	14	\$15,535.00	11.52	Building
3.0	Private Certified Applications Lodged	50	\$13,500.00		Admin Team
4.0	Building Records Search	15	\$5,200.00		Admin Team
5.0	Pool Safety Certificates Lodged	0	\$0.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	2	\$730.00		Building
7.0	Form 19's Lodged	14	\$910.00		Admin Team
8.0	Building Planning Checks	14	N/A		Building
9.0	Plumbing Planning Checks	19	N/A		Plumbing
10.0	Inspections Undertaken	243	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 5 Complaint CRMS)	31	N/A		Plumbing and Building
11.1	Phone Calls Received	1306	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for October	945	N/A		Admin Team
	TOTAL		\$66,745.00		
CONSTRUCTION VALUE OF BUILDING WORKS					
1.0	Building Applications 01-11-19 to 30-11-19	Domestic	\$6,207,343.47		
	Building Applications 01-11-19 to 30-11-19	Commercial	\$211,833.60		
	Year to Date	Total	\$71,843,479.32		







11.2 Extension to Currency Period - Intensive Animal Husbandry (Poultry Farm) - Adare Road, Adare (MCU0940 / DA6557)

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 (MC2019/0071) for an Extension to Currency Period for Material Change of Use for Intensive Animal Husbandry (Poultry Farm) (MCU0940/DA6557) on Lot 4 RP206331 at Adare Road, Adare.

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 with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for a Request to Extend Approval (MC2019/0071) for a Development Permit for an Intensive Animal Husbandry (Poultry Farm) on Lot 4 RP206331 at Adare Road, Adare (MCU0940/DA6557), be approved in part and an extension be granted for a period of two years until 20 November 2021, and that the applicant is advised that it is unlikely that any further extension to the application will be supported and as such a new application will be required.

Report

1. Introduction

The application seeks a Request to Extend Approval (MC2019/0071) for a period of four (4) years for an Intensive Animal Husbandry (Poultry Farm) (MCU0940/DA6557) on Lot 4 RP206331 at Adare Road, Adare.

2. Background

On 9 September 2015, Council approved a Material Change of Use (MCU0940 / DA6557) for Intensive Animal Husbandry (Poultry Farm) >200,000 Birds and Environmentally Relevant Activity No.4 (Poultry Farming) over the subject land. The application was lodged on 19 October 2009, and advice was provided to the applicant confirming the approval took effect on 20 November 2015. The proposal involves the construction of 16 poultry sheds. The approval had a lifespan of four (4) years.

The approved development functions as a proposed expansion to the existing poultry farm located on Lot 2 RP206332, Lot 11 RP849789, and Lots 5 and 9 RP206332 at 709 Gatton Esk Road and Tallaringa Drive.

The existing poultry farm was originally established under a development approval issued by the former Gatton Shire Council in February 1991. At the time the use was established the surrounding area was rural in nature. Since the time the poultry farm was established, a number of rural

residential estates have been approved and developed in the area accessed by Tallaringa Drive. These estates are to the south and east of the existing poultry farm.

The nearmap image below indicates the majority of the rural residential lots have been developed after the poultry farm was established.



The existing poultry sheds can be seen on the lots to the east and northeast of the highlighted site.

In the 1994 image below, it is evident the poultry sheds to the north of the rural residential estates predated the residential uses.



3. Report

Request to Extend Currency Period

The applicant states that the current request to extend the currency period for four (4) years was made for the following reasons:

1. *Due to the economic climate, the proprietor of the site has not required the additional production capacity provided by the approved development;*
2. *The applicant has re-evaluated their development options and has decided to proceed with the development based on an increase in market demand, sales activity and economic confidence;*
3. *The four (4) year extension to the relevant period is required to facilitate the staged development of the facility in accordance with a nominated staging sequence.*

"We note in passing that an unrelated change to the nominated staging sequence may be sought via a separated change application to be lodged at some future time."

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 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; and
- The views of properly made submissions that were received at the time of the original application.

Current Laws and Policies

Local Planning Instrument Assessment – Gatton Shire Planning Scheme 2007

The original application (MCU0940 / DA6557) 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.

The original application was referred to the Department of Transport and Main Roads (DTMR) and the Department of Environment and Resource Management (DERM).

Under the *Planning Act 2016*, an Extension Application is not referred to concurrence agencies, rather the agencies are notified of Council's decision within five (5) days of a decision being made.

Submissions

The original application received one (1) properly made submission, which raised matters regarding the traffic. Council received four (4) not properly made submissions, lodged outside of the public notification period, regarding odour.

Council and State agencies have however received several subsequent complaints regarding the existing poultry farm, located to the north and west of the rural residential estate served by Tallaringa Drive.

The additional 16 sheds are further from the sensitive receptors than the existing sheds, but there may potentially be a cumulative increase in impact to residents in the Tallaringa Drive area.

Age of the Approval and Community Awareness

Pursuant to the *Sustainable Planning Act 2009* (SPA) which was the planning legislation in effect at the time of lodging and assessing the original application, the approval was benefitted by a four (4) year relevant period. Under the now current *Planning Act 2016*, a Material Change of Use approval has a currency period of six (6) years.

The application was approved in 2015, so the approval has only been in effect for four (4) years.

The current request for an additional four (4) years to the life of the permit would extend the overall time to eight (8) years. This is an extension beyond the six (6) year currency period that would be available for a Material Change of Use approval issued under the *Planning Act 2016*.

To allow commencement of the development as if the application was consistent with an application lodged under the *Planning Act 2016*, an extension of two (2) years rather than four (4) years, is considered reasonable in that this provides the applicant with additional time to complete the development. Furthermore, to ensure consistency with other larger scale extension to currency period requests, a two (2) year extension has been recommended.

By the time the two-year period concludes, an approval will have been in place for a period of six (6) years, and it is anticipated that the new Lockyer Valley Regional Council Planning Scheme would be in effect.

It is proposed however to advise the applicant that further extensions to currency period are unlikely to be supported, and that a new application would be required in the future.

Conclusion

The application seeks to extend the currency period of the approval for an additional four (4) 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. A two-year extension will still allow enough time to undertake the development (as currently approved). It is therefore recommended that the request be approved in part for two years until 20 November 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 in accordance with the requirements of the *Planning Act 2016*.

8. Conclusion

The application seeks to extend the currency period of the approval for an additional four (4) years. The development will not change as result of this application and remains generally consistent with the requirements of the planning scheme.

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 (4) year relevant period. Under the now current *Planning Act 2016*, all Material Change of Use applications have a currency period of six (6) years. It is considered that the granting of an additional two (2) years to the currency period (thereby bringing the approval timeframe for this MCU to a total of six (6) years) should provide enough timing to deliver a Material Change of Use development under the *Planning Act 2016* and is appropriate.

The two-year extension will allow the applicant to action the development approval while still meeting the expectations of Council to commence development within the region. Given the time taken to finalise the matter, it is proposed to extend the period for two years effective from the date of this decision.

It is proposed however to advise the applicant that further extensions to currency period are unlikely to be supported, and that a new application would be required in the future.

9. Action/s

The applicant will be notified of Council's decision.

Attachments

There are no attachments for this report.

11.3 Request to Extend Approval for a Preliminary Approval to Vary the Effect of a Planning Instrument Pursuant to Section 3.1.6 of the Integrated Planning Act 1997 for a Preliminary Approval Overriding the Scheme for a Master Planned Development (MCU0659/DA5200)

Date: 25 November 2019
Author: Mark Westaway, Contract - Senior Planner
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to consider a Request to Extend Currency Period for a Preliminary Approval for a Master Planned development on lots described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151, Lot 5 SP206613 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 for a five (5) year extension to currency period be approved in accordance with the Officer's Recommendation.

Officer's Recommendation:

THAT the application for a Request to Extend Approval (MC2018/0035) for a Preliminary Approval for Material Change Of Use to Vary the Effect of a Planning Instrument Pursuant to Section 3.1.6 of the Integrated Planning Act 1997 for a Preliminary Approval Overriding Scheme for a Master Planned Development (MCU0659/DA5200) on Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151, Lot 5 SP206613 and Lot 2 SP182250 at Woodlands Road, Edwards Road and Golf Links Drive Gatton for a period of five (5) years until 29 June 2023 be approved.

Report

1. Introduction

The purpose of this report is to consider a Request to Extend Currency Period for a Preliminary Approval for a Master Planned development on lots described as Lot 109 CH31631, Lot 108 CH31585, Lot 104 CH31585, Lot 999 SP199151, Lot 5 SP206613 and Lot 2 SP182250 at Gatton. These lots are located at Woodlands Road, Golf Links Drive and Edwards Road, Gatton.

2. Background

Subject Land

The Preliminary Approval refers to six (6) lots described as:

- Lot 109 CH31631 [Lot 109] which is a landlocked parcel of land, owned by Leda Holdings Pty Ltd. This lot is immediately west of Lot 5.
- Lot 108 CH31585 [Lot 108], which has frontage to two unmade road reserves extending east from Woodlands Road. This site is owned by Gatton Enterprises.

- Lot 104 CH31585 [Lot 104], which is a landlocked parcel of land immediately north of Lots 108 and 109. This site is owned by Gatton Enterprises.
- Lot 999 SP199151 [Lot 999], owned by Leda, which has frontage to Red Gum Drive, Ironbark Road and Edwards Road.
- Lot 5 SP206613 [Lot 5], owned by Leda, which has frontage to Golf Links Drive.
- Lot 2 SP182550 [Lot 2], owned by Leda, which has frontage to Woodlands Road and Edwards Road.

The six lots have a total area of 369.24 ha. All of the lots are vacant.

All of the subject land is zoned Emerging Communities under the *Gatton Shire Council Planning Scheme 2007*, with the exception of Lot 999 SP199151 which is zoned Park Residential, 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 a number of precincts within a Master Planned Community that are commensurate with the Urban Residential, Commercial, Community Facilities and Open Space Zones of the *Gatton Shire Council Planning Scheme 2007*.



Figure 1 – Locality mapping

Application Timeline

On 10 May 2018, a request was lodged with Council to extend the currency period for a period of five (5) years. The existing currency period concluded on 29 June 2018. The request was therefore properly made as the request was made prior to the lapse date. The assessment has been on hold pending the outcome of the separate request for a minor change which is discussed below and was approved by Council on 13 November 2019.

Change to Structure Plan

A separate request for a minor change (MC2019/0045) was made as a part of this process. The Preliminary Approval predated the TLPI. The minor change proposed changes to the Structure Plan to reflect more detailed modelling of the watercourse that bisects the site. The Structure Plan includes lots to the north of Lot 104, and generally west of Lots 104 and 108, that are located outside of the area of the Preliminary Approval but these additional lots are included in the Structure Plan to provide an indicative layout that links to the existing road network. This is discussed in more detail in the *Temporary Local Planning Instrument (TLPI) 01/2019 – Overland Flow Paths* heading in the body of the report below.

An image of the amended structure plan is provided below.

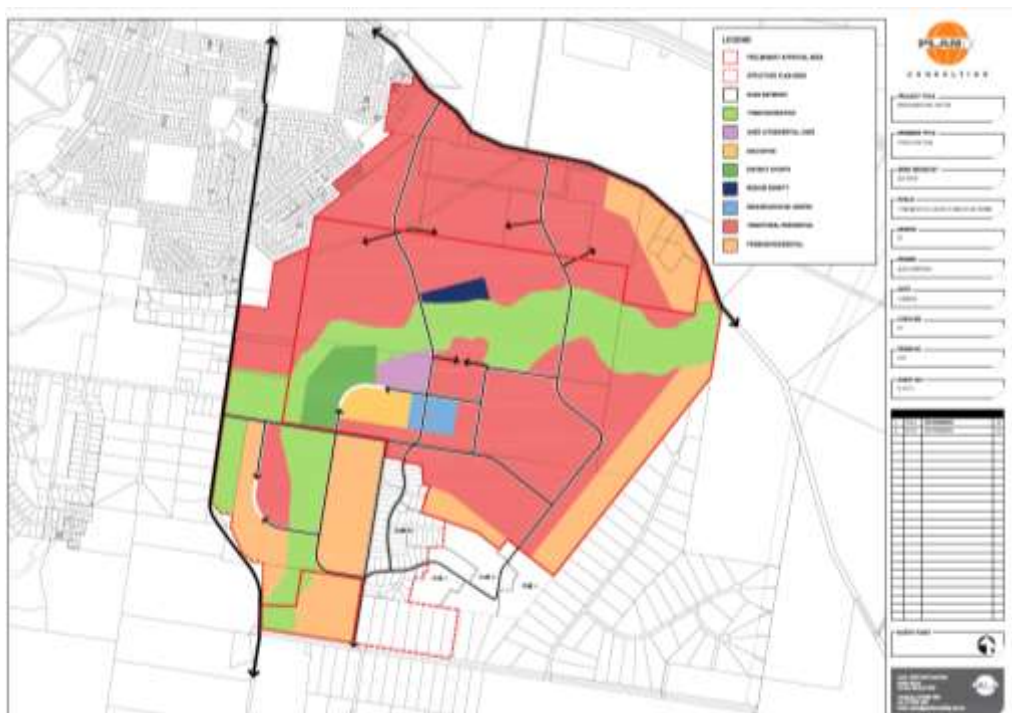


Figure 2 – Approved Structure Plan (November 2019)

The applicant and Council had agreed that a decision would not be made on the request to extend the currency period until the minor change application (MC2019/0045) had been resolved. The minor change was approved at an Ordinary Meeting of Council on 13 November 2019. The applicant has provided correspondence agreeing to an extension to the decision making period until 20 December 2019 to enable Council to finalise details after a decision at the 12 December 2019 meeting.

Previous approvalsDA5200

On 29 June 2009, the original Negotiated Decision (Ref R3164-865/3142-9/3152-5/3163-0/3164-0) was issued over the site for Lason Pty Ltd. This approval covers all of the lots that are subject to this Preliminary Approval.

On 7 August 2013, a request to extend the relevant period for 2 years for the Lason development was approved. Council approved a two (2) year extension until 29 June 2015. The applicant had requested a four (4) year extension.

On 17 June 2015, an application to extend the relevant period for the Lason development was lodged with Council. In August 2015, Leda Holdings Pty Ltd [Leda] purchased Lot 999 SP199151, Lot 109 CH31631, Lot 5 SP206613 and Lot 2 SP182250 which comprise four (4) of the six (6) lots associated with the Preliminary Approval. Owing to a procedural oversight by the applicant at the time, the Preliminary Approval lapsed and the extension request could not be considered. Leda made an application to the Planning and Environment Court to revive the preliminary approval and extend the relevant period until 29 June 2018. Council did not contest the application to the P&E Court.

On 17 August 2016, a Court Order was issued on behalf of Leda extending the period for the Preliminary Approval until 29 June 2018.

Between 2017 and the present, the landowners or representatives of the landowners, carried out land clearing on parts of the site. This occurred after withdrawing Operational Works applications (OPW2016/0022 and OPW2016/0023) that were initially lodged on 30 June 2016 and withdrawn on 12 July 2016) on the basis the Preliminary Approval was not being actioned by these works, and parts of the site were not subject to relevant overlays under the Gatton Planning Scheme.

On 22 September 2017, Council approved a request to change development approval (CAP2017/0022) which sought to remove references to the rural residential development (DA5952) located on part of Lot 999 SP199151 in the south of the Preliminary Approval site, primarily with respect to the quantum of lots created by the preliminary approval. Condition 12.2(a) of the conditions of approval states Council and the developer shall enter into an infrastructure agreement prior to the development approval for the 501st allotment within the subject land. The effect of the change was to clarify that the approved rural residential lots that had been approved as a part of DA5952 were not to be counted as part of those 501 lots.

In conclusion, the Preliminary Approval has been in place for over 10 years. Leda has owned part of the area covered by the Preliminary Approval for 4 years.

Gatton Enterprises DA6569

On 17 December 2009, a separate application for a Preliminary Approval and Development Permit was lodged on behalf of Tareeda Pty Ltd over Lot 205 CC3116 (now Lot 1 SP292003), Lots 104 and 108 CH31585. This is the northern part of the area of the above original Preliminary Approval, but also includes one additional lot (Lot 205 CC3116) that was not part of the Lason development.

On 16 July 2012, Gatton Enterprises Pty Ltd purchased Lots 104 and 108 CH31585 from Tareeda Pty Ltd.

On 5 November 2014, a Decision Notice for DA6569 was issued for a Preliminary Approval for Sequence Master Plan for Sequences 3 and 4 and Development Permit for reconfiguring a Lot for Subdivision (3 into 204 lots) plus three balance lots. The decision was made at Council's meeting on 22 October 2014.

Gatton Enterprises has lodged a separate request (RL2018/0022) to extend their currency period for their reconfiguration on Lots 108 and 104, which is yet to be decided.

Other developments

Other developments within this area that are potentially affected by but not specifically subject to this request to extend currency period include:

- CAP2017/0023 – DA3512 which relates to the existing rural residential developments described as Stages 3 and 4 and comprises lots with frontage to Red Gum Drive, Spotted Gum Road, Cedar Drive, Ironbark Road and Silky Oak Court.
- CAP2015/0041 (DA5952) relates to a 51 lot rural residential subdivision on part of land described as Lot 999 SP199151 immediately east of Red Gum Drive and Ironbark Road.
- CAP2017/0015 (DA5593)(OPW0730) which relates to Operational Works associated with the rural residential subdivision on part of land described as Lot 999 SP199151.

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:

“Land subject to the preliminary approval is not owned by a single entity. The approval requires a sequence of development and thus more time is required to implement.

In addition, implementation of the preliminary approval has been delayed as a result of the required economic and environmental constraints analysis required within the initial approval.

This extension to the relevant period is considered to be favourably supported by Council given the following;

The preliminary approval has been described in the following terms by Council:

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

A subsequent preliminary approval for a 'sequence master plan' was granted by Council in October 2014. The subsequent approval was for:

- *A preliminary approval for reconfiguration of a lot (sequence 3 and 4 master plan for Woodlands Rise Development); and*
- *Development permit for reconfiguration of a lot (3 lots into 204 residential lots, 3 open space lots and new road) (sequence 3 and 4 approval)*

Given the scale and regional context the approval, the approval would require 10-15 years to be developed (if not longer). A standard relevant period for a preliminary approval of this nature is considered to be in the order of 5 years.

Since the preliminary approval was first granted, the Council has amended its planning scheme for the subject land. At the time the preliminary approval was granted, the land was situated in the Emerging Communities and Rural Residential Zones.

Under the current version of the planning scheme, the land is now located in the Urban Residential zone, Emerging Communities zone and the Park Residential zone. The zoning is therefore substantially similar and to the extent the zoning has changed, the preliminary approval would now be more consistent with the planning scheme."

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 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
- The views of properly made submissions that were received at the time of the original application

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.

The existing Preliminary Approval establishes development criteria with respect to the development of the Preliminary Approval Area including:

- Conditions of development;
- Concurrence Agency requirements.
- Preliminary Approval Document incorporating the Woodlands Rise Structure Plan;
- Precincts, including tables of assessment within the individual precincts, relationship to the existing Gatton Planning Scheme; and
- Codes specific to the Preliminary Approval Area.

The original application required referral to Department of Infrastructure and Planning (now Department of State Development, Manufacturing, Infrastructure and Planning), Department of Main Roads (now Department of Transport and Main Roads) and Department of Natural Resources (now Department of Natural Resources, Mines and Energy).

Requests for extensions to currency period no longer require referral to Concurrence Agencies.

Given the Gatton Planning Scheme has remained largely unchanged since 2007, it is considered the approval is generally consistent with current laws and policies.

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

The original Preliminary Approval predated the introduction of the TLPI. When the request to extend the currency period was lodged, Council officers indicated that the current structure plan for the proposed development did not reflect Council's current knowledge of the hydrology for this catchment, especially with respect to the drainage line that flows through the site. A letter requesting further information was sent to the applicant on 7 June 2018. This information primarily addressed the issue of the watercourse that bisects the development and requested updated modelling to confirm the extent of the floodplain as this would impact on the structure plan.

The applicant provided a response, which confirmed the floodplain extended beyond the extent shown on the original structure plan.

A separate change application (MC2019/0045) was lodged to address the consequent changes to the structure plan, in order to ensure relevant precincts were located outside the extent of the floodplain. It was not considered warranted to require an application to reconsider the entire preliminary approval, as it is recognised subsequent development within the Preliminary Approval Area would be subject to Reconfiguring a Lot and Operational Works applications. Council approved this minor change at the Ordinary Meeting of Council on 13 November 2019.

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 Integrated *Planning Act 1997 (IPA)* – 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. As previously indicated, extensions to the approval have been issued in 2013 and 2016.

The current request for an additional five years to the life of the permit would extend the overall time to 14 years. Although this is a significant period for a development to be completed, based on the scale of the development there is some merit in providing an extension of that duration. To allow commencement of the development, an extension of five (5) 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 the scale of the development warrants a five (5) year extension of currency period.

It is noted that the properties owned by Leda and affected by the Preliminary Approval; being Lot 2, Lot 109, part of Lot 999 and Lot 5, are not subject to other existing development applications over them, so any subsequent Reconfiguring a Lot, Material Change of Use, or Operational Works applications will require assessment against the Preliminary Approval.

It is considered that the owners in the vicinity of the site, in particular the rural residential properties to the south, would generally be aware of the existing approvals in that:

- the rural residential estate comprising Red Gum Drive, Spotted Gum Road, Cedar Drive, Ironbark Road and Silky Oak Court pre-dated the preliminary approval;
- the existing rural residential estate includes road connections to the north and east that are designed to extend into the area subject to the preliminary approval; and
- the existing streets that adjoin the preliminary approval have been constructed with a temporary turn around at the end of the street.

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. Based on the scale of the development, a five (5) year 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 five years until 29 June 2023.

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

8. Conclusion

The proposed development is recommended for approval.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

11.4 Application for a Minor Change to Approval for Material Change of Use for Expansion to Poultry Farm <160,000 Birds on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla (CMB0590)

Date: 28 November 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 (MC2019/0039) for Material Change of Use for Expansion to Poultry Farm (Additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla.

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

Officer's Recommendation:

THAT the application for a Minor Change to Approval (MC2019/0039) for Material Change of Use for Extension to an Existing Poultry Farm (additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla be approved subject to the following:

A. Update the Approved Plans as follows:

APPROVED PLANS

The following plans are the Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
M2677 3000 001	A	Contour & Detail Survey, Shed Dimension Plan, prepared by Minstaff Survey Pty Ltd – annotated in red by LM Planning Solutions and received by Council 18/9/19	23/04/2019

B. Amend the following conditions:

Condition A8 be amended as follows:

A8	An all-weather reinforced concrete heavy-duty industrial crossover must be constructed between the kerb line and property boundary at each access point. Note: Any material dropped onto Grantham Scrub Road from vehicles exiting the site is to be cleaned off the road pavement.	To be completed prior to the commencement of use and maintained.
A8	An all-weather industrial reinforced concrete heavy-duty industrial crossover must be constructed between the kerb line and property boundary at each access point.	To be completed prior to the commencement of

		use.
A new condition A8A be included.		
A8A	Any material tracked onto Grantham Scrub Road from vehicles exiting the site is to be cleaned off the road pavement.	Ongoing
Condition C1 be amended as follows.		
C1	<p>The site must be developed generally in accordance with the Site Plan prepared by Minstaff Survey dated 23/04/2019, and annotated in red by LM Planning Solutions as received with the application and marked 'approved' and Environmental Management Plan – Nelbex Pty Ltd, prepared by Mokoan Agriculture.</p> <p>An amended plan is to be provided addressing the location of proposed Sheds 5D, 5E and 5F, to ensure they are not located closer to the southern boundary of the property than Shed 5C, or closer to the eastern boundary than Shed 15.</p>	To be completed prior to the commencement of use.
Condition C4 be amended as follows:		
C4	<p>The site must be developed generally in accordance with the Site Plan prepared by Minstaff Survey, and annotated in red by LM Planning Solutions as received with the application and marked 'approved' and Environmental Management Plan – Nelbex Pty Ltd, prepared by Mokoan Agriculture.</p> <p>An amended plan is to be provided addressing the location of proposed Sheds 5D, 5E and 5F, to ensure they are not located closer to the southern boundary of the property than Shed 5C, or closer to the eastern boundary than Shed 15.</p>	To be completed prior to the commencement of use.
Condition B8 be amended as follows:		
B8	<p>A 10m wide vegetated buffer comprising native species shall be provided and maintained to screen the existing sheds 7,8,9 and 3 10, 11, 12 and 5A-5F. This shall be provided at an approximate distance of 50m south of Shed 3 5F and along the southern property boundary behind sheds 7,8,9 10, 11 and 12 as generally shown on the approved plan and to the satisfaction of Council. Where trees die off these shall be reinstated.</p>	To be completed prior to the commencement of use and maintained.
Condition N7 be deleted.		
Condition K34 be deleted.		
Condition K41 be deleted.		

No change to condition D41.

No change to condition M10.

No change to condition N8.

No change to condition N9.

No change to condition N24.

No change to condition I11.

No change to condition I12.

Report

1. Introduction

The applicant seeks a Minor Change to Approval (MC2019/0039) for Material Change of Use and Environmentally Relevant Activity No.4 (2) – Poultry Farming (2B) for Extension to an Existing Poultry Farm (additional 100,000 birds) (DA4784) on Lot 309 CH311850 at 303 Grantham Scrub Road, Veradilla. The subject land is zoned Rural General under the *Gatton Shire Council Planning Scheme 2007*.

2. Background

On 15 March 1993, a Building Permit was issued for 29 Class 8 Poultry Sheds. The layout of the sheds associated with that building approval does not reflect the layout of existing buildings on site.

On 4 July 2007, Council approved a Material Change of Use (MCU) and Environmentally Relevant Activity (ERA) No.4 for Poultry Farming for an additional 100,000 birds. This resulted in the poultry farm having a maximum capacity of 160,000 birds.

On 28 June 2019, a request for change was lodged for a Minor Change to the development permit for a Poultry Farm (DA4784). The application arose from a compliance matter. Some changes to the layout and the conditions of approval have been sought after discussions with the Applicant (MC2019/0039).

The site currently contains 16 poultry sheds with an approximate carrying capacity of 101,600 birds.

- Eleven of these sheds function as rearing sheds. These sheds have a combined gross floor area of 8,023.5m² and a prescribed holding capacity of 80,235 birds, based on a rate of 10 birds/m².
- Five of these sheds function as adult layer sheds. These sheds have a combined gross floor area of 4,268.7m² and a prescribed holding capacity of 21,343 birds, based on a rate of 5 birds/m².

The development is subject to a maximum number of birds. A new MCU application would be required if it was intended to increase the scale of the development beyond the number of birds specified in the existing approval.

The development could contain additional birds if the sheds were being used as broiler sheds, however the existing and proposed rearing sheds and adult layer sheds result in a lower density of

birds. It would not be cost effective for the developer / operator / owner to change the function of the existing sheds as significant changes would be required to the sheds.

3. Report

Proposed Development

The applicant is seeking to have an updated version of the plans approved, and conditions associated with the existing approval amended to reflect current operations on the site.

Subject Land

The subject site is located at 303 Grantham Scrub Road, Veradilla described as Lot 309 CH311850 and is located within the Rural General Zone under the *Gatton Shire Council Planning Scheme 2007*. The site contains an existing poultry farm.

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 made 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.

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.

The following Planning Scheme provisions applied to the original application:

Planning Scheme:	<i>Planning Scheme for the Gatton Shire 1995</i> <i>Draft Gatton Shire Council Planning Scheme 2007</i>
Zone:	Rural Landscape Zone
Assessment Benchmarks:	<ul style="list-style-type: none"> • Desired Environmental Outcomes; • Rural Zone Code; • Vehicle Access, Parking & On-Site Movement • Intensive Animal Industries Code.

A new application lodged at the current time would be subject to the following Planning Scheme provisions:

Planning Scheme:	<i>Gatton Shire Council Planning Scheme 2007</i>
Zone:	Rural General Zone
Assessment Benchmarks:	Entire Planning Scheme

Differences between the two schemes include the following:

The side or rear boundary setback for a poultry farm under the *Gatton Planning Scheme 2007* increases to 200m compared with 20m under the 1995 Planning Scheme.

The separation distance from a poultry farm to a dwelling on surrounding land under the *Gatton Planning Scheme 2007* increases to 500m compared with 150m under the 1995 Planning Scheme.

A 10m wide landscaping strip around the perimeter of the site or use areas within a site was a typical requirement under the 1995 Planning Scheme.

The application was originally subject to an Environmentally Relevant Activity devolved to Council. In 2014, the Department of Agriculture and Fisheries issued an Environmental Authority (EA) for the poultry farm which overrides Council's environmental conditions for the proposal.

Condition C1

<i>C1</i>	<i>The site must be developed generally in accordance with the Site Plan as received with the application and marked 'approved' and Environmental Management Plan – Nelbex Pty Ltd, prepared by Mokoan Agriculture.</i>	<i>To be completed prior to the commencement of use.</i>
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Applicant's comment

"As indicated on the proposed plans prepared by Minstaff Surveys Pty Ltd the request seeks approval for three (3) additional, as constructed Sheds; being described as Shed 5A, Shed 14 and Shed 15.

However, it is submitted that these three (3) additional structures warrant favourable consideration in this instance for the following reasons –

~ In accordance with the Development Permit for a Material Change of Use and Environmentally Relevant Activity No. 4 – Poultry Farming (2B) (Impact Assessment for an extension to an existing Poultry Farm) an approval was issued to the land owner on the 9th of July 2007 for an additional 160,000 birds (Council Reference DA4784).

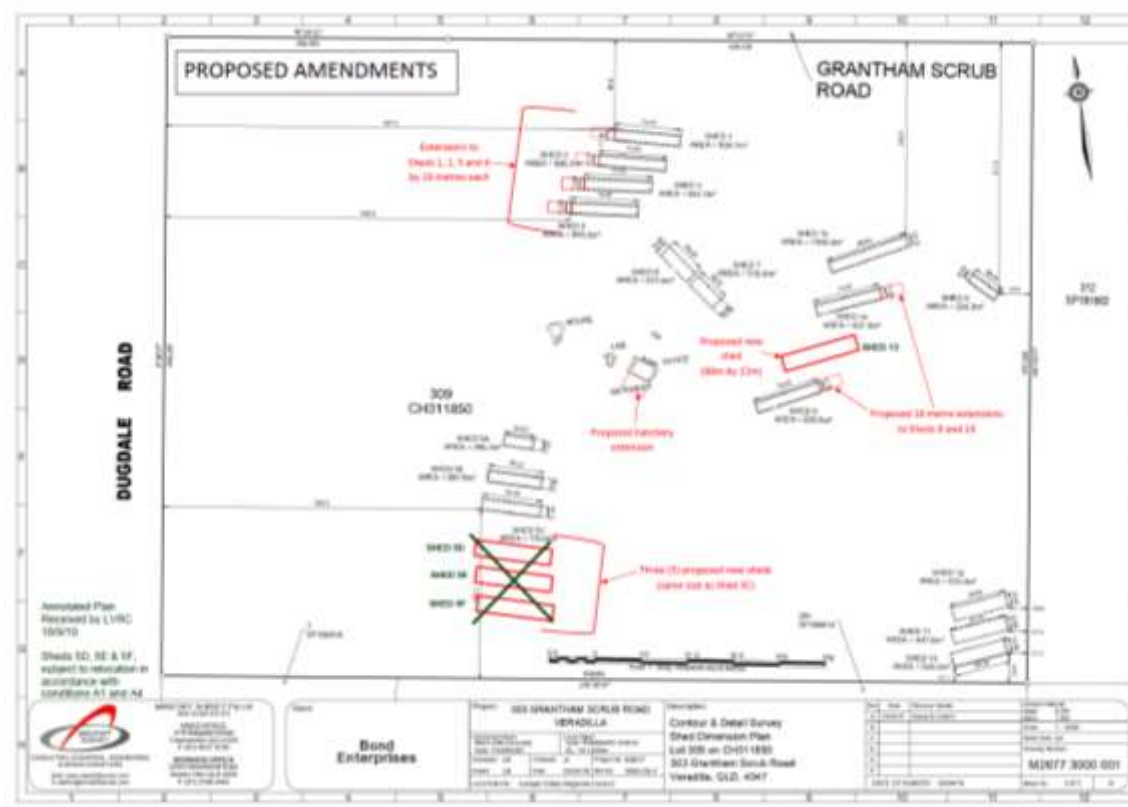
In accordance with the holding capacity tables below there are no more than 100,000 birds on the poultry farm at any given time being notably less than the maximum allowed. In addition, on any given day a minimum of two (2) of the 'rearing' Sheds will be void of any birds whilst waiting for the next incoming batch. It is submitted that this holding capacity is directly consistent with the above-mentioned Development Permit.

As discussed on the 16th of October I am now of the understanding that Council support the additional 'as constructed' Sheds, the proposed extensions and the proposed additional Sheds as detailed on the plan entitled 18.09.2019 Proposed Amendments."

Discussions with the applicant confirmed that the development was operating at less than two thirds of its approved capacity, due to the type of poultry operations occurring on site as well as the number and size of buildings constructed on site. As a result, it was suggested that an amended plan be provided that enabled the proposed development to function to its approved capacity.

Further investigation of the previous approval indicated that additional sheds had originally been proposed to the south of Shed 5C, however these were removed as part of negotiations with the applicant and submitter. It is considered that reintroducing sheds into this area would not constitute a Minor Change. Providing these three sheds 5D, 5E and 5F into another part of the site, no closer to the southern boundary than Shed 5C is considered suitable to consider this as a Minor Change. Alternative sites could include areas east of Sheds 5A-5C, south of Shed 4, south of Shed 8, or north of Shed 15.

Apart from the above matters with respect to Sheds 5D, 5E and 5F, it is considered that this plan would generally satisfy condition C1, however landscaping and buffering has not been included on the plan. The applicant has sought a deletion of the condition requiring landscaping on the site, which is not supported.



It is recommended that the condition be amended as follows:

C1	<p>The site must be developed generally in accordance with the Site Plan prepared by Minstaff Survey, and annotated in red by LM Planning Solutions as received with the application and marked 'approved' and Environmental Management Plan – Nelbex Pty Ltd, prepared by Mokoan Agriculture.</p> <p>An amended plan is to be provided addressing the location of proposed Sheds 5D, 5E and 5F, to ensure they are not located closer to the southern boundary of the property than Shed 5C, or closer to the eastern boundary than Shed 15.</p>	To be completed prior to the commencement of use.
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Condition C4

C4	<i>An amended Site Plan is to be submitted to Council reflecting the location of the proposed and existing structures. It shall include but not be limited to; boundary setbacks, finished levels and site contours, landscaping and buffering, dam locations, retaining structures, internal roads and driveways.</i>	<i>To be completed prior to the commencement of use.</i>
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Applicant's comment

As indicated in Part 4 Proposed Plans Minstaff Survey Pty Ltd have prepared the following documentation in response to Condition C4 –

- 1) Contour & Detail Survey*
- 2) Contour & Detail Survey – UAV Image Plan*
- 3) Contour & Detail Survey – Shed Dimension Plan*

It is submitted that the above-mentioned plans are fully compliant with Condition C4 in this instance.

*"The documentation prepared by Minstaff Survey Pty Ltd identifies the following information –
Finished levels and site contours;*

- Dam locations;*
- Landscaping and buffering;*
- Internal fencing, roads and driveways;*
- Location of all existing poultry sheds including dimensions;*
- Location of all other existing structures including the dwelling house, office, garage, hatchery and laboratory; and*
- All minimum site boundary setbacks;*

In accordance with Council's Decision Notice (Council Reference DA4784) all existing structures appear to have been approved by Council on the 9th of July 2007 with the exception of three (3) As Constructed Poultry Sheds; being described on the documentation prepared by Minstaff Survey Pty Ltd as Shed 5A, Shed 14 and Shed 15."

"As discussed on the 16th of October I am now of the understanding that Council support the plans prepared by Minstaff Surveys for the 'as constructed' Sheds and the plan entitled 18.09.2019 Proposed Amendments which details the proposed extensions and the proposed additional Sheds."

Council comment

Condition C4 was imposed as the site plan submitted with the 2007 application was not to scale, and did not accurately represent the site layout.

The plan submitted by Minstaff Surveys and annotated in red by LM Planning Solutions is considered to provide a suitably dimensioned site plan. Shed 5C is located approximately 182m from the southern property boundary.

The original plans submitted with the 2007 application proposed 3 sheds to the south of what is now described as Shed 5C. These sheds had a minimum setback of 110m to the southern boundary. It is noted that one of the submissions (by a person who no longer owns an adjoining property) associated with the 2007 application was effectively resolved through not proposing additional buildings south of Shed 5C. The new owner of the adjoining property may have been aware of the previous outcome, and as such, would not have been aware of additional sheds being placed to the south of Shed 5C. As a result, it is recommended that proposed Sheds 5D, 5E and 5F are located on other parts of the site.

It is considered that this plan, subject to changes, would satisfy condition C4. As a result, Condition C4 could be amended, subject to inclusion of the updated plan in the list of approved plans for this development.

C4	<p>An amended Site Plan is to be submitted to Council reflecting the location of the proposed and existing structures. It shall include but not be limited to; boundary setbacks, finished levels and site contours, landscaping and buffering, dam locations, retaining structures, internal roads and driveways.</p> <p>An amended plan is to be provided addressing the location of proposed Sheds 5D, 5E and 5F, to ensure they are not located closer to the southern boundary of the property than Shed 5C.</p>	To be completed prior to the commencement of use.
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Condition D41

D41	<i>All proposed structures are to be appropriately classified as per Part A.3 of the Building Code of Australia.</i>	<i>To be completed as part of Building Approval.</i>
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Applicant's comment

"As indicated on the proposed plans the existing improvements appear to comprise Class 1a, Class 5, Class 7, Class 10a and Class 10b structures.

However, a Private Certifier will be engaged by the land owner to obtain a Development Permit for Building Work and Plumbing and Drainage Work once Council's assessment of this Request has been decided. Accordingly, all structures will be appropriately classified as per Part A.3 of the Building Code of Australia by this suitably qualified consultant in due course.

It is submitted that the provision of the building classifications by a Private Certifier will be fully compliant with Condition D41 in this instance."

Council comment

The above comments are noted. It is understood a certifier has been engaged and is waiting for resolution of this request to change.

No change is required to the condition.

Condition M10

M10	<i>A separate Development application for Building Work, Plumbing and Drainage Work together with the necessary supporting information and fees, must be lodged with and approved by Council (or by a private Certifier where applicable) before the commencement of construction works.</i>	<i>To be completed prior to the commencement of use.</i>
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Applicant's comment

"A Private Certifier will be engaged by the land owner to obtain a Development Permit for all existing Building Work and any applicable Plumbing and Drainage Works once Council's assessment of this Request has been decided.

The land owner was referred to me by Geoff Mitchell from GMA Certification Group on the 23rd of August 2018. As the development application for Building Work and Plumbing and Drainage Work cannot be completed until Council have issued a Decision Notice for the Request for Change (Other) application it is my understanding that the land owner will be engaging GMA to obtain these additional permits.

It is submitted that this will be fully compliant with Condition M10 in due course."

Council comment

The above comments are noted. It is understood a certifier has been engaged and is waiting for resolution of this request to change.

No change is required to the condition.

Condition N8

N8	<i>The developer must ensure that any existing and all proposed structures comply with boundary and fire separation clearances prescribed within the Building Code of Australia and subordinate legislations.</i>	<i>To be completed prior to the commencement of use.</i>
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Applicant comment

"As indicated on the proposed plans prepared by Minstaff Survey Pty Ltd the existing structures maintain setbacks of 96.9 metres to the front (northern) boundary, 17.1 metres to the rear (southern) boundary, 345.5 metres to the right hand side (western) boundary and 20.9 metres to the left hand side (eastern) boundary.

In addition, all of these setbacks were approved as part of the Material Change of Use and Environmentally Relevant Activity No. 4 – Poultry Farming (2B) Impact Assessment for an extension to an existing Poultry Farm (additional 160,000 birds) which was issued by Council on the 9th of July 2007 (refer to Part 5 Supporting Documentation).

Accordingly, it is submitted that the development is directly consistent with N8 in this instance.”

Condition N9

N9	All structures on site must be situated and maintained at a minimum: 100m from any road frontage, 100m from any Natural Watercourse, 20m from any side or rear boundary, 150m from any dwelling on surrounding land; Building setbacks must be measured from the outermost projection of the building (gutter or fascia) to the nearest point of the relevant property boundary.	To be completed prior to the commencement of use.
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Council comment

The applicant’s comments for N8 above are applicable for N9.

One of the buildings existing in 2007, being Shed 10, was set back from boundaries a lesser distance than the distances prescribed in the above condition. None of the buildings that have been constructed since 2007, nor any of the other proposed buildings conflict with the setbacks in this condition.

No change is required to the condition.

Condition N24

N24	<i>All unapproved structures will require a building permit approved by Council or a Private Certifier where in accordance with all relevant building regulations.</i>	<i>To be completed prior to the commencement of use.</i>
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“As previously discussed, a Private Certifier will be engaged by the land owner to obtain a Development Permit for all unapproved structures once Council’s assessment of this Request has been decided. It is submitted that this development will be fully compliant with Condition N24 in due course.”

Council comment

The above comments are noted. It is understood a certifier has been engaged and is waiting for resolution of this request to change.

No change is required to the condition.

Other conditions

As a part of the assessment of the application, a number of additional items were raised with respect to the development complying with existing conditions.

Condition A8

A8	<i>A reinforced concrete, heavy duty industrial crossover must be constructed between the kerb line and property boundary at each access point.</i>	<i>To be completed prior to the commencement of use.</i>
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Applicant's comment

"To my knowledge the site has been utilised as a Poultry Farm since approximately 1992. Accordingly the existing crossover and driveway have provided access to and egress from the site for almost three (3) decades. To my knowledge the current construction of the crossover and driveway have not presented any safety or nuisance issues.

As such I would like to request Council's consideration to either remove this Condition or alternatively to amend this Condition to potentially require the crossover between the kerb line and property boundary to be 'all weather access'."

Council comment

The existing vehicular crossover is gravelled. The poultry farm has been operational since approximately 1993. There is minimal evidence of material being tracked onto Grantham Scrub Road. As a result, it is considered the existing vehicle crossover is operating in a satisfactory manner, and it is considered the crossover therefore does not need to be upgraded to a concrete crossover. However if material starts being tracked out of the site onto Grantham Scrub Road it would be necessary for the developer / operator of the poultry farm to arrange for that material to be cleaned off the road.

It is considered the condition should be amended as follows:

A8	An all-weather industrial reinforced concrete heavy duty industrial crossover must be constructed between the kerb line and property boundary at each access point.	To be completed prior to the commencement of use.
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It is considered an additional condition should be included as follows:

A8A	Any material tracked onto Grantham Scrub Road from vehicles exiting the site is to be cleaned off the road pavement.	Ongoing
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Condition B8

B8	<i>A vegetated buffer comprising native species shall be provided</i>	<i>To be completed</i>
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	<i>and maintained to screen the existing sheds 7,8,9 and 3. This shall be provided at an approximate distance of 50m south of Shed 3 and along the southern property boundary behind sheds 7,8,9 as generally shown on the approved plan and to the satisfaction of Council. Where trees die off these shall be reinstated.</i>	<i>prior to the commencement of use and maintained.</i>
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Applicant's comment

"Based on the current state of critical water shortages throughout SEQ and particularly within this local area I would like to request Council's consideration to remove this Condition.

I believe that, in order for the land owner to comply with this Condition, that it would impose an unnecessary strain on the availability of limited water resources within the region.

In addition, all of the existing and proposed Sheds maintain ample setbacks from the site boundaries ensuring adequate buffers are already provided between adjoining land uses."

Council comment

The sheds that are described as sheds 3, 7, 8 and 9 in this condition are identified as Sheds 5B, 10, 11 and 12 on the new plan submitted by Minstaff Survey. These sheds have already been constructed.

Landscaping is typically provided as a form of screening or buffering to adjoining or surrounding properties. The condition is generally seen as a reasonable mechanism to address visual amenity issues. The current drought is not considered to constitute sufficient rationale to not require the landscaping.

It is noted that the sheds in the southeast corner of the site (sheds 10, 11 and 12) are located less than 20m from the southern and eastern boundaries of the site, however they are located approximately 750m from the nearest houses on adjoining properties.

The proposed sheds located in proximity to Shed 5 are approximately 550m from the nearest house on an adjoining property.

Based on the distances from the houses on adjoining properties, it is considered the sheds would create minimal visual impact on surrounding properties if a landscaped buffer is not provided, however in the 2007 report, it was advised the applicant had purchased 200 trees to be used as a buffer on the southern side of the property from the salinity Reduction Project. It is therefore considered that trees should be planted as originally proposed.

Given there is a requirement for a 6m firebreak, and there is an internal road between the rear boundary of the site and the sheds, it is also considered there is minimal area available for a landscape buffer between the sheds and the southern boundary of the site.

It is considered the fire break would potentially conflict with the proposed landscape buffer adjacent to Sheds 10-12.

However, the Gatton Planning Scheme would typically require building setbacks for poultry sheds to be located a minimum of 200m from a side or rear boundary. As a result, it would be relevant to retain the requirement for a landscaped buffer between the sheds and the adjoining properties.

It is considered the condition should be amended as follows:

B8	A 10m wide vegetated buffer comprising native species shall be provided and maintained to screen the existing sheds 7,8,9 and 3 10, 11, 12 and 5A-5F. This shall be provided at an approximate distance of 50m south of Shed 3 5F and along the southern property boundary behind sheds 7,8,9 10, 11 and 12 as generally shown on the approved plan and to the satisfaction of Council. Where trees die off these shall be reinstated.	To be completed prior to the commencement of use and maintained.
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Condition I11

I11	<i>The applicant shall provide a Bush Fire Management Plan.</i>	<i>To be completed prior to the commencement of use.</i>
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Applicant's comments

"I have previously been advised by the private certifier that they are able to confirm that all existing and proposed structures comply with the applicable Standards.

In addition, despite one (1) small portion of the site being identified as being affected by a Bushfire Overlay, all existing and proposed structures are located outside these areas.

As such I would like to request Council's consideration to either remove this Condition or alternatively to amend this Condition to potentially require the private certifier to confirm that the development complies prior to the issue of the Development Permit for Building Works."

Council comments

The development includes a large scale rural industrial activity. While Council's bushfire overlay mapping does not accurately represent the location of vegetation on the site or adjoining properties, state mapping does indicate areas of Medium Bushfire Hazard on site.

It is recommended a bushfire management plan still be required in this circumstance, and that the condition remain unchanged.

Condition I12

I11	<i>Six metre Firebreaks must be prepared and maintained along the boundary fence line. These must be prepared to a minimum mown standard clear of vegetation.</i>	<i>To be completed prior to the commencement of use and maintained.</i>
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Applicant's comment

"As indicated on the plans the site is predominantly void of any significant vegetation.

As such I would like to request Council's consideration to either remove this Condition."

Council comments

The majority of the site is not vegetated along the property boundaries. The wording and timing of the condition is designed to provide ongoing maintenance along the property boundaries to prevent a proliferation of vegetation along property boundaries, in order to minimise any ongoing increase in bushfire risk.

It is considered the condition should remain unchanged.

Condition K34

K34	<i>The disposal, burial or incineration and burning of waste materials, vegetation, or other materials must not be conducted on the premises.</i>	<i>Ongoing</i>
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Applicant's comment

The applicant's client *"advised on the 18/10/2019 that they don't incinerate or burn waste materials, vegetation or other materials on-site. However, [the client] has advised that the EPA approved the disposal of organic matter and hatchery shells on-site. Accordingly, they would like to request the removal of the word 'disposal' from this Condition."*

Council comments

Discussion has occurred with the Department of Agriculture and Fisheries [DAF] with respect to the applicant's development. The development is subject to an Environmental Approval (EA) issued in 2014, which takes precedence over the conditions on the Decision Notice. The development is subject to the EA, and matters of environmental compliance are managed by DAF. In order to avoid conflict with the EA, it is therefore considered the condition can be deleted.

Condition K41

K41	<i>Establish procedures for the storage, handling and management of all solid and liquid wastes generated by the activities and processes of the premises.</i> <ul style="list-style-type: none"> - <i>Never dispose of waste onsite.</i> - <i>Always dispose of non-recyclable waste at a licensed general waste disposal facility (e.g. local government service or approved waste removalist.</i> - <i>Keep proof of proper disposal of waste from the site for presentation to Council Officers.</i> - <i>Empty all containers or vessels containing oils, solvents and other chemicals or potential contaminants before disposing via the industrial bins.</i> - <i>Manure and litter must be removed from the property as per EMS.</i> 	<i>To be completed prior to the commencement of use and maintained.</i>
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	<ul style="list-style-type: none"> - All egg waste and dead birds must be contained and store appropriately before removal from the property by a licences waste contract as per EMS. - Composting of dead birds and other waste materials must not be undertaken on the premises, unless express written authorisation has been issued by an authorised officer of Council. 	
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Applicant comments

The client advised on 18/10/2019 the following for each of the above bullet points.

- *[The operators] currently have procedures in place for the storage, handling and management of all solid and liquid wastes generated by the activities. It is submitted that the development therefore complies.*
- *In accordance with the original approval [the operators] currently dispose of organic matter and hatchery shells on-site. Accordingly, we request that this Condition either be removed or re-worded to reflect the current activity.*
- *Complies. Hatchery water waste and grease trap operator plus sump pump on reservoir tank which is distributed over their fields and paddocks only.*
- *The land owners are happy to comply with this Condition. As such please advise how Council would like the land owners to document this to Council's satisfaction.*
- *[The operator] has advised that all oils are stored in an old shed. He also advised that the amount of oil only requires disposal every 5 years (maximum). As such we request that this Condition be removed.*
- *The land owners remove all manure and litter and spread the manure on cattle farms they own. It is therefore submitted that the development complies with this Condition.*
- *In accordance with the original approval all egg waste and dead birds are buried on-site. As such we request that this Condition be either removed or re-worded to reflect correct, on-site disposal methods.*
- *In accordance with the original approval composting of dead birds and other waste materials is currently conducted on-site. As such we request the express written authorisation for this activity to occur from an authorised officer of Council."*

Council comments

Discussion has occurred with the Department of Agriculture and Fisheries [DAF] with respect to the applicant's development. The development is subject to an Environmental Approval (EA) issued in 2014, which takes precedence over the conditions on the Decision Notice. The development is subject to the EA, and matters of environmental compliance are managed by DAF. In order to avoid conflict with the EA, it is therefore considered the condition can be deleted.

Condition N7

N7	<i>The approved gross floor area (GFA) must not exceed 6500 square metres. The total GFA for each individual building is to be provided to Council prior to the commencement of any building works.</i>	<i>Ongoing unless otherwise approved.</i>
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Applicant's comments

As indicated on the proposed plan entitled 18.09.2019 Proposed Amendments all existing and proposed shed sizes are included.

In addition, this Condition allows for an increase in the GFA if 'otherwise approved'.

Council comments

The figures provided by the applicant indicated the existing buildings (to date) had an approximate GFA of 12,292.2m². This does not include the hatchery or laboratory, which had a combined GFA of approximately 450m².

The 2007 application originally proposed a larger development, however according to the Council report in 2007, this was reduced in size to mediate concerns from submitters.

This condition is poorly worded. The planning report from 2007 referenced a maximum increase in GFA of 6,500m² but that was not reflected in the wording of the condition. The wording of the condition indicates a maximum GFA of 6,500m².

With respect to the scale of this development:

- The sheds that existed in 2007 had a combined GFA of approximately 6,306.4m² including the hatchery and laboratory.
- The additional sheds that have been constructed between 2007 and 2019 have a combined additional GFA of approximately 6,301.6m².
- The additional sheds (and extensions to existing sheds) proposed to be constructed as a part of this change have a combined GFA of 4,470m².
- Overall, the combined increase in GFA for the sheds constructed between 2007 and today, and the additional sheds proposed on the plans increase by approximately 10,771m².
- Ultimately, the development would have an approximate GFA of 17,077.4m².

As highlighted by the applicant, the condition allows for an increase in the GFA of the development if "otherwise approved".

As previously noted with respect to the scale of development, the expansion of the poultry farm will result in the carrying capacity of the farm still remaining below the maximum numbers of birds allowed by the approval.

The critical threshold for the development relates to the numbers of birds approved for the site. It is therefore suggested that the maximum GFA of the buildings on the site is superfluous to requirements. It is suggested the condition could therefore be deleted.

Consultation

Input was sought from Council's Development Engineering and Environmental Health sections, and the Department of Agriculture and Fisheries.

4. Policy and Legal Implications

Council had commenced compliance action against the current owner/operator of the premises due to a number of the buildings having been constructed without building approval. Following a decision made by Council on the application, the applicant may appeal against Council's decision. If the applicant decides to appeal the decision by Council, legal representation may be required.

5. Financial and Resource Implications

Following a decision made by Council on the application, the applicant may appeal against Council's decision, which will have financial and resource implications for Council.

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 changes to the development constitute a minor change. It is recommended that the changes are approved as per the recommendation.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

12. CORPORATE AND COMMUNITY SERVICES REPORTS**12.1 Executive Manager Corporate and Community Services Monthly Report - November 2019****Date:** 04 December 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 November 2019.

Officer's Recommendation:

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

Report**1. Introduction**

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

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

- As of 29 November, 93.92% of the first levy for 2019-20 was collected.
- Twelve of the fourteen properties issued with a Notice of Intention to Sell cleared their arrears, with the sale of land auction held on Thursday 28 November. The two properties available for sale were both sold at auction.
- \$26,924.41 of bonds held in trust have been identified for release to the Public Trustee in line with current Queensland Legislation. A further review will be undertaken of all bonds, with any associated transfers due by 14 February 2020.

Accounting Services

- The 2020-21 Capital Works budget module has been created and officers have now commenced the process to identify capital projects for the 2020-21 Budget. A draft 2020-21 Capital Works Budget will be reviewed by the Asset Management Panel in January 2020.
- Improvement to reporting and transparency of financial reporting continues, with the first Work In Progress report splitting labour/plant/material budget and actuals presented to Infrastructure Works and Services (IWS) in November. This process has identified some phasing and work program issues, especially in relation to employee costs. Additional work is being undertaken with IWS managers to review phasing across the financial year. This reporting also continues to place an increased focus on the deliverability of capital projects which will be addressed in the next Budget Review.

Procurement and Stores

- Recommendations from the Procurement Review are now being progressively implemented.

CUSTOMER SERVICES

- The year to date service level remains higher than the target range with calls answered in the call centre on target at 80.63%. However, call numbers are down compared to the same period last year.
- The Customer Service Team continues to be involved in many of the Voice of the Customer Working Groups.
- New staff joined the Customer Service team during November, with another officer due to join the Team in early December; this will address recent resourcing shortfalls.

Customer Service Statistics for the month of November 2019

For the Month of November						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	12,030	11,591	149	296	85.81%	0:18:03
Current Month	2,143	2,058	31	54	83.37%	0:12:19
▲ to previous	852	761	23	68	3.60%	0:05:44
YTD Trend						
	Calls Transferred	Enquiries Answered in Call Centre	Average Call time inc Post Processing	Total Web Chats	Average Web Chat Session Duration	Online Service Requests Received
YTD	2,245	80.63%	0:03:59	183	0:09:02	240
Current Month	481	76.63%	0:03:53	23	0:12:18	41
▲ to previous	41	4.86%	0:00:07	41	0:03:57	14
YTD Trend						

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

BUILDING AND FACILITIES

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






Project	November 2019 Activity
Cahill Park Amenities	Building Final – Certificate of Classification (form 21) achieved on 22 November 2019.
Cahill Park Lighting	Completed the installation of all light poles and lights to the Rugby fields and Netball courts.
Gatton Shire Hall Services Compliance Upgrade	Developing the detailed Architectural and Engineering tender issue designs and specification.
Transportable Amenity Buildings	Building approval applications under review. Release of the Gatton Campdraft (request for quote).
LIEC Retaining Wall Review	Engineer Consultant to finalise design documentation for LVRC review.
LIEC Equestrian Centre Compliance	Principal Consultant and disciplined engineers progressing with design documentation.
Laidley Youth Centre Ramp & Stairs	Request for Quote process was undertaken, and the 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)	Council Workshop undertaken to discuss scenarios for shading the mall area. Community Engagement Officer has now completed a local business survey.
Lockyer Valley Cultural Centre A/C re-design	Site inspection undertaken with the nominated engineering firm. Data loggers and site analysis is underway for the review of the heating, ventilation and air-conditioning system (HVAC) and opportunities to improve the HVAC and energy efficiency of the building.
Laidley Saleyards Drainage	Local contractor engaged to slash the existing embankment and prepare site for security fence installation. Local contractor engaged to install the new security fence and remove the old fence in preparation for drainage improvement works.

Other Issues of note.

Defects have recently been identified with the Solar PV system installed at the Lockyer Valley Cultural Centre. The system remains off line while issues are rectified; these works commenced on 22 November 2019.

LIBRARIES

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

Lockyer Valley Libraries – Monthly Performance						
<div>64,949</div> <div></div> <div>Items in our collection (physical and eResources)</div>		<div>LOANS</div>		<div>8,811</div> <div>Items issued</div> <div>643</div> <div>Acquisitions</div>	<div>661</div> <div>Items renewed</div> <div>1094</div> <div>Withdrawals</div>	<div>85.4%</div> <div>of items issued via Self-Service</div> <div>Physical Loans</div> <div>9,472</div> <div>(9,882 Oct)</div>
<div></div> <div>EVENTS</div>		<div>79</div> <div>Programs and Events</div>	<div>995</div> <div>Attendees</div>	<div>10,227</div> <div>LIBRARY VISITS</div>		
<div>207</div> <div>Clients @ Gatton</div> <div>Total Data Transferred</div> <div>122.33 GB</div>	<div>157</div> <div>Clients @ Laidley</div>	<div></div> <div>Total WiFi Sessions</div> <div>356</div>	<div>Computer Bookings</div> <div>902</div> <div></div>	<div>Gatton Library</div> <div>4,789 visits</div> <div>Laidley Library</div> <div>5,438 visits</div> <div>Active Members</div> <div>13,517</div> <div>New Members</div> <div>124</div>		
				<div></div> <div>October Visitors 10,463</div>		

- First 5 Forever outreach sessions called Splish Splash Storytime were held at the Gatton and Laidley pool with excellent attendance. Several new families that attended have since joined our Library and attended other sessions.
- Christmas holiday activities brochures are now out with interest being shown by parents, carers and grandparents. The Christmas Origami paperfolding lessons were popular with full classes at both sessions.
- Gympie Library visited during November to look at our resources and usage of library space. This also provided an opportunity to network, share ideas and information. From this visit, we are looking at changing our event promotions based on their experiences.
- A new membership brochure including a temporary library card has been produced. This will be distributed to schools, real estate agencies and other areas where new residents are likely to visit.
- Old furniture from the Gatton Library has commenced being sent to SES and any remainder will be dispersed to ANUHA in the following weeks.

Art Gallery

- Our current exhibition 'Fractions of existence' by Lockyer Valley Camera Club is open until 8 December 2019.
- The next exhibition opening on 13 December and closing on 2 February 2020 is themed 'Summer time' a collection by multiple artists.
- There were 2 (two) successful recipients of 2019-20 Round 1 RADF Grants.

CHILDCARE

The occupancy rate for Gatton Childcare in November 2019 was 93%.

Community Awareness Programs undertaken in November included the National Sunnies for Sight Day on 6 November.

HEALTH, WASTE AND REGULATORY SERVICES

A total of 325 Health, Waste and Regulatory Services related CRMs were received by Council within November with 147 remaining open at month end.

ENVIRONMENTAL HEALTH

- Conducted Mosquito Monitoring (annual inspection program) in Laidley
- 41 licences/permits either issued or renewed.

WASTE MANAGEMENT

- The Manager Waste, Health and Regulatory Services continues to be heavily involved in the Waste Alliance Expression of Interest process.
- The Laidley Transfer Station bitumen seal and the site office upgrade projects were completed.
- 3 (three) waste and recycling school presentations delivered.
- October 2019 Levy Data completed and lodged on 29 November.

LOCAL LAWS

- 7,697 dogs have now been registered for 2019-20 which represents 92.38% of the dogs registered for 2018-19.
- During November 2019 there were 21 Warning Notices and 9 infringement notices issued by Local Laws Compliance Officers.
- In relation to dog attacks, during November there were 3 (three) attacks on persons with a further 10 attacks on animals.
- Illegal Parking on Footpaths - Gatton Area
 - Councils Multi-Language Illegal Parking Flyers were distributed (placed on windscreens of all illegally parked vehicles) on 24 November 2019 in the Woodlands Road, Highview Avenue, Hunter Avenue and Reisenleiter Avenue area
 - Counts of illegally parked vehicles in the Woodlands Road, Gatton area have now been conducted at 6.30am on 15 September 2019 (102 vehicles), 6.45am on 27 October 2019 (92 vehicles) and 5.20am on 24 November 2019 (50 vehicles).

INFORMATION SERVICES

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

- The TechnologyOne Cloud Migration project has started to build momentum in November with configuration and testing commenced. The target for go live is late January, early February 2020. All staff are required to participate in training prior to the go live date to ensure they are prepared for the changes. Testing on the performance of our on-premise system to establish a benchmark, will be compared with testing of the cloud-based system to ensure performance is the same or better. The testing was completed by over thirty staff across the organisation in a great demonstration of teamwork and collaboration.
- 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. The risk score is impacted by everyone's ability to complete the training, answer questions correctly and how they response to cultural questions. Anyone not completing the training, reduces the whole organisations score.

- Key statistics on cyber awareness training follows.



84%

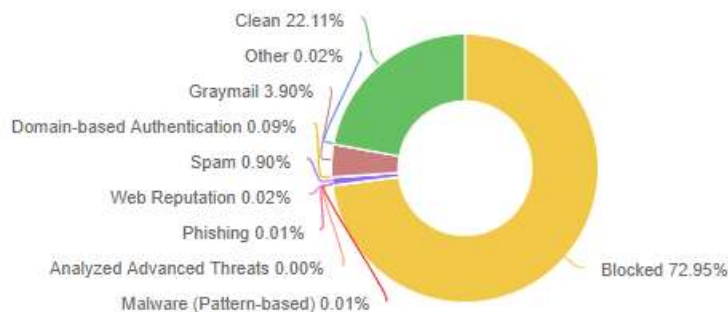
After watching our first three videos, 84% of your employees indicated that they changed something they do in their daily lives to make them more secure.

- In relation to cyber security, of the 160k emails received between 1 and 26 November, 22% 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 analysis 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.

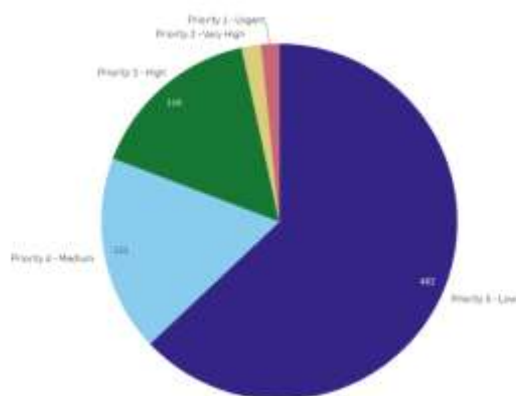
Threats for lvrc.qld.gov.au – Month of 11/2019



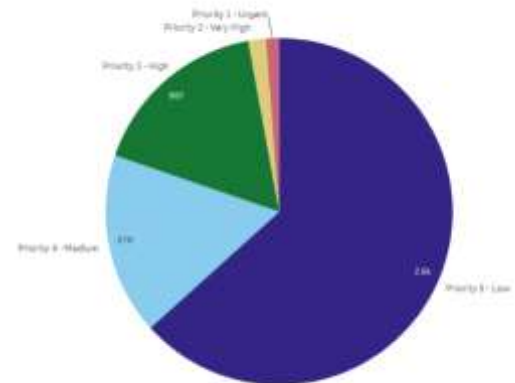


- Key LISA (IT service requests) statistics for the period from 1 October to 26 November are outlined below.

Service requests by priority for reporting period



Service requests by priority for year to date



DISASTER MANAGEMENT

Operation Redux – Lockyer Valley Bushfires – November 2019

Key items of interest from the November 2019 bushfires follow.

- Smoldering trees reignited on private property at Thornton on 7 November 2019. Hot, dry, gusty westerly winds saw escalation of the bushfire on 8 November 2019. Thornton, Townson, Mulgowie, Ingoldsy, Left Hand Branch and Laidley Creek West were affected by the bushfires. The Lockyer Valley Local Disaster Management Group (LDMG) and Local Disaster Coordination Centre (LDCC) went to 'Stand Up' on 8 November, moved back to Alert on 10 November and to 'Stand Down' on 22 November. Lessons identified from the October 2019 bushfire were acted upon during the operation.
- An evacuation centre was opened at Laidley Sports Centre on 8, 9 and 10 November (4 times) with Nil evacuees presenting.
- There was no loss of life during the event.
- 2 machinery sheds were lost at Thornton with a large number of grazing properties impacted with loss of feed in paddocks and damage to fences.
- A debrief of internal staff was held on 29 November 2019 with a Local Disaster Management Group debrief scheduled for 19 December 2019
- The debrief learnings from this event will be acted upon where appropriate and a 'Lessons Management Register' will be developed for both the October and November bushfires.

Exercise “Shaky Ground” will be rescheduled to late January/early February 2020.

The Local Disaster Management Group scheduled for 21 November 2019 and the Bushfire Sub Committee Meeting scheduled for 14 November will be rescheduled to early 2020.

SES Activations

The following SES activations occurred up to 21 November 2019:

- 11 and 12 November – Assisted Queensland Fire and Emergency Services (QFES) at Boonah – 7 members
- 11 to 17 November – Assisted Queensland Fire and Emergency Services (QFES) at Grantham – 38 members
- 20-25 November – Assist Queensland Police Service (QPS) at Hampton. Esk Hampton Road – 20 members.

SES Membership

Details of SES membership at 30 November 2019 follows.

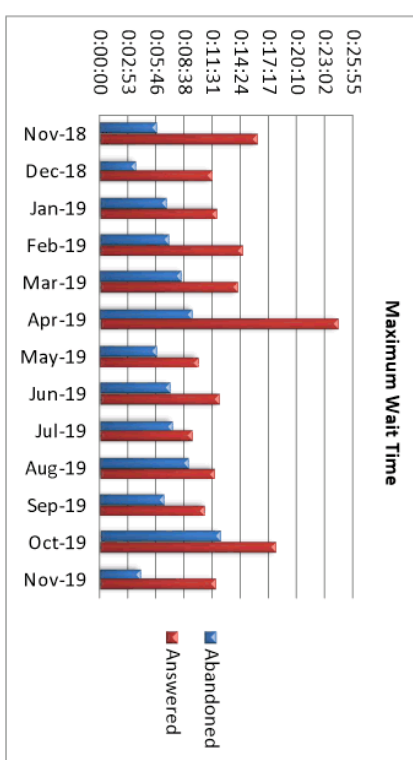
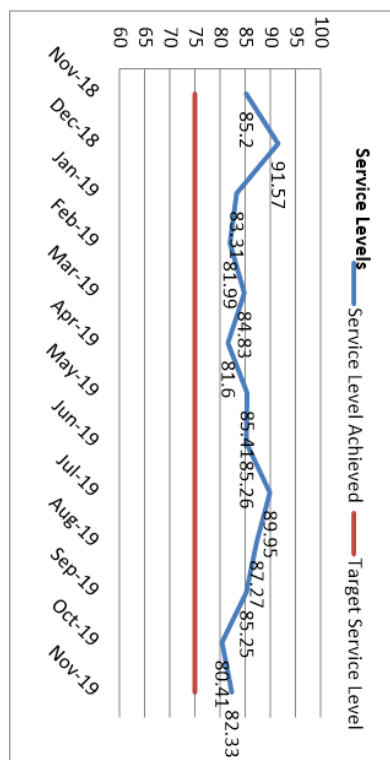
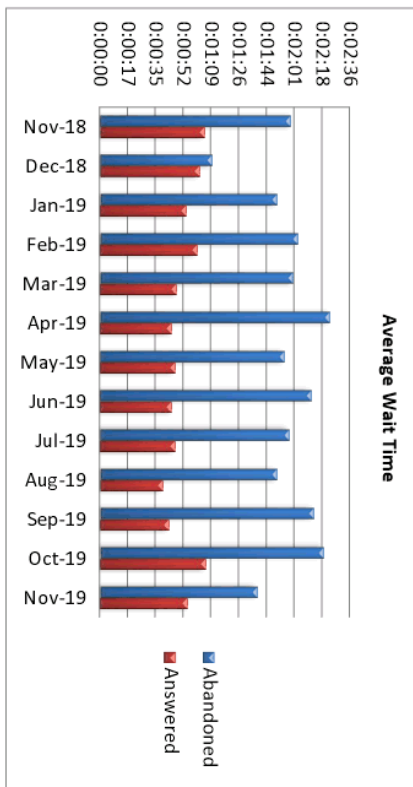
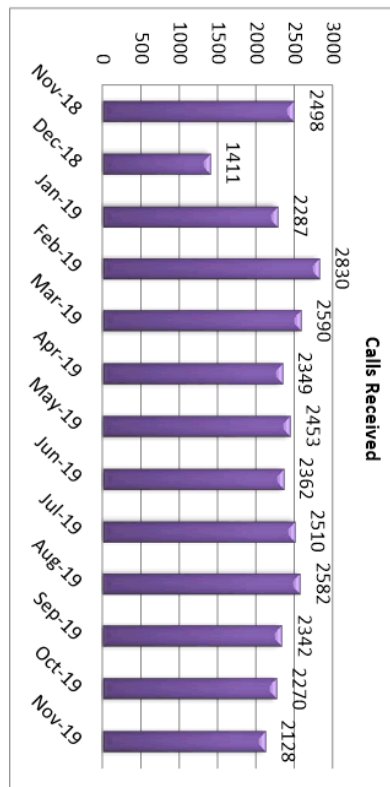
Unit	Active	Non-Active Members	Reserve	Prospective	Probation
Forest Hill	14	3	0	0	2
Gatton	16	0	1	2	3
Laidley	19	3	2	1	2

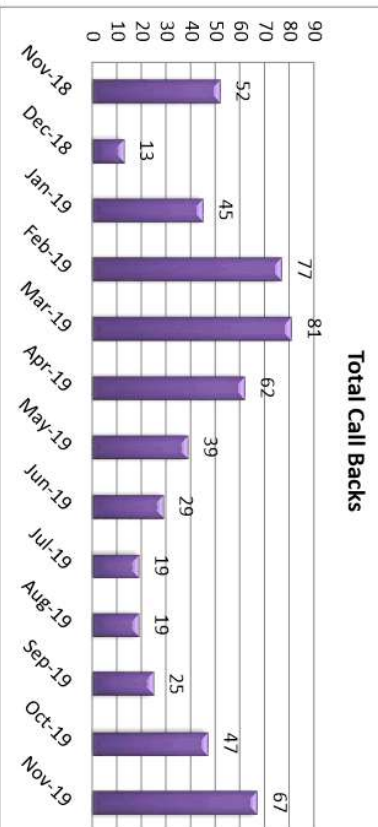
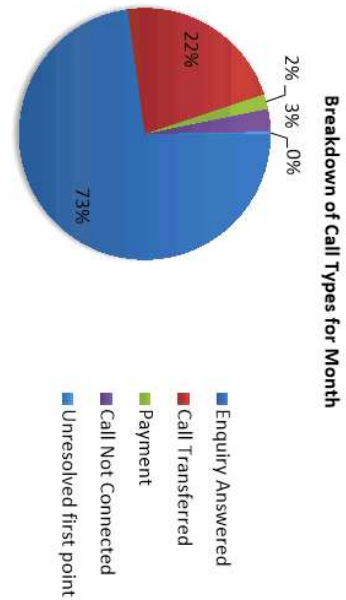
Attachments

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

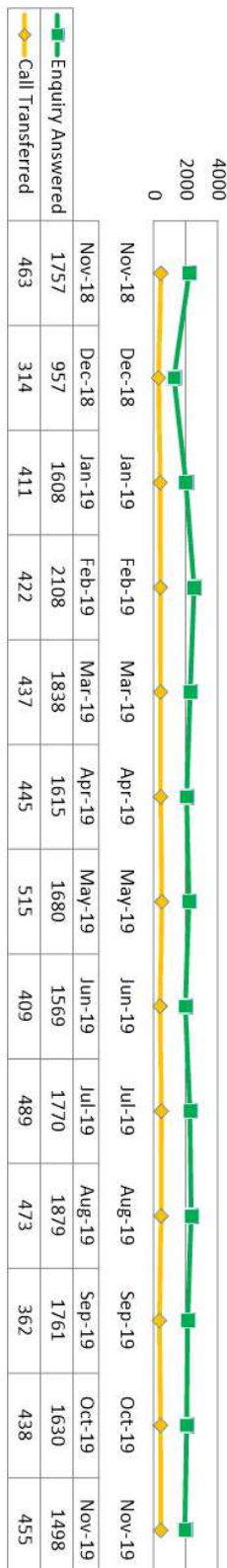
Lockyer Valley Regional Council – Customer Service Monthly Statistics – November 2019

Telephone

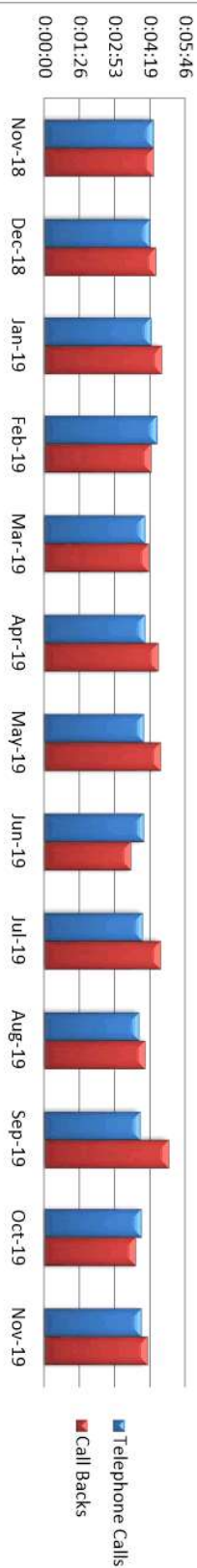




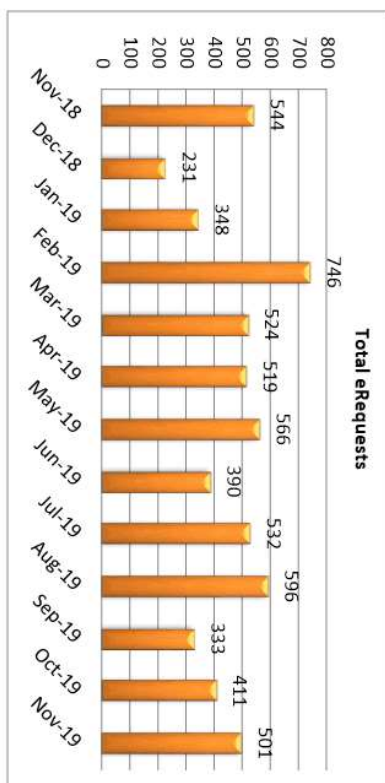
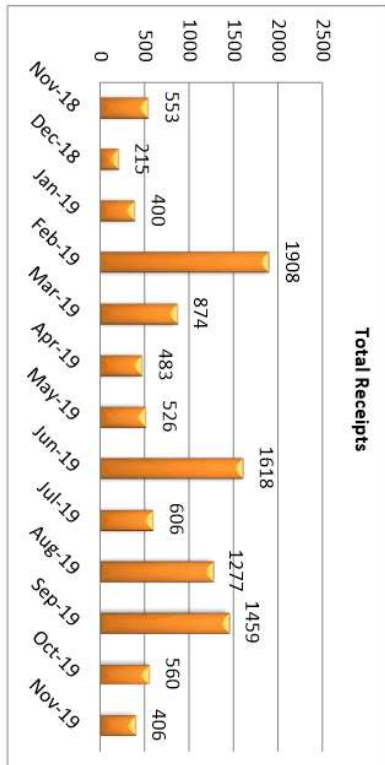
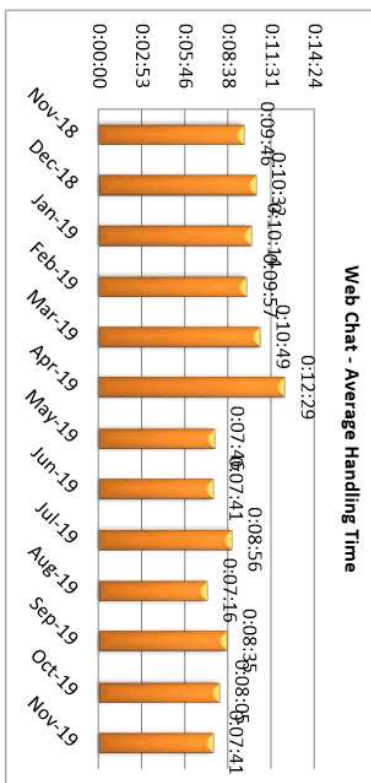
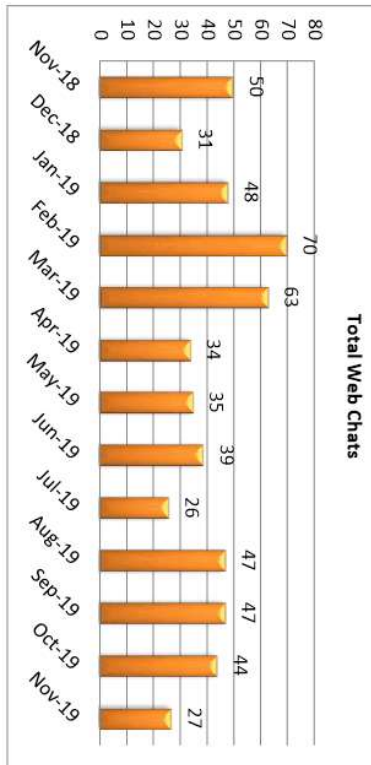
Calls handled by Month



Average Handling Time

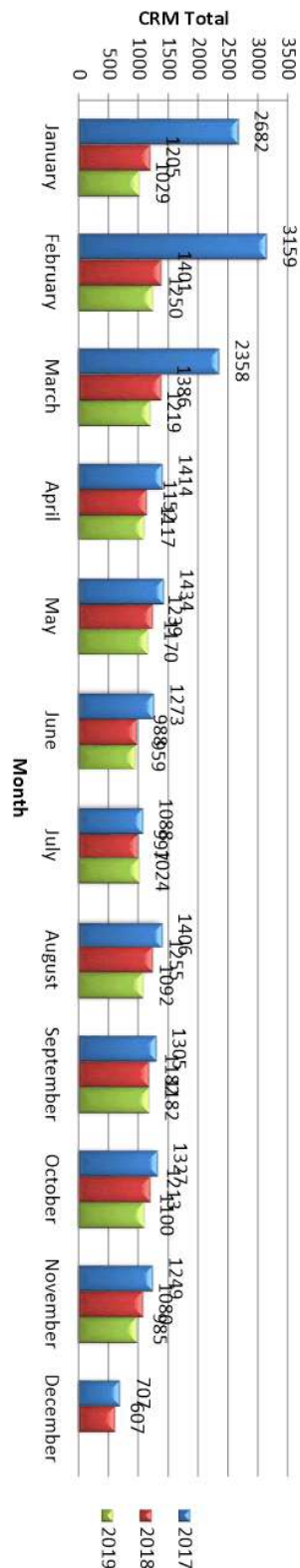


Live Chat, ERequests & Receipts



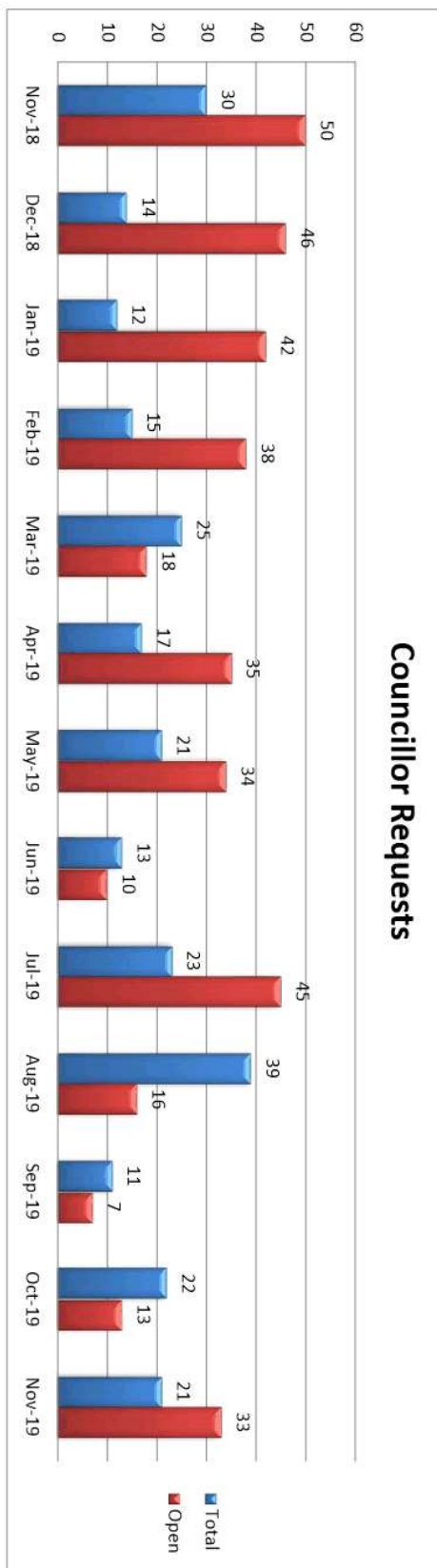
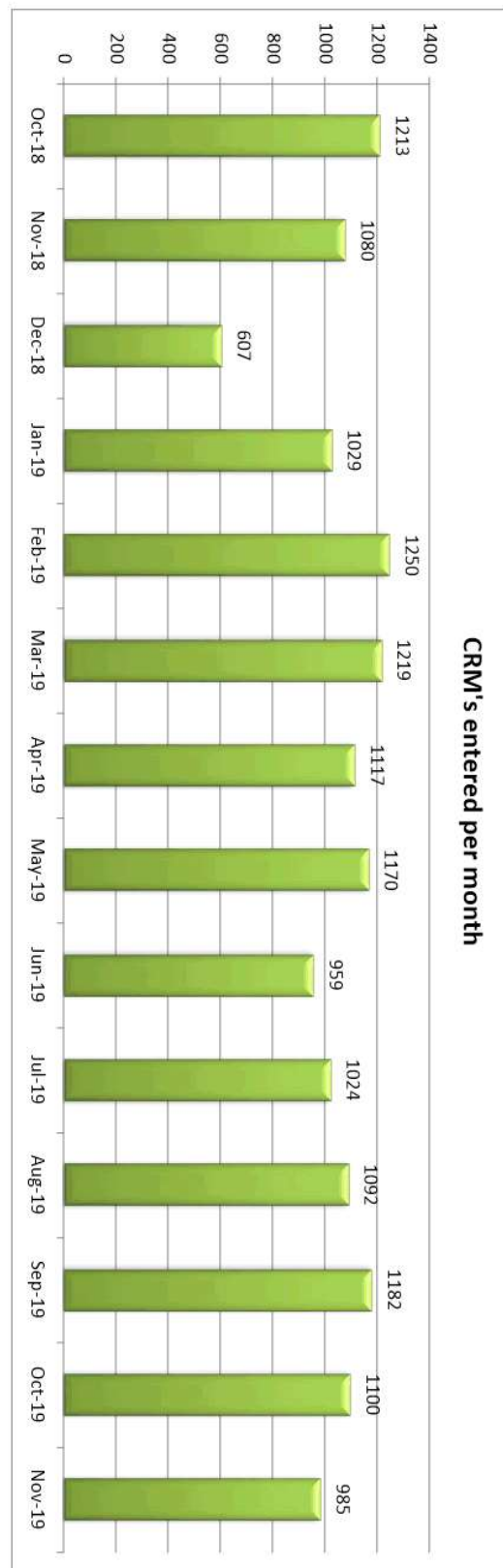
Customer Requests

CRM Month Comparison 2017-2018-2019

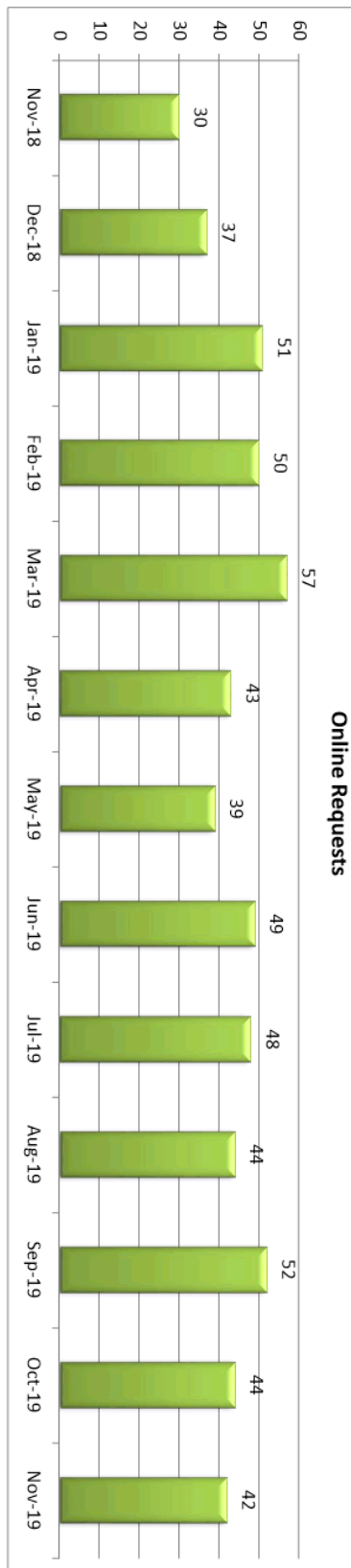


CRM Month Comparison 2017-2018-2019





Online Requests



QGAP Performance Report

Total time taken for all transactions	82.18 hrs
Total number of transactions	483
Total average time for all transactions	10.21

12.2 Overnight Parking and Camping at James Norman Hedges Park - Helidon Spa

Date: 05 December 2019
Author: Darryl Simpson, Local Laws Coordinator
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

Council has received several complaints regarding over-night parking and or camping at James Norman Hedges Park (the Park) at Helidon Spa and known to Council as Property ID 254250. The Park is a reserve for Main Road Purposes and is managed by the Queensland Department of Transport and Main Roads (DMTR). This report recommends that Council request that DMTR designate the Park as an overnight rest area with parking and camping permitted for up to 24 hours to reflect long established travelling behaviours.

Officer's Recommendation:

THAT Council resolve to request that the Queensland Department of Transport and Main Roads designate James Norman Hedges Park at Helidon Spa as an overnight rest area with parking and camping permitted for up to 24 hours and that appropriate signage be installed on each entry point to reflect this change.

Report**1. Introduction**

Council is an elected body that is responsible for the good rule and local government of a part of Queensland. Thus, Council is charged with the enforcement of an array of State Acts and Regulations as well as Council Local Laws and Subordinate Local Laws promulgated under the provisions of the *Local Government Act 2009* (the Act).

On 26 November 2019, Council was contacted by a resident advising of number of persons camping at the James Norman Hedges Park at Helidon Spa (the Park) and requesting that Council enforce the "No Camping" requirements of the Park.

On that same date, an inspection of the Park was undertaken, and it was observed that Queensland Department of Transport and Main Roads (DMTR) signage was in place advising that overnight camping was not permitted in the Park.

2. Background

The James Norman Hedges Park is located on the side of the Warrego Highway at Helidon Spa and is shown in Council property Database as Property ID 254250. The Park is a reserve for Main Road Purposes and is managed by the Queensland Department of Transport and Main Roads (DMTR).

The issue raised by the customer on 26 November 2019 in relation to camping in the Park is the most recent of a number of similar complaints raised with Council.

On 16 April 2019 a similar concern was reported to Council by another person who supplied a photograph of a vehicle parked in the Park's bitumen car-park during the night. Subsequent inspections showed no camping on site occurring.

On 27 September 2017 a complaint was received by Council concerning several illegal campers in the creek area below the James Norman Hedges Park. The matter was investigated and several foreign nationals who were working on local farms were spoken to by Council officers and they departed the area shortly thereafter.

3. Report

On 26 November 2019 an inspection of the James Norman Hedges Park at Helidon Spa was conducted by a Council Officer following a complaint in relation to persons camping in the Park.

During this inspection, a single DMTR sign was sighted on entry to the Park's bitumen carpark indicating that no overnight parking was permitted.

An elderly traveler spoken to at this time advised that he had been utilising the Park as an overnight rest stop for many years (although he was aware of the DMTR signage) as he was a long term "grey nomad".

Subsequent inspections were also conducted by Council Officers on the 27, 29 and 30 November 2019.

All inspections except the one undertaken on 30 November 2019 resulted in the identification of persons who were either using the Park as a same day rest area or who had arrived during the evening before after a full day's travel and were too tired to safely continue their driving journey.

On the 30 November 2019, the only cars at the Park belonged to families who were using the Park's toilets.

It has been determined that DMTR does not have the capability under its current legislative guidelines to "move people on" when they are identified as camping within Parks/Rest Areas owned and or managed by them and they refer such matters to the appropriate Local Government and the Queensland Police Service to enforce where possible, breaches of their relating legislation.

Councils Local Law No.4 (Local Government Controlled Areas, Facilities and Roads)2011 and Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads)2011 defines the sleeping, occupying or remaining overnight in a park or reserve as a restricted activity and one that is only permitted with the written authorisation of Council's Chief Executive Officer.

DTMR and Council have a Road Maintenance Performance Contract (RMPC) in place that provides for the maintenance of several State Roads and Roadside Parks but does not contain any reference to the enforcement of DTMR guidelines (i.e. signage relating to camping) within their Roadside Parks.

To resolve this complaint and to subsequently reduce Council's compliance costs, it is recommended that Council resolve to request that DTMR designate the James Norman Hedges Park at Helidon Spa as an overnight rest area with parking and camping permitted for up to 24 hours and that appropriate signage be installed on each entry point to the Park to reflect this change.

The envisaged changes to the James Norman Hedges Park at Helidon Spa are in line with changes to the signage (camping not exceeding 20 hours) at Thiess Park on Gatton Clifton Road.

4. Policy and Legal Implications

Any policy or legal implications will be address in future on matters that arise before Council.

5. Financial and Resource Implications

There are no budget implications associated with the issues raised in this report. Any further budget implications will continue to be address through existing allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

If Council endorses the officer's recommendation contained in this report, correspondence will be drafted to inform the complainant of Council's request to DTMR regarding the designation of the Park as an overnight camping area and the installation of appropriate signage to reflect the change.

8. Conclusion

Council is aware that the Park beside the Warrego Highway at Helidon Spa is used by many travelers as an overnight rest area. The envisage change to the designation of the Park by DMTR reflects traveling behaviours that have been in place for several years.

The envisaged change to the designation of the Park DMTR will also enhance road safety within the region by providing an authorised safe, well-lit area for road users.

9. Action/s

1. Council will issue Queensland Department of Transport and Main Roads with correspondence advising of Council's Resolution in relation to the Park.
2. Council advise the complainant of Council's Resolution in relation to the Park.

Attachments

There are no attachments for this report.

12.3 Exemption from Obtaining Competitive Offers - Local Newspaper Advertising

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

Summary:

The purpose of this report is to seek Council approval under Section 235 (a) of the *Local Government Regulation 2012* to enter into a medium sized contractual arrangement without first obtaining written quotes or tenders with APN Newspapers Pty Ltd as there is only one supplier who is reasonably available. This approval will satisfy the procurement requirements for Council's routine newspaper advertisements.

Officer's Recommendation:

THAT Council resolve under Section 235 (a) of the *Local Government Regulation 2012* to enter into a medium sized contractual arrangement without first obtaining written quotes or tenders with APN Newspapers Pty Ltd as Council is satisfied that there is only one supplier who is reasonably available.

Report**1. Introduction**

The *Local Government Regulation 2012* (the Regulation) requires Council to seek three quotes for purchases between \$15,000 and \$200,000. The Regulation does provide exemptions in certain circumstances and this report seeks approval to apply an exemption to Council's advertising in the Gatton Star.

2. Background

Council undertakes advertising in the local newspaper the Gatton Star. Advertising can be in Council's regular feature section or in the classifieds section. In reviewing the cumulative spending arrangements for this advertising, it has been identified that to properly comply with the *Local Government Regulation 2012*, quotes should be sought as the overall annual value is more than \$15,000 (excluding GST).

3. Report

Council uses the local newspaper, the Gatton Star, to provide information to the community on general Council activities, upcoming events, meeting notices, road closures, tenders, and other items of information that are required to be advertised publicly. There are some specific legislative provisions which require the use of local newspapers such as in the case of tender advertising where the invitation to tender must "be made by an advertisement in a newspaper that circulates generally in the local government area" (LGR Section 228(4)(b)).

Of the newspapers available within the region, the Gatton Star and Courier Mail have the widest reach and therefore meet the definition of a "newspaper that circulates generally in the local government area". Both these newspapers are owned by the same company, APN Newspapers Pty Ltd, and therefore it is assessed that there is only one supplier who is reasonably available to provide the

required level of advertising. To ensure strict compliance with the Regulation, approval by Council resolution of an exemption to obtain quotes is requested.

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 local newspaper advertising, an exemption under Section 235 (a) is sought as both newspapers circulating generally within the region are owned by the same parent company and three quotes cannot be sought. Whilst it seems logical that only one quote can be obtained, this is not strictly in compliance with the requirements of the Regulation and the approval of an exemption would ensure beyond doubt that Council is fully compliant.

5. Financial and Resource Implications

Advertising costs are included in Council's adopted budget and are reviewed annually as part of the budget process. The 2019-20 budget for all advertising across Council departments is \$145,500.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report. Council officers 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 strict compliance with the purchasing requirements of the *Local Government Regulation 2012*, it is recommended that Council approve under Section 235 (a) of the *Local Government Regulation 2012* the establishment of a medium sized contractual arrangement without first obtaining written quotes or tenders with APN Newspapers Pty Ltd for advertising of Council related information.

9. Action/s

Council officers will engage APN Newspapers for advertising as required.

Attachments

12.4 Summary of Council Actual Financial Performance vs Budget - 30 November 2019**Date:** 03 December 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 30 November 2019.

Officer's Recommendation:

THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 30 November 2019.

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 30 November 2019.

Operating Revenue - Year to date target \$26.84 million Actual \$26.60 million or 99.14%

At 30 November 2019, overall operating revenue for the year to date is on target.

Rates and Utility Charges (Gross) under budget by \$0.11 million

93.92% of issued rates were collected by 30 November with second reminder notices and intent for legal action issued at the beginning of November.

Fees and Charges over budget by \$0.18 million

The favourable variances in fees and charges relate predominately to Development Applications being \$0.27 million higher than expected for this time of the year. Facilities is currently showing an under

recovery of hire charges of \$0.03 million; Child Care is also under its expected revenue budget by \$0.03 million and will be monitored for trends in changing occupancy rates.

Operating Grants and Subsidies under budget by \$0.42 million

The timing of grants is difficult to estimate with the variance relating to the timing of the FAGS grant. The phasing of this will be amended for the next monthly report to correctly reflect the expected timing of these payments.

Contract/Recoverable Works under budget by \$0.19 million

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 over budget by \$0.30 million

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 \$23.71 million Actual \$24.04 million or 101.38%

At 30 November 2019, overall operating expenditure for the year to date is on target.

Employee costs over budget by \$0.73 million

Employee costs are on target across operational and capital allocations; however, as with previous years, the capital works program has a significant labour component. 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.

Goods and Services under budget by \$0.50 million

Goods and services are slightly under budget across several areas including insurance and legal costs due to the timing of payments; Regional Development consultants; Marketing promotions due to the timing of work; Information Technology in computer hardware maintenance as this work is predominately reactive; Environmental Planning due to timing on contractor work; 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 December quarter budget review.

Capital Revenue – Year to date target \$1.21 million Actual \$1.39 million or 114.89%

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. The favourable variance is related to unbudgeted capital grants being received from prior year projects under NDRRA and Drought Communities. Budgets will be amended as part of the December quarter budget review.

The amount shown against capital expenses relates to accounting adjustments associated with Council's asset capitalisation processes and loss on disposal of plant assets. This will be further reviewed in the new year and presented to Council as part of the December quarter budget review.

Capital Expenditure – Year to date target \$8.60 million Actual \$5.66 million or 65.74%

At 30 November 2019, Council has expended \$5.66 million on its capital works program with a further \$2.11 million in committed costs for works currently in progress.

The main expenditures are \$3.95 million within Infrastructure, Works and Services and \$1.05 million within Corporate and Community Services. A significant portion of the capital expenditure to 30 November relates to renewal works on roads and bridges and amenities at Cahill Park.

Significant focus on deliverability and the timing of projects will be placed on all areas of the business as the initial stages of the 2020-21 capital budget is drafted and adjustments with any associated adjustments to be presented as part of the December quarter budget review.

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 30 November, Council had \$29.54 million in current assets compared to \$10.90 million in current liabilities with a ratio of 2.71:1. This means that for every dollar of current liability, there is \$2.71 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 30 November, there has been a net cash inflow of \$1.09 million with \$5.11 million received from operating activities; a net cash outflow of \$3.67 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 30 November, Council's cash balance was \$24.19 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 30 November, both operating revenue and expenditure are on target with variations the result of timing differences and at this stage of the financial year are not of concern.

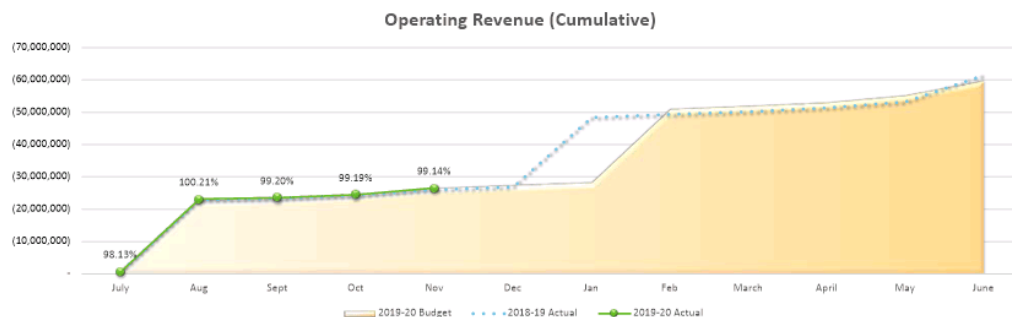
9. Action/s

Nil

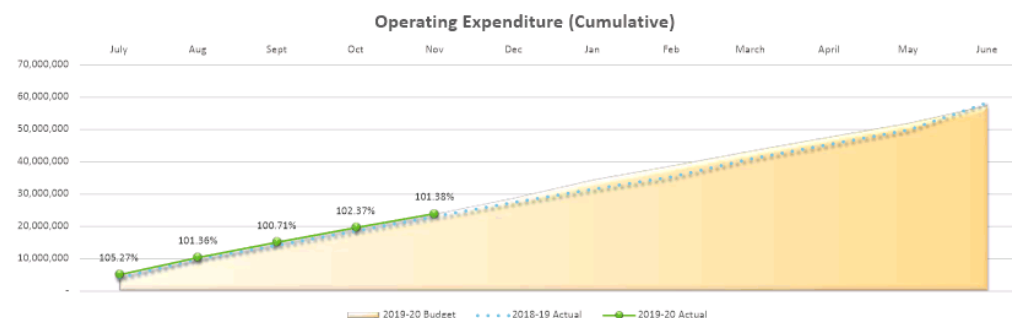
Attachments

- 1 [↓](#) Monthly Financial Report - November 2019 17 Pages

LOCKYER VALLEY REGIONAL COUNCIL
Operating Revenue and Expenditure Dashboard
For the Period Ending 30th November, 2019



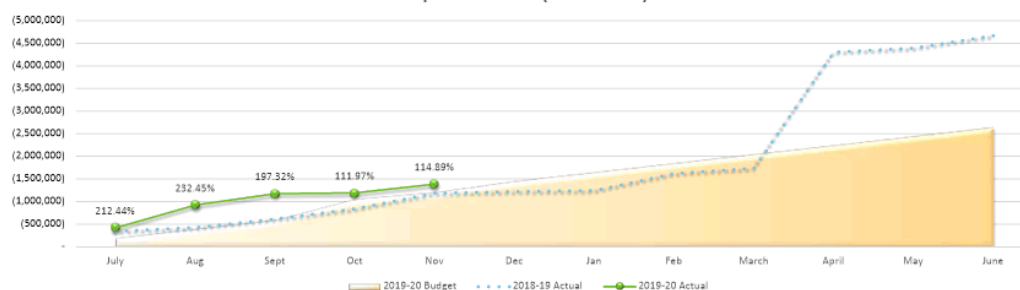
REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Reco verable Works	Other Revenue	Profit from Investments	Total
Actual	(21,026,743)	884,915	(1,788,087)	(539,589)	(2,206,971)	(273,138)	(592,265)	(1,062,064)	-	(26,603,943)
Budget	(21,132,464)	863,500	(1,604,481)	(495,693)	(2,630,983)	(282,917)	(786,081)	(766,500)	-	(26,835,619)
Variance	(105,721)	(21,415)	183,606	43,896	(424,012)	(9,779)	(193,816)	295,564	-	(231,677)
Target %	99.50%	102.48%	111.44%	108.86%	83.88%	96.54%	75.34%	138.56%	-	99.14%
Movement to Prior Month Target %	→	→	→	→	↑	→	→	↑	→	→



EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	11,347,271	7,157,256	348,284	5,184,891	24,037,702
Budget	10,615,279	7,660,181	342,539	5,091,656	23,709,654
Variance	(731,992)	(502,925)	(5,745)	(93,235)	(328,048)
Target %	106.90%	93.43%	101.68%	101.83%	101.38%
Movement to Prior Month Target %	→	→	→	→	→

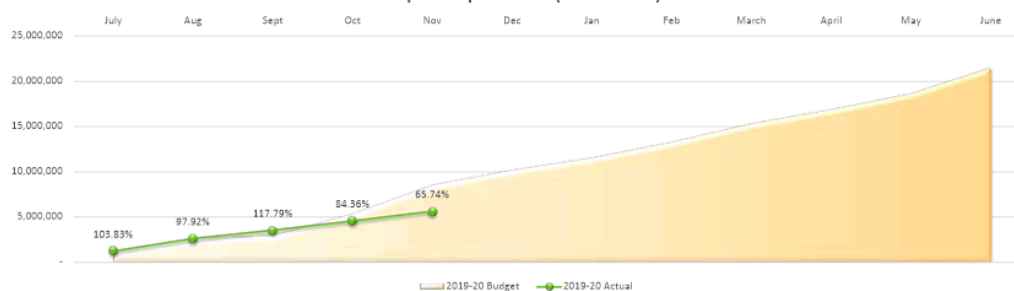
LOCKYER VALLEY REGIONAL COUNCIL
Capital Revenue and Expenditure Dashboard
For the Period Ending 30th November, 2019

Capital Revenue (Cumulative)



REVENUE TO DATE by Type	Profit (Loss)			
	Capital Grants, Subsidies and Contributions	on Disposal of Non Current Assets	Capital Expenses	Total
	Actual (1,634,800)	14,183	232,268	(1,388,349)
	Budget (1,230,886)	-	22,500	(1,208,386)
Variance	403,915	(14,183)	(209,768)	179,964
Target %	132.81%	-	1032.30%	114.89%
Movement to Prior Month Target %	↑	→	→	↑

Capital Expenditure (Cumulative)



EXPENDITURE TO DATE	Corporate & Community Services	Executive Office	Infrastructure Works & Services	Organisational Development & Planning	Total
by Group					
Actual	1,045,461	147,971	3,950,297	512,324	5,656,053
Budget	1,649,517	181,888	5,376,945	1,395,176	8,603,526
Target %	63.38%	81.35%	73.47%	36.72%	65.74%
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Movement to Prior Month Target %	↓	↑	↓	↓	↓

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	42,664,095	21,026,743	21,132,464	105,721	0.50
Discount	(1,727,000)	(884,915)	(863,500)	21,415	(2.48)
Charges and Fees	4,097,212	1,788,087	1,604,481	(183,606)	(11.44)
Interest	1,332,464	539,589	495,693	(43,896)	(8.86)
Operating Grants and Subsidies	6,561,288	2,206,971	2,630,983	424,012	16.12
Operating Contributions and Donations	543,700	273,138	282,917	9,779	3.46
Revenue - Contract/Recoverable Works	2,034,594	592,265	786,081	193,816	24.66
Other Revenue	2,238,000	1,062,064	766,500	(295,564)	(38.56)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	60,094,353	26,603,943	26,835,619	231,677	0.86
Operating Expenses:					
Employee Costs	25,395,416	11,347,271	10,615,279	(731,992)	(6.90)
Goods and Services	18,373,919	7,157,256	7,660,181	502,925	6.57
Finance costs	1,294,488	348,284	342,539	(5,745)	(1.68)
Depreciation	12,219,974	5,184,891	5,091,656	(93,235)	(1.83)
Total Operating Expenses	57,283,797	24,037,702	23,709,654	(328,048)	(1.38)
Operating Surplus/(Deficit)	2,810,556	2,566,241	3,125,966	559,725	17.91
Capital Revenue:					
Capital Grants, Subsidies and Contributions	2,672,095	1,634,800	1,230,886	(403,915)	(32.81)
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(232,268)	(22,500)	209,768	(932.30)
Total Capital Revenue	2,582,095	1,388,349	1,208,386	(179,964)	(14.89)
Operating Surplus/(Deficit) After Capital Items	5,392,651	3,954,590	4,334,351	379,761	8.76

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Charges and Fees	-	1,192	-	(1,192)	-
Operating Grants and Subsidies	10,000	137,273	10,000	(127,273)	(1,272.73)
Operating Contributions and Donations	130,000	143,138	130,000	(13,138)	(10.11)
Revenue - Contract/Recoverable Works	1,244,594	448,103	518,581	70,478	13.59
Other Revenue	443,200	305,607	216,333	(89,273)	(41.27)
Total Operating Revenue	1,827,794	1,035,313	874,915	(160,398)	(18.33)
<u>Operating Expenses:</u>					
Employee Costs	4,886,900	2,214,778	2,044,506	(170,273)	(8.33)
Goods and Services	4,125,347	1,750,665	2,072,108	321,443	15.51
Finance costs	3,500	2,506	1,458	(1,048)	(71.84)
Depreciation	15,069	5,444	6,279	834	13.29
Total Operating Expenses	9,030,816	3,973,394	4,124,351	150,957	3.66
Operating Surplus/(Deficit)	(7,203,022)	(2,938,081)	(3,249,436)	(311,355)	9.58
<u>Capital Revenue:</u>					
	-	-	-	-	-
Total Capital Revenue	-	-	-	-	-
Operating Surplus/(Deficit) After Capital Items	(7,203,022)	(2,938,081)	(3,249,436)	(311,355)	9.58

Lockyer Valley Regional Council (Organisational Development and Planning)

Statement of Comprehensive Income

For Period Ending November 2019

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	305,000	152,139	152,500	361	0.24
Charges and Fees	1,903,000	1,068,808	792,917	(275,892)	(34.79)
Interest	-	925	-	(925)	-
Operating Grants and Subsidies	84,950	31,098	84,950	53,852	63.39
Operating Contributions and Donations	367,000	130,000	152,917	22,917	14.99
Other Revenue	-	1,609	-	(1,609)	-
Total Operating Revenue	2,659,950	1,384,579	1,183,283	(201,295)	(17.01)
Operating Expenses:					
Employee Costs	4,974,997	2,042,769	2,091,127	48,358	2.31
Goods and Services	1,891,730	417,578	579,174	161,596	27.90
Finance costs	-	317	-	(317)	-
Total Operating Expenses	6,866,728	2,460,664	2,670,301	209,637	7.85
Operating Surplus/(Deficit)	(4,206,778)	(1,076,085)	(1,487,017)	(410,932)	27.63
Capital Revenue:					
Capital Grants, Subsidies and Contributions	478,000	597,500	199,167	(398,333)	(200.00)
Total Capital Revenue	478,000	597,500	199,167	(398,333)	(200.00)
Operating Surplus/(Deficit) After Capital Items	(3,728,778)	(478,585)	(1,287,851)	(809,265)	62.84

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

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	41,508,017	20,448,604	20,554,425	105,821	0.51
Discount	(1,727,000)	(884,915)	(863,500)	21,415	(2.48)
Charges and Fees	2,154,712	702,225	795,106	92,881	11.68
Interest	1,332,464	538,665	495,693	(42,971)	(8.67)
Operating Grants and Subsidies	4,188,960	1,312,790	1,633,176	320,386	19.62
Operating Contributions and Donations	46,700	-	-	-	-
Revenue - Contract/Recoverable Works	-	107	-	(107)	-
Other Revenue	1,574,800	588,063	458,500	(129,562)	(28.26)
Profit from Investments	2,350,000	-	-	-	-
Total Operating Revenue	51,428,653	22,705,538	23,073,401	367,862	1.59
<u>Operating Expenses:</u>					
Employee Costs	8,826,191	3,738,596	3,627,800	(110,797)	(3.05)
Goods and Services	10,606,726	4,081,204	4,049,480	(31,724)	(0.78)
Finance costs	919,988	250,427	248,330	(2,097)	(0.84)
Depreciation	11,007,683	4,670,580	4,586,535	(84,046)	(1.83)
Total Operating Expenses	31,360,589	12,740,808	12,512,144	(228,664)	(1.83)
Operating Surplus/(Deficit)	20,068,064	9,964,730	10,561,256	596,526	5.65
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	730,086	330,248	388,465	58,217	14.99
Capital Expenses	-	(865)	-	865	-
Total Capital Revenue	730,086	329,383	388,465	59,082	15.21
Operating Surplus/(Deficit) After Capital Items	20,798,151	10,294,114	10,949,722	655,608	5.99

Lockyer Valley Regional Council (Infrastructure, Works and Services)
Statement of Comprehensive Income
For Period Ending November 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	15,862	16,458	596	3.62
Operating Grants and Subsidies	2,277,378	725,810	902,857	177,047	19.61
Revenue - Contract/Recoverable Works	790,000	144,054	267,500	123,446	46.15
Other Revenue	220,000	166,786	91,667	(75,120)	(81.95)
Total Operating Revenue	4,177,956	1,478,513	1,704,021	225,508	13.23
Operating Expenses:					
Employee Costs	6,707,327	3,351,127	2,851,846	(499,281)	(17.51)
Goods and Services	1,750,116	907,809	959,420	51,610	5.38
Finance costs	371,000	95,033	92,750	(2,283)	(2.46)
Depreciation	1,197,222	508,866	498,843	(10,024)	(2.01)
Total Operating Expenses	10,025,665	4,862,836	4,402,858	(459,978)	(10.45)
Operating Surplus/(Deficit)	(5,847,709)	(3,384,323)	(2,698,838)	685,486	(25.40)
Capital Revenue:					
Capital Grants, Subsidies and Contributions	1,464,009	707,052	643,254	(63,798)	(9.92)
Profit (Loss) on Disposal of Non Current Assets	-	(14,183)	-	14,183	-
Capital Expenses	(90,000)	(231,403)	(22,500)	208,903	(928.46)
Total Capital Revenue	1,374,009	461,466	620,754	159,287	25.66
Operating Surplus/(Deficit) After Capital Items	(4,473,700)	(2,922,857)	(2,078,084)	844,773	(40.65)

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 30 November, 2019

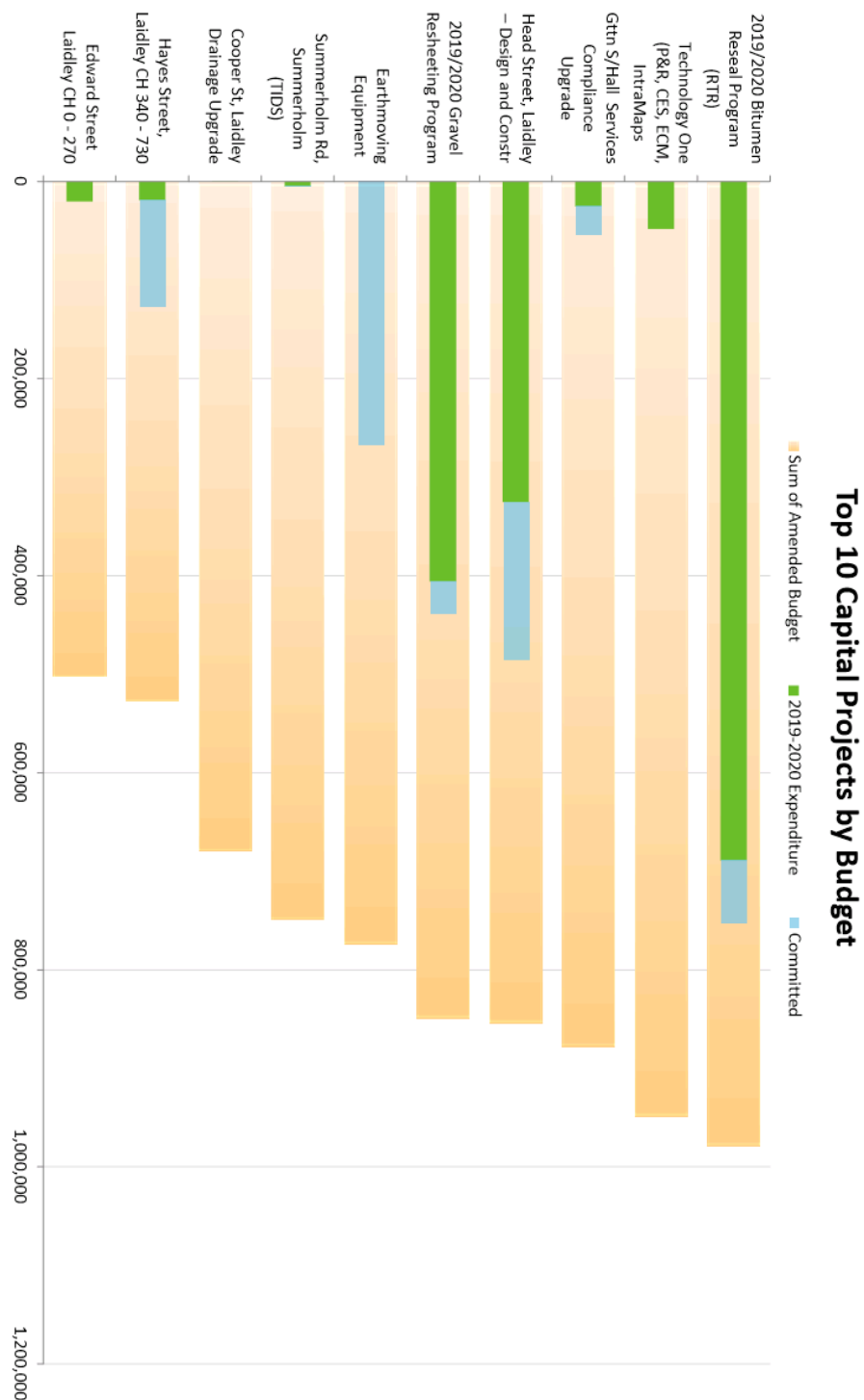
	2019-2020 Annual Budget	2019-2020 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	15,960,000	11,093,810
Cash investments	-	13,100,000
Trade and other receivables	3,570,000	2,872,280
Inventories	2,470,000	379,154
Non-current assets classified as held for sale	-	2,091,000
Total Current Assets	22,000,000	29,536,245
<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	569,649,997
Intangible assets	7,920,000	4,943,225
Total Non Current Assets	632,700,000	622,688,178
TOTAL ASSETS	654,710,000	652,224,423
<u>Current Liabilities</u>		
Trade and other payables	4,000,000	4,084,290
Provisions	5,940,000	5,738,621
Borrowings	1,560,000	1,081,644
Total Current Liabilities	11,490,000	10,904,556
<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	63,638,727
NET COMMUNITY ASSETS	592,080,000	588,585,696
<u>Community Equity</u>		
Retained surplus (deficiency)	386,790,000	381,254,101
Asset revaluation surplus	199,920,000	199,927,616
Reserves	-	3,449,388
Current Surplus/(Deficit)	5,370,000	3,954,590
TOTAL COMMUNITY EQUITY	592,080,000	588,585,696

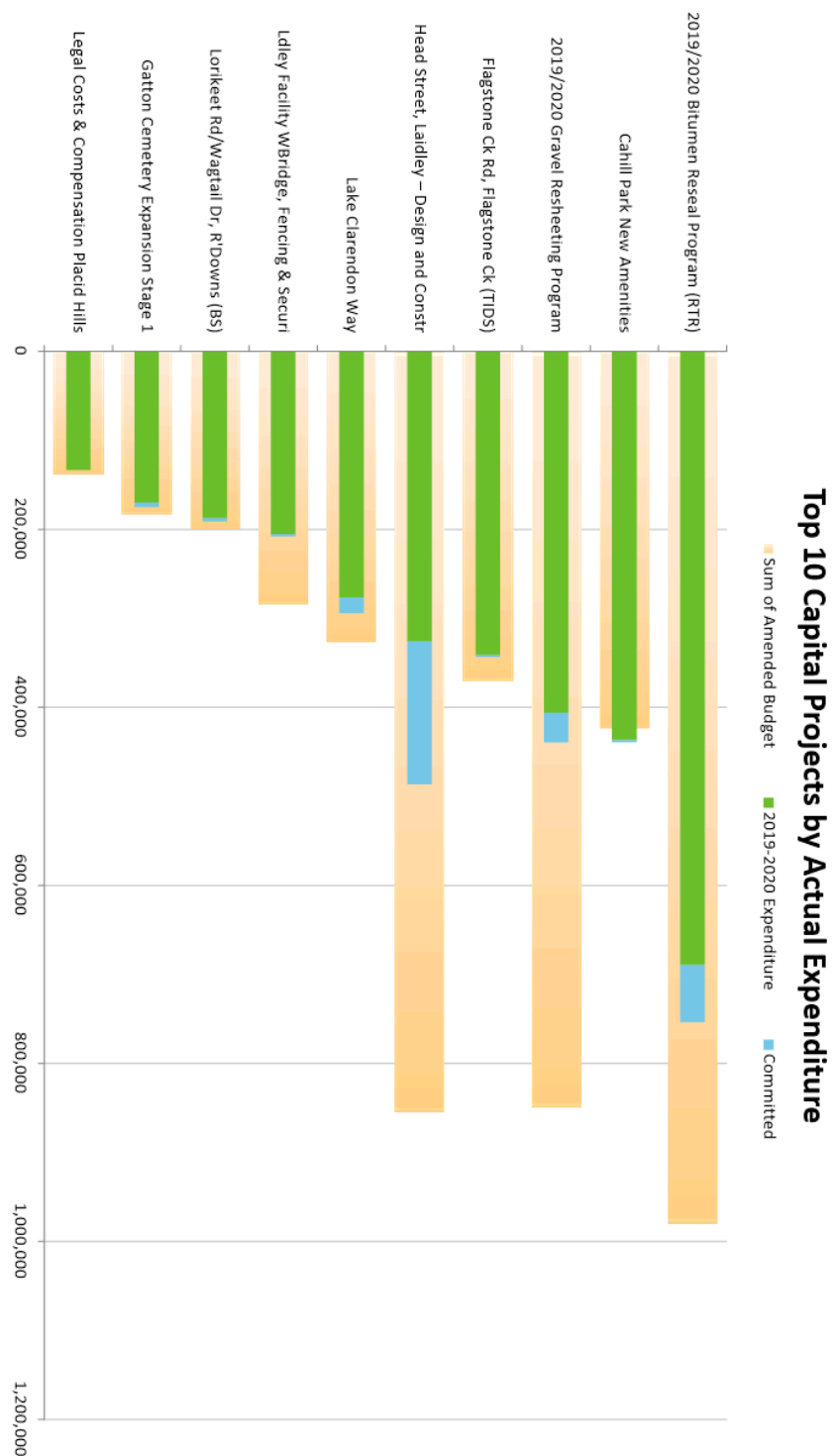
LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the Period Ending 30 November, 2019

	2019-2020 Annual Budget	2019-2020 YTD Actuals
Cash flows from operating activities:		
Receipts		
Receipts from customers	59,280,000	29,627,444
Interest received	1,330,000	539,589
Payments		
Payments to suppliers and employees	(47,940,000)	(24,756,016)
Interest expense	(1,160,000)	(296,276)
Net cash inflow (outflow) from operating activities	11,510,000	5,114,741
Cash flows from investing activities:		
Capital grants, subsidies and contributions	2,650,000	1,634,800
Payments for property, plant and equipment	(21,590,000)	(5,305,624)
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)	(3,670,824)
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)	1,091,036
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	24,193,810

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	308,707	104,806	413,512	1,761,577
Information Management	100,000	31,581	-	31,581	68,419
Information Technology	1,939,162	351,399	215,577	566,976	1,372,186
SES	18,750	13,052	-	13,052	5,698
Transfer Stations	1,085,128	338,722	113,434	452,156	632,972
Gatton Child Care Centre	10,000	-	-	-	10,000
Corporate & Community Services Total	5,345,629	1,045,461	449,527	1,494,987	3,850,642
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	134,170	-	134,170	129,330
Executive Office Total	306,888	147,971	9,123	157,094	149,794
Infrastructure Works & Services					
Capital Program Delivery	11,924,516	3,448,508	810,215	4,258,723	7,665,793
Depot	236,000	100,681	-	100,681	135,319
Fleet	1,074,000	101,268	513,147	614,414	459,586
Parks & Open Spaces	665,778	112,660	58,305	170,965	494,813
Infrastructure Planning	81,674	930	-	930	80,744
Cemetery	196,000	180,378	5,170	185,549	10,451
NDRRA Program - Infrastructure Recovery	5,880	5,873	-	5,873	8
Asset Management	31,500	-	-	-	31,500
Infrastructure Works & Services Total	14,215,348	3,950,297	1,386,837	5,337,134	8,878,214
Organisational Development & Planning					
Planning Scheme	1,274,509	75,442	258,499	333,941	940,568
Environmental Planning	25,000	-	-	-	25,000
Sport Recreation and Community Grants	424,000	436,882	2,315	439,198	(15,198)
Organisational Development & Planning Total	1,723,509	512,324	260,814	773,139	950,370
Grand Total	21,591,374	5,656,053	2,106,301	7,762,354	13,829,020





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)
Waterride 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	2,052	-	2,052	37,948
Cahill Park Machinery Shed Design	10,000	-	-	-	10,000
Corrective Electrical Upgrades	34,700	3,569	-	3,569	31,131
Cyclical Painting Program	75,000	4,498	-	4,498	70,502
Das Neumann Haus Stair Alterations	50,000	3,898	2,438	6,336	43,664
Energy Efficiency Program	70,000	20,142	7,581	27,723	42,277
Gatton Cemetery Outdoor Chapel	27,800	37,622	1,711	39,333	(11,533)
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	18,481	5,566	24,047	175,953
GSH Refurbishment PWD Amenities	70,889	89,066	-	89,066	(18,177)
Gttn S/Hall Services Compliance Upgrade	878,700	25,433	29,756	55,189	823,512
Helidon Community Hall Solar Power Initi	-	(3,800)	-	(3,800)	3,800
Laidley Pioneer Village Upgrades	32,000	-	-	-	32,000
Laidley Saleyards Drainage	55,000	11,264	4,730	15,994	39,006
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	4,442	42,500	46,942	3,058
LVEC Structural Remediation & Other Work	100,000	12,520	10,308	22,827	77,173
Nielsen's Place Shade Structure	68,500	3,805	-	3,805	64,695
Office Accommodation Review	10,000	-	-	-	10,000
Relocation Cncl Self Contained Toilets	50,000	24,272	-	24,272	25,728
Withcott Sports Ctre Kitchen Reconfigure	50,000	380	-	380	49,620
Facilities Total	2,175,089	308,707	104,806	413,512	1,761,577
Information Management					
Records Relocation and Sentencing	100,000	31,581	-	31,581	68,419
Information Management Total	100,000	31,581	-	31,581	68,419
Information Technology					
Aerial Photography	30,000	-	-	-	30,000
Cyber Security	239,062	73,671	-	73,671	165,392
Data Centre Upgrades	38,750	-	-	-	38,750
Flood Information Advice Portal	148,971	7,462	-	7,462	141,509
GIS Enhancement	-	-	20,945	20,945	(20,945)
Implement BCP Functionality	50,000	-	-	-	50,000
LVCC Audio Visual	60,000	19,183	40,116	59,299	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	10,500	85,231	(11,231)
Technology One (P&R, CES, ECM, IntraMaps	950,000	48,000	-	48,000	902,000
Technology One Cloud Implementation	-	40,839	-	40,839	(40,839)
Technology One 'One Council' Project	-	175	120,534	120,709	(120,709)
Upgrade MS Office	146,879	46,948	16,488	63,436	83,443
Upgrade Technology One P&R System to CiA	-	16,826	-	16,826	(16,826)
UPS Renewal	25,000	-	6,995	6,995	18,005
Website Upgrade	50,000	-	-	-	50,000
Wireless Access Points	25,000	23,564	-	23,564	1,436
Information Technology Total	1,939,162	351,399	215,577	566,976	1,372,186

	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	6,762	82,364	89,126	(19,126)
Ldley Facility WBridge, Fencing & Securi	284,000	205,201	2,700	207,901	76,099
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	338,722	113,434	452,156	632,972
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	1,045,461	449,527	1,494,987	3,850,642
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	133,370	-	133,370	5,130
Property Management & Disposal Strategy	75,000	800	-	800	74,200
Restoration of access L202 CP817791	50,000	-	-	-	50,000
Legal Services Total	263,500	134,170	-	134,170	129,330
Executive Office Total	306,888	147,971	9,123	157,094	149,794
Infrastructure Works & Services					
Capital Program Delivery					
2018/2019 Bitumen Reseal Program	-	26,820	1,007	27,827	(27,827)
2019/2020 - Culvert Renewal Program	270,000	97,769	9,725	107,493	162,507
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	7,797	-	7,797	32,203
2019/2020 Bitumen Reseal Program (RTR)	980,000	689,257	64,319	753,575	226,425
2019/2020 Black Spot Mitnce Works Com	200,000	-	-	-	200,000
2019/2020 Footpath Renewal Program	40,000	-	-	-	40,000
2019/2020 Gravel Resheeting Program	850,000	405,928	33,581	439,510	410,490
2019/2020 Kerb Replacement Program	100,000	91,266	3,996	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	11,605	862	12,467	387,533
Blanchview Rd, S' Ridge (BS)	17,000	1,346	991	2,337	14,663
Blanchview Road/Nuttalls Road, Blanchview	135,000	118,203	7,650	125,852	9,148
Blanchview Road/O'Neils Road, Withcott	78,500	2,782	16,360	19,141	59,359
Blenheim Hall, Blenheim	25,000	1,163	-	1,163	23,837
Brightview Rd & Village Rd, L'Rose (BS)	126,000	5,364	1,972	7,336	118,664
Brightview Rd/Gehrke Rd, G'Grove (BS)	116,500	-	-	-	116,500
Cooper St, Laidley Drainage Upgrade	680,000	315	-	315	679,685
Crescent St, Gatton Carpark	60,000	2,810	4,707	7,517	52,483

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Culvert Renewals - Various	55,500	46,196	-	46,196	9,304
Cycle Network Gatton (PCNP)	450,000	-	-	-	450,000
Dawson Phipps Carpark	13,500	-	-	-	13,500
Depot Traffic Management	-	(19,411)	-	(19,411)	19,411
Dolleys Road Upgrade	422,000	4,513	1,600	6,113	415,887
Drainage Works Tew Ct and Rogers Drive	24,600	23,834	695	24,529	71
Edward Street Laidley CH 0 - 270	503,000	20,263	-	20,263	482,737
Flagstone Ck Rd, Flagstone Ck (TIDS)	370,000	341,340	1,923	343,263	26,737
Forestry Road Bridge	125,000	124,348	4,847	129,195	(4,195)
Gatton Long Distance Coach Project	42,500	57,642	907	58,549	(16,049)
Gehrke Hill Road, Summerholm CH 100 - 10	63,500	66,102	-	66,102	(2,602)
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	527,999	18,869	109,244	128,113	399,886
Head St, Laidley (R2R)	-	37,056	-	37,056	(37,056)
Head Street, Laidley - Design and Constr	855,000	325,278	161,144	486,422	368,578
Jones Road Bridge Withcott (BS)	58,000	74,250	5,057	79,307	(21,307)
Laidley Flood Mitigation	13,500	-	-	-	13,500
Laidley State High School Laidley	40,000	-	-	-	40,000
Lake Clarendon Way	327,000	276,220	18,109	294,328	32,672
LED Street Lighting Laidley (LGGSP)	250,000	-	3,700	3,700	246,300
Lorikeet Rd/Wagtail Dr, R'Downs (BS)	200,000	187,217	3,905	191,121	8,879
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	2,522	-	2,522	59,978
Old Toowoomba Road, Placid Hills	-	(9)	-	(9)	9
Placid Rise Retention Basin	375,000	15,668	169,367	185,035	189,965
Postmans Ridge Rd, Helidon Spa	266,500	17,835	7,320	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	54,335	29,034	83,370	69,630
Railway St/Summer St, Laidley (BS)	66,000	63,100	14,305	77,405	(11,405)
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	24,243	1,254	25,498	68,902
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	58,530	1,082	59,613	(4,613)
Summerholm Rd, Summerholm (TIDS)	750,000	4,969	412	5,381	744,619
Tenthill Ck Rd, Gatton (BS)	21,000	12,077	-	12,077	8,923
Twidales Rd, Helidon Spa	85,000	-	2,325	2,325	82,675
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	-	-	-	3,000
Zischke Road, R'Downs (BS)	17,500	-	-	-	17,500
Capital Program Delivery Total	11,924,516	3,448,508	810,215	4,258,723	7,665,793
Depot					
Gatton Depot Fuel storage	136,000	-	-	-	136,000
Pavement Rehabilitation Gatton Depot	100,000	100,681	-	100,681	(681)
Depot Total	236,000	100,681	-	100,681	135,319
Fleet					
Earthmoving Equipment	775,000	-	268,528	268,528	506,472
Minor Fleet	22,705	9,856	10,705	20,561	2,144
Survey Equipment Trimble SX10 Package	89,000	91,411	-	91,411	(2,411)
Trailers	2,295	-	-	-	2,295

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Trucks	185,000	-	233,914	233,914	(48,914)
Fleet Total	1,074,000	101,268	513,147	614,414	459,586
Parks & Open Spaces					
Fairy Lights Centenary Park, Gatton	20,000	10,229	715	10,944	9,056
Gatton Revitalisation Various	22,500	-	-	-	22,500
Hatton Vale Park Concept and Design	29,095	18,953	2,500	21,453	7,642
Hatton Vale/Fairways Park Stage 1	500,000	9,932	54,708	64,640	435,360
Laidley Sate Park Upgrade	50,000	47,823	-	47,823	2,177
Lake Apex Desilting Investigation Gatton	19,800	11,164	-	11,164	8,636
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	665,778	112,660	58,305	170,965	494,813
Infrastructure Planning					
2019/2020 Bus Stop Shelter Program	57,000	-	-	-	57,000
Centenary Park Lighting	24,674	930	-	930	23,744
Infrastructure Planning Total	81,674	930	-	930	80,744
Cemetery					
Gatton Cemetery Expansion Stage 1	183,000	169,780	5,170	174,951	8,049
Gatton Cemetery Expansion Works	10,000	7,597	-	7,597	2,403
Laidley Columbarium	3,000	3,001	-	3,001	(1)
Cemetery Total	196,000	180,378	5,170	185,549	10,451
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	3,950,297	1,386,837	5,337,134	8,878,214
Organisational Development & Planning					
Planning Scheme					
Community Profiles	30,000	-	-	-	30,000
Cooper St Mitigation	37,138	-	11,398	11,398	25,740
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	-
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	723	10,229	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	630	38,755	39,385	52,654
NDRP Project Flood Modelling DM&Planning	110,000	24,487	-	24,487	85,513
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	39,680	54,604	6,726
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	75,442	258,499	333,941	940,568
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	436,882	2,315	439,198	(15,198)
Sport Recreation and Community Grants Total	424,000	436,882	2,315	439,198	(15,198)

	2019-20 Budget	2019-20 Expenditure	Committed	2019-20 Expenditure (including Committed)	Remaining Budget (including Committed)
Organisational Development & Planning Total	1,723,509	512,324	260,814	773,139	950,370
Grand Total	21,591,374	5,656,053	2,106,301	7,762,354	13,829,020

13. INFRASTRUCTURE WORKS AND SERVICES REPORTS**13.1 Executive Manager Infrastructure Works and Services Monthly Report - November 2019****Date:** 29 November 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 November 2019.

Officer's Recommendation:

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

Report**1. Introduction**

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

Capital Works	
Project	Status
Fairways Park at Hatton Vale/Kensington Grove	EPBC act referral has been submitted, Grant application submitted to Building our Regions Round 5 for Stage 1 Fairways Park Project.
Rehabilitation of former livestock dip site at Lockrose	Minor adjustments occurring to report. To be submitted to Des to be removed from the contaminated land register.

Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> Mowing of parks cemeteries sports fields sporadically occurring across the region as required.
Playground maintenance	<ul style="list-style-type: none"> Playground repairs ongoing from results from the audit. Repairs to shade sail at Walter Brunner Park. Aeration of soft fall areas in playground across the region. Playground kerb repairs Jean Biggs Park.
Furniture maintenance	<ul style="list-style-type: none"> Repairs to Cunningham Crest Lookout from vandalism. Painting and repairs to seats in the Gatton CBD. Painting of Bollards at Grantham upper park, Bugler, Anzac and McGarva Parks.
Landscaping	<ul style="list-style-type: none"> Gatton CBD garden maintenance. Laidley Cultural centre replanting. Lions Park Laidley mulching and irrigation repairs. Watering of flower pots Laidley, Main Street. Lockyer Valley Cultural Centre, gardens drip irrigation installation. Lake Apex Park, drip irrigation installation. Forest Hill, Street tree pruning. Watering of gardens in Gatton CBD, Smith Street, William Street.
Event assistance	<ul style="list-style-type: none"> Event sign changeover. Mayors Carols. LUCI Photo Competition – 31 October to 14 November. Christmas in the Country Art & Craft Show – 31 October to 2 November. Helidon State School Concert – 1 November. Laidley District State School Fete – 2 November. Valedictory Service – 14/15 November. Lockyer Valley Mayoral Christmas Carols – 23 November. Laidley Christmas Carnival – 29 November.
Funerals/Interments	<ul style="list-style-type: none"> 6 held during November.
General maintenance and business	<ul style="list-style-type: none"> CRM resolution across the region. Rubbish run continuing across the region. Cemetery record checking and investigations at Laidley Cemetery.

3.2 INFRASTRUCTURE DELIVERY

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

Capital Works	
Project	Status
Robinson Road, Laidley (Pavement reconstruction from William Street to Thomas Street)	Primer seal completed. Final seal and additional drainage work pending.
Gatton Cemetery expansion earthworks	Construction works complete.
Flagstone Ck Road, Flagstone. (Pavement reconstruction)	Works complete.
Blanchview/Nuttals Road, Blanchview – Blackspot (Intersection realignment for improved Safety)	Works complete.

Capital Works	
Project	Status
Waddington Pde, Plainland (Shoulder widening works)	Works complete.
Lorikeet Road, Regency Downs – Blackspot (Shoulder widening, signage and linemarking)	Final seal and linemarking pending.
Railway/Sumner Street, Laidley – Blackspot (Intersection improvements for improved safety)	Final seal and linemarking pending.
Hermey Road, Lockrose (200m of pavement reconstruction)	Final seal is pending.
Crowley Vale Road, Crowley Vale (Shoulder reconstruction works)	Final seal is pending.
Lake Clarendon Way, lake Clarendon (Culverts replacements)	Primerseal completed with final seal and linemarking pending.
Head Street, Laidley (Pavement reconstruction)	First stage completed to primerseal with final seal pending. Second stage works currently in progress.
Placid Hills Drain (Flood mitigation works)	Works currently in progress with completion early December.

Maintenance Works			
Activity	Suburb		
Road Grading	<ul style="list-style-type: none"> Blanchview Glen Cairn Lower Tenthill 	<ul style="list-style-type: none"> Blenheim Forest Hill 	<ul style="list-style-type: none"> Helidon Laidley
Roadside spraying	<ul style="list-style-type: none"> Blanchview Helidon Spring Creek 	<ul style="list-style-type: none"> Iredale Morton Vale 	<ul style="list-style-type: none"> Grantham Morton Vale
Road pavement repairs	<ul style="list-style-type: none"> Hatton Vale Ballard 	<ul style="list-style-type: none"> Preston College View 	<ul style="list-style-type: none"> Flagstone Creek
Vegetation control and slashing	<ul style="list-style-type: none"> Adare Laidley North 		
Drainage works	<ul style="list-style-type: none"> Lower Tenthill Laidley 	<ul style="list-style-type: none"> Forest Hill Placid Hills 	<ul style="list-style-type: none"> Withcott
Road patching	<ul style="list-style-type: none"> Caffey Glen Cairn Junction View 	<ul style="list-style-type: none"> Churchable Lower Tenthill Upper Tenthill 	<ul style="list-style-type: none"> Gatton Winwill Spring Creek
Traffic signs and line-marking	<ul style="list-style-type: none"> Gatton 	<ul style="list-style-type: none"> Plainland 	

3.2.1 Road and Drainage Defects

Attached to this report is the comparative details of the road and drainage defects (Attachment 1). 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 (Attachment 2).

3.3 INFRASTRUCTURE PLANNING AND DESIGN

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

Toowoomba Second Range Crossing

Morleys Road and McNamaras Road – review of handover documents.

Haul routes assessment and discussions in progress with both TMR and Nexus.

Inland Rail Project

Work continues on submission of Council requirements to ARTC in their Performance Specification Technical Requirements (PSTR) document.

Lockyer Valley Planning Scheme

Continuing to assist in the preparation of the draft LVRC Development Manual.

2019/2020 Capital Project Designs

Current projects in design that are planned for construction in 2020 are:-

- Brightview-Village Road intersection
- Belmore Drive, Withcott
- Dolleys Road, Withcott
- Norfolk Road, Laidley
- Postmans Ridge Road.

3.4 INFRASTRUCTURE SUPPORT SERVICES

3.4.1 Asset Management Activities

- Continuing work on long term asset renewal planning.
- Asset data has been supplied externally for the Annual Consolidated Data Collection and LGSherlock fleet analytics. Further work is being undertaken to provide data to the Yardstick initiative.
- The asset team has undertaken RPAS (Remote Piloted Aircraft System) training and licencing to enable regulatory compliance when undertaking future infrastructure inspections with drones. Practical examination has been passed by all attendees with theory component remaining prior to the issuing of licenses.
- Asset Management Plans are being updated. This includes a gap analysis review of budget vs needs of asset networks.
- The Stormwater Asset Management Plan draft is being finalised to meet requirements for the 2020/2021 budget timeframe.
- Draft capital program for 2020/21 is being developed in collaboration with the Infrastructure Planning and Design business unit.

- Ongoing support for mobile work management in the Infrastructure Delivery business unit.
- Inspection regimes are currently focused on the eastern most localities for defects, and region wide for various asset classes prior to the next valuation cycle early 2020.
- Support is being provided to the TechnologyOne Cloud Project, specifically around performance testing. Every team member has been required to devote time to this.
- Due to recent bushfires Council has requested activation from QRA and cost reimbursement for eligible activities. The asset team will take a leading role in ensuring cost reporting is in line with QRA requirements.
- Work is underway in collaboration with the Infrastructure Planning and Design Business Unit to establish a revised road classification system. This is intended to better inform or standardise the maintenance and capital activities across varying road classes.

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 – Tenders received with evaluation in progress.
- 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 November:

- FL000493 Toro Wide Area Mower – Sold at Nasco Auction 20/11/2019.
- FL000003 Hyundai i30 Wagon – Sold at Pickles Auction 20/11/2019.

Deliveries

No vehicles or plant delivered in November:

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	Formal application submitted to TMR seeking a scope change to an all off-road cycleway. Awaiting response which will then determine the project scope.

Program	Project	Funding Amount (Excl. GST)	Status
Safer Communities Fund	Railway Street, Gatton (<i>Lighting improvements</i>)	\$105,000	Installation of new light fittings in Railway Street is in progress. Remaining poles (3) to be installed in first week of December to complete works.
	Centenary Gardens, Gatton (<i>Lighting improvements</i>)	\$83,000	Works complete.
2019-21 Local Government Grants and Subsidies Program	Deterioration modelling of pavement and seal assets	\$36,000	Funding agreement finalised. Initial meeting held with consultant to define scope. Technical specification is currently under development to go out to market for pricing.
	Installation of new LED street lighting in Laidley CBD	\$150,000	Design is currently out to tender, closing date of 2 nd December 2019. Pre-close of tender meeting held in Laidley on 18 November 2019.
2018/19 Black Spot Road Safety Program	Blanchview Road / O'Neills Road, Withcott	\$82,000	Time Extension request to DTMR for 30 March 2020. TMR has given conditional approval, subject to Traffic Management Plan suitability.
	Blanchview Road / Nuttals Road, Blanchview	\$67,300	Works complete.
	Brightview Road, Brightview (Gehrke Road to Pagels road) (<i>Install warning signs, delineation and road marking</i>)	\$116,500	Project design complete, issued for delivery.
2019/20 Black Spot Road Safety Program	Lorikeet Road/Wagtail Drive Intersection, Regency Downs (<i>Install signs, delineation and road marking. Widen narrow section of Lorikeet Road</i>)	\$90,000	Final seal and linemarking pending.
	Zischke Road (Mountain View Drive to Thallon Road), Regency Downs (<i>Install signs, delineation, guideposts and road marking</i>)	\$17,500	Project in design phase.
	Blanchview Road, Blanchview (<i>Improve warning signs for curves, delineation and road marking</i>)	\$17,000	Project in design phase.
	Brightview Road/Village Road intersection (<i>Intersection realignment to</i>	\$126,000	Project in design phase.

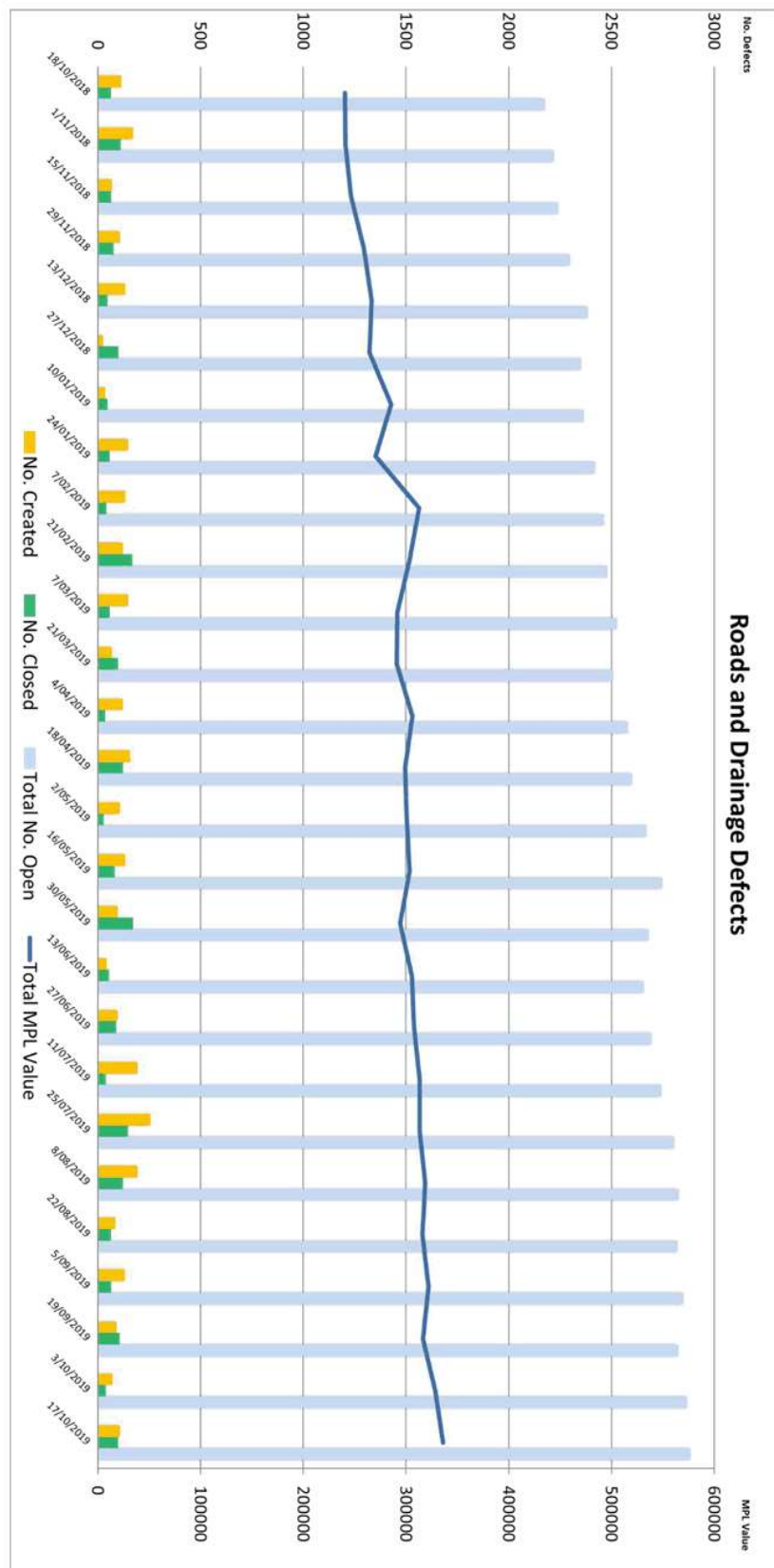
Program	Project	Funding Amount (Excl. GST)	Status
	<i>allow for vehicle turning movements. Shoulder widening, pavement markings)</i>		
	Norfolk Road, Summerholm (Install warning signs, delineation and road marking)	\$62,500	Project in design phase.
	Summer Street/Railway Street intersection (Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)	\$66,000	Final seal and linemarking pending.
	Jones Road, Withcott (Bridge Guardrail Upgrade) Guardrail works programmed	\$58,000	Final seal remaining.
	Murphys Creek Road (Construct footpath from Jack Court to Murphys Creek school)	\$170,000 (\$340,000)	Concept design works to be reviewed and design to commence early 2020.
	Flagstone Creek Road (Rehabilitation)	\$185,000 (\$370,000)	Works complete.
	Summerholm Road (Culvert replacement)	\$270,446 (\$540,892)	Project in concept design phase.
2019/20 Transport Infrastructure Development Scheme	Safe Schools Project (Hatton Vale State School parking improvements)	\$30,000 (\$60,000)	Project in design phase. Meeting scheduled with Principal on 3 December 2019.
	Niemeyer Road (Strengthening pavement contribution)	\$50,000 (\$100,000)	Works complete, awaiting 'On-maintenance' prior to payment of TIDS contribution.

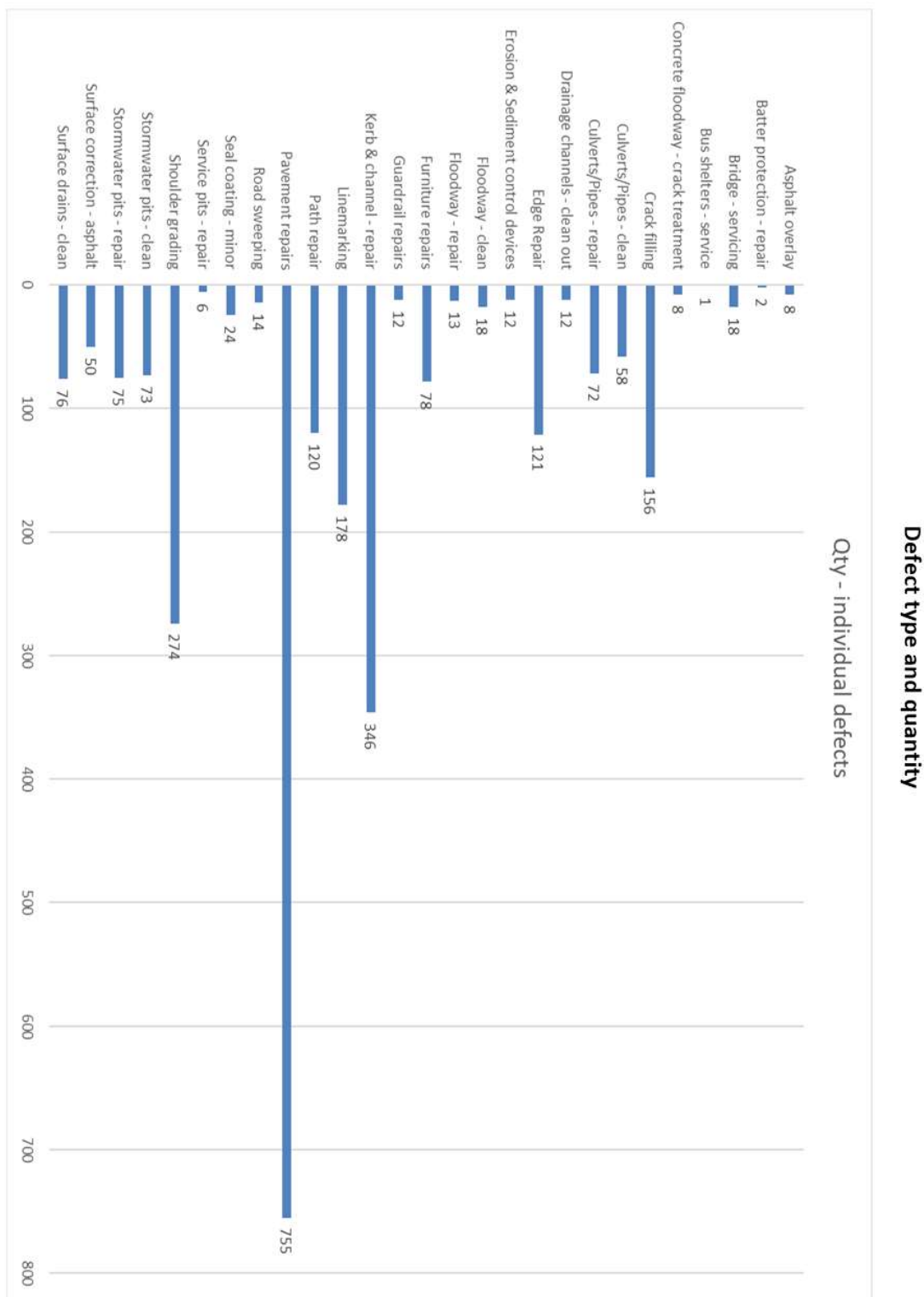
3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

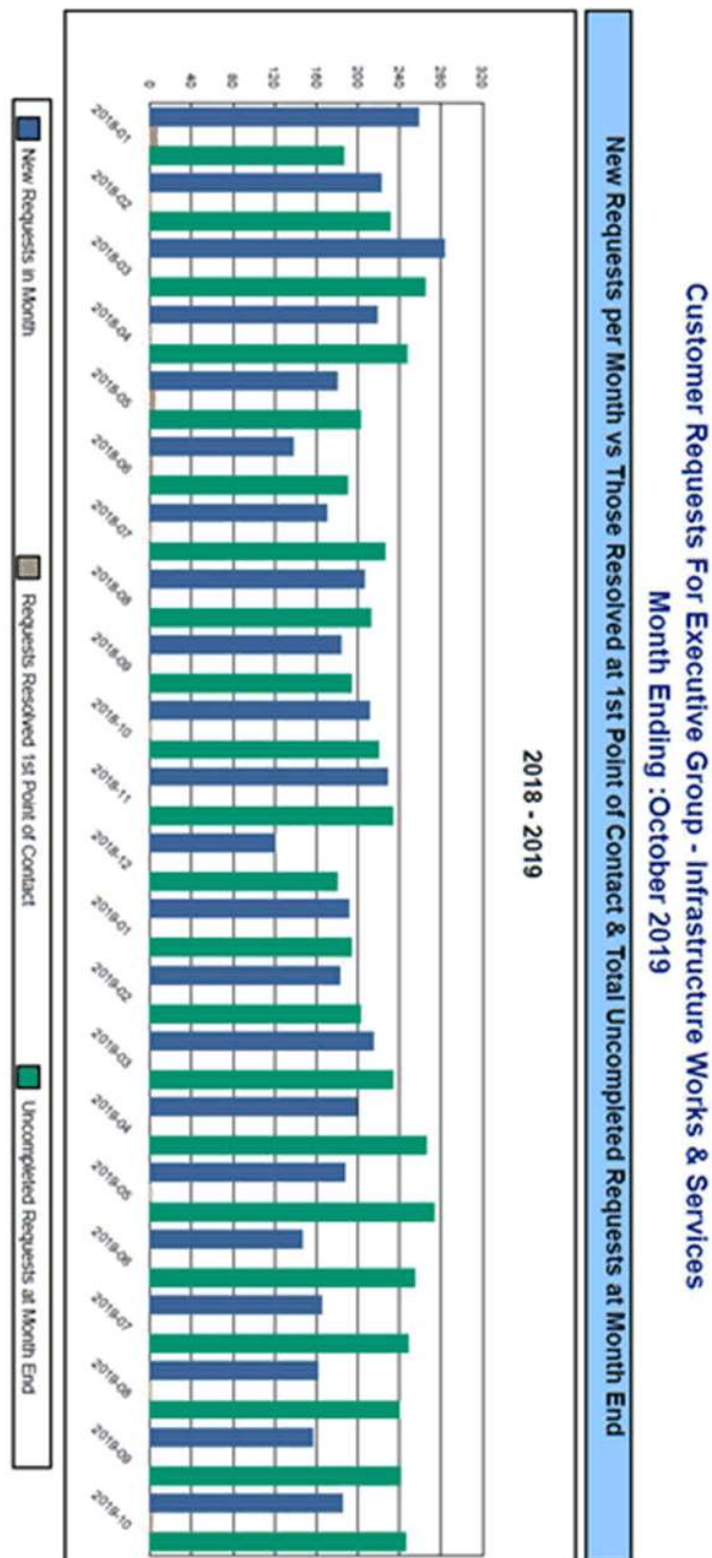
Attached to this report is the comparative data for the period.

Attachments

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







13.2 Cemetery Management Policies and Procedures for Adoption**Date:** 28 November 2019**Author:** Brendan Sippel, Manager Parks Gardens and Cemeteries.**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works & Services

Summary:

The purpose of this report is to seek adoption by Council of the following documents for inclusion in the policy and procedure register in accordance with the *Local Government Act 2009*:

- Cemetery Management Procedure
- Cemetery Management Policy

Officer's Recommendation:**THAT Council adopt the following documents:**

- Cemetery Management Procedure
- Cemetery Management Policy

Report**1. Introduction**

The review and development of these policies complies with good governance principles of the *Local Government Act 2009*.

The report relates to Lockyer Valley Regional Council Corporate Plan (2017-2022) outcomes:

- 5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

2. Background

The current Policy Framework for Lockyer Valley Regional Council was adopted in 2012. Council is required under the *Local Government Act 2009* to adopt specific policies, procedures and guidelines for the good governance of the organisation.

3. Report

The first version of the Cemetery Management Policy and Procedure were adopted on 8 November 2017 – Resolution Number 16-20/0722 have been reviewed in line with the review schedule. The following provides a summary of these documents and the amendments made because of the review.

Cemetery Management Policy

The Cemetery Management Policy was developed in 8 November 2017 – Resolution Number 16-20/0722 to provide a framework for the management and operation of Council's cemeteries promoting a safe and respectful environment for all users. There have been no changes made in this document.

Cemetery Management Procedure

The Cemetery Management procedure was developed to assist in providing consistent decision making with regards to Council controlled cemeteries. This procedure has been updated to reflect recent changes to supplying of plaques for columbarium walls across Council cemeteries with the supply plaques now not included in the purchase of a niche.

Amendment in 4.4 and 4.5 to clarify intent "Burial Right Holder or if the Burial Right Holder is deceased, the family and descendants of the interned person/s."

Amendments in 3.1 "Fees" clarification of payment plans. 3.3 "Transfer of Burial Right" Council will consider on a case by case Amendment in 4.4 "Plaques internment in columbarium wall" to reflect that Council does not provide plaques.

4. Policy and Legal Implications

Council's policy framework has been adhered to in the development and review of all policies outlined in this report. Each document presented complies with the requirements of relevant legislation. Any future policy and legal implications will be addressed as matters arise before Council

5. Financial and Resource Implications

The content of the documents outlined in this report do not alter current budgetary requirements.

6. Delegations/Authorisations

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

7. Communication and Engagement

Council's decision on this matter will be communicated to relevant stakeholders with documentation provided to relevant stakeholders including employees and the general public via Council's website.

8. Conclusion

The documents outlined in this report have been developed and reviewed in line with relevant legislation and Council practice and therefore are recommended for adoption by Council.

9. Action/s

- 1) Publish Cemetery Management Policy and Cemetery Management Procedure on Council's website.

Attachments

- | | | |
|---------------------|--------------------------------------|----------|
| 1 ↓ | Draft Cemetery Policy 2019 | 2 Pages |
| 2 ↓ | Procedure - Cemetery Management - V2 | 10 Pages |

STRATEGIC

Cemetery Management

Head of Power

Local Government Act 2009

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2017-2022):

1.2 Council optimises the use of its open space and facilities by improving access to and the quality of the facilities for individuals and groups for cultural, recreational and community activities.

Definitions

Burial or interment right	is a legal document which gives the licensee the exclusive right to use the specified piece of land of burials and to place a monument over the grave.
Niche	a recessed space in the columbarium wall suitable for a container of ashes.
Plot	a small, numbered piece of land used for burial within a section of a cemetery.

Policy Objective

To provide a framework for the management and operation of Council's cemeteries promoting a safe and respectful environment for all users.

Policy Statement

Council is committed to:

- The provision of internment and memorialisation services to the community and servicing the deceased and their families with dignity and respect

- Preserving the history of the Region's cemeteries and maintaining records
- Maintaining cemetery grounds to meet customers' needs and expectations
- Planning for future burial needs of the regions communities.

Council is responsible for the administration and management of plot and niches purchases, transfer of burial or interment rights, approvals for monumental works, issuing of licences to work in cemeteries, maintenance of cemetery grounds, and the interment of ashes into the columbarium walls.

For each application made to Council for cemetery services an administrative fee is applied. These fees are reviewed annually and can be found in Councils fees and charge schedule.

A burial or interment right does not grant the holder ownership over that piece of land, rather, it gives exclusive entitlement to the holder to inter the remains of a deceased person in the reserved plot or niche.

Council will collect the information necessary to meet its requirements for a cemetery register which is available to the public on request.

Appropriate maintenance of Council's cemeteries is required so that the essential elements which give the burial grounds their character are preserved in a way that remains their significance. Maintenance of cemetery grounds excludes the care and repair of monumental work, weeding and general maintenance of individuals plots.

Appropriate materials are to be used to securely contain human remains for disposal. A person must not dispose of human remains in any section of a Council cemetery unless approval has been granted by Council. Disturbance of human remains buried in a Council cemetery must be undertaken by a qualified undertaker. A person must not dispose of human remains (excluding ashes) outside a Council cemetery in the Lockyer Valley region without approval.

Related Documents

Cemetery Management Procedure December 2019

Local Law No.1 (Administration)

Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains)

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads)

Procedure



CEMETERY MANGEMENT

December 2019

Document Control

This page will be re-issued every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

Version	Clause(s)	Changes	Author	Issue Date
0		Initial draft	Corrin Bischoff	
1		Adopted by Council 8/11/2017		8/11/2017
2		Amendment in 4.4 and 4.5 to clarify intent "Burial Right Holder or if the Burial Right Holder is deceased, the family and descendants of the interned person/s."	Corrin Bischoff	10/01/2018
3		Amendments in 3.1 "Fees" clarification of payment plans. 3.3 "Transfer of Burial Right" Council will consider on a case by case Amendment in 4.4 "Plaques internment in columbarium wall" to reflect that Council does not provide plaques	Brendan Sippel	17/10/2019
4				

Contents

<u>1. Introduction (size 16 Heading 3)</u>	1
<u>2. Definitions</u>	1
<u>3. Management</u>	3
<u>3.1 Fees</u>	3
<u>3.2 Application for a Plot of Niche</u>	3
<u>3.3 Burial or Interment Right</u>	4
<u>3.4 Transfer of a Burial Right</u>	4
<u>3.5 Exhumation</u>	5
<u>3.6 Conduct of Funerals</u>	5
<u>4. Operations</u>	5
<u>4.1 Works</u>	5
<u>4.2 Hours of Operation</u>	6
<u>4.3 Flowers and Vases</u>	6
<u>4.4 Plaques – Interment in Columbarium and Ashes Gardens</u>	6
<u>4.5 Plaques and monuments for Graves</u>	7
<u>4.6 Maintenance</u>	7
<u>5. Conduct</u>	7
<u>6. Records to be kept</u>	8
<u>7. Containment of human</u>	8
<u>8. Related Document</u>	8

1. Introduction

Lockyer Valley Regional Council is the cemetery operator for seven cemeteries in the Lockyer Valley region, and as such is responsible for the administration and maintenance of these cemeteries.

The cemeteries under Council's authority include:

- Laidley
- Forest Hill
- Gatton
- Caffey
- Murphy's Creek
- Ingoldsby
- Ropely

For the purposes of this document, the Lockyer Valley Regional Council is the cemetery authority appointed to manage local government cemeteries in the Lockyer Valley region. Council must manage its cemeteries according to provisions outlined in this Procedure.

This Procedure provides information for the proper management and control of public cemeteries in the Lockyer Valley Regional Council area.

Council may, subject to the *Planning Act 2016*, establish a cemetery on land under its control.

A cemetery may include:

- a crematorium
- a columbarium
- a garden of remembrance; and
- other structures and improvements that Council considers appropriate.

2. Definitions

Applicant	Any person making an application for funeral or monumental permission or for a licence to work in cemeteries.
Burial Register	The record of all burial and niche interments in Council cemeteries.
Burial or Interment Right	Is a legal document which gives the licensee the exclusive right to use the specified piece of land for burials and to place a monument over the grave.
Cemetery Operator	The person or body that directs the operations of a cemetery. For the purposes of this policy the cemetery operator is Lockyer Valley Regional Council.
Exhumation	The removal of a dead person's remains from a grave or niche. This does not include their removal for the purpose of reburial in the same grave.
Gravesite	A place of burial also referred to as a plot.
Interment	The placement of a coffin or ashes into a grave or niche for the purpose of burial.
Interment site	The allocated space where an interment has or will occur. Also referred to as a plot.
Licence	An authorisation from Council that grants permission.
Licensee	The owner of a licence.

Monument	Any structure, plaque, headstone, masonry, metal work or casting placed over, in or around the interment site.
Monument Permit	The approval given by Council to place a monument over, in or around an interment site.
Niche	A recessed space in the columbarium wall or garden suitable for a container of ashes.
Qualified Undertaker or Funeral Director	A person who carries on the business of disposing human remains
Perpetuity	Lasting indefinitely with no fixed end date.
Plot	A small, numbered piece of land used for the purpose of burial within a section of a cemetery
Reservation	The act of securing in advance a plot for the purpose of burial.
Service Provider	A business that supplies funeral services

3. Management

Council is responsible for the administration and management of plot and niche purchases, transfer of interment rights, approvals for monumental works, issuing of licences to work in cemeteries, maintenance of cemetery grounds, and the interment of ashes into the columbarium walls.

3.1 Fees

For each application made to Council for cemetery services an administrative fee is applied. These fees are reviewed annually and can be found in Councils fees and charges schedule.

Council does not provide pre-payment plans for any funeral activities.

3.2 Application for Plot or Niche

Council offers two burial options within its cemeteries:

- interment into a gravesite/plot or
- interment into a niche in the columbarium wall.
- Interment into niche in garden

At the completion of the application process the applicant will be issued with a burial or interment right.

Columbarium Niches are available at Laidley Cemetery, Forest Hill Cemetery and the Gatton Cemetery. A niche in columbarium wall can hold one (1) container of ashes. Container dimensions for ashes are to be 220mm x 110mm x 80mm to fit within a niche.

There are 3 niche sizes available – single, double, or family (Gatton only).

Niche sizes may vary slightly but approx. size is:

- single: 85mm x 120mm x 230mm – will fit 1 standard ashes container
- double: 170mm x 120mm x 230mm – will fit 2 standard ashes containers
- family: 170mm x 230mm x 230mm – will fit 4 standard ashes containers

The Laidley Ashes Garden at the Laidley Cemetery is also available to for ashes interment. The Laidley Ashes gardens cater for single or double interments. Niche size include:

- 350mm x 185mm

With either one or two containers fitting in to the niche dependant on the section of garden. All plaques are required to be within the size of 350mm x 185mm and are required to be installed by a monumental mason.

All gravesites within Lockyer Valley Regional Council cemeteries must be dug by employees or contractors of Council. In either case a representative of Council must be present.

The upper surface of a coffin, once interred, must be no less than one (1) metre from the natural surface of the soil. An existing coffin must not be disturbed for the purpose of deepening the grave.

Council will apply a limit to the maximum number of bodies interred per grave. All requests for subsequent grave interments will be assessed for viability to eliminate the possibility of disturbing remains. Every attempt will be made by Council to dig new graves to double depth, however on occasion due to geological conditions only single depth may be attainable. In some situations, another grave location will be required. Council will liaise with the funeral director and/or the family if this occasion arises. The burial right holder may limit a plot to being single depth; however, this must be indicated by the applicant at the time of purchase.

3.3 Burial of Interment Right

The person who purchases a gravesite/plot or ashes niche, whether for immediate or future use, is known as the burial or interment right holder. A burial right does not grant the holder ownership over that piece of land, rather, it gives exclusive entitlement to the holder to inter the remains of a deceased person in the reserved plot/niche. A burial right will be granted in perpetuity.

Burials and interments will only be permitted in Council cemeteries with written approval issued by Council. Council reserves the right to refuse to grant a burial right and will only issue a burial right for plots that have been surveyed by Council.

Funeral directors and monumental masons must first contact Council to determine the allocation of a plot or confirmation of an existing reservation or re-opening of a burial plot.

Council holds the exclusive right to close a section of any cemetery and to refuse to issue a burial or interment right for a closed section. Although a cemetery may appear to have vacant land available for burials, there may be reserved plots or unknown/unmarked gravesites preventing further use.

3.4 Transfer of a Burial Right

Burial rights may not be transmitted by death, transfer or sold to another person. A burial right for an allotment may be surrendered to Council by the burial right holder. Upon surrender, Council will pay the burial right holder 80% of the purchase price upon the presentation of proof of purchase. If no proof of purchase is able to be provided by the burial right holder, Council will provide a refund of \$200.

On the purchase of burial rights the burial right holder can indicate the person for whom each plot is reserved on the Application for Reservation of Interment Site Form.

On the death of the burial right holder the power to authorise burials in a plot reverts to Council unless transfer is authorised by the *Succession Act 1981*. Council will permit in its absolute discretion, a spouse, child, partner, relative, direct descendant or a friend of the burial right holder to be buried in the plot provided that Council has

no reason to believe that the burial right holder would have objected. A completed Burial Consent Declaration Form needs to be provided to enable this to occur.

A Burial Consent Declaration is a document witnessed by a Justice of the Peace in which the applicant states that all living family and descendants are agreeable to the person being interred in the plot.

Council will consider the transfer of burial rights for pre-existing burial right applicants purchased on a case by case basis. All request for transfers of burial rights for pre-existing burial right applicants are required to be submitted in writing.

3.5 Exhumation

A Cemetery Service Exhumation Request Form must be completed for exhumation of human remains or disinterment of ashes and will only be accepted when accompanied by the burial rights holder's written consent or other duly authorised representative.

Exhumations of non-cremated human remains are to be carried out in conjunction with a Funeral Director. The disinterment of ashes may be conducted by Council. Ownership rights of the site will revert back to Council unless other interments exist.

3.6 Conduct of funerals

All funerals in a local government cemetery must be conducted by a qualified undertaker.

4. Operations

4.1 Conduct of funerals

Work must not be undertaken of any kind in a Council cemetery unless a valid licence/permit to undertake works is issued for that specific activity. Works are considered to be any gravesite activity; this includes but is not limited to grave digging, interment and exhumation of remains, and the construction, repair or removal of a monument.

Note: The placement of floral and other tributes on a gravesite is not considered "work" and therefore a licence is not required for this activity. All tributes must remain within the perimeter of the gravesite.

Anyone who wishes to conduct funeral or monument activities at a Council cemetery must formally apply and receive approval from Council before commencing any work.

4.2 Hours of Operation

The hours appointed for the performance of interments in a cemetery are to commence no earlier than 9.00am and complete no later than 3.00pm Monday to Friday (excluding public holidays). Outside these hours, interments may be performed by special arrangement. Relevant fees apply.

The size and position of graves, columbarium walls and vaults in cemeteries must be determined, surveyed and approved by an authorised officer.

Council may set apart a portion of a cemetery for the interment of members of any particular religious denomination.

4.3 Flowers and Vases

Graves in lawn area (as distinct from traditional monumental graves) are intended to have minimal flowers and memorabilia. No more than three receptacles for flowers are permitted on lawn graves or ashes memorials.

Glass or metal containers, solar lights, pot plants, pebbles, plastic windmills and fencing are not permitted on lawn graves or ashes memorials. Any type of planting in lawn graves areas and monumental burial areas is prohibited.

Columbarium vases may be purchased privately and can be installed by Council. Council is to be notified that installation is required when lodging the required application form.

The Laidley Ashes garden has an area provided where flowers or small trinkets can be placed.

4.4 Plaques – Interment in Columbarium

Council will provide a list of standard plaques sizes that are allowed to be installed on columbarium walls and in ashes gardens throughout council cemeteries. The purchasing and organising of the plaques is the responsibility of the burial right holder.

Council will take all reasonable care during the course of maintenance activities in our cemeteries. Council accepts no responsibility for any deterioration in plaques due to the natural elements or the passage of time. The plaque will always remain the responsibility of the Burial Right Holder or if the Burial Right Holder is deceased, the family and descendants of the interned person/s.

4.5 Plaques and Monuments for Graves

Council is not responsible for the arrangement of a plaque or monument and recommends a suitably qualified stonemason is engaged to carry out works. A person who carries out the construction of a memorial in a Council cemetery must have prior approval. The following Australian Standards apply:

- AS4425-1996; 'Above-ground burial structures'
- AS4204-1994; 'Headstones and cemetery monuments'

Council will take all reasonable care during the course of maintenance activities in its cemeteries. Council accepts no responsibility for any deterioration in plaques or granite products due to the natural elements or the passage of time.

Council accepts no responsibility for the maintenance of any monument that has been constructed on a grave. The monument will always remain the responsibility of the Burial Right Holder or if the Burial Right Holder is deceased, the family and descendants of the interned person/s. Council reserves the right to remove any monument after due notice to family or descendants (where possible), if the condition of the monument renders it dangerous to cemetery staff or visitors.

4.6 Maintenance

Appropriate maintenance of Council's cemeteries is required so that the essential elements which give the burial grounds their character are preserved in a way that retains their significance. Maintenance of cemetery grounds excludes the care and repair of monumental work, weeding and general maintenance of individual plots.

Council has the right to remove any tribute when it becomes a maintenance and/or safety hazard.

Council will level a grave site as required to repair collapse. Council may temporarily or permanently close a cemetery to further interments.

Council will take reasonable care to protect the property and property rights of owners within the cemetery from loss or damage, but disclaims all responsibility for loss or damage caused by its employees or agents and/or equipment of the Council or from other causes beyond its control (i.e. vandalism).

Council reserves the right of a temporary easement at any time on or across any space/plot/grave, for equipment and material access necessary for interment on adjoining lots or other operational purposes.

A person who carries out maintenance of a memorial must have prior approval from Council before any works are carried out. The maintenance of memorials is the responsibility of the family of the deceased or another person who has proper interest in the memorial. If a memorial needs to be removed or reinstated to allow for a subsequent interment it is at cost to the applicant.

Council may remove a memorial if it has become unsafe or has fallen into a state of disrepair and will replace it with an appropriate marker. In this case, members of the deceased's family known to the Council will be provided reasonable notice and advised of the associated costs.

5. Conduct

A person in a local government cemetery must comply with a reasonable direction given by the local government.

6. Records to be kept

Records will be kept at Council's offices and managed in accordance with standard records practices. In accordance with the *Information Privacy Act 2012*, records will be made available for inspection by members of the public. Council maintains a register of burials and interments. A burial or interment must be recorded immediately after Council is notified and may be amended to remove or correct inaccuracies.

7. Containment of human remains

Appropriate materials are to be used to securely contain human remains for disposal.

A person must not dispose of human remains in any section of a Council cemetery unless approval has been granted by Council. Disturbance of human remains buried in a Council cemetery must be undertaken by a qualified undertaker.

A person must not dispose of human remains (excluding ashes) outside a Council cemetery in the Lockyer Valley region without approval.

Council's Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) outlines the requirements for the undertaking of the following regulated activities regarding human remains:

- a) Disturbance of human remains buried outside a cemetery
- b) Burial or disposal of human remains (excluding cremated remains) outside a cemetery
- c) Disturbance of human remains in a local government cemetery.

8. Related Document

Cemetery Management Policy

Local Law No. 1 (Administration)

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads)

Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains)

13.3 **Amendment to Register of Cost Recovery and Commercial Fees and Charges 2019-2020 in relation to Cemetery Fees**

Date: 02 December 2019
Author: Brendan Sippel, Manager Parks Gardens and Cemeteries.
Responsible Officer: Angelo Casagrande, Executive Manager Infrastructure Works & Services

Summary:

The purpose of this report is to seek endorsement from Council on the proposed fee structure for the Gatton Cemetery Chapel for the 2019/2020 financial year and adjust the layout of the currently adopted fees in relation to the Laidley Ashes Memorial Garden.

Officer's Recommendation:

THAT Council adopt the following amendments to the Register of Cost Recovery and Commercial Fees and Charges 2019-2020 to take effect from the 11th December 2019:

Include the following fees and charges for the Gatton Cemetery Chapel:

Description	Amount (inc.GST)	GST Applies
Hire Fee (2.5hours)	\$150.00	Y
Extra Time	\$50.00 per half hour	Y

Identify the current fees and charges for the Laidley Ashes Memorial Garden as a standalone item in the fees and charges separate from the General Cemetery fees and charges:

Description	Amount (inc.GST)	GST Applies
Centre Garden-Double Niche	\$1,200.00	Y
Western Garden-Single Niche	\$800.00	Y
Eastern Garden-Double Niche	\$1,100.00	Y

Report

1. Introduction

Council recently built a Chapel at the Gatton Cemetery for the community to hold services to pay their respects to deceased families and friends. Section 97 and 98 of the Local Government Act 2009 states a local government is to fix cost recovery fees and a register to recoup costs associated with the construction of the Gatton Cemetery Chapel and to assist with ongoing maintenance that will occur with this asset.

2. Background

Recently through Council contributions and funding from the Drought Communities Programme, Council constructed an open-air chapel at the Gatton Cemetery. The chapel provides an area where families can carry out a service and then proceed to the committal without leaving the Gatton Cemetery.

Council adopted the fee structure for the Laidley Ashes Memorial Garden at its ordinary meeting on the 28th August 2019. Feedback has been provided by internal stakeholders on how the current fee structure is presented in the fees and charges register, with opportunities identified to make the fee structure easier to interpret and therefore improving the customer service experience.

3. Report

Gatton Cemetery Chapel

Lockyer Valley Regional Council in consultation with the community has recently constructed the Gatton Cemetery Chapel. The chapel is open aired with raked insulated roof panel, designed as a fit for purpose structure to provide suitable shading throughout the year. Construction began in May 2019 with a focus on low maintenance materials utilising local contractors and suppliers. The chapel has fixed timber seating to cater for 30 people, with further seating to be installed in the future. The following fee structure for the Gatton Cemetery Chapel for use of the chapel has been established based on cost to council to undertake:

- Cleaning of the building, seats and floors
- Spraying program to stop spiders, ants etc
- Sanding and oiling of the timber seats
- Painting of the chapel in the future
- Ground maintenance around the chapel
- Depreciation and general repairs if necessary

The fee proposed for the use of the Gatton Cemetery Chapel is \$150 for a 2.5 hour booking and \$50 for each half hour thereafter. The fee structure is to be reviewed annually to determine if it is covering the costs of running and maintaining the facility. If the market determines the fee is too high, fees can also be amended accordingly through the fees and charges annual review process to encourage increased usage.

Laidley Ashes Memorial

An update is required to the layout and description for the previously adopted fees and charges associated with the Laidley Ashes Memorial Garden. Currently the fee charges are sitting under General Cemetery and include the description interment in the fee which is misleading. To give clarity for both customers and Council Officers to use the fee structure and provide correct fee pricing, it is recommended the fees are re-named and added into the fee structure with a separate heading as indicated in the table below:

Laidley Ashes Memorial Garden

Description	Amount (inc.GST)	GST Applies
Centre Garden-Double Niche	\$1,200.00	Y
Western Garden-Single Niche	\$800.00	Y
Eastern Garden- Double Niche	\$1,100.00	Y

Consequently, removing the below fees currently shown in the fees and charges schedule:

General Cemetery

Description	Amount (inc.GST)	GST Applies
Interment Fee – Centre Garden Double Niche	\$1,200.00	Y
Interment Fee- Western Garden Single Niche	\$800.00	Y
Interment Fee-Eastern Garden Double Niche	\$1,100.00	Y

This change to the layout in the cemeteries fees and charges will assist in providing a better customer service experience for customers when working with Lockyer Valley Regional Council.

4. Policy and Legal Implications

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

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

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

5. Financial and Resource Implications

The collection of fees associated with the Gatton Cemetery Chapel will assist in covering the expenditure outlaid to complete the garden as well as assist in the maintenance costs to maintain the garden to a high standard for the community. Maintenance activities carried out will be completed with existing resources from internal council teams with assistance from external contractors when required and maintenance will be funded through current budget allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

Council's decision on this matter will be communicated to relevant stakeholders by fees and charges on Council website, the creation of a fact sheet relating to the Gatton Cemetery Chapel indicating associate fees and charges which will be available on Council's website and by request.

8. Conclusion

The adoption of the fees proposed for the Gatton Cemetery Chapel will provide revenue to cover the cost to build the chapel as well as provide funding to continue to develop council cemeteries in the future to cope with the continued demand that is required from the community.

The update to the Laidley Ashes Memorial Garden fee structure layout will provide easier interpretation of the fees and charges for the community.

Attachments

There are no attachments for this report.

14. ITEMS FOR INFORMATION**14.1 Councillor Portfolio Report - November 2019**

Date: 04 December 2019
Author: Kayla Gill, Executive Support Officer - CEO & Councillors
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

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

This document is for Council's information only.

Report**1. Introduction**

This report is to provide an update from Portfolio Councillors.

2. Background

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

3. Report

Portfolio:

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

- Attended Lockyer Upland Catchment Inc (LUCI) Lockyer in the Wild photography competition and presented
- Attended Stockyard Community BBQ
- Attended Christmas in the Country
- Attended the Ma M Creek 'All Souls' Anglican Church service
- Meeting with community member at Laidley
- Attended the Laidley Garden Club 50th anniversary
- Spoke and launched the State Emergency Services Mobile Operation Centre trailer
- Meeting with the Chief Executive Officer
- Attended the Destination Q forum
- Numerous media interviews regarding fire activity
- Attended the Lockyer Performing Arts performance 'A Christmas Carol'
- lay wreath at Remembrance Day Service in Gatton
- Television media with ABC 7 30
- Participate in numerous teleconferences with State Disaster Coordination Centre

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- Attend Councillor workshop
 - Meeting with Community members regarding Community development and Community Christmas lights project
 - Chair Ordinary Meeting of Council
 - Attended Drought Support Interagency meeting
 - Met with the Laidley and Gatton Chaplaincy committees regarding planning for next dinner (Gatton did not attend)
 - meeting with community member in Gatton
 - Filmed message for Faith Lutheran College
 - Meeting with Officers regarding changes in hall process
 - Meeting with Disaster Coordinator
 - Meeting with business person regarding potential business opportunities
 - Teleconference regarding agricultural opportunity and potential partnerships / visit to our region
 - Meeting with Australian Rail Track Corporation (ARTC)
 - Attended and present Dux at Faith Lutheran College Valedictory
 - portfolio briefing
 - chair Partner Project with West Moreton Hospital and Health (WMHH) and Primary Health Network (PHN)
 - Meeting with Cr Hagan regarding youth
 - Meeting with Disaster Coordinator regarding fire conditions
 - Catch up with mum and son following recent accident
 - Site visit with Chief Executive Officer to local business
 - Meeting with Chief Executive Officer, Cr Holstein and staff with InterLink SQ
 - Attended the Lockyer Chamber after hours event in Laidley
 - Meeting with State Member and Chief Executive Officer (regular catch up briefing)
 - Attend Ribbon's get together at Forest Hill
 - Teleconference with South East Queensland Regional Recreation Facilities (SEQRFF)
 - Briefing for Council of Mayors South East Queensland (COMSEQ)
 - Agenda catch up
 - Meeting with the Chief Executive Officer
 - Meeting with Chief Executive Officer and local business person
 - Attend Resilient Rivers Initiative Committee meeting
 - Attend Council of Mayors South East Queensland (COMSEQ) in Brisbane
 - Coffee and catch up with Community member
 - Attended Potato Studio afterhours event at Laidley
 - Attend Café Sorella's afterhours event at Forest Hill
 - Attend Mayor's Christmas Carols
 - Visitation to Kentville School
 - Meeting with Officers regarding exclusion of Lockyer to fire recovery dollars
 - Attend Councillor workshop
 - Participated in 'measure up' with West Moreton Hospital and Health (WMHH) for Lockyer Challenge
 - Attend quarterly update from the Council of Mayors South East Queensland (COMSEQ) Chief Executive Officer
 - Meeting with Lockyer Valley Regional Councils Information Services Manager
 - Chair Ordinary Meeting of Council
 - Meeting with officers and Chief Executive Officer regarding organizational structure
 - Briefing regarding update on Equine Precinct Project with Deputy Mayor and staff
 - Meeting with Parks and Gardens staff
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- Attended Lake Clarendon School Council meeting
 - Catch up meeting with Chief Executive Officer
 - Portfolio meeting with staff
 - Meeting with Council Officers, Chief Executive Officer and Community regarding quarry
 - Pre-briefing Lockyer Valley and Somerset Water Collaborative
 - Attended meeting of the Water Collaborative
 - Attended Community member funeral
 - Attended Hatton Vale Christmas Carnival
 - Attended Laidley Christmas Carnival
 - Attended Forest Hill Handmade Expo Markets

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

- Attended Christmas in the Country Art & Craft Show
- Attended the opening of Fractions of Existence Art Display.
- Annual leave for 7 days.
- Represented Council at the Bootstraps Remembrance Day Commemorations.
- Attended the Councillor Workshop
- Attended the Gatton Showgrounds User Group meetings.
- Attended the Ordinary Council Meeting.
- Attended the Councillor budget meeting.
- Represented the Mayor at Carinity Karinya Place refurbishment event.
- Met with Officers and Councillors to discuss the issue of Bats at Helidon State School.
- Attended the Laidley Rec Reserve Committee meeting.
- Attended the What a Waste Forum in Toowoomba.
- Met with Helidon State School Parents, Staff and the Education Dept regarding Bats in the School.
- Chaired the Lockyer Valley Equine Workshop to discuss the Draft Concept Plan.
- Attended the Plainland Business Network Meeting
- Attended the Mayoral Christmas Carols at the Shire Hall.
- Attended the Councillor Workshop.
- Met with Councillors and staff for an update from the Council of Mayors South East Queensland Chief Executive Officer
- Attended the 10,000 Steps Challenge Measuring, Body Mass Index (BMI) and Weigh in.
- Attended the Ordinary Council Meeting.
- Met with the Manager of Regional Development to update the Chief Executive Officer and Mayor on the Lockyer Valley Equine Collaborative progress.
- Attended the Lockyer Valley Growers Christmas Dinner
- Represented the Mayor at the University of Southern Queensland Toowoomba End of Year Cocktail Function.
- Attended the Men's Health Lunch at Laidley Hospital.
- Attended the Hatton Vale State School Christmas Concert.
- Attended the Laidley Street Carnival.
- Attended the Faith Lutheran 20th Anniversary Ball at Faith Lutheran School.

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

- Attended the Lockyer Chamber of Commerce and Industry Committee meeting

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- Represented the Mayor at the Lockyer Valley Youth Arts Festival
 - Attended the Helidon Remembrance Day Service
 - Attended the Councillor Workshop
 - Ordinary Council meeting
 - Attended the opening of the Faith Lutheran Long Jump Sports Facilities
 - Attended meeting with Cr Vela, Officers and Laidley Golf Club
 - Attended Flying Fox discussion/update with Councils Environmental Team
 - Attended Lockyer Chamber of Commerce and Industry meeting
 - Attended the Mayoral Christmas Carols
 - Attended Councillor Workshop
 - Update from the Council of Mayors South East Queensland Chief Executive Officer
 - Attended the 10,000 Steps Measuring, Body Mass Index (BMI) and weigh in
 - Ordinary Council meeting
 - Lockyer Valley Growers Christmas dinner
 - Arrived at the Laidley District State School for the Volunteers Morning Tea – Not advised of date change
 - Attended the Laidley Christmas Street Carnival

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

- Attended Christmas in the Country Art and Craft Show, Gatton
- Attended Laidley District State School fete
- Attended Performing Arts Dinner and Show, Laidley Cultural Centre
- Attended local Melbourne Cup function
- Attended launch of State Emergency Services Mobile Operation Centre in Gatton
- Attended meeting with local business owners
- Attended meeting in Ipswich with new Regional Development Australia Ipswich & West Moreton Board member
- Attended Local District Coordination Centre
- Attended Ma Ma Creek Remembrance Day Service, give address and lay wreath
- Attended Infrastructure Works and Services Council Reports discussion at depot
- Attended and Chair Crime Stoppers meeting in Gatton
- Attended Withcott-Helidon Lions Club meeting
- Attended Lions Club shed meeting at Steve Jones Community Centre
- Attended Councillor workshop
- Attended meeting with Gatton business owners
- Attended Council Ordinary meeting
- Attended Council workshop
- Attended Murphys Creek Progress Association meeting
- Attended Bushfire Sub Committee meeting
- Attended meeting in Ipswich with new Regional Development Australia Ipswich & West Moreton committee board meeting
- Attended Withcott Rural Fire Brigade meeting
- Attended meeting with local land developer
- Attended Media function in Toowoomba
- Attended site meeting with resident in Flagstone Creek regarding access
- Attended Flying Fox discussion
- Attended meeting regarding Inland Rail

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- Attended Darling Downs Moreton Rabbit Board meeting in Warwick
 - Attended Spring Bluff meeting
 - Attended Regional Development Australia National Forum in Canberra (4 days)
 - Attended meeting with Assistant Minister Nola Marino at Parliament House in Canberra
 - Attended meeting with Federal Member for Wright Scott Buchholz at Parliament House in Canberra
 - Attended Bushfire debrief
 - Attended onsite meeting with resident at Mt Whitestone
 - Attended Hatton Vale Christmas Concert and Markets
 - Updated Facebook Pages for Spring Bluff Railway Station, Lockyer Valley Tourism Association and Darling Downs-Moreton Rabbit Board

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

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

Youth and Disability / Multicultural

I visited Principals at Withcott, Murphy's Creek and Helidon State Schools to discuss mental health needs in the Lockyer Valley.

I attended the Lockyer Youth Agency Network meeting – Gatton Shire Hall.

I presented a Disaster Management presentation with the Disaster Management Coordinator to the Laidley District State School grade 4 class.

I attended the Mt Sylvia State School graduation and awards night – Tenthill Baptist Church Hall

I attended the 'Reducing the Obesity rate in Lockyer Valley' Partner Project meeting – Council offices.

I attended and presented awards at Gatton State School's Annual Awards Night.

I attended a meeting with Council's Community Development and Engagement Officers and a community member with regard to young people and mental health.

I attended with the Deputy Mayor and Cr Vela, the 'Men's Health Lunch and presentation' at Laidley Hospital.

Arts and Culture

I attended the Opening of the 'Fractions of Existence' art exhibition at the Lockyer Valley Art Gallery.

I attended the 'Lockyer Performing Arts Gala Dinner Show – A Christmas Carol' at the Laidley Cultural Centre.

I attended the Regional Arts Development Fund (RADF) meeting at Council offices.

Organisations and Committees Representation:

- Attended the Stockyard Creek Community BBQ and movie night at Stockyard Creek Hall
- Visited Mulgowie Markets
- Attended the Laidley District State School fete
- Visit the Christmas in the Country Art and Craft Show at the Gatton Shire Hall
- Attended the Forest Hill Community Development Association meeting – School of Arts Hall
- Attended the 50th Anniversary Luncheon of the Laidley Garden Club – Laidley Cultural Centre
- Attended the Launch of the State Emergency Services Mobile Operation Centre (MOC) Trailer
- Visit Ma Ma Creek Markets
- Laid a wreath and gave the address at the Laidley Remembrance Day Service
- Attended with the Deputy Mayor and Officers, the Gatton Showgrounds Users meeting
- Attended the ‘regular annual users networking meeting’ – Showgrounds function room
- Interview with the Gatton Star with regard to the Local Government Diploma
- Attended the Gatton Show Society’s Annual General meeting
- Attended the Lockyer Valley Shed Men’s meeting at Placid Hills
- Meeting with a local resident regarding concerns around trees being removed in a road reserve
- Attended the flying fox briefing/update with Councillors and Council’s Environmental Officers
- Attended the Lockyer Chamber of Commerce & Industry’s ‘Business after Hours’ at a local Laidley business
- Attended Helidon State School’s Community meeting to discuss the current Flying Fox activity
- Attended the Plainland Networking meeting
- Attended the ‘Mayoral Christmas Carols’ at the Gatton Shire Hall
- Attended the ‘Cahill Park Cluster Group’ meeting – Cahill Park
- Attended the Quarterly Update from the Council of Mayors South East Queensland (COMSEQ) with the Mayor, Councillors, Chief Executive Officer and Executive Managers – Council Chambers
- Attended the 10,000 Steps challenge – Measuring, Body Mass Index (BMI) and Weigh in
- Attended the Lockyer Valley Growers Group’s Annual General meeting
- Attended the Lockyer Valley Growers Group’s Christmas Dinner
- Attended the Laidley Spring Festival 2020 planning meeting – Laidley Library
- Meeting of the Lockyer Valley & Somerset Water Collaborative – Council Officers
- Attended the ‘Water Efficiency Workshop’ at the Lockyer Valley Cultural Centre
- Visited the Hatton Vale Christmas Markets – Hatton Vale State School
- Attended and sold ‘ham wheel tickets’ at the Laidley Street Carnival
- Attended the ‘25th Annual Queensland Sport Awards’ at the Brisbane Convention & Exhibition Centre
- Attended Council meetings and workshops.

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

- 01/11 – Attended the opening of the Lockyer Upland Catchment Inc (LUCI) photography competition
- 02/11 – Attended Mulgowie Markets
- 02/11 – Attended Laidley State School Fete
- 02/11 – Laidley Performing Arts dinner
- 06/11 – Attended Lockyer Upland Catchment Inc photography competition MaMa Creek School

- 11/11 – Attended Helidon Remembrance Day Service and Lay Wreath
- 13/11 – Attended Portfolio Catch Up
- 13/11 – Attended Ordinary Council Meeting
- 13/11 – Attended Councillor Workshop
- 14/11 – Attended site Meeting regarding Vegetation Clearing
- 15/11 – Attended meeting regarding Laidley Golf Club
- 19/11 – Attended Meeting regarding Flying Foxes
- 20/11 – Attended Lockyer Chamber of Commerce Business After Hours
- 21/11 – Attended site meeting regarding Resilient Rivers Site
- 21/11 – Attended site meeting regarding Helidon Flying Foxes
- 22/11 – Attended Equine Collaborative meeting
- 22/11 – Attended Plainland Business Networking meeting
- 23/11 – Attended Mayoral Christmas Carols
- 24/11 – Attended Lockyer Community Action Annual General meeting
- 26/11 – Attended Councillor Workshop
- 26/11 - Attended the 10,000 Steps challenge – Measuring, Body Mass Index (BMI) and Weigh in
- 27/11 – Attended Portfolio Catch Up
- 27/11 – Attended Ordinary Council meeting
- 27/11 – Attended Faith Lutheran College Year 9 Rite Journey
- 29/11 – Attended Wild Dog Workshop
- 29/11 – Attended Laidley Hospital Men's Health Lunch
- 29/11 – Attended Hatton Vale Christmas Carnival
- 29/11 – Attended Laidley Christmas Carnival

Attachments

There are no attachments for this report.

15. CONFIDENTIAL ITEMS**15.1 Second Quarter Legal Update****Date:** 04 December 2019**Author:** Caitlan Natalier, Solicitor & Legal Services Coordinator**Responsible Officer:** Ian Church, Chief Executive Officer

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

Summary:

The purpose of this Report is to provide a quarterly update to Council in relation to a number of legal matters.

15.2 Rating Concession Request - Property ID 205220**Date:** 26 November 2019**Author:** Tony Brett, Manager Finance & Customer Services**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (d) of the Local Government Regulation, 2012, as the matter involves ratings concessions.

Summary:

The purpose of this report is to provide Council with sufficient information to determine if the applicant, the owner of PID 205220 should be granted a rating concession on the grounds of financial hardship.

15.3 2020 Australia Day Award Judging

Date: 04 December 2019
Author: Colleen Daniel, Event & Marketing Officer
Responsible Officer: Ian Church, Chief Executive Officer

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

Summary:

Nominations for the 2020 Lockyer Valley Regional Council Australia Day Awards have been open since 1 February 2019. The Awards have been promoted through the corporate website, press advertisements in the Gatton Star and the Laidley Plainland Leader, social media campaigns, media releases, letters and email to community groups, sporting clubs and schools.

Nominations closed on Monday 18 November 2019. This year a total of 30 nominations were received representing 31 individuals, groups or events.

15.4 Lockyer Valley and Somerset Water Security Scheme Appointment of Successful Tenderer**Date:** 03 December 2019**Author:** Jason Harm, Manager Regional Development; Stephen Hart, Coordinator Council Business**Responsible Officer:** Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (e) of the Local Government Regulation, 2012, as the matter involves contracts proposed to be made by it.

Summary:

On behalf of the Lockyer Valley and Somerset Water Collaborative (the Collaborative) Council has received funding under the Maturing the Infrastructure Pipeline Program Stage 2 (MIPP 2) to undertake a Business Case for additional water security for the region. A procurement process has now been undertaken to engage a consultant to carry out the Detailed Business Case. This procurement is referred to Council for a decision following consideration by the Collaborative.

16. MEETING CLOSED