

Minutes



ORDINARY MEETING OF COUNCIL

MINUTES

11 MARCH 2020

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ATTENDANCE:

Councillors Present

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

Officers Present

- Ian Church, Chief Executive Officer
- David Lewis, Acting Group Manager Community & Regional Prosperity
- Dan McPherson, Acting Group Manager People & Business Performance
- Angelo Casagrande, Group Manager Infrastructure
- Corrin Bischoff, Acting Manager Business Performance
- Amanda Pugh, Manager Planning, Environment & Regulatory Services
- Caitlan Natalier, Coordinator Legal Services and Property
- Kim Calio, Coordinator Development Assessment
- Prudence Earle, Senior Strategic Planner
- Annette Doherty, Coordinator Strategic Planning
- Quentin Underwood, Senior Engineer Water & Projects
- Erin Carkeet, Governance & Strategy Officer
- Neil Williamson, Community Development & Engagement Officer (Youth)
- Georgina Bayly, Media & Communications Officer

Apologies

- Cr Tanya Milligan (Mayor)

Media Present

- Dominic Elsome, Gatton Star

1.0 MEETING OPENED

The meeting commenced at 10:00am.

The Deputy Mayor, Cr Cook as the Chairperson opened the meeting and welcomed all present. Pastor Barry Benz led the meeting in prayer, following a minute's silence for those persons recently deceased.

2.0 LEAVE OF ABSENCE

The Mayor, Cr Milligan was granted leave of absence from this meeting at Council's Ordinary Meeting held 22 January 2020, to attend the South East Region International Women's Day Breakfast for the Queensland Police Service as the guest speaker.

3.0 CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 02 March 2020

Author: Erin Carkeet, Governance and Strategy Officer

Responsible Officer: Dan McPherson, Acting Group Manager People & Business Performance

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.

RESOLUTION

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

Moved By: Cr Holstein

Seconded By:

Cr Vela

Resolution Number: 16-20/1672

CARRIED

6/0

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

4.1 Declaration of Material Personal Interest on any Item of Business

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

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

4.2 Declaration of Conflict of Interest on any Item of Business

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

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

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

5.0 MAYORAL MINUTE

No Mayoral Minute.

6.1 Confirmation of Ordinary Meeting Minutes 26 February 2020

Date: 02 March 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 26 February 2020 be taken as read and confirmed.

THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 26 February 2020 be taken as read and confirmed.

Moved By: Cr Hagan **Seconded By:** Cr Vela
Resolution Number: 16-20/1673

CARRIED
6/0

No Business Arising from Minutes.

8.1 Receipt of the Minutes of the Audit and Risk Management Committee held on 27 February 2020

Date: 03 March 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

THAT the unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 27 February 2020, as attached, be received and noted.

THAT the unconfirmed Minutes of the Audit and Risk Management Committee Meeting held on 27 February 2020, as attached, be received and noted.

Moved By: Cr Wilson **Seconded By:** Cr McLean
Resolution Number: 16-20/1674

CARRIED
6/0



AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

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ATTENDANCE:

Councillor Members

- Cr Jason Cook
- Cr Chris Wilson

Independent External Members (Voting)

- Kerry Phillips (Chairperson)
- Martin Power
- Mark Newton

Attendees/Advisors (non-voting)

- Ian Church, Chief Executive Officer
- Corrin Bischoff, Acting Manager Business Performance
- Madonna Brennan, Governance and Strategy Advisor
- Jodi Marchant, Acting Chief Financial Officer
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)
- Junaide Latif, William Buck (External Audit)
- Raechel Filler, Queensland Audit Office
- Erin Carkeet, Governance and Strategy Officer (Secretariat)
- Caitlan Natalier, Coordinator Legal & Property (part of meeting)
- Tony Brett, Project Manager – Rating Strategy, Procurement and Service Levels (part of meeting).

1.0 MEETING OPENED

The meeting commenced at 10:13am.

2.0 APOLOGIES

Nil

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

3.1 Declaration of Material Personal Interest on any Item of Business

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

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

3.2 Declaration of Conflict of Interest on any Item of Business

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

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

No declarations by members were made at this time however, Mark Newton, Independent Community Member, advised his candidacy in upcoming Local Government election.

4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes - 6 December 2019

Date: 19 February 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

THAT the Minutes of the Audit and Risk Management Committee held on Friday 6 December 2019 be taken as read and confirmed.

THAT the Minutes of the Audit and Risk Management Committee held on Friday 6 December 2019 be taken as read and confirmed.

Moved By: Cr Wilson Seconded By: Cr Cook
Resolution Number: ARMC/0148

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

5.0 BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes.

6.0 AUDIT COMMITTEE REPORTS

6.1 Chief Executive Officer's Update

Date: 19 February 2020
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide an update on matters relevant to the Audit and Risk Management Committee.

Officer's Recommendation

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

RESOLUTION

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

Moved By: M Newton **Seconded By:** Cr Cook
Resolution Number: ARMC/0149

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

6.2 Strategic Procurement Review Update

Date: 19 February 2020
Author: Tony Brett, Project Manager Rating Strategy, Procurement and Service Levels
Responsible Officer: David Lewis, Group Manager Community & Regional Prosperity

Summary:

This report provides an update for the Committee on the progress of implementing the recommendations contained within the Strategic Procurement Review.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the update on the Strategic Procurement Review.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the update on the Strategic Procurement Review.

Moved By: M Power **Seconded By:** Cr Wilson
Resolution Number: ARMC/0150

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

6.3 Risk Management Update - Including Progress Report Key Corporate Risk Register

Date: 20 February 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide the Audit and Risk Management Committee (Committee) with an update on the progress of Council's risk management functions, including a progress report on activity that has occurred to mitigate Council's Key Corporate Risks.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the Risk Management Update, including the Progress Report on Council's Key Corporate Risk Register, as attached to this report.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the Risk Management Update, including the Progress Report on Council's Key Corporate Risk Register, as attached to this report.

Moved By: Cr Cook **Seconded By:** M Newton

Resolution Number: ARMC/0151

CARRIED

5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

6.4 Internal Audit Update Including Review of Internal Audit Plan

Date: 20 February 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to present the Audit and Risk Management committee with an update on Internal Audit activity that has occurred since the previous meeting of the Committee held on 6 December 2019 and to review the Internal Audit Plan in preparation for the 2020-21 financial year.

Officer's Recommendation

**THAT the Audit and Risk Management Committee receive and note the Internal Audit Update.
And further;
THAT the Committee review Council's three-year Internal Audit Plan and provide guidance to
Internal Audit and management on the determination of the 2020-2021 internal audit program.**

RESOLUTION

**THAT the Audit and Risk Management Committee receive and note the Internal Audit Update.
And further;
THAT the Committee review Council's three-year Internal Audit Plan and provide guidance to
Internal Audit and management on the determination of the 2020-2021 internal audit program.**

Moved By: M Power **Seconded By:** Cr Wilson
Resolution Number: ARMC/0152

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

6.5 External Audit Update Including the External Audit Plan for year ending 30 June 2020

Date: 20 February 2020
Author: Jodi Marchant, Acting Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The attached report provides a briefing on the status of the external audit activity, including the Council's External Audit Plan for the financial year ending 30 June 2020.

Officer's Recommendation

THAT the Audit and Risk Management Committee receive and note the External Audit Update, including the External Audit Plan for the financial year ending 30 June 2020.

RESOLUTION

THAT the Audit and Risk Management Committee receive and note the External Audit Update, including the External Audit Plan for the financial year ending 30 June 2020 subject to the Queensland Audit Office confirming materiality in reported misstatements.

Moved By: M Power **Seconded By:** Cr Cook
Resolution Number: ARMC/0153

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

6.6 Audit Register Progress Report

Date: 20 February 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

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

Officer's Recommendation

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

And further;

THAT the Audit and Risk Management Committee accept that item numbered 18EAIR2 is completed and can be archived from the active Audit Register.

RESOLUTION

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

And further;

THAT the Audit and Risk Management Committee accept that item numbered 18EAIR2 is completed and can be archived from the active Audit Register.

Moved By: M Newton **Seconded By:** Cr Wilson
Resolution Number: ARMC/0154

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

7.0 ITEMS FOR INFORMATION

7.1 Financial Performance Report

Date: 18 February 2020
Author: Jodi Marchant, Acting Chief Financial Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 31 January 2020 and the budget review for the period as at end of December 2019 including the amended Long Term Financial Forecast.

Officer's Recommendation

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

RESOLUTION

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

Moved By: Cr Cook **Seconded By:** M Newton
Resolution Number: ARMC/0155

CARRIED
5/0

AUDIT & RISK MANAGEMENT COMMITTEE
MEETING MINUTES

27 FEBRUARY 2020

8.0 AUDIT AND RISK MANAGEMENT COMMITTEE MEMBERS ONLY SESSION WITH INTERNAL AND EXTERNAL AUDIT

Committee members held a closed session discussion with internal and external audit; and a representative from the Queensland Audit Office. Officers left the meeting for this session.

9.0 GENERAL BUSINESS

Council's external auditor, William Buck extended their appreciation to Tony Brett, former Manager Finance and Customer Services for his commitment to Council's External Audit program. The Chair, on behalf of the Audit and Risk Management Committee extended her appreciation to Tony and noted that he was leaving behind a strong legacy with the Committee.

10.0 MEETING CLOSED

There being no further business, the meeting closed at 12:29pm.

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9.0 DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations.

10.0 EXECUTIVE OFFICE REPORTS

No Executive Office Reports.

11.0 PEOPLE & BUSINESS PERFORMANCE REPORTS

11.1 Acting Group Manager People & Business Performance Monthly Report - February 2020

Date: 25 February 2020

Author: Dan McPherson, Acting Group Manager People & Business Performance

Responsible Officer: Dan McPherson, Acting Group Manager People & Business Performance

Summary:

This report is to update Council on key issues currently being actioned within the People & Business Performance Group.

Officer's Recommendation:

THAT Council receive and note the Acting Group Manager People & Business Performance Monthly Report for February 2020.

RESOLUTION

THAT Council receive and note the Acting Group Manager People & Business Performance Monthly Report for February 2020.

Moved By: Cr Vela

Seconded By:

Cr Holstein

Resolution Number: 16-20/1675

CARRIED

6/0

Report

1. Introduction

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

2. Background

The previous reports provide the background information to date and only progress is being reported during February 2020.

3. Report

Organisational Development

Full Time Equivalents (FTE)

Council's established FTE number for February 2020 is 305.

Learning & Development

Fire Warden Training (15 Attendees)

First Aid Training in Childcare (16 Attendees)

LMS Toolbox Talk Transition

The People and Culture branch have transitioned (where possible) toolbox talks from physical hard copy to an online version via our Learning Management System (LMS), with all toolbox talks to be delivered via this method monthly.

The below snapshot provides an overview of the percentage of employees who completed February's toolbox talk on Work Life Balance.



Customer Contact

Refer to the attached graphs indicating statistics for the month of February 2020.

Business Performance

Strategic Corporate Planning

2019-20 Operational Plan

With the new organisational structure in place, a realignment of responsibility for the delivery of the identified actions in the 2019-20 will be undertaken to reflect the changes and included in the third quarter report to Council.

Integrity Functions

Complaints

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

Type of complaint	Comparison of total No (YTD) received for		Currently under investigation	Received during the month 2019-20	Completed in the month 2019-20
	2019-20	2018-19			
Staff	1	2	0	0	0
Administrative Action	6	7	3	0	0

Type of complaint	Comparison of total No (YTD) received for		Currently under investigation	Received during the month 2019-20	Completed in the month 2019-20
	2019-20	2018-19			
Privacy	0	0	0	0	0
TOTAL	7	9	3	0	0

Audit and Risk Management

Audit and Risk Management Committee

The Audit and Risk Management Committee Meeting was held on Thursday 27 February 2020, the unconfirmed minutes of this meeting are included under a separate cover in the Agenda for Council to receive and note.

Internal Audit

Council's contracted Internal Auditor has recently conducted the fieldwork for the internal audit on Council's Legislative Compliance. It is anticipated that a draft report for this review will be received in early March for the key stakeholders to review and provide feedback on recommendations made.

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:

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

Legislative Framework

Policies, Procedures and Guidelines

Below is the status of Council's policies, procedures and guidelines:

Documents	Total	Current		Draft		Expired	
Statutory policies	13	12	92.3%	0	0%	1	7.7%
Strategic policies	31	20	64.5%	0	0%	11	35.5%
Organisational policies	34	9	26.5%	12	35.3%	13	38.2%
Procedures/Guidelines	47	18	38.3%	6	12.8%	23	48.9%

Disaster Management

Exercise Shaky Ground was postponed from 13 February 2020 due to the Local Disaster Management Group being on alert because of wet weather on 12 February 2020. The Exercise has been rescheduled to 17 March 2020.

Aged Care Resilience Collaboration Group met in February, with representatives of all four aged care facilities and the blue care respite care centre attending to progress emergency and disaster planning to establish a collaboration group for sharing of resources during an emergency.

Information, Communication & Technology

The TechnologyOne Cloud Migration

The TechnologyOne Cloud Migration is scheduled to go live on the 16th March. All TechnologyOne systems will be unavailable from Midday on the 13th March, returning on Monday the 16th when they will be hosted in the cloud. This will impact external customers as customer facing online services will be offline. Communications on the planned outage will be included in the Community Connect Newsletter, emails to registered users, LVRC website banner advertising, and on social media. The main impact for external customers is if they have bookmarked the online services or recruitment portal in their relevant browser, as the web address will change. We will be advising customers to refer back to our website where the links will be updated. Staff will also be unable to access TechnologyOne systems for the same time period. As a result, customers will not be able to be provided information at the time of request for that afternoon. Any requests will be responded to the following week. Urgent requests will be dealt with by appropriate staff.



TechOne Systems Cutoff - 12 noon, Friday 13 - What You Need to Know & Do

To achieve our Cloud GoLive for Monday 16 March, our TechOne Systems will be taken offline on Friday 13 March, from 12 noon, so that our databases can be migrated to the Cloud and all configuration is completed and ready for start of business Monday 16th. Teams should start to consider any preparation required for this cutoff, as it will result in some limitations for the afternoon's operations.

Customer Contact processes for afternoon of Friday 13 March

Customer Contact will continue serving customers at the counter taking payments manually, with all transactions being inputted on Monday morning, 16 March.

The Contact Centre will remain open and calls will be transferred through to relevant officers to speak with those customers. All staff are requested to take calls to speak with the customer to ease the number of Customer Requests that will need to be entered into the system on Monday morning. The officer taking the call should consider the appropriateness of lodging a request record for the call, on the Monday morning.

If a call comes through the Contact Centre and is of an urgent nature and no one is available to take the call, an email will be sent to the relevant admin/group email. It is the responsibility of the receiving team to input the relevant data into a Customer Request on the Monday morning, with relevant comments.

If you have any questions or concerns regarding this process, please contact Wendy Scott, Coordinator Customer Contact.

Cyber Security Awareness Training

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 respond to cultural questions. Anyone not completing the training, reduces the whole organisations score.

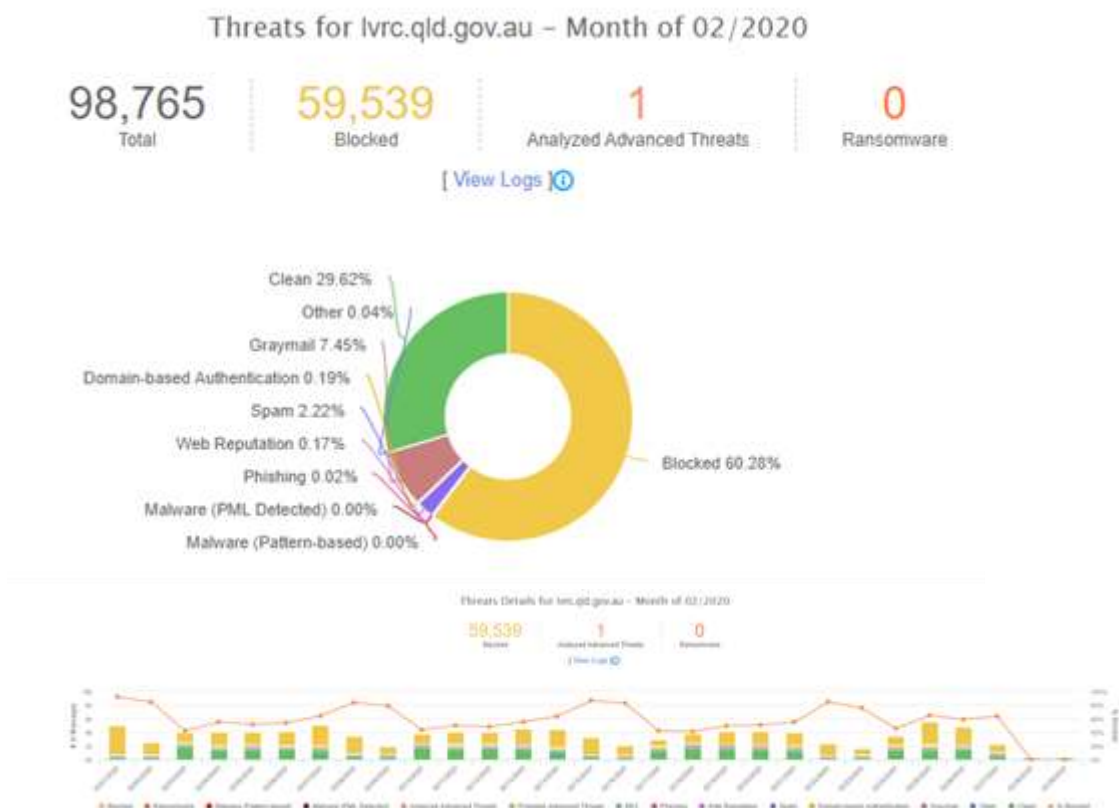
Statistics on the February cyber awareness training are as follows:



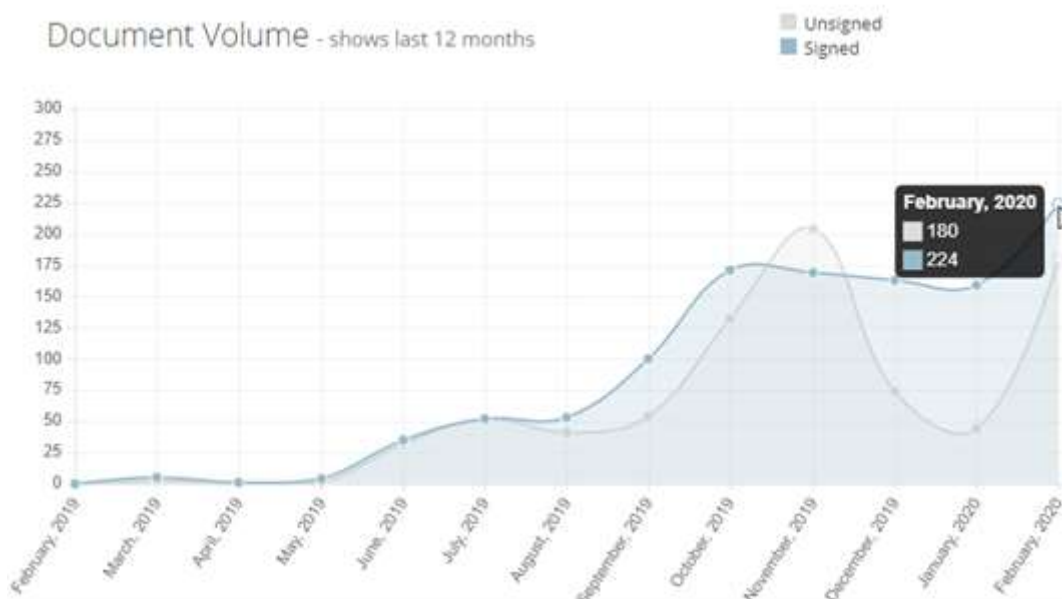
Of the 98,000 emails received between the 1st and 27th February 2020 30% were considered clean. Please refer to the Email Security Statistics graphic below for categories of Emails received.

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

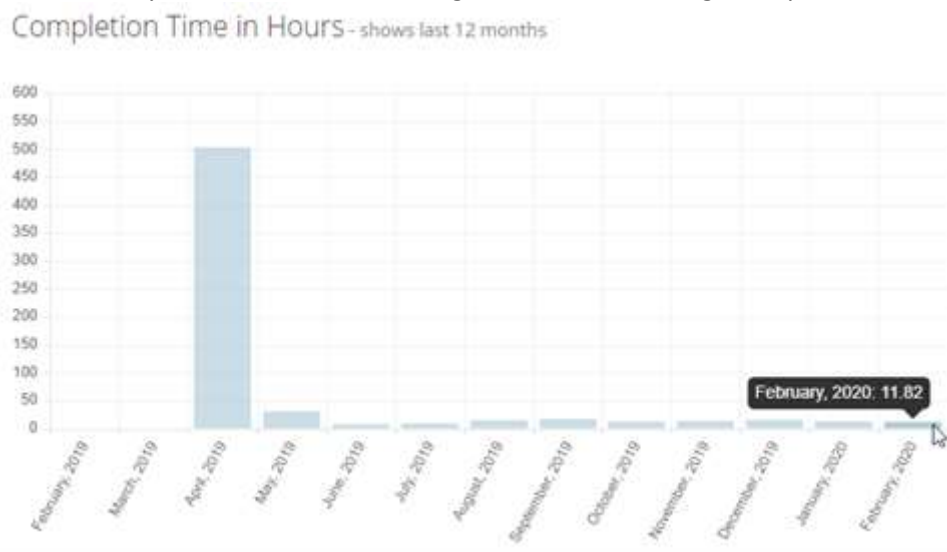
The “Ransomware” item is when an email has been identified as containing ransomware after standard filtering has taken place. The majority of ransomware is identified in standard filtering due to being sent from a known blacklisted source.



Digital Signatures Usage Graphic



For the month of February, 224 documents were signed within an average completion time of 11.82 hours.



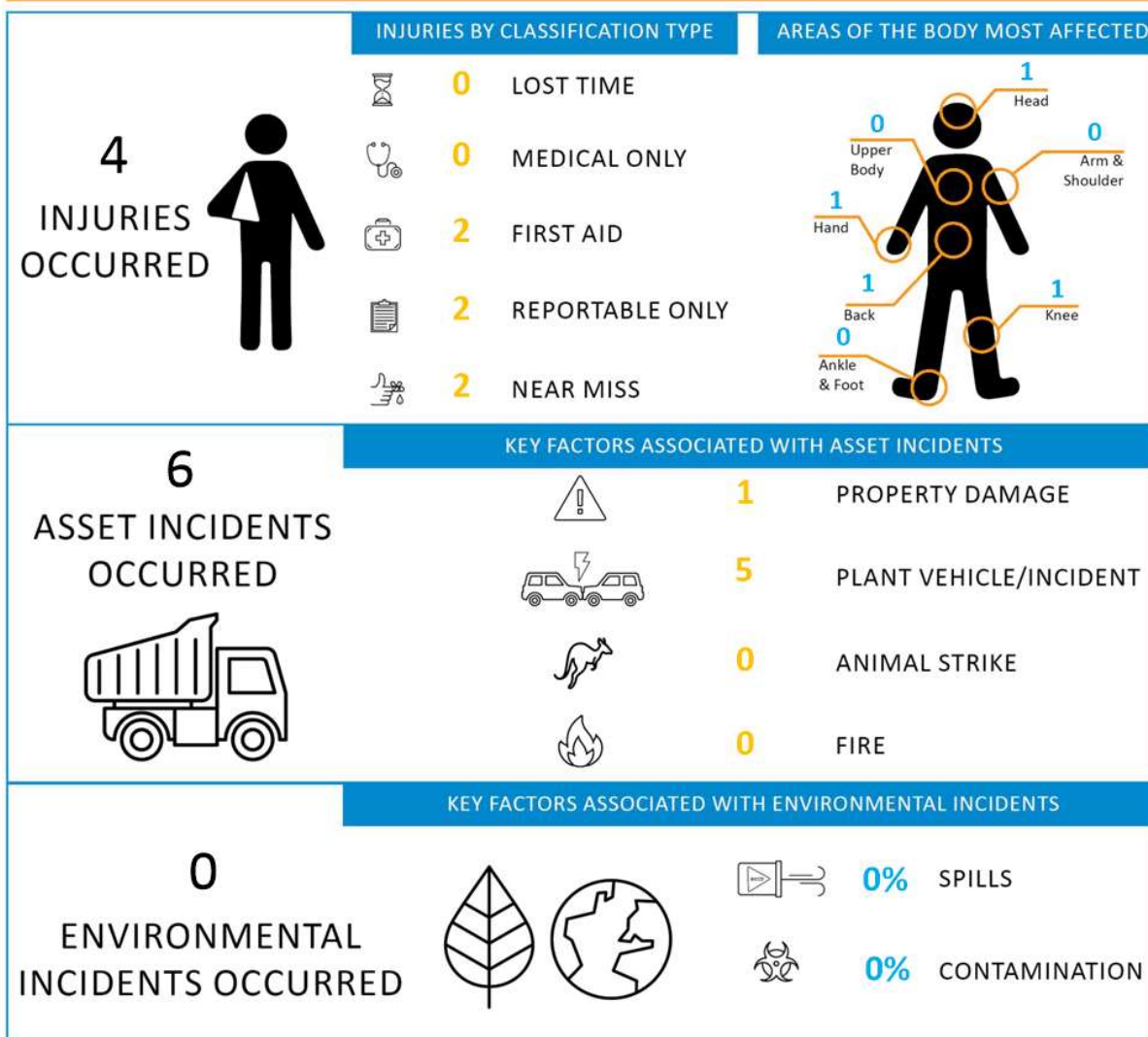
Attachments

- | | | |
|---|---|---------|
| 1 | Safety Performance - February 2020 | 1 Page |
| 2 | Customer Contact Monthly Statistics - February 2020 | 6 Pages |
| 3 | Insurance Overview February 2020 | 2 Pages |



MEASURING OUR SAFETY PERFORMANCE

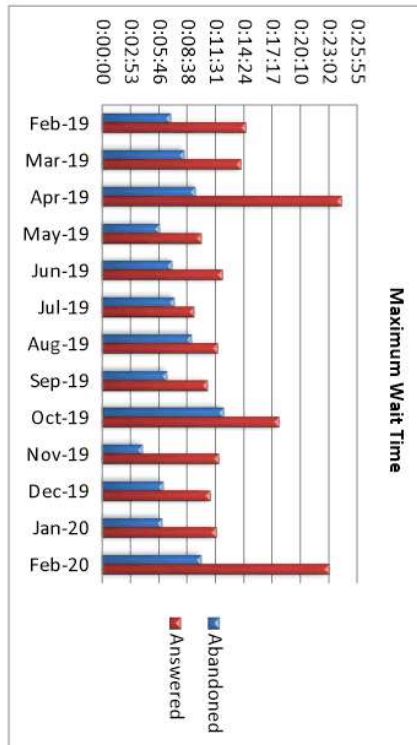
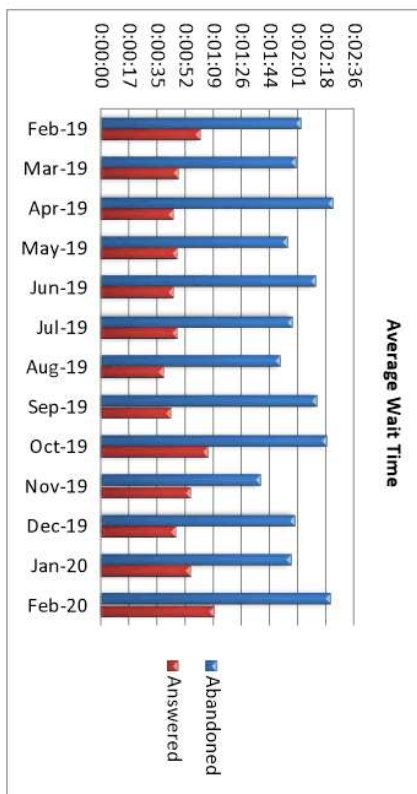
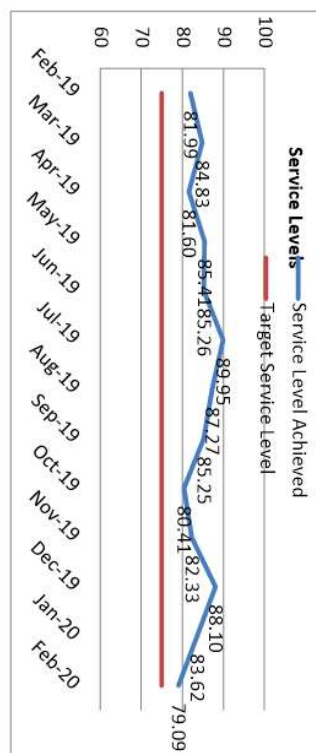
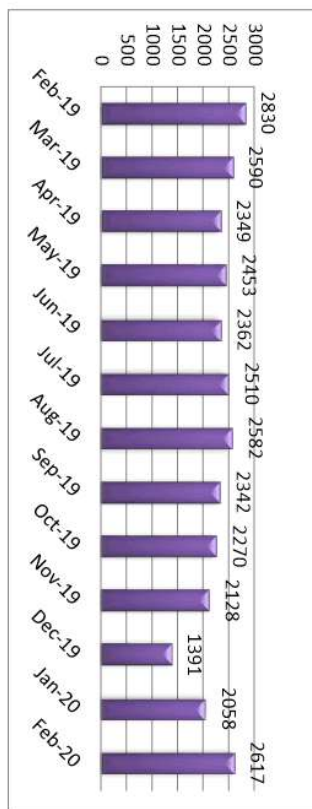
FEBRUARY 2020

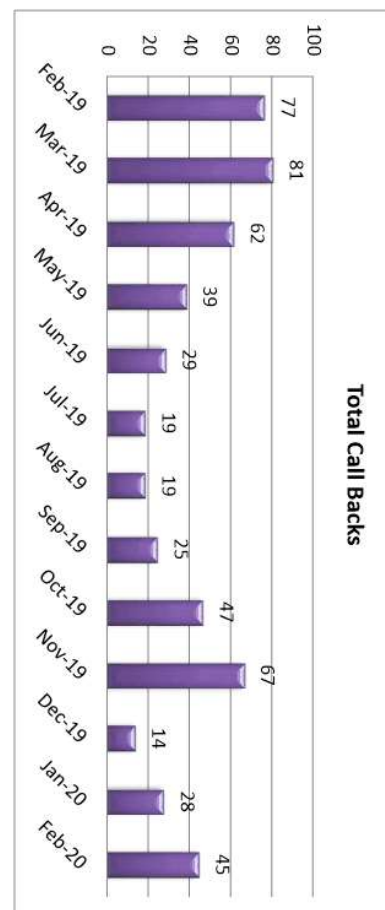
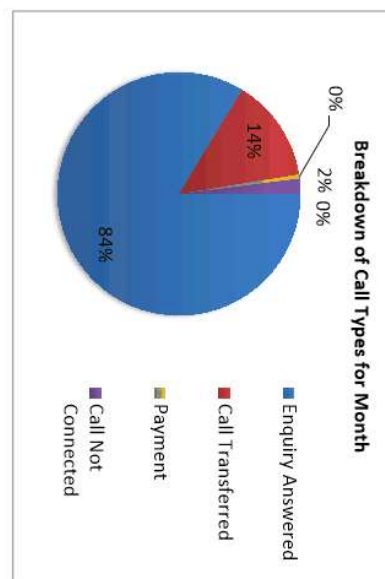


	February 2020	February 2019
Injury related incidents	4	4
Asset related incidents	6	3
Environment related incidents	0	0
Lost Time Injuries	0	1
Total days lost due to ongoing injuries	0	34

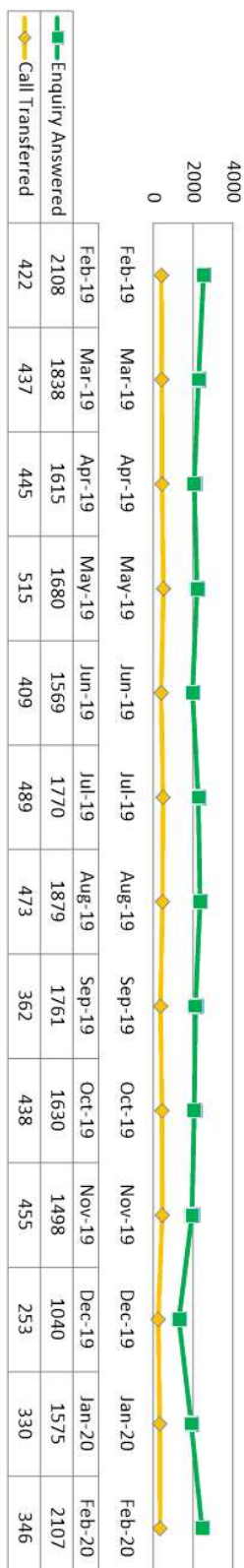
Lockyer Valley Regional Council – Customer Contact Monthly Statistics – February 2020

Telephone

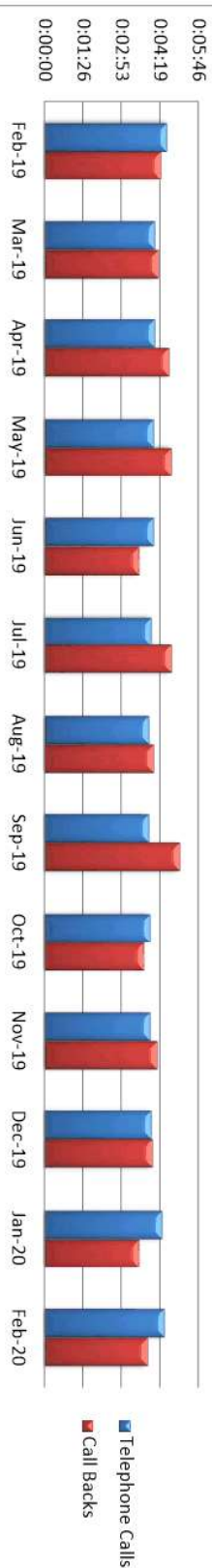




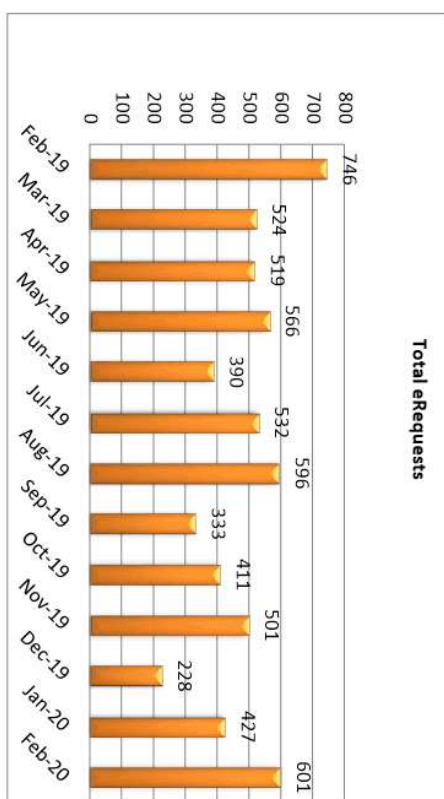
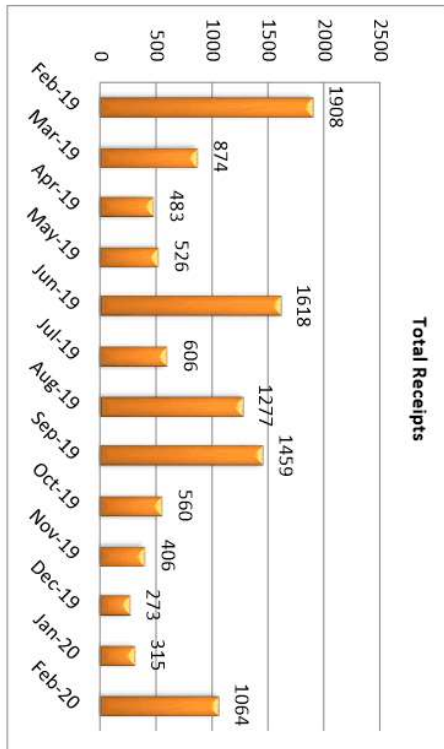
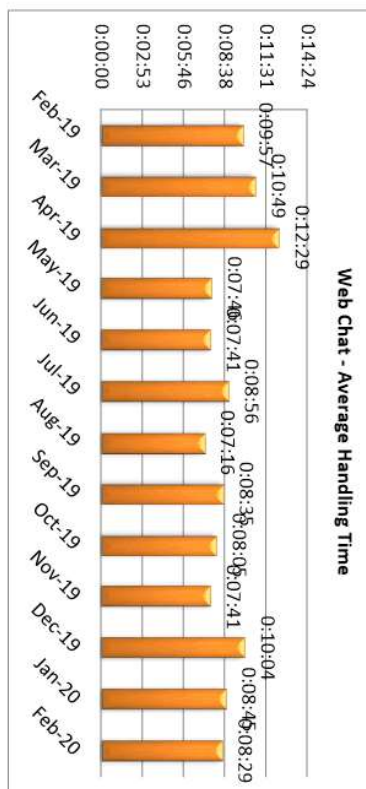
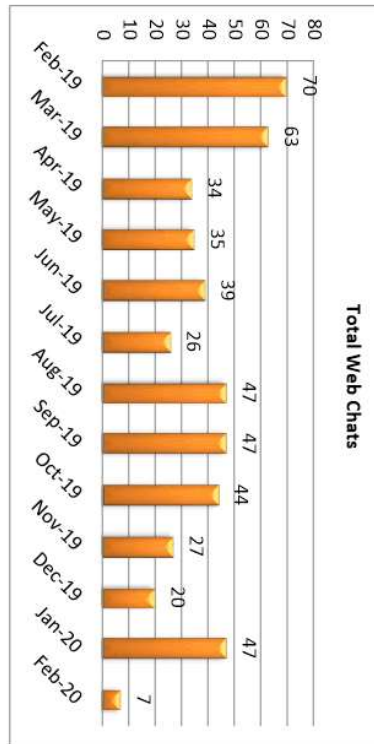
Calls handled by Month



Average Handling Time

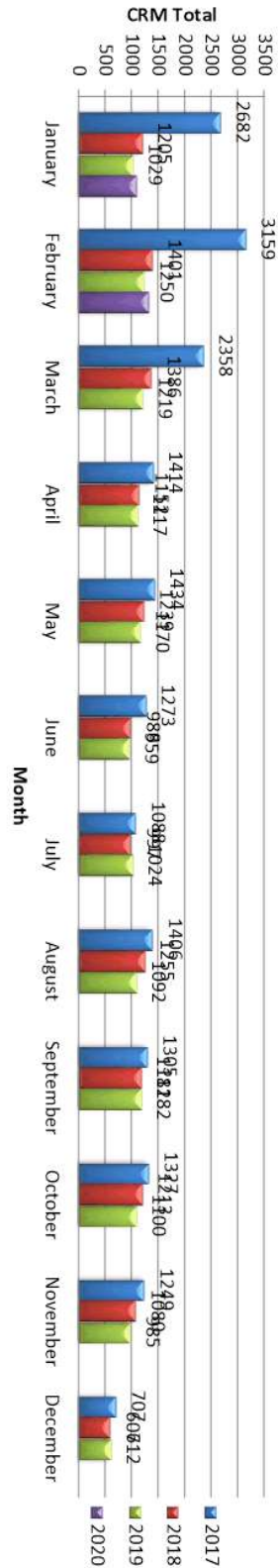


Live Chat, ERequests & Receipts

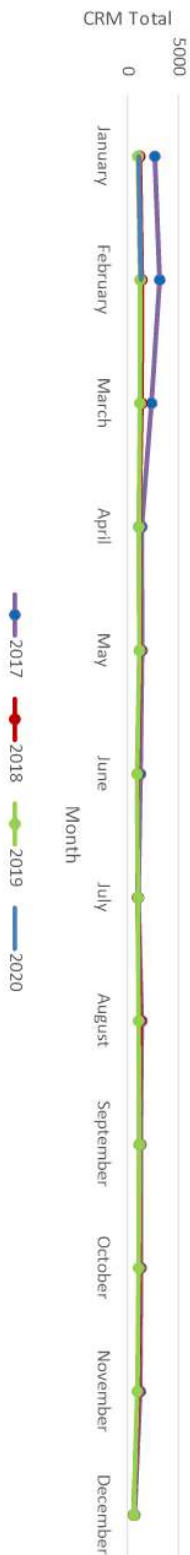


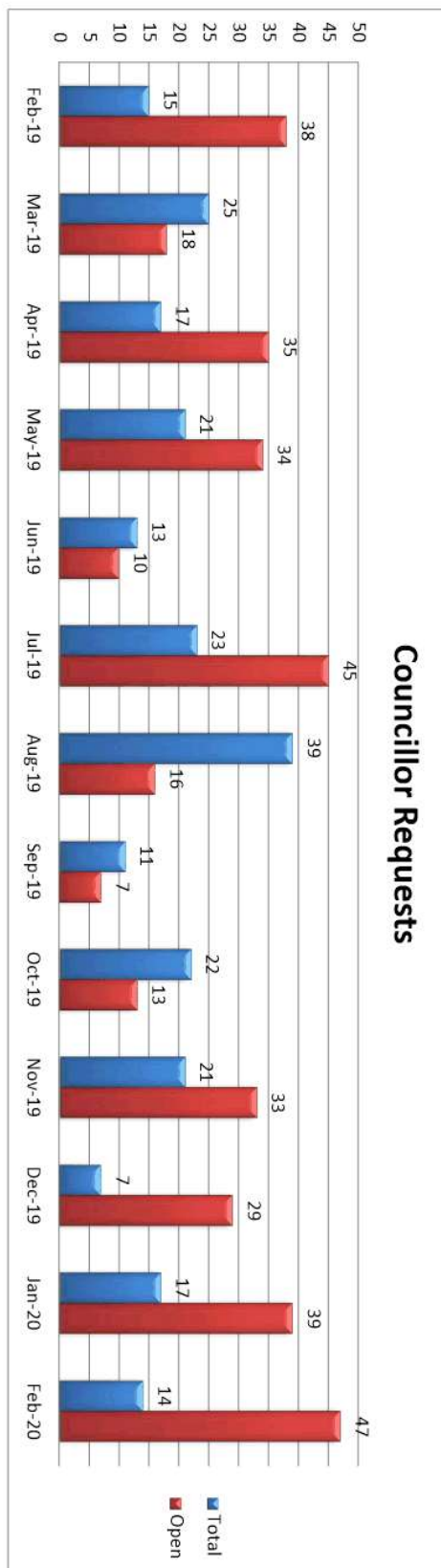
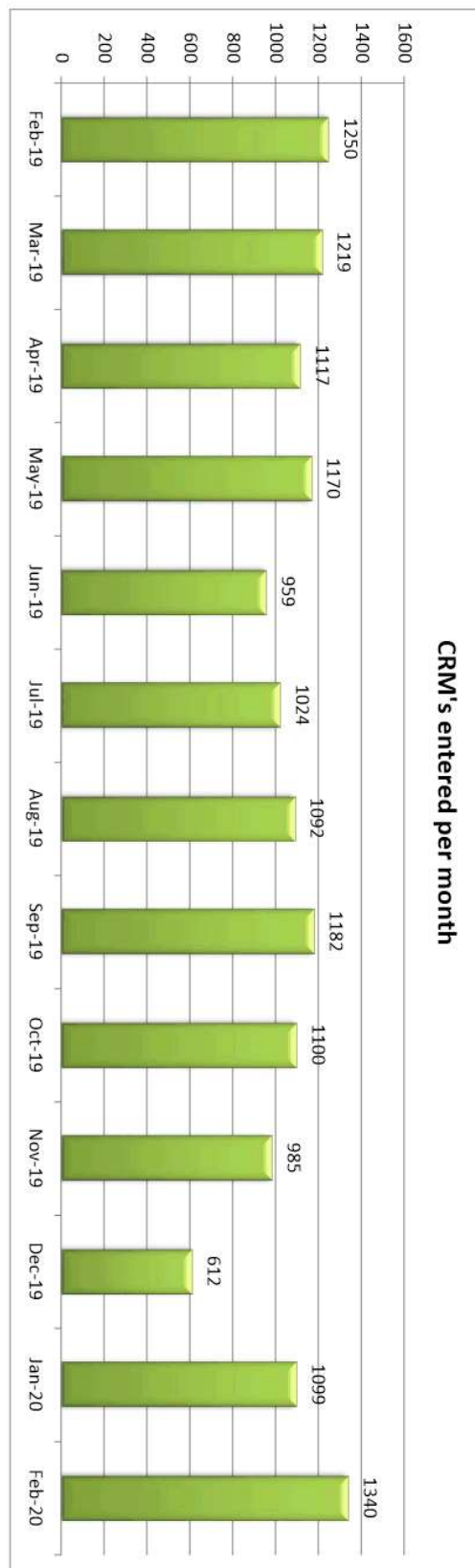
Customer Requests

CRM Month Comparison 2017-2018-2019-2020

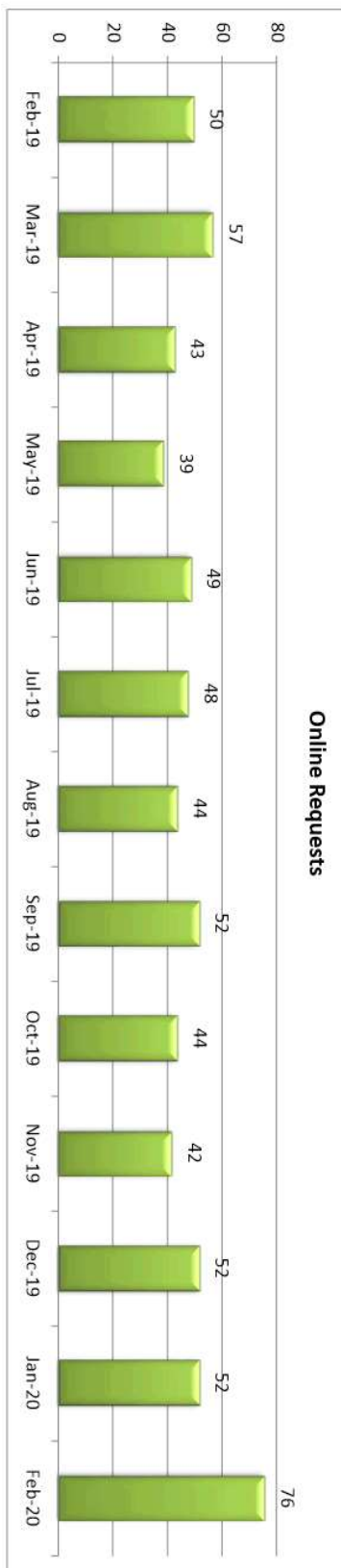


CRM Month Comparison 2017-2018-2019-2020





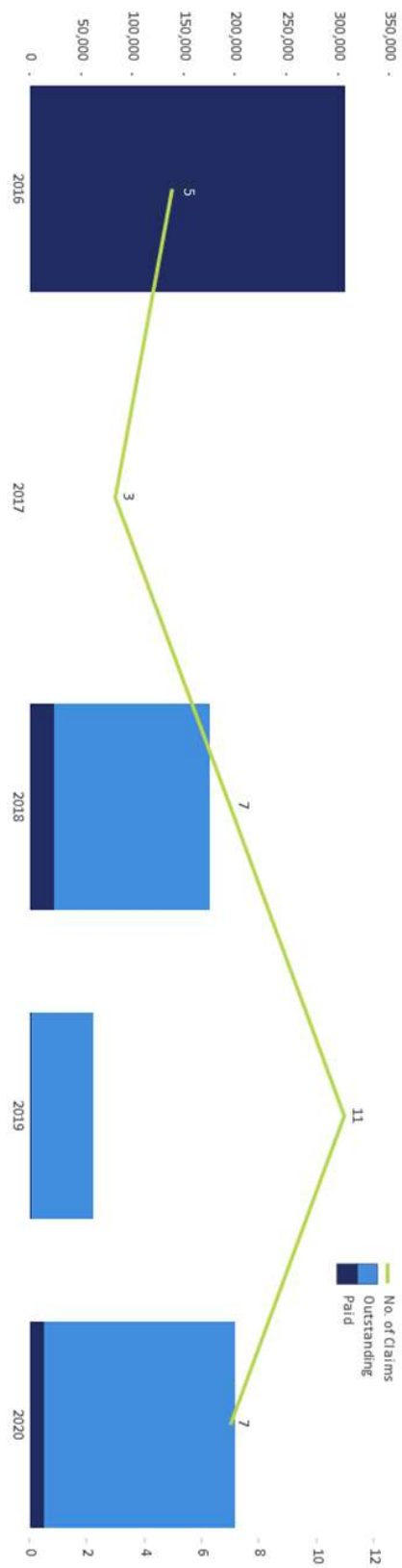
Online Requests



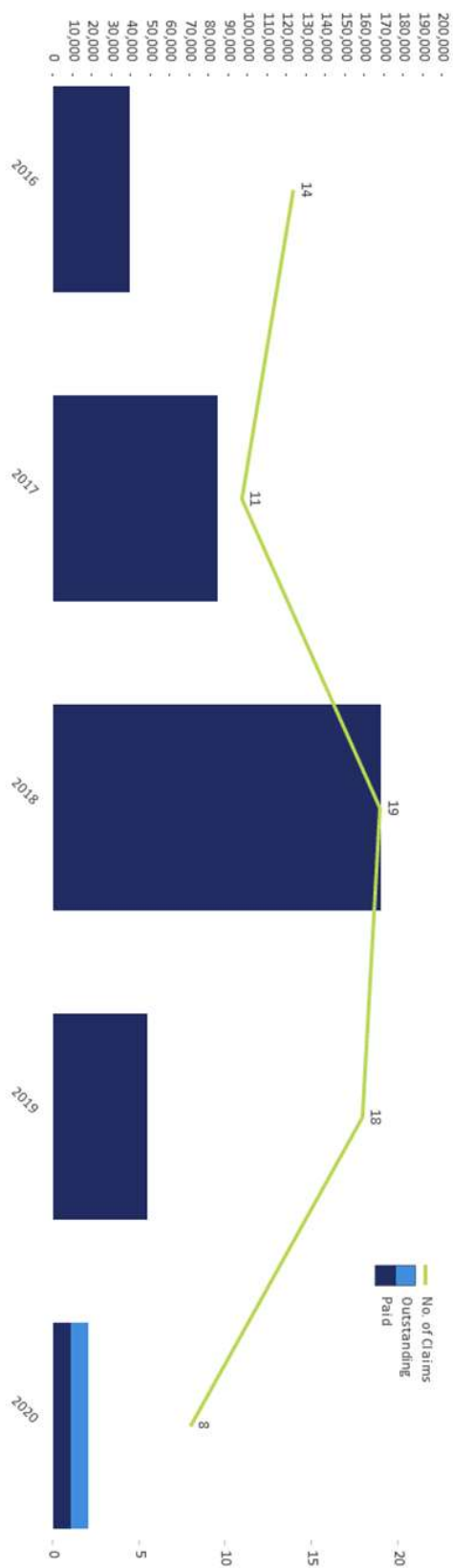
QGAP Performance Report

Total time taken for all transactions	72.36hrs
Total number of transactions	396
Total average time for all transactions	10.96

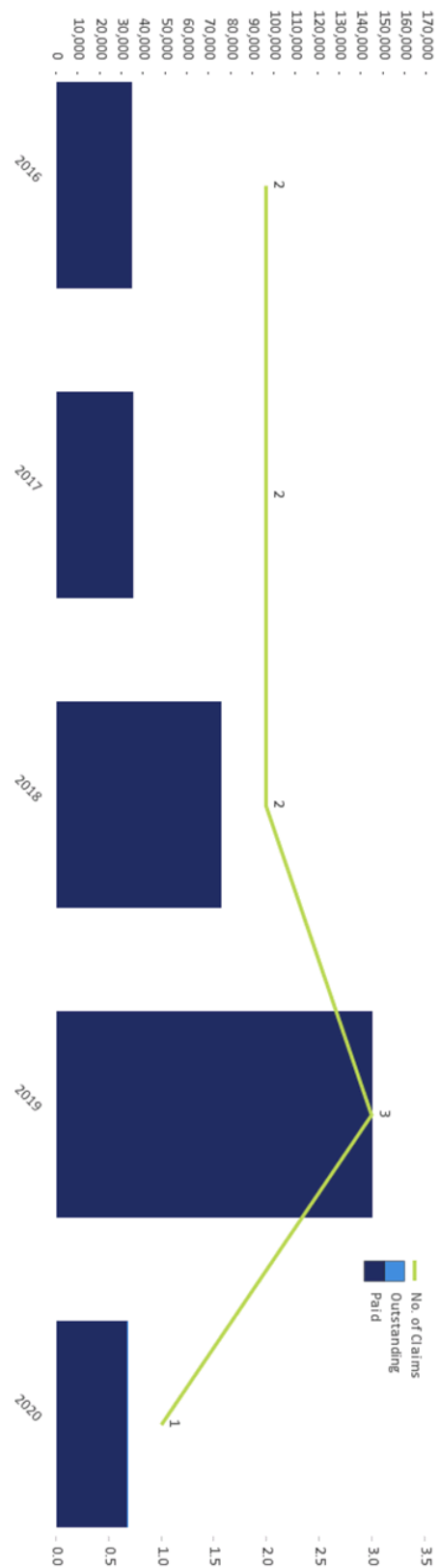
Liability Claims Overview (Public Liability, Professional Indemnity & Personal Injury, including notifications) – 2016 to 2020 YTD



Motor Vehicle Claims Overview – 2016 to 2020 YTD



Council Property Claims Overview – 2016 to 2020 YTD



Date: 03 March 2020
Author: Caitlan Natalier, Coordinator Legal Services and Property
Responsible Officer: Dan McPherson, Acting Group Manager People & Business Performance

The purpose of this report is to consider the future use and management of the Kensington Grove Child Care Centre and Community Hall facilities at L999 CC3409, 24 Bertrand Avenue, Kensington Grove.

THAT with respect to the future use of the Child Care Centre and Community Hall facilities situated at L999 CC3409, 24 Bertrand Avenue, Kensington Grove, Council resolve that it is in the public interest to invite expressions of interest for either the community use of these facilities and/or the purchase and relocation of the community hall building, as there is there is uncertainty around the level of interest, and type of interest, that might exist which is necessary to inform any future tender specification and ensure a fair and cost-effective tender and evaluation process for Council and potential tenderers.

THAT with respect to the future use of the Child Care Centre and Community Hall facilities situated at L999 CC3409, 24 Bertrand Avenue, Kensington Grove, Council resolve that it is in the public interest to invite expressions of interest for either the community use of these facilities and/or the purchase and relocation of the community hall building, as there is uncertainty around the level of interest, and type of interest, that might exist which is necessary to inform any future tender specification and ensure a fair and cost-effective tender and evaluation process for Council and potential tenderers.

Resolution Number: 16-20/1676

6/0

1. Introduction

The purpose of this report is for Council to formally consider and resolve its position in relation to the future use of the former Kensington Grove Child Care Centre and Community Hall at L999 CC3409, 24 Bertrand Avenue, Kensington Grove.

2. Background

The Child Care Centre and Community Hall are situated at L999 CC3409, 24 Bertrand Avenue, Kensington Grove. This is a reserve for park and recreation purposes which is also improved by a sealed car park, playgrounds, skate park, BBQ and seating areas and toilet amenities.

On 30 August 2019 Council closed the Kensington Grove Community Child Care Centre due to consistently low occupancy rates making the continued operation of the facility uneconomical. The community hall facility on the land is also largely unused.

As both buildings are unused, there is an opportunity for Council to investigate whether there is any demand to stimulate the community use of these facilities or otherwise consider how they should be dealt with.

3. Report

The Child Care Centre and the Community Hall (**Facilities**) are situated on park and recreation reserve land at L999 CC3409, 24 Bertrand Avenue, Kensington Grove (**Land**). The Land comprises 18.9 hectares and is zoned for Open Space and Reserves.

The Land is shown on **Attachment 1** and the Facilities are shown on **Attachment 2**.

Council has received two enquiries from external parties seeking to use the Child Care Centre, the first for a child care centre and the second for a café and playgroup. These uses involve a commercial element and are inconsistent with the purpose for which the reserve is dedicated so cannot be lawfully undertaken.

If Council wish to allow a commercial use, the Department of Natural Resources and Mines will require Council to first excise the Land from the reserve, purchase it from the State at market value and convert it to freehold. Council has no budget allocation to do this and based on the consistently low occupancy rates of less than 30% at the time Council closed the child care centre in August 2019, there is little community demand for a child care use to justify this expenditure. There are also alternative child care facilities in the local area.

Alternatively, the following options are available to Council:

1. Invite tenders or expressions of interest for community use of the Facilities and/or the purchase and relocation of the community hall building.
2. If no interest, either:
 - (i) retain the Facilities and undertake required statutory maintenance to manage risks; or
 - (ii) demolish the Facilities.

These options have been workshopped with Council on 4 February 2020. At that time, there was no appetite to demolish the Facilities and it was considered that there may be some interest in the use of the Facilities by community groups. While a tender or expression of interest process would need to be undertaken, it was identified that the local Men's Shed group were looking for suitable short-term premises.

Since this time, Council officers have attended an inspection of the Facilities with representatives of the Men's Shed to assess their suitability for the group's use. While the representatives were informed that a formal process for the lease or booking of the Facilities would need to be undertaken

or established, following the inspection they informed Council officers that the Facilities were not suitable for their purposes. It is understood that concerns were raised in relation to safety issues and floor loading limits for installing and using workshop machinery.

As Council officers are not currently aware of any alternative community interest in the use of the Facilities and only 3 customer booking enquiries have been made to Council in the last couple of years, it is possible there may not be an interest for the community use of the Facilities. Another alternative method of disposal that would require a tender process to be undertaken first is the purchase and relocation of the community hall. The child care centre is not suitable for relocation given its slab on ground construction.

In order to explore both options in a timely and cost-effective manner, it is recommended that Council invite expressions of interest to investigate the level of interest for either the community use of the Facilities and/or purchase and relocation of the community hall. This broad approach will determine whether either of these are viable options and, if so, will assist to inform the specifications for any lease or contract to be formally tendered. If not, further consideration can be given to the other options open to Council as identified in this report.

4. Policy and Legal Implications

It is considered that an expression of interest process is an appropriate first step given the uncertainty around the level of interest, and type of interest, that might exist in the use of the Facilities or the relocation of the community hall. It is in the public interest to save Council, and interested parties, the time and expense of preparing, submitting and evaluating formal tenders where a broad investigation as to what interest exists is an appropriate first step to inform any future tender specification and evaluation process. The recommendation made in this Report meets Council's obligations under Section 228(3) *Local Government Regulation 2012* before commencing an expression of interest process.

As the Land tenure restricts how the Facilities can be used, the expression of interest package will identify that only community uses that are consistent with the purpose of the reserve, or which may be considered minor secondary inconsistent uses for which Ministerial approval may be granted, are appropriate. If the Facilities remain on the Land for use, Council may also be required to prepare and register a Land Management Plan before any use commences to indicate how any revenue received will be applied to the management of the Land and Facilities for public benefit.

If sufficient interest is expressed to enable Council to invite tenders for the lease of either or both of the Facilities, trustee lease tenure will be proposed. This type of lease cannot contain any option periods but may run for a term of up to 30 years. As it is expected that any lease offered would not cover the whole of the lot, a lease plan will also be required to be obtained.

5. Financial and Resource Implications

Up until August 2019 when the Child Care Centre closed, Council incurred maintenance costs of approximately \$4,000 per year in relation to this Facility. This figure is expected to decrease while the Facility remains vacant as only statutory maintenance will be undertaken as required.

In relation to the community hall, this Facility is rarely used and maintenance costs since 2016 average approximately \$1,800 per year.

If there is interest in the use of these Facilities on the Land, there is the potential for some of the operating and maintenance costs to be recovered from potential users. If it is appropriate to offer lease arrangements, the lessee may also be responsible for lease plan fees, titles registration costs and outgoings. Community groups are eligible to apply for community grant and other funding to assist with covering these expenses.

Council will be responsible for any costs involved in the preparation, approval and registration of the land management plan.

If there is interest in relocation of the community hall, Council would incur costs of approximately \$10,000 to install a new electrical circuit and switchboard from the power pole to the toilets and barbeque which will remain on the Land.

To facilitate the expression of interest process, Council will incur advertising costs of approximately \$200 to publish notice of the expression of interest in the local newspaper. Similar costs will also be incurred if appropriate interest is expressed and a tender notice is subsequently published.

6. Delegations/Authorisations

The recommendation made in this report can be implemented within existing delegations.

7. Communication and Engagement

The Legal Services and Property Team will be responsible for preparing, releasing and administering the expression of interest process. Engagement with Council's Procurement team, and any other internal stakeholders, will occur as required.

It is proposed that the expression of interest, and any subsequent tender process, will be advertised in the Gatton Star and on Council's website.

8. Conclusion

The Recommendation made in this Report will enable Council to investigate whether there is any local interest in the community use of the Facilities or the relocation of the community hall and, if so, the best mechanism to achieve this. If there is no interest in either alternative, further consideration will need to be given by Council as to how they wish to manage the Facilities.

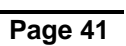
9. Action/s

1. Prepare and release expression of interest package.
2. Undertake expression of interest process and evaluate submissions.
3. Undertake formal tender process and/or report back to Council on outcome of expression of process.

Attachments

- 1 [Aerial Map of the Land](#) 1 Page
- 2 [Aerial Map of the Facilities](#) 1 Page





Date: 03 March 2020
Author: Madonna Brennan, Governance and Strategy Advisor
Responsible Officer: Dan McPherson, Acting Group Manager People & Business Performance

The purpose of this report is to provide an update on the progress of Council's risk management functions, including report on activities which have occurred to mitigate Council's Key Corporate Risks.

THAT Council receive and note the Key Corporate Risk Register Progress Report – 27 February 2020.

THAT Council receive and note the Key Corporate Risk Register Progress Report – 27 February 2020, as attached to these Minutes.

Moved By: Cr Wilson **Seconded By:** Cr Vela
Resolution Number: 16-20/1677

CARRIED
6/0

1. Introduction

Council has a statutory requirement to keep a written record stating the risks that its operations are exposed to and the control measures to manage these risks.

The progress report on the Key Corporate Risk Register complies with the statutory requirements and good governance principles of the *Local Government Act 2009*. This report responds to Council's Corporate Plan 5.4: *Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values* and 5.7: *Compliance with legislation*

2. Background

Council's Key Corporate Risk Register was endorsed by the Audit and Risk Management Committee on 23 May 2019 and adopted by Council on the 26 June 2019.

This progress report on Council's Key Corporate Risk Register was endorsed by the Audit and Risk Management Committee on 27 February 2020.

The Key Corporate Risk Register is based on the following key corporate risk categories:

Risk Code	Key Corporate Risk Category	Key Corporate Risk Category Description
FE1	Finance and Economic	Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.
FE2	Finance and Economic	Decision making governance, due diligence, accountability and sustainability
IA1	Infrastructure and Assets	Planning, managing and maintaining assets for the future
IA2	Infrastructure and Assets	Delivering major projects (time, cost, scope and quality)
IA3	Infrastructure and Assets	Information and technology capacity and management
BC1	Business Continuity and Systems	Provision of core services now and into the future
EC1	Environment and Community	Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity
LCL1	Legal Compliance and Liability	Compliance management – regulatory or contract compliance, litigation, liability and prosecution
P1	Political	Intergovernmental relationships/relationships with other key stakeholders
R1	Reputation	Reputation and Goodwill
S1	Staff	Strategic workforce planning and management
WHS1	Work Health and Safety	Health and safety

3. Report

This report includes a progress report on Council's Key Corporate Risks Register. This progress report identifies the action undertaken on the treatments or controls that have been identified to reduce Council's risks in line with its risk appetite. Assistance continues to be provided to the responsible officers to ensure suitable controls/treatments have been identified to mitigate the risk. Guidance is also being provided to enable accurate reporting to reflect the progress that has been achieved against the identified controls/treatments and to align with the reporting timeframes identified in the Risk Management Framework Guideline.

The next phase of work that will be undertaken is the realignment of the identified Key Corporate Risk's to reflect changes made to Council's organisation structure. Included in this process will be an interim review of Council's Key Corporate Risk's.

The risks identified on Council's Key Corporate Risk Register will remain on the register and reported against until November 2020 when a full review of the risks will be completed. The risk appetite statement will be reviewed after the commencement of the new term of Council.

The Key Corporate Risk Register Progress Report 27 February 2020 is attached for Council to receive and note.

4. Policy and Legal Implications

The Key Corporate Risk Register comply with the requirements of relevant legislation and standards. Any future policy and legal implications will be addressed as matters arise before Council.

5. Financial and Resource Implications

This report does not have any budgetary implications. Budget implications related to risk management will continue to be addressed through existing allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

The following stakeholders were engaged in the development of the progress update on Council's Key Corporate Risk Register attached to this report:

- Audit and Risk Management Committee
- Executive Leadership Team
- Management Team
- A variety of officers from each business unit of Council.

To ensure the successful continuation of risk management throughout the organisation, appropriate training in risk management will continue to be provided to staff and managers as required.

8. Conclusion

The first progress report on Council's Key Corporate Risk Register is a statutory requirement and informs of action undertaken on the treatments or controls that have been identified to reduce Council's risks in line with its risk appetite.

9. Action/s

No further action is required from this report.

Attachments

[1](#) Key Corporate Risk Register 18 Pages

Key Corporate Risk Register

FE1 - Financial Sustainability

Financial and Economic (FE1)									
Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.									
Key Corporate Risk	Risk Description	Inherent Risk Assessment			Residual Risk Assessment			Target and Treatment	
		Consequence	Likelihood	Inherent Risk	Consequence	Likelihood	Residual Risk	Target	Treatment
FE1 Financial and Economic (FE1)	R54 Financial and Economic (FE1)	Lack of strategic procurement and planning means Council is not optimising its buying power which could result in value for money not being delivered and increased costs sustained by Council.	Moderate	Likely	High	High	Medium	Medium 48 & Likelihood	Reduce Central Consequence & Likelihood
FE1 Financial and Economic (FE1)	R55 Financial and Economic (FE1)	Assets incurred by the following commercial activities: Staging Post Café & Conference Centre, Child Care Centre, and the Lake Dyer Camp Grounds adversely impact on Council's sustainability ratios and ability to fund other 'core' Council services.	Major	Likely	High	High	Medium	Medium 48 & Likelihood	Reduce Central Consequence & Likelihood
FE1 Financial and Economic (FE1)	R56 Financial and Economic (FE1)	Changes to the mix of Infrastructure Works and Services operational and capital projects from year to year impact on Council's financial sustainability ratios and the types of capital works to be performed.	Moderate	Possible	Medium	Medium	Medium	Medium 48 & Likelihood	Reduce Central Consequence & Likelihood
FE1 Financial and Economic (FE1)	R54 Financial and Economic (FE1)	Clear security Risk. Results in loss of disruption, or compromised security of Council and customer information, data, and systems.	Major	Almost Certain	High	High	Medium	Medium 48 & Likelihood	Reduce Central Consequence & Likelihood
FE1 Financial and Economic (FE1)	R57 Financial and Economic (FE1)	Maintaining a Full Cost Pricing Model for Waste Management revenue may result in insufficient cash available in general operating revenue to support Council operations.	Major	Likely	High	Medium	Medium	Medium 48 & Likelihood	Reduce Central Consequence & Likelihood
FE1 Financial and Economic (FE1)	R58 Financial and Economic (FE1)	Inability to attract and maintain the required number of employees will result in the failure to maintain financial sustainability and loss of revenue.	Moderate	Almost Certain	High	Medium	Medium	Medium 48 & Likelihood	Reduce Central Consequence & Likelihood

FE1 - Financial Sustainability

FE1 - Financial Sustainability

Financial and Economic (FEZ)															
Decision making governance, due diligence, accountability and sustainability															
Report/Key: RPA-Infrastructure Works & Services RPA-Planning & Building Services RPA-Procurement & Building Services	RD – Regional Development	Consequence		Likelihood		Inherent Risk		Residual Risk		Target		Treatment		Action	
		Catastrophic	Almost Certain	Catastrophic	Almost Certain	Extreme	Critical	Extreme	Critical	High	High	High	High	High	High
		Major	Very High	Major	Very High	High	High	High	High	High	High	High	High	High	High
		Moderate	Possible	Moderate	Possible	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium	Medium
		Minor	Unlikely	Minor	Unlikely	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low
		Likelihood		Residual Risk		Target		Treatment		Action		Risk Owner		Progress Reporting	
		Very High		High		High		High		High		High		High	
		Medium		Medium		Medium		Medium		Medium		Medium		Medium	
		Likely		Low		Low		Low		Low		Low		Low	
		Possible		Low		Low		Low		Low		Low		Low	
		Unlikely		Low		Low		Low		Low		Low		Low	
		Rare		Low		Low		Low		Low		Low		Low	
Inherent Risk Assessment															
Residual Risk Assessment															
Target and Treatment Plan & Reporting															
REF	KEY CORPORATE RISK CATEGORY	RISK DESCRIPTION	CONSEQUENCE	LIKELIHOOD	INHERENT RISK	EXISTING CONTROLS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK	TARGET	TREATMENT	ACTION	RISK OWNER	PROGRESS REPORTING	
PAD1	Financial and Economic (FEZ)	Inability to clearly articulate matters of a complex planning and development nature in Council documents that provide guidance or require a decision, may result in strategic land use matters and development application approvals	Major	Possible	High	Opportunity for improvement	Moderate	Possible	Medium	Medium S2	Reduce/Central Likelihood	Yes	Manager Planning and Development	The implementation of some identified treatments/controls to mitigate this risk are in progress, including: - reviewing conditions of development for the various application types with delegated report - reviewing the current status of the various elements of a complete nature continue to be presented to Council Workshops for discussion to enable better understanding of application requirements.	
MNS1	Financial and Economic (FEZ)	Inability to clearly articulate matters of a complex infrastructure nature in Council documents that provide guidance or require a decision, may result in ambiguous and inconsistent planning, management and maintenance	Major	Possible	High	Opportunity for improvement	Moderate	Possible	Medium	Medium S2	Reduce/Central Likelihood	Yes	Executive Manager of Infrastructure Works and Services	Infrastructure Works and Services monthly report to Council has been rationalised to include only relevant information. A meeting is also conducted between Infrastructure Management Team and portfolio Councilor to provide a briefing. Matter of a complex nature are presented to a Councilor Management and Planning Team prior to submission and Planning Team report back to enable better understanding of the projects. The Cemetery Management Policy has been reviewed and adopted by Council.	
PNS2	Financial and Economic (FEZ)	Inability to clearly articulate matters of a complex planning and building services nature in Council documents that provide guidance or require a decision, may result in ambiguous and various decisions being made on planning and building services matters and application approvals	Major	Possible	High	Opportunity for improvement	Moderate	Possible	Medium	Medium S2	Reduce/Central Likelihood	Yes	Manager Planning and Building Services	Risk treatment plan identifies that matters of a complex nature to be presented to a Councilor Workshop for discussion to enable better understanding of requirements. No complex matters have been identified during the reporting period. Identified Planning and Building staff to participate in meeting planning and building services matters to ensure better understanding of requirements and development to provide this.	
RD 2	Financial and Economic (FEZ)	Inadequate processes (feasibility study, business case etc.) for the assessment, selection and prioritisation of regional development projects may result in compromised outcomes for Council.	Major	Possible	High	Inadequate	Major	Unlikely	High	Medium S2	Reduce/Central Likelihood	Yes	Manager Regional Development	The identified treatment to mitigate this risk is on track. The Regional Development staff have been identified to undertake the work. The Regional Development Councilor Project Management Frameworks to ensure that the framework meets the needs of the Regional Development projects. Once framework is finalised the Regional Development team will be educated on the framework to be applied to all Regional Development projects.	

IAI - Planning Managing Infrastructure Assets

IA2 - Delivering Major Projects

IA3 - ICT Capacity and Management

BCT - Business Continuity Systems

EC1 - Environment and the Community

LCLT - Legal Compliance Library

TCL 1 - Legal Compliance Library

Legal Compliance and Liability (LCL1)											
Compliance management - regulatory or contract Compliance, litigation, liability and prosecution											
Legend/Key:											
Major - Planning & Development Major - Compliance & Strategy Major - Litigation Services Major - Waste Management	Major	Major	Major	Major	Major	Major	Major	Major	Major	Major	Major
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[illegible]

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WMHST - Work Health Safety

12.0 COMMUNITY & REGIONAL PROSPERITY REPORTS

12.1 Acting Group Manager Community and Regional Prosperity - Monthly Report - February 2020

Date: 03 March 2020

Author: David Lewis, Acting Group Manager Community & Regional Prosperity

Responsible Officer: David Lewis, Acting Group Manager Community & Regional Prosperity

Summary:

This report provides Council with a summary of key operational activities undertaken by Community and Regional Prosperity during February 2020.

Officer's Recommendation:

THAT Council receive and note the Acting Group Manager Community and Regional Prosperity Monthly Report for February 2020.

RESOLUTION

THAT Council receive and note the Acting Group Manager Community and Regional Prosperity Monthly Report for February 2020.

Moved By: Cr Vela

Seconded By:

Cr Hagan

Resolution Number: 16-20/1678

**CARRIED
6/0**

Report

1. Introduction

This report provides Council with a summary of key operational activities undertaken by Community and Regional Prosperity during February 2020.

2. Background

Council should be aware of group activities to guide future decision making.

3. Report

A summary of the key outcomes for Community and Regional Prosperity during February 2020 by functional grouping follows.

ECONOMIC DEVELOPMENT AND COMMUNITY

Community Engagement and Events

Community Development and Engagement

Discussions are being held with Council's Disaster Coordinator on Council's role in and messaging regarding COVID-19 should a pandemic be declared.

The team also continues to work with Disaster Management to improve agency support to bushfire-affected Lockyer Valley landholders. Further discussions are now underway with BlazeAid in relation to the establishment of a base camp and the provision of volunteer assistance in the rebuilding of farm fences.

Applications are being finalised for projects under the Commonwealth's Drought Communities Programme-Extension package which aims to stimulate the local economy by engaging non-Council local businesses in a range of community projects. This Government funding is not intended as direct support for farmers but may provide employment or contract opportunities.

Drought support information packs have been distributed to rural suppliers to assist in promoting support options.

Disaster Recovery

A presentation was made to the Griffith University's Disaster Health Summer School on human and social recovery. This interactive session encouraged approximately 30 students to consider the range of expectations and needs of disaster-affected community members in a highly media-scrutinised political context.

Officers participated in the Ipswich and Toowoomba District Human Social Recovery Committee meeting to update the range of support services available to affected communities and to prepare for future events. Officers also participated in the Queensland Reconstruction Authority led recovery plan process and review of the bushfires in September-November 2019.

General Projects

Planning is underway to provide a series of low-cost dance workshops to all ages in the Easter school holidays following community consultation on preferred dance styles. This project is partially funded by an RADF grant.

Work is continuing with representatives from Forest Hill to plan a Forest Hill Silo Art Project. This is a long-term project that will include a community consultation process on key themes and art styles. The project will be reliant upon external funding which will be applied for following the preliminary design and quote process.

Council hosted the Lockyer Valley General Service Provider's Interagency meeting with 11 representatives from community support agencies including disability support, mental health support, employment, dementia, suicide and general community support.

A health and wellbeing project continues to be developed in partnership with West Moreton Hospital and Health Service and Darling Downs West Moreton Primary Health Network. Griffith University's Social Marketing Team, Ipswich Hospital Foundation and a PhD candidate from USQ gave presentations on relevant programs they're undertaking.

Sport Recreation and Youth

The Lockyer Youth Agency Network meeting was held in February with 13 members representing 9 (nine) different agencies/programs in attendance. The meeting discussed new services and support

programs for children and youth and identified gaps in services that need to be addressed through lobbying for changes in delivery or funding.

A meeting was held with a representative from the Department of Education about ways to improve mental health support for children and young people in the Lockyer Valley.

The school holiday planning meeting was held early February. The meeting discussed the successes and improvements of the December- January School holiday programs and the planning of the April school holidays program. The Frozen Wonderland event, organised by the Laidley Community Centre and supported by Council was an overall success, and the Marvel Family Fun Day event held by Council also had a positive outcome.

Media and Communications

The following media releases were issued during the month:

HEADLINE	PROJECT
Alliance formed to see Passenger Rail become a reality	Passenger Rail Alliance formed between LVRC, TRC and ICC
Council secures State Government grant to tackle illegal dumping	Council to target illegal dumping across region thanks to grant
Council adopts Natural Resource Management Strategy	Adoption of NRM Strategy and what's involved moving forward
Drought projects supporting local businesses	Positive impact drought projects have had on local economy
Australia Day nominations open year-round	*Drafted and approved but will hold until after election due to caretaker period*.

Staff also provided responses to media enquiries via arranging interviews, organising media opportunities, coordinating joint media, writing statements or quotes from Councillors and providing vision and interviews when media was unable to attend media opportunities. Items covered included the following.

TOPIC	OUTLETS
Illegal dumping funding	River 949
Work of charities in Lockyer Valley post-flood	ABC Southern Qld
Koala habitat mapping changes	ABC Southern Qld
Zoning changes at Hatton Vale golf course site	Gatton Star
Former Grantham Quarry Rehabilitation	Qld Times
Lockyer Creek stabilisation project and loss of protective sleeves for trees	Gatton Star
Strengthening Grantham Relocation and Recovery	Brisbane Times/Nine News

Social Media

Platform	Posts	Post Engagement	Followers
Facebook	23 Operational and safety	12,442 (reactions,	13,208 (up 4.5% from the

	messages on the recent rain, the passenger rail alliance and Australia Day Awards photos were the most engaging posts.	comments, shares and clicks) Followers increased by 14% compared to previous month	previous month) 81% of our followers access our Facebook via a mobile device
Twitter	14	7,885 (tweet impressions) 23% increase from previous period	2,529 (no change)
Instagram	2	27	1,834

Graphic Design

The Community Engagement and Event's design team has been working closely with many teams to finalise documents such as the Get Ready Guide and the RADF Grant information pack to ensure that branding is consistent across all of marketing streams.

The in-house design team also produced internal posters such as the Wellbeing committee ovarian cancer morning tea poster, updated the Council EEO Contact Officers poster, redesigned the half page Valley Voice template (to maximise space), redesigned the Queensland Transport Museum brochure, updated the web banners on the Engagement Hub and corporate website as well as producing the weekly internal newsletter Need 2 Know.

The team also created numerous titles in the corporate secondary font and is currently assisting the Facilities and the Customer Service Team with the updating of fact sheets.

Council is also starting to enforce the use of the Council logo and attempting to get community groups to abide by the guidelines for the proper use of same.

Video/Photo Projects

The Community Engagement and Event Team is in the early stages of organising a new "Working for Council" video so it reflects the new organisational structure and management team.

Events

Australia Day Awards and Citizenship Ceremony

- Debrief meeting held with opportunities for improvement noted.
- 2021 Nomination form is on the corporate website and promotion has occurred in the Valley Voice.

Anzac Day Services

- Planning is on track for all services.
- A grant has been received for the refurbishment of the historic military memorabilia at Littleton Park, Gatton – quotes have been sourced to determine if any works can be completed and reinstalled by 22 April.

Lockyer Valley Heritage Festival

Meetings have been held with the Laidley Pioneer Village and Museum and Das Neumann Haus. The selected event date is 18 April.

Laidley Cup Race Day

Planning is on track, marketing to commence in early March via print, flyer distribution and social media.

Laidley Spring Festival

Planning for the 2020 festival has commenced, with some new initiatives taking shape.

Seniors Week

Planning meeting held; this year's program will be called 'Celebrating Seniors' and events will run from 1 to 23 August. Key events locked in include luncheons, Seniors Social Day, Country Music Concert, Chaplaincy Breakfast and a church service. Community groups have been sent the draft program, requesting them to send through events and preferred dates for further consideration.

Park Run

Seeking sponsorship from local businesses for the event i.e. giveaway water bottles, caps, fans to participants.

General Community Event Liaison

- Chrome and Clutter Retro Festival – assisting with planning and marketing.
- Gatton Fun Run - Traffic Management needs amendment. The team is working with Infrastructure, Gatton Police and event organisers to make sure this is finalised in time for the June event.
- Met with representatives from Our Lady of Good Counsel in relation to the Learning and Growing Student Expo. Planning is underway for this year's event with Council supporting with ideas and date selection.
- Lockyer Antique Motor Association (LAMA) National Rally June 2021. Initial discussions held with LAMA.

Economic Development

Sustainable Water

The working group from the Lockyer Valley and Somerset Water Collaborative has been working through the deliverables of the project plan with the Jacobs Group. The project is meeting scheduled timeframes and expectations thus far. The consultants have advised there will be a water network map designed to identify the demand nodes following the completion of Round 1. This will enable a refined costing model to be completed prior to Round 2 consultations with potential investors, who expressed an interest in Round 1.

The Water Collaborative chair and project manager have been actively keeping senior government officials informed and engaged on the progress of the detailed business case. Growcom are in the final draft stages of completing a project to identify the water efficiency needs and opportunities in irrigated agriculture throughout the Lockyer and Somerset regions. This project has been supported by three state agencies and the Water Collaborative to gain an understanding and assurance of how well we are presently using our water resources and the gains that can potentially be made with an additional supply of water.

The project is due for completion by the end of March 2020. Council also submitted an expression of interest into the process based on the potential savings that may be achieved in managing their own assets.

Inflows into the catchments from recent rain events have only effected a small change in the total water grid volume, which will provide approximately 6 months further supply before triggering drought response plans.

February MIPPS funding report has been submitted to the Department.

Equine Collaborative

Final drafts have been completed by TVS Consultants and distributed to the Collaborative members.

Stakeholder Relations

The SEQ City Deal is being developed in line with federal and state budgets timelines. Council officers continue to work with the Council of Mayors South East Queensland (COMSEQ) which is representing Councils at negotiations. It is intended that a City Deal will be negotiated and agreed by June 2020. A range of projects have been discussed around the themes previously announced in relation to transport, enhanced employment opportunities and a cleaner greener SEQ.

Inland Rail

Council officers continue to engage with Australian Rail Track Corporation (ARTC) with respect to the Environmental Impact Statement (EIS) for both the Helidon to Calvert project and the Gowrie to Helidon project.

Passenger Rail

The Commonwealth is currently engaging with State officials on planning for the \$15M business case to be conducted into passenger rail for Toowoomba to Brisbane. The Mayor and officers have met with Councillor Antonio from Toowoomba Regional Council and a representative from the Ipswich City Council in relation to the formation of the Ipswich to Toowoomba Passenger Rail Alliance. This Alliance has received support from a wide range of stakeholders including the University of Queensland (Gatton Campus), Lockyer Valley Tourism Association, TSBE, a series of other peak bodies and the Chambers of Commerce from Ipswich, Toowoomba and Lockyer Valley. Correspondence has been sent to the Deputy Prime Minister seeking our involvement in scoping the business case to ensure a range of options are considered.

Industry Attraction

Officers have engaged with and provided information and economic data to 6 new business enquiries during February.

Food Services		Potential new business establishment
Tourism		Long term plans for development of new tourism experiences for the Lockyer Valley from new and existing operators
Manufacturing	★	New processing facilities seeking properties.
Grants and support	★★★	Referrals and contacts from other departments and agencies that could assist
Retail / Wholesale	★★	Identification of potential premises suitable for the application proposed

Neilsons Place

- 1 business exited
- 1 new business commenced trade
- 2 new enquiries for applications.

Jobs and Skills Development

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

Training solutions to assist upskilling industry workforces are also starting to gain traction among local businesses.

- The Mentoring and Supervision Short Courses commenced on 18 February 2020. Due to an overwhelming business demand the training was split into two cohorts.
- 14 growers received fully funded chemical accreditation training through the TAFE Rural Support Training Program held at Laidley on 12 and 13 February.

Tourism

Ongoing discussions with Brisbane Marketing in relation to a proposed 3-year LGA Partnership Agreement.

Destination Marketing

- Visit Lockyer Valley Facebook to February 26 had 2.4k page likes. Reach for the month (people who saw posts) was 9,522 (7,276 last month), post engagement (likes, comments, shares) was 1,073 (1,081) and video views totalled 39 (75). The strongest performing posts for the month included general promotional posts and The Barn and Scotty's Garage.
- Four new skins on highway billboards were erected (Bishopp Billboards flexi-campaign).
- Gateway signage project remains ongoing with designs being finalised.
- 2020 tourism guide advertising progressing with potentially fewer advertisers this year.
- "Tables across the Lockyer with Alastair McLeod" with Tourism Queensland is in final preparation.

Visitor Information Centre

There were 707 interactions with visitors during the month, 279 of these were from outside the region, 660 were walk-in visitors. \$1,602.50 was received in VIC souvenir revenue.

Volunteer Management

A Volunteer familiarisation tour occurred on 20 February. Fourteen volunteers from the Visitor Information Centre and Das Neumann Haus attended a tour of the Somerset region.

The next volunteer event will be a recognition function held during National Volunteer Week from 18 to 24 May 2020.

Queensland Transport Museum

The QTM Facebook page continues to grow and currently has 3,856 followers.

The QTM is scheduling a vehicle changeover of several exhibits at the end of March. The QTM will be closed for two days to facilitate removals and installations.

Visitor numbers to the museum were 169 which resulted in \$1,395.50 in ticket sales. This does not include 50 free local resident entries. \$149.50 was received in QTM souvenir revenue.

Lockyer Valley Function and Cultural Centre

Lockyer Valley Cultural Centre will be closed over the Easter Period from Friday 10 April to Monday 13 April inclusive. This will include the Staging Post, Visitor Information Centre, QTM, Art Gallery and Library.

A total of 23 functions were delivered in the month of February. February has shown a strong increasing trend with enquiries also strong.

For February 2020, the unit had an operating loss of \$28,565 against a budget loss of \$2,186.

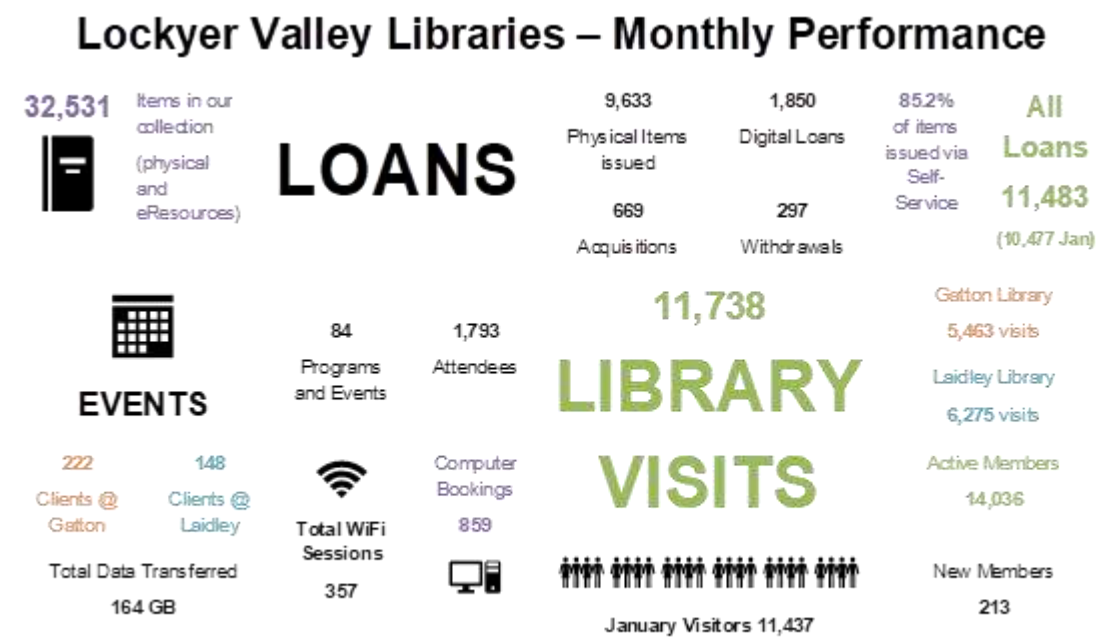
Business Development

- 21 function opportunities were submitted during the month compared with 10 in the previous month, with several confirming to contract the same day.
- New corporate clients included:
 - NDIS
 - Rural Financial Counselling Service Southern Queensland
 - Pillow Talk.
- The new STAGING POST CAFÉ CARDS that replaced the QTM card have been very popular with over 750 issued in the past two months. The cards offer members a 5% discount on select food and beverage in the cafe, excluding already discounted special offers or functions. The new member database will also receive targeted marketing and exclusive offers.

Libraries and Galleries

Libraries

Key statistics and outcomes for Lockyer Valley Libraries for February 2020 follow.



- February was a big month for library events with the Welcome Baby Celebration, Children's audiobook narrator Stig Wemyss visiting four schools and the return of all regular children's services and tech classes. Over 1,800 people attended the 84 library events on offer.

- Library staff have started digitalising and cataloguing various photographs of past Mayors and Councillors including the final meeting of Gatton Shire Council as well as the first meeting of Lockyer Valley Regional Council. The digitalisation and online availability of these photos allows for the images to be removed from frames and stored in a suitable archive solution. These can be viewed on the Lockyer Valley Libraries website.
- Libraries are partnering with the Gatton Historical Society to make their local and family history collection more accessible by listing their items on our collection. This will enhance our own local history collection as well as our catalogue, enabling researches to use a one point of call for their initial search.

Galleries

- The current exhibition is “Art, Paper, Scissors”, an interactive exhibition for under 5’s. This exhibition has been well received and is also going to be available in the Wyman Room at Laidley Library for a short exhibition. The exhibition helps celebrate the return of our First 5 Five Literacy program for 2020 and has allowed the gallery to be used for children’s programs like Storytime and Rhyme time.
- The next exhibition is “State of Diversity” is a touring exhibition showcasing the 2019 Queensland Regional Art Awards. This exhibition opens on Friday 13 March and runs until 26 April. As part of this exhibition, workshops will be offered including two digital Collage workshops with Rebecca Lewis (an artist who has works in this exhibition) as well as a workshop to support artists writing artist statements and artist CVs.

RADF

Preparations are underway for Round 2 of the 2019-20 RADF funding rounds. Following on from Round 1, we will be undertaking this round using the online portal SmartyGrants. This round will open on 4 March and close on 3 April.

Childcare

The occupancy rate for Gatton Childcare for February 2020 was 76%.

On 2 February a Pancake Day was held to raise donations for Uniting Care.

PLANNING, ENVIRONMENT AND REGULATORY SERVICES

Planning and Development

In the month of February 2020, 25 development applications were received, 16 development applications were decided, and 8 pre-lodgement meetings were held.

Engineering Report

Cooper Street project

Infrastructure has awarded the detail design project to a consultant and that they have been further engaging with the Laidley Show Society and impacted landowners.

Strategic Planning

Council officers attended a one day course conducted by the Planning Institute of Australia on ‘advancing Aboriginal and Torres Strait Islander Knowledge, Culture and Tradition Through Planning’. The course looked at ways in which local governments can meet the purpose of the Planning Act 2016 which includes ‘valuing, protecting and promoting Aboriginal and Torres Strait Islander knowledge, culture and tradition’. The course was very helpful in suggesting how Council’s planning scheme can incorporate Aboriginal culture and knowledge.

Council officers held a meeting with representations of the Department of Natural Resources, Mines and Energy (DNRME) and Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) in relation to the Helidon explosives precinct. The discussions were in relation to implementing planning controls to ensure the Helidon explosive reserve, and other associated industries in this location can continue to operate.

Environment and Pest

Customer Requests

The Environment and Pest Team received 61 CRMs during the month of February 2020 and closed 69 customer requests.

Project Updates

Natural Resource Management (NRM) Plan

NRM working group members attended the initial workshop to develop the NRM plan on 15 February 2020. The final workshop took place on 29 February 2020. Following review of the workshop outputs, it is anticipated that the draft plan will go to Council during May with public consultation before the end of the financial year.

Resilient Rivers Initiative

The Procurement Plans for the Tenthill Resilience Project and Phase 3 of the Lockyer Creek stabilisation and revegetation project have been finalised, with procurement underway. Tree guards have been removed from the Phase 1 and 2 plantings at Cahill Park and Beavan Street that were at risk from potential rising creek levels.

Program Updates

Environmental

Land for Wildlife member workshops are being planned for the last quarter of 2019-20. In addition, the second round of Community Environmental Grants will be open for applications during this time. There continues to be building interest from the community to participate in the Land for Wildlife program.

Invasive Weed Management

The current weather conditions are highly favourable for rapid growth of invasive weeds. Pest Officers are focussing on the treatment of Parthenium and Giant Rats Tail grass as a matter of priority. Community members continue to take advantage of the spray equipment and herbicide subsidy to treat invasive weeds.

Pest Animal Management

Wild dog and feral pig baits were distributed in February 2020 to 29 landholders across the region.

Brightview Reserve

The reserve has now been planted with 3,500 native plants, primarily koala habitat and food trees which would have originally been present, with Council officers also undertaking periodical weed management.

Alice Creek Nature Refuge

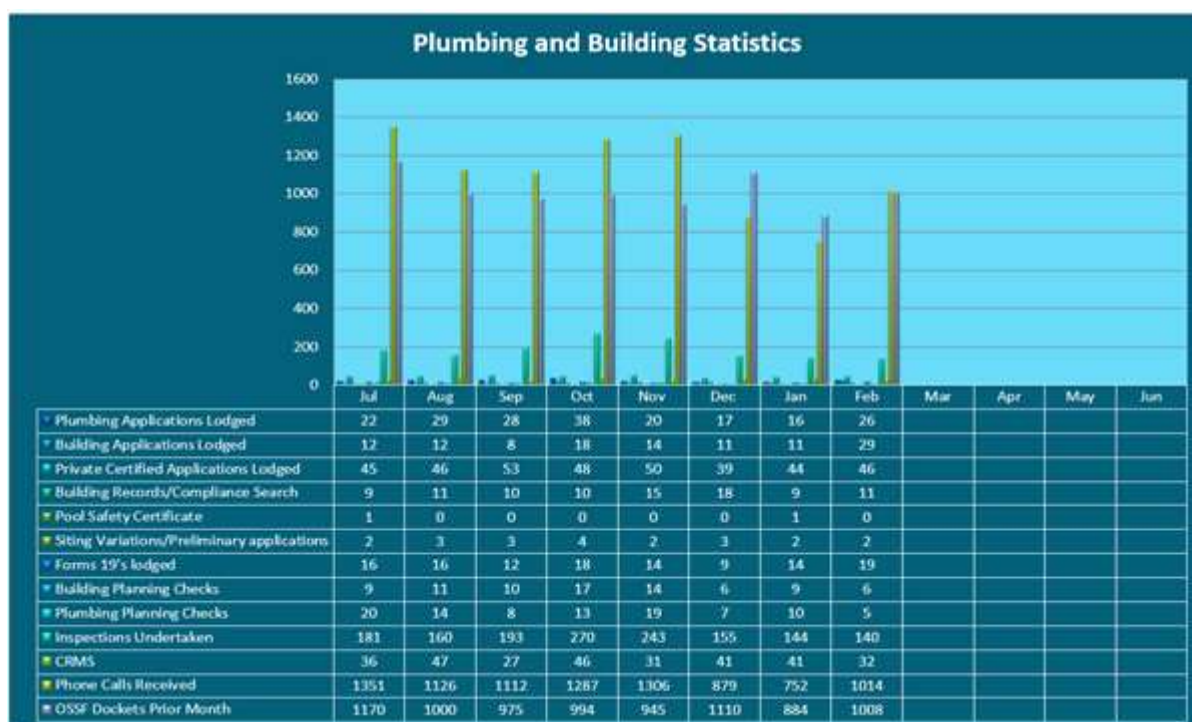
Two rounds of Lantana control have been undertaken by an external contractor during February 2020. This is partly funded by a Nature Refuge Grant from the Queensland Government.

Building and Plumbing

Key performance statistics for the Building and Plumbing Team follow.

DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
Plumbing Applications Lodged	26	\$63,860.00	2.9	Plumbing
Building Applications Lodged	29	\$33,470.00	4.2	Building
Private Certified Applications Lodged	46	\$12,420.00		Admin Team
Building Records Search	11	\$3,720.00		Admin Team
Pool Safety Certificates Lodged	0	\$0.00		Building
Siting Variations Lodged/Preliminary Applications	2	\$1310.00		Building
Form 19's Lodged	19	\$1,235.00		Admin Team
Building Planning Checks	6	N/A		Building
Plumbing Planning Checks	5	N/A		Plumbing
Inspections Undertaken	140	N/A		Plumbing and Building
CRM's Lodged (Includes 9 Complaint CRMS)	32	N/A		Plumbing and Building
Phone Calls Received	1014	N/A		Plumbing and Building
OSSF Dockets Updated for January	1008	N/A		Admin Team
TOTAL		\$116,015.00		
CONSTRUCTION VALUE OF BUILDING WORKS				
Building Applications 01-02-2020 to 29-02-2020	Domestic	\$4,859,956.43		
Building Applications 01-02-2020 to 29-02-2020	Commercial	\$443,975.00		
Year to Date	Total	\$57,815,796.43		





DESCRIPTION	Building/Plumbing Act Enforcement
ENF2020/0068	Building Act Enforcement - Occupy of Structure Other Than Class 1/2/3/4 – PID 261430
ENF2020/0069	Planning Act 2016 Enforcement - Unlawful Use of Premise - Unlawful Use of Premise – Building – PID 261430
ENF2020/0073	Planning Act 2016 Enforcement - Unlawful Use of Premise - Unlawful Use of Premise – Building – PID 262380
ENF2020/0074	Planning Act 2016 Enforcement - Unlawful Use of Premise - Unlawful Use of Premise – Building – PID 169610

Regulatory Services

A total of 239 Regulatory Services related CRMs were received by Council within February 2020 with 133 remaining open at month end.

LOCAL LAWS

- 7,947 dogs have now been registered for 2019-20 which represents 98.75% of the dogs registered for 2018-19.
- During February 2020, there were 15 Warning Notices and 5 (five) infringement notices issued by Local Laws Compliance Officers.
- In relation to dog attacks, during January there was 8 (eight) attacks on persons with a further 9 (nine) attacks on animals.

Attachments

1. Development Applications - February 2020 2 Pages

[illegible]

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12.2 Regional Arts Development Fund (RADF) funding application 2020-2021

Date: 26 February 2020
Author: Nicole Kilah, Coordinator Libraries & Galleries
Responsible Officer: David Lewis, Acting Group Manager Community & Regional Prosperity

Summary:

Applications for the 2020-21 funding round of the Regional Arts Development Fund (RADF) are currently open and an application is being developed by Council to receive funding to assist and support local arts and cultural projects. To receive this funding through Arts Queensland, Council must commit up to 40% of the funding amount applied for, with Arts Queensland funding up to a further 60% to a maximum of \$40,000.

Officer's Recommendation:

THAT Council allocate \$20,000 in its 2020-21 Budget to the Regional Arts Development Fund to support Council's funding application to Arts Queensland to assist and support local arts and cultural projects.

RESOLUTION

THAT Council allocate \$20,000 in its 2020-21 Budget to the Regional Arts Development Fund to support Council's funding application to Arts Queensland to assist and support local arts and cultural projects.

Moved By: Cr Hagan **Seconded By:** Cr Holstein
Resolution Number: 16-20/1679

CARRIED
6/0

Report

1. Introduction

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Queensland Local Councils designed to promote the roles and value of arts, culture and heritage as key drivers of diversity within communities. The partnership also supports and promotes the professional development and employment of artists and arts workers in regional Queensland.

2. Background

Applications for the 2020-21 RADF program remain open until early April 2020. As an eligible Local Government, Council funding is guided by population and co-investment. Lockyer Valley is a RADF Tier 3 Council and as such, requires a commitment of 40% Council funding to receive a contribution of up to 60% (up to a maximum of \$40,000) from Arts Queensland.

3. Report

The RADF program is very well received in the community and has assisted many individuals, groups and organisations to fund projects and proposals to provide opportunities for arts and cultural involvement and development within the local community. The funding is vital for the development of arts and cultural opportunities within the Lockyer Valley.

A financial contribution of \$20,000 to 2020-21 RADF funding aligns with Council's Community Plan. Further goodwill will also be generated within the local community as the program gives access to arts and cultural interests which in turn benefits the whole community through workshops, artistic ventures, cultural and heritage knowledge.

4. Policy and Legal Implications

Under Lockyer Valley Regional Council's Community Plan, Council recognises the importance of the development of arts and culture within the community and the role it plays in supporting individual and group initiatives. This support and leadership in turn allows our residents to enjoy opportunities for artistic expression and further explore their culture and heritage while promoting the diversity of the community.

The RADF program is also aligned to Council's Operational Plan 2020-21 *Lockyer Community 1.1 - Events and activities that bring together and support greater connectivity in the community.*

5. Financial and Resource Implications

In accordance with RADF funding guidelines, Council is required to contribute up to 40% of funding with Arts Queensland providing up to a further 60% to a maximum of \$40,000.

In the 2019-20 funding round, Lockyer Valley Regional Council contributed \$20,000 and Arts Queensland contributed \$21,000 to create a pool of \$41,000.

In line with previous budgets, \$20,000 is to be allocated in the 2020-21 Budget to this program.

6. Delegations/Authorisations

Responsibility for progressing the RADF program lies with the Coordinator Libraries and Galleries.

No further delegations are required to manage the issues raised in this report. The Acting Group Manager Community and Regional Prosperity will manage any further requirements in line with existing delegations.

7. Communication and Engagement

The community benefits from RADF funding through artistic expression. Appropriate media will be organised through the Community Engagement and Events Team to both promote the RADF funding rounds and RADF funded events and activities.

8. Conclusion

It is recommended that Council allocate \$20,000 in the 2020-21 Budget to provide for the RADF co-contribution to assist and support local arts and cultural projects.

9. Action/s

The Coordinator Libraries and Galleries be notified of Council's resolution.

The application for funding be completed and submitted to Arts Queensland for consideration and approval.

Attachments

There are no attachments for this report.

12.3 Application for Material Change of Use for Bulk Retail, Refreshment Service, Shop and Advertising Device (MC2019/0072) at Lot 1009 SP297361, Warrego Highway, Plainland

Date: 20 February 2020
Author: Miriam Sharp, Planning Officer
Responsible Officer: David Lewis, Acting Group Manager Community & Regional Prosperity

Summary:

The purpose of this report is to consider an application for a Material Change of Use for Bulk Retail, Refreshment Service, Shop and Advertising Device on Lot 1009 SP297361 at Warrego Highway, Plainland.

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 Material Change of Use for Bulk Retail, Refreshment Service, Shop and Advertising Device (MC2019/0072) at Lot 1009 SP297361 at Warrego Highway, Plainland be approved subject to the following conditions:

APPROVED PLANS

The following plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
DA01	D	Site Plan of Layout Ground Floor, prepared by Group 4 Architects	29.01.2020
DA02	D	Site Plan of Layout Roof Plan, prepared by Group 4 Architects	29.01.2020
DA03	D	Elevations, prepared by Group 4 Architects	29.01.2020
40-982-SD001B	B	Landscape Character, prepared by Citicene	14.10.2019
40-982-SD002B	B	Landscape Concept Plan, prepared by Citicene	14.10.2019

REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev	Document Name	Date
2019.0451	3	Stormwater Management Plan, prepared by Bligh Tanner Pty Ltd	15/10/2019

TPS279Rep4	4	Traffic Engineering Report, prepared by TPS Traffic and Parking Systems Pty Ltd	14/11/2019
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VARIATION APPROVAL

Not Applicable.

FURTHER PERMITS REQUIRED

- Development Permit for Building Work
- Development Permit for Plumbing and Drainage Works
- Development Permit for Operational Work

CURRENCY PERIOD OF APPROVAL

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

ASSESSMENT MANAGER CONDITIONS

No.	Condition	Timing
General		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	At all times.
2.	Maintain the approved development in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.	At all times
3.	The use must not commence until all conditions of this approval have been met.	At all times.
4.	The development must be undertaken in accordance with the Concurrence Agency response by the State Assessment and Referral Agency (SARA) received by Council on 6 February 2020 (ref. 1911-14326 SRA dated 6 February 2020).	At all times.
5.	Pay Infrastructure Charges in accordance with the Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution in effect at the time of payment.	Prior to commencement of use.
Façade treatment		
6.	The final materials, colours and finishes for the built form of the development must be generally in accordance with the Elevations Finishes Schedule shown on Approved Plan DA03 issue D <i>Elevations</i> , prepared by Group 4 Architects and dated 29/01/2020.	In conjunction with a development application for a development permit for operational works.
Advertising Device		
7.	This signage approved under this development permit is one (1) Pylon	At all times.

	Sign and building signage generally in accordance with the approved plans. Additional signage will require further approval.	
8.	The advertising device (pylon sign) must not exceed 12m in height above ground level.	At all times.
9.	The approved signage is to advertise the Bulk Retail, Refreshment Service and Shop located on the subject land only.	At all times.
10.	The advertising device (pylon sign) is to be located wholly within the boundaries of the subject site.	At all times.
11.	The advertising device (pylon sign) must comply with the Department of Transport and Main Roads Roadside Advertising Manual 2017 or equivalent.	At all times.
12.	Building approval is required for the advertising device (pylon sign).	Prior to construction.
Outdoor Lighting		
13.	Lighting for the development must be designed and installed in accordance with the requirements of Australian Standard AS1158:2005 – <i>Road lighting</i> and Australian Standard AS4282 <i>Control of the obtrusive effects of outdoor lighting</i> . The lighting design must be certified by an RPEQ competent in electrical reticulation design.	Prior to the commencement of use.
14.	All outdoor lighting must be directed inwards from the lighting source and be hooded to ensure no spillage to adjoining properties and the Warrego Highway.	At all times.
15.	Lighting must be provided to all pedestrian areas, parking areas and building entries.	At all times.
Waste storage		
16.	<p>A Waste Management Plan for all waste generated by the development during construction and operation of the use must be submitted to Council for endorsement. The plan must include at a minimum the following:</p> <ul style="list-style-type: none"> • Description of the development project, and the purpose, structure, scope and objectives of the plan; • List of references and definitions of any specific terms and acronyms; • Details regarding the scale of the development, types of waste streams likely to be generated and estimate of volumes of waste material generated; • Detailed information on waste and recycling storage; • Detailed information on waste and recycling collection/servicing arrangements; and • Adequate plans to support the report and demonstrate the adequacy of the waste management provisions included in the development. <p>The development must be designed, constructed and operated in accordance with the Waste Management Plan at all times.</p>	Prior to issuance of a Development Permit for Building Works.

Landscaping and Fencing		
17.	<p>Submit an Operational Works application for Landscaping prepared by a suitably qualified person, in accordance with the Gehrke Road Area Preliminary Approval Document (PAD), which addresses at a minimum the following:</p> <ul style="list-style-type: none"> a) Provide a planting schedule and maintenance plan prepared by a suitably qualified person which should indicate the following at minimum: <ul style="list-style-type: none"> (i) Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants; (ii) Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, type of turbing used; (iii) Any hardscaping details including pebbled, paved or garden edged areas; (iv) Ongoing maintenance of plants; and (v) Irrigation system details if any; b) Landscaping to be located generally in accordance with the <i>Landscape Concept Plan</i>, prepared by Citicene and dated 14/10/2019; c) Provide street trees along the Endeavour Way road frontage and the Burdekin Street road frontage; d) Provide a minimum of one (1) shade tree per six (6) car parking spaces or shade structures that provide shade to at least 30% of the car parking spaces; e) Provide details of any retaining wall treatment/s; f) Provide details of all fencing provided (if any); and g) Provide details of the refuse storage area (along Endeavour Way). Details must include the provision of a purpose-built enclosure. 	Prior to the commencement of any landscaping works.
18.	Apart from any screen fencing associated with waste management, any proposed fencing must be chainwire (security) fencing only.	At all times.
19.	All landscape works must be established and maintained for the life of the use. All plants must be allowed to grow to full form and any plants that die must be replaced with a like species.	Prior to commencement of use and to be maintained thereafter.
Public Utilities		
20.	Provide evidence (e.g. connection certificates / current supply agreement) from applicable service providers that the development has been connected to wastewater infrastructure, reticulated water infrastructure, electricity and telecommunications.	Prior to commencement of use.
Stormwater General		
21.	All works associated with this development must be undertaken without resulting in stormwater damage, ponding or nuisance to surrounding and/or downstream properties or infrastructure.	At all times.
22.	Submit to Council a final Detailed Stormwater Management Plan including, but not limited to, the following:	In conjunction with the development application for a

	a) Management of external catchment flow; and b) Maintenance of rain gardens.	development permit for operational works.	
23.	Provide all necessary internal stormwater drainage to service the development. Such drainage works must be designed by a suitably experienced Registered Professional Engineer Queensland (RPEQ) and constructed in accordance with the <i>Queensland Urban Drainage Manual 2017</i> and Council's Planning Scheme such that the overall drainage system caters for a storm event with a 1% annual exceedance probability (AEP). Provide connections to the existing external stormwater drainage infrastructure in Endeavour Way. Such drainage works must be designed by a suitably experienced Registered Professional Engineer Queensland (RPEQ) and constructed in accordance with the <i>Queensland Urban Drainage Manual 2017</i> and Council's Planning Scheme such that the overall drainage system caters for a storm event with a 1% annual exceedance probability (AEP).	Design – in conjunction with a development application for operational works. Construction – prior to the commencement of use, and to be maintained thereafter.	
24.	Construct stormwater drainage and stormwater quality management devices in accordance with the development permit for operational works.	Prior to the commencement of use, and to be maintained thereafter.	
Stormwater Quality			
25.	Provide stormwater quality management device/s for the development in accordance with the <i>State Planning Policy 2017</i> water quality objectives.	Prior to the commencement of use, and to be maintained thereafter.	
26.	Submit an Erosion and Sediment Control Plan designed in accordance with the International Erosion Control Association (Australasia) Best Practice Erosion and Sediment Control Guidelines.	In conjunction with a development application for operational works.	
Car Parking, Vehicular Access and Driveways			
27.	All car park access, parking and manoeuvring areas must be imperviously sealed and designed (including linemarking) in accordance with <i>AS/NZS2890.1 Parking facilities Part 1: Off-street car parking</i> , <i>AS/NZS2890.6 Parking facilities Part 6: Off-street parking for people with disabilities</i> and <i>AS2890.2 Parking facilities Part 2: Off-street commercial vehicle facilities</i> to facilitate the safe and efficient movement of vehicles.	In conjunction with a development application for operational works.	
28.	Provide internal traffic movement in accordance with section 8.6 of the Traffic Engineering Report prepared by TPS Traffic and Parking Systems Pty Ltd, dated 14 November 2019.	In conjunction with a development application for operational works.	
29.	Ensure that loading and unloading operations are conducted wholly within the site and all vehicles enter and exit the site in a forward	At all times.	

	direction.	
30.	Provide loading bay facilities for Heavy Rigid Vehicles and for Articulated Vehicles in the locations generally shown on the approved plans of development that are designed in accordance with Australian Standard 2890.2 – <i>Off-street Commercial Vehicle Facilities</i> .	At all times.
31.	Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.	At all times.
32.	Construct vehicular entry and exit crossovers at the locations indicated on the approved plans generally in accordance with the Institute of Public Works Engineering Australasia's standard drawing number RS-051 <i>Vehicle Crossings Heavy Duty</i> (general wide configuration) and <i>AS2890.2 Parking facilities Part 2: Off-street commercial vehicle facilities and crossover splays of:</i> a) Crossover for Goods inward entry from Burdekin Street and exit to Endeavour Way to accommodate turning movements of an Articulated Vehicle; b) Crossover for customer entry/exit at cul-de-sac end of Burdekin Street to accommodate turning movements of a B99 vehicle with a trailer attached.	Prior to the commencement of use.
33.	Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (e.g. power pole, telecommunications pit), road infrastructure (e.g. street sign, street tree, etc).	Prior to the commencement of use.
34.	Provide the following generally in accordance with the approved site plans: <ul style="list-style-type: none">• 182 car parking spaces including 4 spaces for people with disabilities;• 4 parking spaces for a B99 with a Trailer; and• 10 bicycle parking spaces. The parking areas for people with disabilities must be appropriately located e.g. closest to the building entry/ies. The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.	In conjunction with a development application for operational works.
35.	Line mark the car park aisles and circulation driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.	Prior to the commencement of use, and to be maintained thereafter.
36.	Signage and line marking must be provided in accordance with <i>AS1742 Manual of Uniform Traffic Control Devices</i> and in accordance with the Manual of Uniform Traffic Control Device (MUTCD).	Prior to the commencement of use, and to be maintained thereafter.
37.	Provide vehicle bollards or tyre stops to control vehicular access and to	At all times.

	protect landscaping or pedestrian areas where appropriate.	
38.	Construct the car park, line marking, signage and manoeuvring areas in accordance with the development permit for operational works.	Prior to the commencement of use, and to be maintained thereafter.
External Road Works		
39.	Unless already constructed in association with the approved Reconfiguration of a Lot of the subject land, design the extension of Burdekin Street from the existing southern end as an Urban Access, in accordance with the Lockyer Valley Regional Council Road Hierarchy Table, relevant Austroads Standards and more specifically, include the following: <ul style="list-style-type: none"> a) a minimum road reserve width of 20 metres; b) concrete barrier kerb and channel; c) a minimum carriageway width to match with the existing road; d) constructed using a compacted gravelled pavement asphalt surface; e) provision for stormwater drainage, line marking, signage, and street lighting associated with the required road works; and f) cul-de-sac ends with a minimum 11 metre radius to the bulb end and a minimum 30 metre approach curve, all measured to the invert of kerb and channel and designed in accordance with the requirements of the applicable Planning Scheme and Council's adopted standards. 	In conjunction with a development application for operational works.
40.	Construct a 2m wide shared path to provide access to pedestrians and cyclists, as indicated in Section 8.2, Figure 8.1 – Proposed Traffic Design and Recommended Pedestrian Access, of the Traffic Engineering Report prepared by TPS Traffic and Parking Systems Pty Ltd, dated 14 November 2019 and provide connectivity to existing paths in Endeavour Way.	Prior to the commencement of use.
41.	Provide pram ramps at suitable locations in Burdekin Street and Endeavour Way.	Prior to the commencement of use.
42.	Install appropriate signage to prohibit pedestrians or cyclists entering the development from the vehicle crossover at Endeavour Way.	Prior to the commencement of use.
43.	Install and/or relocate any street signs and/or line marking in accordance with the Manual of Uniform Traffic Control Device (MUTCD). Install new or relocated signage using the V-Lok installation system.	Prior to the commencement of use.
44.	Provide 'No Parking or Standing at any Time' signs along the development frontage to Endeavour Way and Burdekin Street to allow sufficient space for the largest anticipated vehicle to manoeuvre the exit without impediments from standing/parked vehicles.	Prior to commencement of use.
45.	Construct all roadworks in accordance with the development permit	Prior to commencement of

	for operational works.	use.
Pavement Design		
46.	Engage a suitably experienced Registered Professional Engineer Queensland (RPEQ) to prepare and submit a pavement design for all roadworks. Pavement design must be undertaken in accordance with Austroads Guide to Pavement Technology Part 2 <i>Pavement Structural Design</i> .	Prior to pre-start meeting.
47.	Construct all roads in accordance with the approved pavement design.	Prior to On Maintenance inspection.
Street Lighting		
48.	Submit to Council for endorsement a streetlight design plan showing the proposed public lighting system.	In conjunction with a development application for operational works.
49.	Install street lighting for the extended road section of Burdekin Street in accordance with AS/NZS1158 and the road classifications contained within this approval.	Prior to the commencement of use.
50.	Submit to Council written confirmation from an electricity provider that an agreement has been made to provide a public lighting system.	In conjunction with a development application for operational works.
51.	Ensure that any new street light poles required on external streets are of a consistent standard (i.e. steel poles) to street light poles within the immediate vicinity of the development.	Prior to the commencement of use.
52.	Install street lighting in all road reserves generally on the same side of the road that accommodates any footpath or shared path or on the side that approved by the Council in the event shared paths to be constructed on both side of the road.	Prior to the commencement of use.
53.	Submit a lighting design from a suitably experienced Registered Professional Engineer Queensland (RPEQ).	Prior to Council's issuing a development permit for operational works.
54.	On completion of the works, a certificate must be submitted to Council by a suitably experienced RPEQ certifying that the works have been constructed in accordance with industry construction standards and in compliance with the approved plans and specification. It is expected that the RPEQ will undertake the necessary inspections to make this certification.	Prior to the commencement of use.
Earthworks and Retaining Walls		
55.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed in accordance with: a) Laidley Shire Planning Scheme <i>Filling and Excavation Code</i> ; b) Australian Standard AS3798 <i>Guidelines for Earthworks for</i>	In conjunction with a development application for operational works.

	<p><i>Commercial and Residential Developments (Level 1 Supervision);</i></p> <p>c) Australian/New Zealand Standard AS/NZS1170 <i>Structure design actions</i>; and</p> <p>d) Australian Standard AS4678 <i>Earth-retaining structures</i> and include relevant drainage.</p>		
56.	All earthworks must include erosion and sediment control measures in accordance with the International Erosion Control Association's <i>Best Practice Erosion and Sediment Control 2008</i> .	At all times during construction.	
57.	A minimum 100mm capping layer of good quality, non-dispersive soil on all areas disturbed during the earthworks operation or otherwise approved by the Assessment Manager. The capping treatment and procedure must form a part of the erosion and sediment control plan for the site.	Prior to On Maintenance inspection.	
58.	Construct all earthworks in accordance with the development permit for operational works.	Prior to the commencement of use.	
59.	All batter slopes must be protected from erosion and scour by the installation of appropriate drainage and re-establishment of ground cover. Top soiling and hydro-mulching must be applied to all exposed surfaces greater than 1:5 grade.	Prior to the commencement of use and to be maintained thereafter.	
Engineering Certificates			
60.	Submit to Council a RPEQ design certification stating that approved development works have been designed under the direct supervision of a suitably qualified Registered Professional Engineer Queensland (RPEQ), in accordance with the conditions of approval and in accordance with the approved engineering design and specifications.	In conjunction with a development application for operational works.	
61.	Submit to Council a RPEQ Certificate of Supervision stating that approved development works have been constructed under the direct supervision of a suitably qualified Registered Professional Engineer Queensland (RPEQ), in accordance with the conditions of approval and in accordance with the approved engineering design and specifications.	Prior to the commencement of use.	
Requirements for Operational Works Applications			
62.	<p>Submit a development application and obtain a development approval for Operational Works for External Roadworks, Access, Earthworks, Stormwater Drainage, Stormwater Quality Management, Vehicle Manoeuvring, Signage, Line Marking and Erosion and Sediment Control, and Street Lighting addressing the requirements of this development approval. The application must include as a minimum the following:</p> <p>a) Development application form/s;</p> <p>b) Application fees (design checking as well as inspection) in accordance with Council's Fees and Charges schedule current during the time of lodgement;</p> <p>c) Detailed design drawings addressing the requirements of this development approval that have been prepared and signed by a</p>	Prior to the commencement of construction works.	

	<p>suitably experienced and current Registered Professional Engineer Queensland (RPEQ) with their name and registration number;</p> <p>d) Roadworks drawings must detail existing infrastructure, proposed new infrastructure as well as any rectification/tie in works;</p> <p>e) Stormwater drainage design must include (but not limited to):</p> <ul style="list-style-type: none"> • Location and details, including hydraulic design, of all proposed drainage; • Stormwater catchment plan/s; • Stormwater calculation table/s; and • Details of any diversion banks or drains; <p>f) Erosion and sediment control measures in accordance with “Best Practice Erosion and Sediment Control” published by the International Erosion Control Association (Australia) for both the construction (including vegetation clearing) and operational (maintenance) phases of the development. Due consideration must be given to dispersive soil types within this region; and</p> <p>g) Engineering Certification by the RPEQ that the design complies with the conditions of this approval as well as relevant engineering standards and best practice.</p>		
63.	<p>Engage a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) to prepare and submit engineering Certification that includes the following:</p> <p>a) the development application number, type of works, location, name/stage(s) of development (where applicable);</p> <p>b) date of certification;</p> <p>c) name of certifying individual, the name of engineering consultancy that the certifying individual works for, and the name of developer;</p> <p>d) a full schedule of the latest set of detailed design drawings;</p> <p>e) state applicable Planning Scheme that design is compliant with, including the relevant Codes/Schedules/Specifications;</p> <p>f) state applicable design standards/guides that it has been designed and checked to be compliant with;</p> <p>g) state that the design is compliant with the development permit – include relevant preceding development permit number;</p> <p>h) state that there are appropriate procedures for supervising, inspection, testing in place to deliver the infrastructure to assure the quality of works and will actively ensure that these procedures will be followed during the construction of the works; and</p> <p>i) signature, name and RPEQ number of certifying individuals</p> <p><u>Note:</u> Contact Council to obtain a template for Engineering Certification.</p>	In conjunction with a development application for operational works.	
64.	No construction works must commence until approval for operational works has been obtained from Council.	Prior to the issue of an operational works permit.	
Erosion and Sediment Control			
65.	Erosion and sediment control measures must be implemented and	Prior to the	

	maintained to prevent the tracking of sediment to and from the site onto the adjoining street network for the duration of the construction period. Any sediment discharging from the site to the road network must be cleaned immediately at the expense of the developer.	commencement of construction and at all times.
Dust Control		
66.	Dust mitigation measures must be implemented to minimise any dust problems which may occur during construction works and in accordance with requirements of the <i>Environmental Protection Act 1994</i> .	At all times.
Alterations and/or relocations		
67.	Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	At all times.
68.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.	At all times.
69.	Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times: a) Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or b) Where otherwise, upon completion of the works associated with the development. Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.	At all times.
Environmental Health		
70.	Hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.	To be complied with at all times during construction.
71.	Noise generated from building works is limited to the requirements set out in the <i>Environmental Protection Act 1994</i> , Chapter 8, Part 3B, Division 3, Section 440R. a) A person must not carry out building work in a way that makes an audible noise:- (i) on a business day or Saturday before 6.30a.m. or after 6.30p.m; or (ii) on any other day, at any time.	At all times.
72.	The land owner must comply with <i>Environmental Protection (Air) Policy 2019</i> during construction of added facilities and during operation of normal activities including suppression of airborne particles including	At all times.

	dust so that the qualities of the air environment that are conducive to; health and biodiversity of ecosystems, human health and wellbeing, protecting the aesthetics of the environment, including the appearance of buildings, structures and other property, and to protecting the agricultural use of the environment.	
73.	The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> during construction of added facilities and during operation of normal activities including: a) Contaminated water must not be released to stormwater; and b) Sediment controls must be installed where necessary to prevent the release.	At all times.
74.	All 'Mechanical Plant', 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2019</i> .	At all times.
75.	All things, materials, disused equipment at the premises must be stored in a way that does not: <ul style="list-style-type: none"> • Afford or form a potential shelter or harbourage or attraction for vermin; • Hold water which may allow the breeding or harbourage of mosquitos; and • Seriously detract from the visual amenity of the land by causing visual pollution. 	At all times.

ADVISORY NOTES

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

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

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

Advice for Queensland Urban Utilities

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

RESOLUTION

THAT Council resolve to withdraw this report from the agenda, following a request by the applicant to stop the decision making period in accordance with section 32 of the *Development Assessment Rules*.

Moved By: Cr Hagan

Seconded By:

Cr Wilson

Resolution Number: 16-20/1680

CARRIED

6/0

Report

1. Introduction

Council is in receipt of an application which seeks approval for a Development Permit for Material Change of Use for Bulk Retail, Refreshment Service, Shop and Advertising Device. It is envisaged that the development will be occupied by a Bunnings Warehouse.

2. Background

Council received an application for Bulk Retail, Refreshment Service, Shop and Advertising Device on 17 October 2019. The subject site is part of the land contained within the Gehrke Road Area Preliminary Approval Document (PAD) dated 12 October 2011. This document was approved as part of a Preliminary Approval for Material Change of Use to Override the Planning Scheme under Section 3.1.6 of the *Integrated Planning Act 1997* from a Rural Residential Area to an Urban Residential Area and a Business Area as well as a Reconfiguration of a lot (6 into 184 residential lots and a Business Area balance lot). The subject site is located within the Business Area Precinct of the PAD. The proposed uses require Code Assessment in this area.

3. Report

Subject Site

The following details apply to the site:

SITE AND LOCALITY DESCRIPTION	
Land Area:	5.123ha
Existing Use of Land:	Vacant
Road Frontage:	Endeavour Way, Burdekin Street, Gehrke Road and Warrego Highway
Topography:	East to west
Surrounding Land Uses:	Residential, business

It is noted that an approval was issued on 28 February 2020 (RL2019/0033) for Reconfiguring a Lot for Subdivision (2 into 4 Lots and Balance Lot) which includes the subject site. This subdivision sought to create the lot that will ultimately accommodate the proposed Bunnings development (Lot 55). The lot will have a size of 2.165ha. This approval has not yet been acted upon and the current application for Bunnings is therefore over the original lot.



Figure 1 Approved Plan for Lot 55

Proposed Development

The following details apply to the proposed development:

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Required	Proposed
Gross Floor Area	-	9,339.27m ²
Building Height/Storeys	Max 10m	7.85m
Setbacks	-	11m from the southern boundary (Warrego Highway) to roofed landscape yard and 35m to timber trade sales building 14m to northern boundary (Endeavour Way) 3m from the western boundary (Burdekin Street) 9.7m from the proposed eastern side boundary (of Lot 55)
Site Cover	Max. 75%	43%
Parking	Bulk retail and Shop: 206 Refreshment service: 3	182 car parking spaces including 4 PWD spaces 4 car and trailer spaces

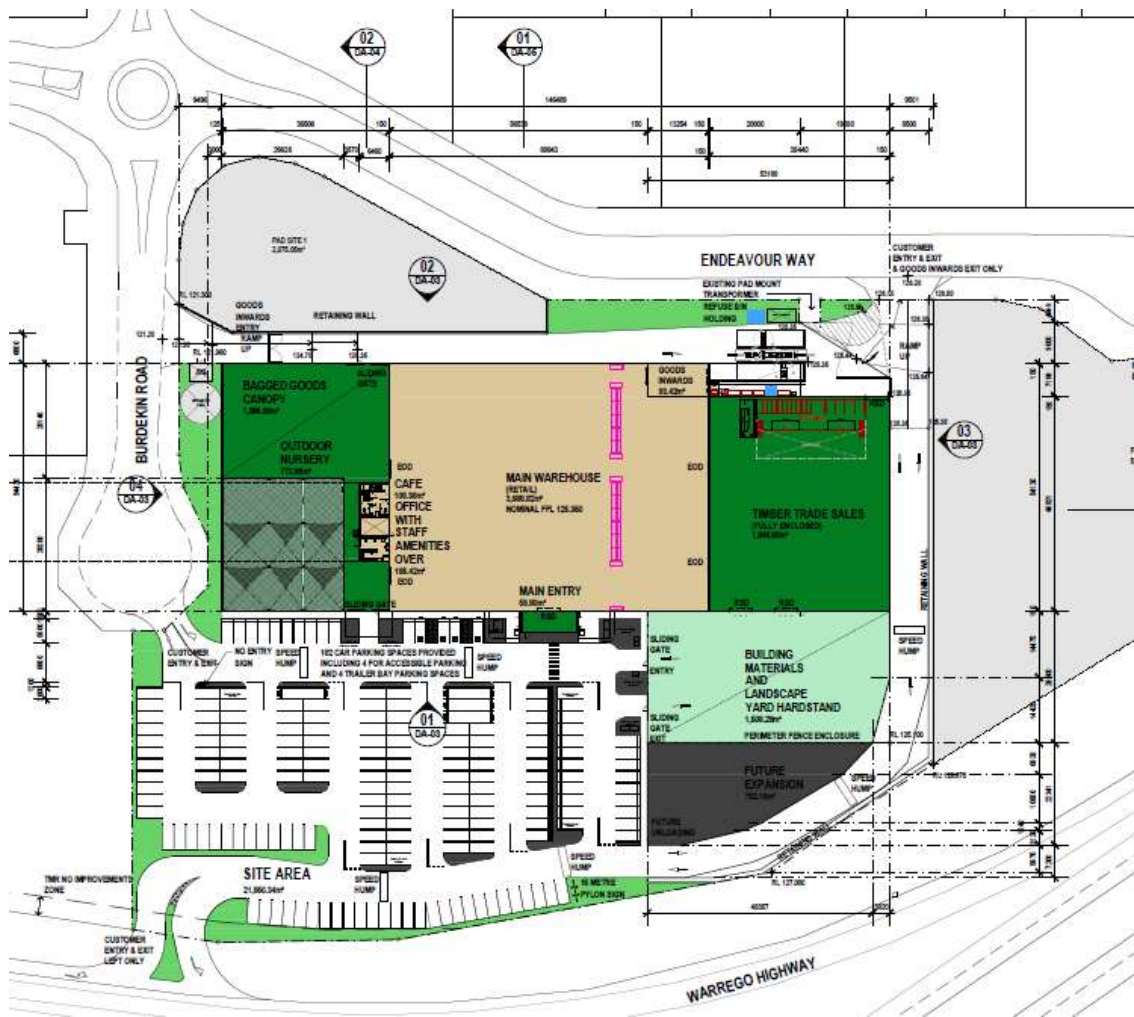


Figure 2 Proposal Site Plan

Assessment

Framework for Assessment

Categorising Instruments for Statutory Assessment

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

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

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

Assessment Benchmarks Pertaining to the *Planning Regulation 2017*

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

PLANNING REGULATION 2017 DETAILS	
Assessment Benchmarks:	State Planning Policy: <ul style="list-style-type: none"> • Water Quality (Water resources catchments) • Natural Hazards Risk and Resilience (Flood hazard area – local government mapping)
SEQ Regional Plan Designation:	Urban Footprint

State Planning Policy

Water Quality

The subject site is located within a water resource catchment. A Stormwater Management Report was provided with the application which demonstrates that water quality objectives can be met. No further assessment is required.

Natural Hazards Risk and Resilience

The subject site is mapped as being included in the Local Government flood hazard mapping. Council's mapping shows the site to be partially contained within the Flood Investigation Area of the *Temporary Local Planning Instrument – Flood Regulation*. This issue was addressed at the time of the Preliminary Approval for the area and does not require any further assessment.

Assessment Benchmarks Pertaining to the Planning Scheme

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

Planning Scheme:	<i>Laidley Shire Council Planning Scheme 2003</i>
Zone:	<ul style="list-style-type: none"> • Rural Residential • Business Area Precinct under the PAD
Consistent/Inconsistent Use:	Consistent
Assessment Benchmarks:	<ul style="list-style-type: none"> • Gehrke Road Area Preliminary Approval Code (including Business Area Precinct Code) • Advertising Devices Code • Building Dimensions Code • Commercial/Retail Uses Code • Vehicle Access and Parking Code

Assessment Benchmarks – Planning Scheme Codes

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

Gehrke Road Area Preliminary Approval Code (including Business Area Precinct Code)

The proposed development provides employment opportunities to the local and sub-regional area and integrates well into the existing business area through the diversification of commercial uses. The development is accessible by car from the existing road network, with the bulk of traffic located away from the residential area to reduce the impacts from traffic on the existing dwellings to the north. Residents of the local area are also able to conveniently and safely access the development via alternative transport modes, such as walking and cycling utilising the existing footpath and road network. This assists in integrating the business area with the residential area and improves local connectivity and cohesion. The proposed uses are envisaged in the Business Area of the PA area and will contribute to a consistent overall development of the area and the establishment of an integrated business centre. It will potentially provide a catalyst for other commercial developments to establish within this area.

Acceptable Solution AS10.1 specifically states that no direct access is to be had from a development to the Warrego Highway. As the highway is a State-controlled Road, this aspect of the development required assessment by the Department of Transport and Main Roads (DTMR). A response was provided by DTMR which allows the proposed left in – left out access arrangement onto the highway. No other direct access between the site and the highway is permitted.

The Acceptable Solutions of the code also refer to integrated car parking arrangements between sites. In this instance, the subject land has yet to be reconfigured and the proposed development could achieve integrated parking arrangements with adjoining properties. Where it is considered that the development in due course is to be provided on its own title, car parking could be integrated with the adjoining proposed lots to the north and east. Given the lay of the land it is difficult to do likewise on the eastern boundary of proposed Lot 55 as a large retaining wall is proposed along the eastern edge of the development. However, the balance lot to the east remains of a size where access and parking arrangements are able to be considered holistically when that parcel of land is developed.

The proposed development provides a transition between the Warrego Highway and the residential area. The building is orientated to the Warrego Highway. This will assist with any potential noise generation from the development being deflected away from the residential area to the north as well as reducing any highway traffic noise impacts to the north. The visual impact of the building will be reduced through articulation in the façades to break up any long walls, and the use of a variety of colours and finishes. Further, the specific outcomes of the code also require the inclusion of landscaping to soften the building and enhance the overall appearance of the subject site. The applicant provided a Landscape Concept plan, which identifies landscaped areas on the site plan and an indicative planting schedule. This initial concept was assessed by Council's Environment Officer, who determined the proposal to be satisfactory subject to the submission of a detailed plan. A condition has been recommended that a further operational works application is required for landscaping.

Relevant infrastructure services are available to the subject site. Stormwater connections are able to be made to the existing infrastructure within Endeavour Way. Conditions are recommended for the development to connect to all infrastructure.

It is considered that the proposed development satisfies the requirements of the code.

Advertising Devices Code

The proposed development includes wall signage on each façade, as well as a Pylon Sign with a height of 15m. The Code requires that signage does not detract from the amenity and is compatible with the character of the locality. The size is to take into account the predominant land uses, the built environment and the orientation of the site with respect to adjacent roads.

The proposed signage is typical for the use. It assists in readily identifying the business from a distance. However, it is considered that the height of the proposed Pylon Sign is excessive in this context. It is noted that Council has previously approved signs up to 12m in height along the Warrego Highway. This height would serve the purpose of indicating the development from a distance that is sufficient to enable travellers to exit the highway in time. It is therefore recommended that the height of the Pylon Sign is conditioned to not exceed 12m.

Vehicle Access and Parking Code

Based on the gross floor area of the development a minimum of 126 car parking spaces is required, plus 80 spaces for employees, making the total 206. The applicant proposes a total of 182 spaces, which include 4 PWD spaces and 4 spaces for cars with trailers. The traffic report provided with the application has considered the demand rates at a number of other similar developments to establish typical parking and traffic generation rates. The analysis within the report demonstrates that the proposed number of car parking spaces is sufficient to satisfy the peak demand of the development. Further, the proposed number of spaces is commensurate with other similar developments in Queensland. It is considered that the proposed development satisfies the requirements of the code.

Internal Referrals

The application was referred to Council's Building and Plumbing Team, Environmental Health Team, and Development Engineering and Infrastructure Group.

Building and Plumbing did not have any requirements other than the standard requirement for subsequent approvals.

The application was assessed by the Development Assessment Engineer and Infrastructure Group, which recommended approval of the proposed development subject to conditions. These conditions relate to road construction (Burdekin Street extension), car park construction and earthworks and are included in the recommendation of the report.

CONSULTATION:

Referral Agencies

The application required referral in accordance with the *Planning Act 2016* and the *Planning Regulation 2017* to the following referral agency:

Referral Status	Referral Agency and Address	Referral Trigger
Concurrence	State Assessment and Referral Agency (SARA) PO Box 129 IPSWICH QLD 4305	<i>Planning Regulation 2017:</i> <ul style="list-style-type: none"> Schedule 10, Part 9, Division 4, Subdivision 2, Table 4

The application was referred to SARA on 22 November 2019. The referral agency responded on 6 February 2020 with conditions (ref. 1911-14326 SRA).

The response provides conditions to allow access to the subject site via the on-ramp to the Warrego Highway (left in, left out only), and approves the Stormwater Management Plan.

Public Notification

The application was code assessable and did not require public notification in accordance with the *Planning Act 2016*.

Adopted Infrastructure Charges Resolution

Infrastructure charges are payable in accordance with the *Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution (No.4) 2019* as expressed in the following table:

LOCKYER VALLEY REGIONAL COUNCIL				
Charge Type	Description	Demand Units	Rate	TOTAL
PROPOSED DEMAND				
Charge	Commercial (Bulk Goods) – Bulk Retail	20,159.47m ²	\$10.00 per m ² impervious	\$201,594.70
	Commercial (Retail) – Refreshment Service and Shop	109.36m ²	\$10.00 per m ² impervious	\$1,093.60
	Commercial (Bulk Goods) – Bulk Retail	5,115.44m ²	\$69.00 per m ² GFA	\$352,965.36
	Commercial (Retail) – Refreshment Service and Shop	109.36m ²	\$109.00 per m ² GFA	\$11,920.24
TOTAL PROPOSED DEMAND				\$567,573.90
EXISTING DEMAND				
Credit	Existing Allotment	1	-\$12,500.00	-\$12,500.00
TOTAL EXISTING DEMAND CREDIT				-\$12,500.00
TOTAL PAYABLE				\$555,073.90

CONCLUSION:

The proposed development generally complies with the requirements of the planning scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. The application is therefore recommended for approval.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

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

6. Delegations/Authorisations

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

7. Communication and Engagement

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

8. Conclusion

The proposed development is recommended for approval subject to conditions.

9. Action/s

Advise the applicant of Council's decision.

Attachments

There are no attachments for this report.

12.4 Grantham Quarry Approval of Rehabilitation Works

Date: 28 February 2020
Author: Quentin Underwood, Senior Engineer Water & Projects
Responsible Officer: David Lewis, Acting Group Manager Community & Regional Prosperity

Summary:

The owners of Grantham Quarry have undertaken rehabilitation works on the land at Lot 103 CH31505 and Lot 2 RP142079 to formally discontinue the quarry use and have applied for Council's approval of the rehabilitation works as required by the conditions of the existing development approval for the land dated 20 February 1990. The purpose of this report is for Council to consider this request and whether to accept the residual risks identified and how these will be managed into the future.

Officer's Recommendation:

That in relation to the Owner's request for approval of the rehabilitation works undertaken at the Grantham Quarry on Lot 103 CH31505 and Lot 2 RP142079 as required by Condition 14 of the Development Approval issued on 20 February 1990, Council resolves to offer "in principle" approval subject to completion of the following actions ("Completion Tasks") by the Owner:

- (a) Installation of appropriate access controls, including but not limited to notification signs, fences and gates to the satisfaction of Council;
- (b) Preparation of an Operational and Maintenance Plan to manage the long-term stability of the land and submission to Council for approval;
- (c) Implementation of the approved Operational and Maintenance Plan;
- (d) A written commitment to Council to formally notify future occupiers and/or owners of the land of the existence and requirements of the Operational and Maintenance Plan and obtain their agreement to comply with it and to notify any subsequent owners and/or occupiers of the land of its existence and compliance requirements; and

Further;

THAT it is noted that Council's in principle approval is provided having considered and accepted the residual risks in relation to:

- (a) Public safety risks where third parties may access the rehabilitated quarry embankments which exceed the 1:3 maximum slope set out in the Development Approval dated 20 February 1990; and
- (b) Compliance risks in relation to implementation of the Operational and Maintenance Plan to satisfy the geotechnical engineering experts' requirements to ensure the stability of the landform into the future and the maintenance of access controls to the rehabilitated land.

And Further;

THAT Council resolve to delegate authority to the Chief Executive Officer to:

- (a) Approve the location of all access controls required by Completion Task (a);
- (b) Approve the Operational and Maintenance Plan as required by Completion Task (b); and
- (c) Issue final approval of the rehabilitation works once the Completion Tasks have been

satisfactorily performed, and subject to the owner making a cancellation application to Council in accordance with section 84 of the *Planning Act 2016* to cancel the Development Approval issued on 20 February 1990.

RESOLUTION

THAT in relation to the Owner's request for approval of the rehabilitation works undertaken at the Grantham Quarry on Lot 103 CH31505 and Lot 2 RP142079 as required by Condition 14 of the Development Approval issued on 20 February 1990, Council resolve to offer "in principle" approval subject to completion of the following actions ("Completion Tasks") by the Owner:

- (a) Installation of appropriate access controls, including but not limited to notification signs, fences and gates to the satisfaction of Council;
- (b) Preparation of an Operational and Maintenance Plan to manage the long-term stability of the land and submission to Council for approval;
- (c) Implementation of the approved Operational and Maintenance Plan;
- (d) A written commitment to Council to formally notify future occupiers and/or owners of the land of the existence and requirements of the Operational and Maintenance Plan and obtain their agreement to comply with it and to notify any subsequent owners and/or occupiers of the land of its existence and compliance requirements; and

Further;

THAT it is noted that Council's in principle approval is provided having considered and accepted the residual risks in relation to:

- (a) Public safety risks where third parties may access the rehabilitated quarry embankments which exceed the 1:3 maximum slope set out in the Development Approval dated 20 February 1990; and
- (b) Compliance risks in relation to implementation of the Operational and Maintenance Plan to satisfy the geotechnical engineering experts' requirements to ensure the stability of the landform into the future and the maintenance of access controls to the rehabilitated land.

And Further;

THAT Council resolve to delegate authority to the Chief Executive Officer to:

- (a) Approve the location of all access controls required by Completion Task (a);
- (b) Approve the Operational and Maintenance Plan as required by Completion Task (b); and
- (c) Issue final approval of the rehabilitation works once the Completion Tasks have been satisfactorily performed, and subject to the owner making a cancellation application to Council in accordance with section 84 of the *Planning Act 2016* to cancel the Development Approval issued on 20 February 1990.

Moved By: Cr McLean

Seconded By:

Cr Wilson

Resolution Number: 16-20/1681

CARRIED

6/0

Report

1. Introduction

This report provides details of the background, context and intent of the proposed Grantham Quarry Rehabilitation Project. The Grantham Quarry is located to the west of Grantham and south of the Gatton-Helidon Road.

The report sets out the basis of the quarry rehabilitation approval requirements, examines the outcomes of reports undertaken on Council's behalf by its legal and technical experts, and provides details of how the project attempts to satisfy the current Development Approvals in place for the site as well as the outcomes of the Grantham Flood Commission of Inquiry (GFCOI). The matter was last discussed with Council in February 2020 being the subject of the most recent associated reporting dated 23 January 2020.

2. Background

The owner of the Grantham Quarry, wishes to discontinue its use, relinquish all approvals, including the Council development approval issued on 20 February 1990 (the DA) and the State Government's Environmentally Relevant Activity approval (ERA), and dispose of the land. The DA is provided for reference purposes as **Attachment 1**.

The impact of the Quarry in the 2011 flood event is contentious and has been the subject of two Commissions of Inquiry. Council has received legal advice that under the conditions of the DA the rehabilitation of the site must be approved by Council. The issues relevant to the assessment of the rehabilitation works for approval by Council are the impacts of the post-rehabilitation landform on flood behaviour and the long-term geotechnical stability of the landform, particularly during flood events, i.e. comparison of the post 2011 landform to the 2019 rehabilitation landform.

In approving the rehabilitation works Council needs to ensure that any of the proposed changes to the post 2011 landform will be geotechnically and hydraulically stable and avoid the creation of adverse operating conditions for adjacent and downstream residences under flooding conditions. This is driven by the need to ensure conditions of the DA are satisfied leaving a stable landform in all conditions, but also to address and accommodate the concerns of the local community in relation to the avoidance of adverse changes to flooding behaviour.

The works consist essentially of removing remaining stockpiles around the quarry, removal of structures, the creation of a western spillway and the widening of the eastern inlet into the creek. The excess spoil has been used to fill and stabilise the slopes around the quarry area and to reform the top of the north-western creek embankment. The owner has revegetated the quarry area. There will be fencing and signage provided consistent with the DA conditions. **Figure 1** refers to the proposed location of these access controls:



Figure 1 – extract from Golders report – contour plan of rehabilitated quarry with the western spillway and eastern inlet nominated (in the red boxes).

The owner and Council engaged separate Hydraulic and Geotechnical engineering experts to undertake, prepare, review, oversee and advise on the technical aspects of the rehabilitation works. The experts engaged by the owner are the same experts who gave evidence to the Commission of Inquiry and whose evidence was accepted by the Commissioner. **Table 1** refers:

EXPERT	ENGINEERING ASPECT	ACTING FOR
BMT	Hydraulics	LVRC
DOUGLAS AND PARTNERS (DP)	Geotechnical	LVRC
WATER SOLUTIONS (WS)	Hydraulics	The owner
GOLDERS	Hydraulics & Geotechnical	The owner

Table 1 – Details of relevant experts

On Council's advice the owner also undertook consultation with the local community prior to undertaking rehabilitation works. Council's Community Engagement, Communications and Events team assisted to facilitate this. It is understood that the proposed rehabilitation works were accepted by those residents consulted.

Council's experts have engaged with and reviewed the owner experts' submissions and provided formal advice to Council. Council's hydraulic expert has undertaken additional analysis to clarify a number of matters in relation to the impacts of the works on flood behaviour under a number of different flooding scenarios.

The owner requested Council's approval of the rehabilitation works in August 2018. The owner is seeking retrospective approval of the works as it is understood that the works were performed between September 2017 and March 2018. The State Government approved the surrender of the owners Environmental Authority (EA) on 16 July 2018.

If Council approves the rehabilitation works, on satisfactory completion of the process, Officers will be in a position to write to the State Government confirming the cancellation of the DA, closing out any avenue for reinstatement.

3. Report

Matters relevant to acceptance of the rehabilitation works

The DA conditions can be divided into a number of aspects:

- Ensuring the long term stability of embankment slopes above and below the water level - the water level able to vary more than 8m depending on the season or size of the flood.
- The minimisation of differential water levels under flood operations between the creek on one side of the quarry embankment and water filled quarry on the other – to minimise the chance of embankment collapse.
- The establishment and maintenance of vegetation - for stability and erosion control.
- Managing public safety risks, e.g. controlling access by livestock and people to the land and water with use of slope and access controls (fencing, gates and signs).

Further, the flooding behaviour and impacts on adjacent property and the Grantham Township, the subject of both Commissions of Inquiry, also need to be considered.

Assessment of the rehabilitated works

Based on advice from the experts these requirements have been grouped into several assessment categories. These require consideration and acceptance by Council to progress the request for approval of the works:

- (a) The stability of the rehabilitated configuration of the quarry under all operating conditions.
- (b) The means to ensure the configuration is maintained in the long term – the Operational and Maintenance Plan (OMP).
- (c) The flood impacts on the adjacent properties and Grantham Township as a result of the rehabilitation works.
- (d) Public safety relating to the rehabilitated works – people and livestock.

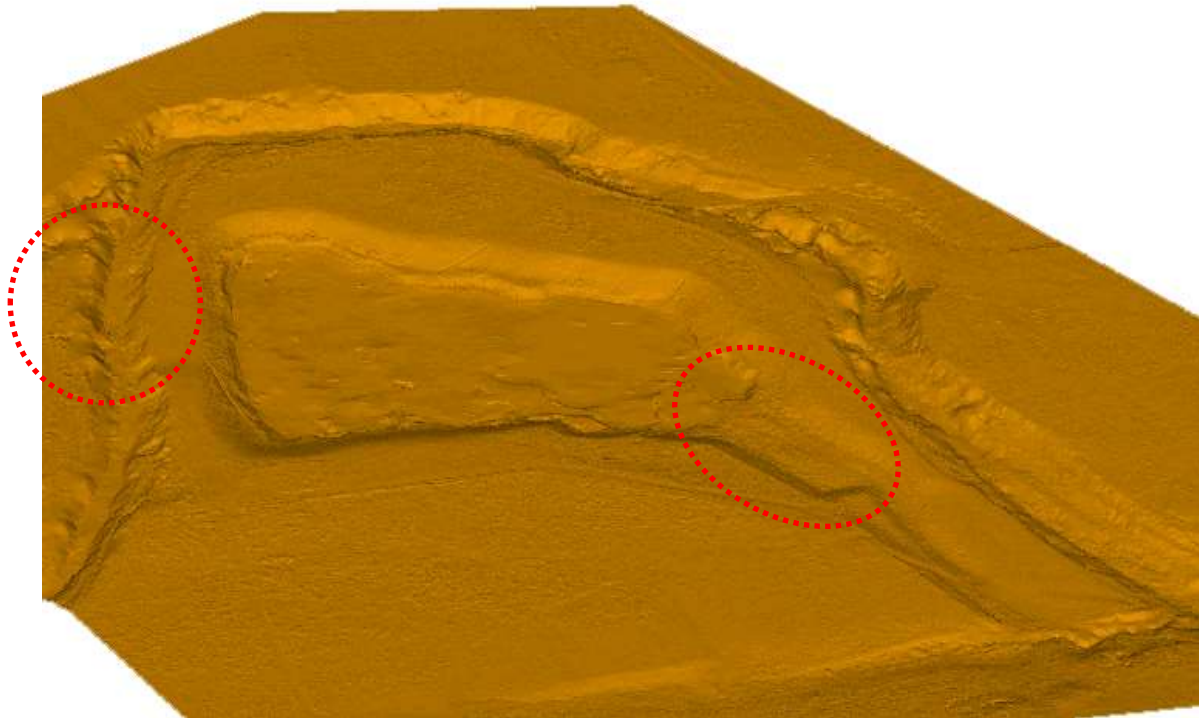


Figure 2 – “2D” view of rehabilitated quarry looking north – western spillway and eastern inlet shown.

These assessment criteria are explained below, and residual risks are identified.

(a) The stability of the rehabilitated configuration of the quarry under all operating conditions.

The stability of the rehabilitated quarry configuration has been considered by the experts under a range of expected operating conditions, i.e. flooding of different sizes and timing, varying water levels, static slope stability. In particular the experts have considered:

- The stability and lack of engineering certification of the western embankment relating to the repairs of the 2011 breach.
- The long-term slope stability of the quarry embankments – above and below the water line.
- The impact of differential loading on embankments and potential for embankment collapse.
- The requirement for and provision of scour protection on the spillway and inlet.

The geotechnical experts generally agree that the rehabilitation works that have been performed have an inherent resilience against scour and will remain stable under the expected operating conditions provided that a suitable Operational and Maintenance Plan for future maintenance of the landform is in place.

In addition to this Council’s hydraulic expert has undertaken additional analysis to clarify a number of matters in relation to the impacts of the works on flood behaviour under a number of different flooding scenarios, e.g. what happens in the event of an embankment collapse.

The collapse analysis was undertaken using the procedures adopted by the Grantham Flood Commission of Inquiry (GFCOI) as a guide. It was determined that impacts as the result of embankment collapse were local and generally confined within the quarry area. There were no adverse impacts on adjoining properties or Grantham Township as the result of scenarios considered.

Figures 3 and 4 refer:



Figure 4-6 January 2011 Event Peak Velocity

Figure 3 – Extract from BMT report showing peak velocities of a 2011 type event on the rehabilitated quarry configuration. The sensitivity analysis has considered two western embankment collapse sequences (with zero- & 20-30-minute failures). Potential scouring of the eastern inlet configuration has also been considered.

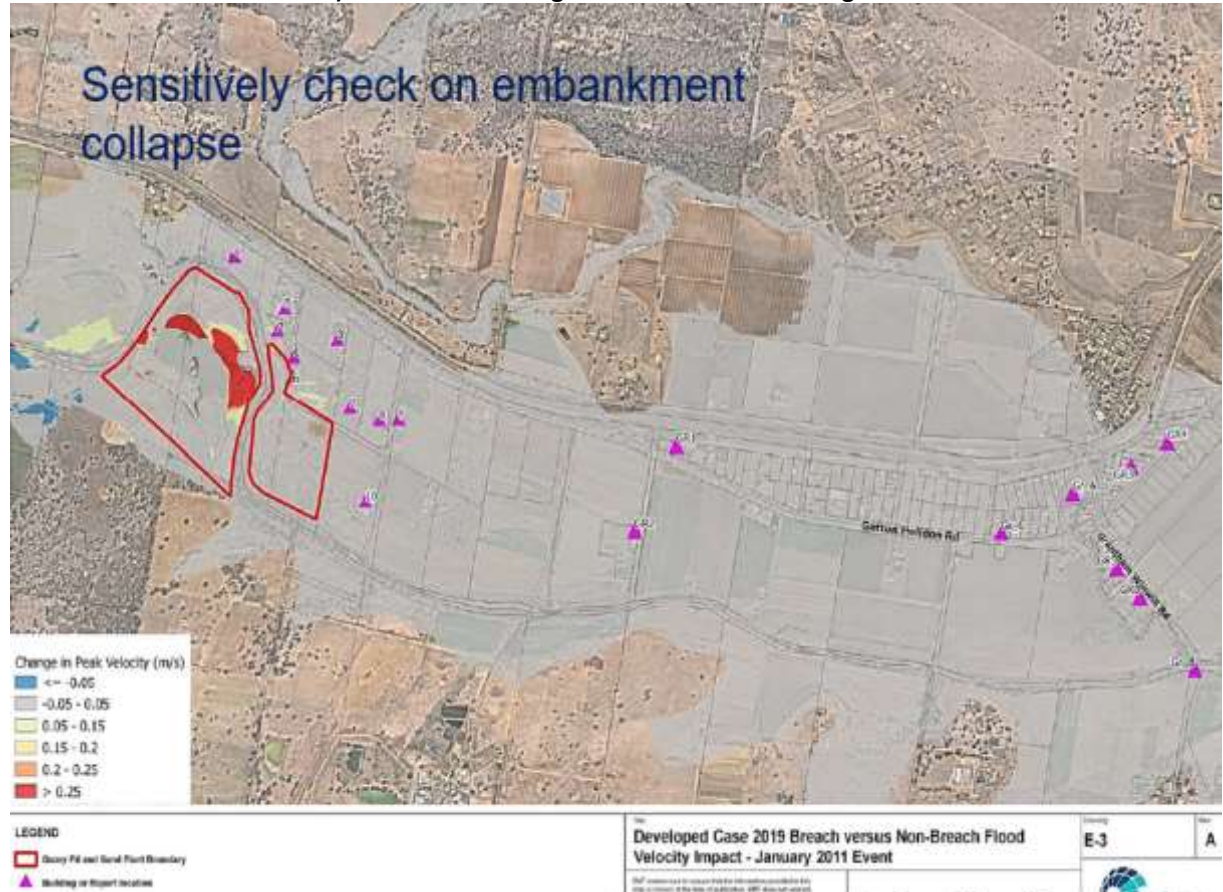


Figure 4 – Extract from BMT report showing velocity impacts in the event of a collapse of the western embankment. Grey means no impact. Pink triangles are the reporting stations considered across all flood impact analysis's.

If the embankments are resilient under extreme conditions the risk of breach will be diminished. It is desirable that the landform of the rehabilitated quarry be retained as fully vegetated and that there are no breaches in future flood events in order to retain the long term operational characteristics of the creek, avoid the creation of safety matters that may need to be managed (e.g. creation of steep slopes or extreme edges for people, vehicles and animals), preserve groundwater formations and to control contamination (loss of sediment).

(b) The Operational and Maintenance Plan (OMP)

The geotechnical experts require that a suitable Operational and Maintenance Plan (OMP) is put in place to ensure the rehabilitated configuration is maintained in the long term. The landowner also has a general environmental duty under s319 of the *Environmental Protection Act 1994* (EPA). It is intended that the OMP be the mechanism used to satisfy the continuing requirements of this Act in relation to environmental harm and pollutant source control in relation to the land as well as the maintenance of the landform's stability into the future. As Council has no ability to impose further development conditions, the OMP is proposed by the experts to set future maintenance expectations and ensure the owner's duty of care is maintained into the future.

The proposed OMP requires the use of appropriate personnel to manage compliance, imposes a regular assessment regime and identifies intervention triggers to undertake remedial action. It also identifies revegetation, animal control and record keeping requirements. The OMP sets out the responsibility of the landowner to allow self-management of the former quarry site into the future to ensure that the rehabilitated configuration remains safe during and after all expected flood events and does not create nuisance to adjacent or downstream property owners.

It is proposed that the OMP be approved by Council and implemented by the current owner as a pre-requisite to Council's approval of the rehabilitation works. The owner will also be required to provide a written undertaking or commitment to notify future occupiers and/or owners of the existence and requirements of the OMP and ensure that this is a continuing obligation on subsequent owners and occupiers.

Council officers have assessed the initial draft OMP provided by the owner and have provided feedback on further information required to address procedural matters and Council's planning scheme requirements. At this time the owner and their experts have addressed some of these matters and it is expected that an amended OMP will be prepared and agreed by all parties. No significant issues are anticipated at this time.

(c) Adverse impacts on adjacent properties and Grantham Township

Based on legal advice, the focus of Council's assessment of the rehabilitation works is the consideration of the impacts of moving from the post 2011 flood configuration to the 2019 rehabilitated landform under a range of flooding conditions.

The BMT hydraulic study undertaken for Council examines, among others, the 2011 and the 1% (1 in 100) AEP type flood events. The pre-quarry configuration analysis by the owner experts and post 2011 flood to 2019 landform scenarios have been examined by BMT in relation to impacts on adjacent

properties and the Grantham Township. As indicated earlier, BMT has also looked at embankment collapse scenarios.

The Grantham Flood Commission of Inquiry (GFCOI) procedure for assessing impacts on dwellings was followed. If there is no net change in hazard exposure at a location, then it is considered that there has been no adverse impact from the event.

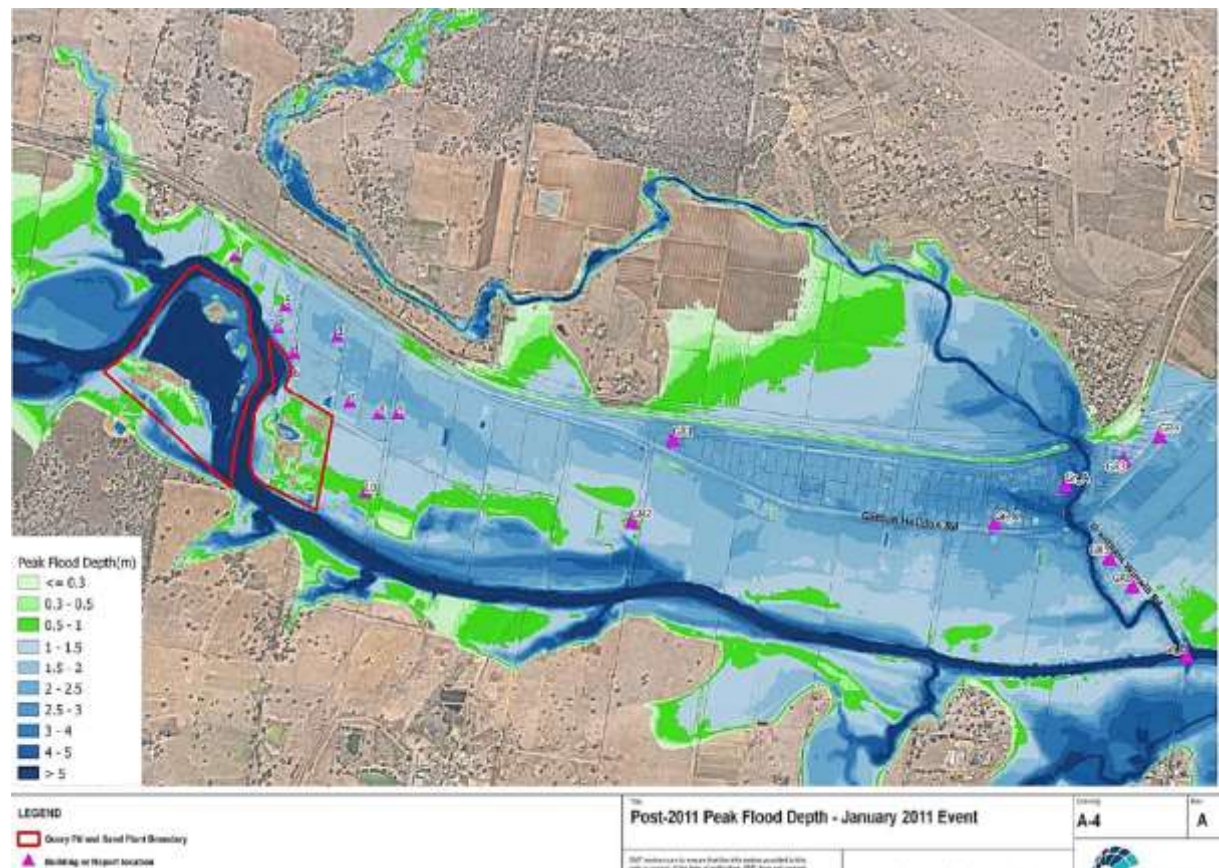


Figure 5 – Extract from BMT report – Flood depth 2011 flood event for the post 2011 landform. Pink triangles are the reporting stations considered across all flood impact analysis.

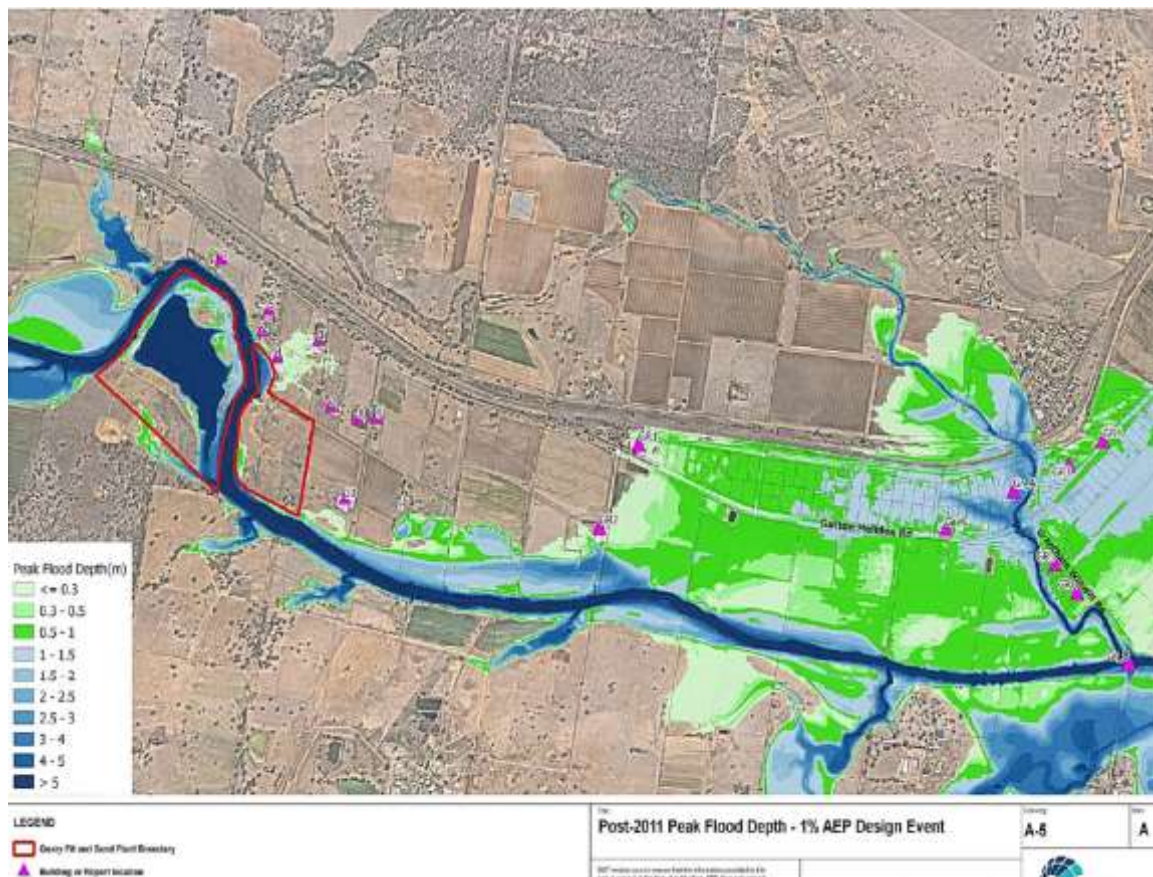


Figure 6 – Extract from BMT report - Flood depth 1% (1 in 100) AEP flood event for the post 2011 landform.

Post 2011 landform to 2019 rehabilitated landform

The rehabilitated quarry landform (“2019”) reshapes the quarry area towards, but not quite to, a near pre-quarry surface level landform.

In a 2011 type event there is a reduction in flood impacts at the adjoining properties. There are some minor level increases at properties in Grantham. These increases are in the order of 30mm (over a pre-existing 880mm depth) and 10mm (over a pre-existing 1700mm depth). As the hazard condition is already severe at these properties and there is no change in hazard condition, BMT did not consider this to be an adverse result. **Figure 7** refers.

In a representative 1% (1 in100) AEP event there are reductions in impacts at adjacent properties and, using the same approach as the GFCOI, there are not considered to be any adverse results on properties in the Grantham Township. **Figure 8** refers.

Pre-quarry landform to 2019 rehabilitated landform

In a 2011 type flood event there are some minor level increases at adjacent properties. These increases are in the order of 80mm over a pre-existing 1600mm depth and 30mm over a pre-existing 700mm depth. However, there is a reduction in flood impacts in Grantham. As the hazard condition is already severe at these adjacent properties and there is no change in hazard condition, BMT did not consider this to be an adverse result. **Figure 9** refers.

In a representative 1% (1 in100) AEP event there are reductions in levels at both adjacent properties and in the Grantham Township.

Frequent Events

In the case of a 5% (1 in 20) AEP event, outside of the creek there is an increase in the 2011 post flood landform to the 2019 landform scenario in a few locations. In the pre-quarry landform to 2019 landform case there is an overall decrease in flood levels in this scenario.

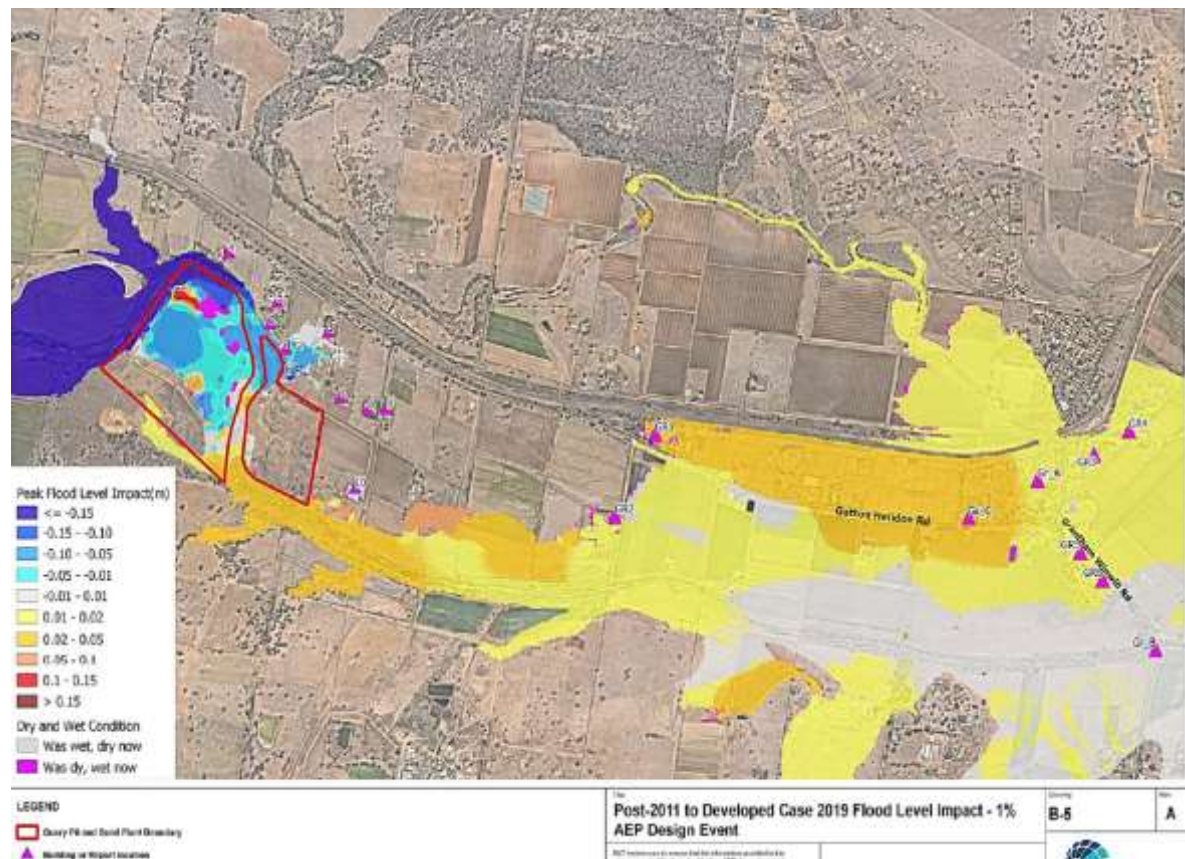


Figure 8 – Extract from BMT report - Flood impact 2011 flood event - Post 2011 landform to 2019.

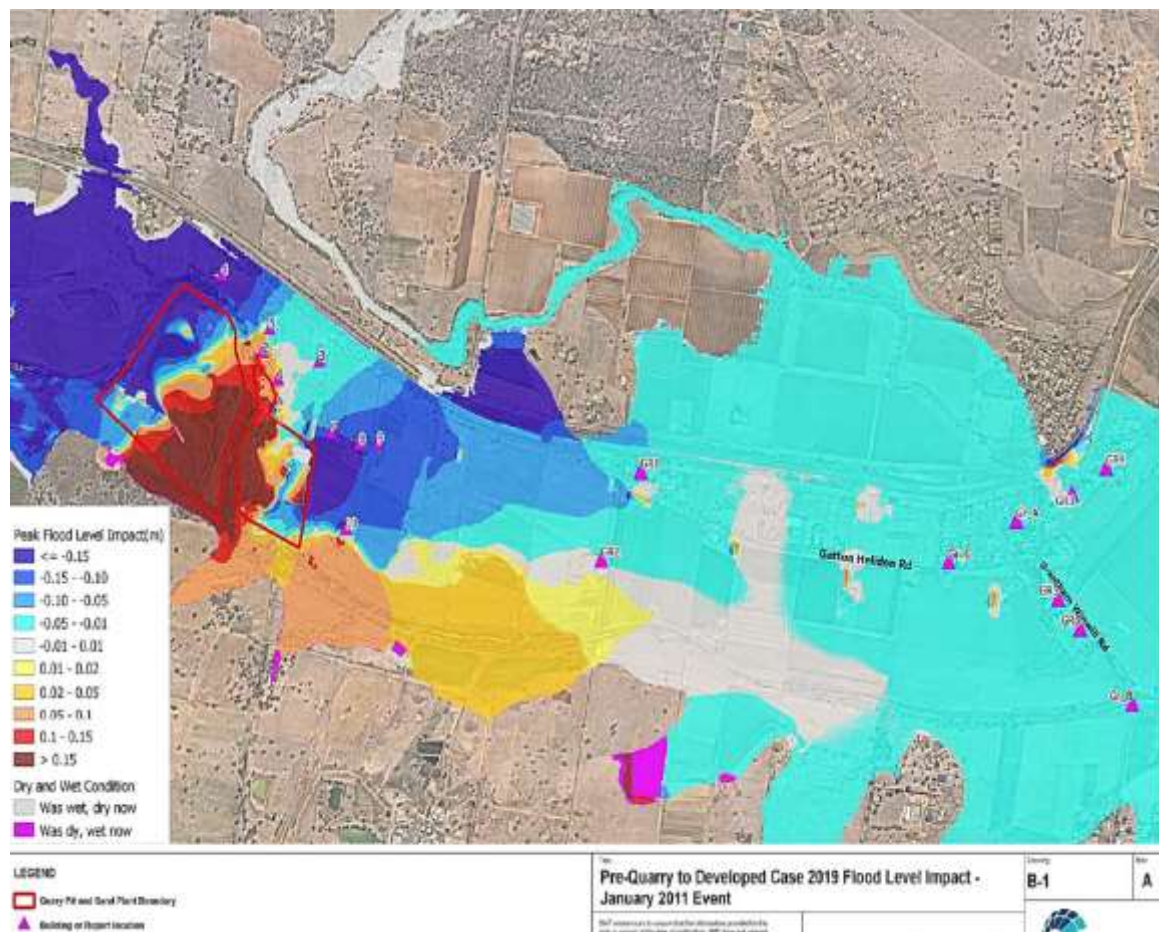


Figure 9 – Extract from BMT report - Flood impact 2011 flood event – Pre-Quarry landform to 2019.

(d) The management of public safety risks

The DA conditions specify a 1:3 maximum slope and a consideration of public safety is required. The eastern outlet of the quarry is at RL120m AHD and the bottom of the quarry is RL112m AHD. This means that the water level in the quarry can vary in height by 8 metres or more depending on seasonal factors and stream flow.

The key issue relating to safety is controlling access to the quarry embankment slopes and water area by people and stock due to the hazard posed by both elements.

The maximum slope criterion is also driven by the desire to ensure slope material stability. The geotechnical experts are satisfied with the stability of the embankment materials above and below the water with an OMP in place, e.g. there is an ability for someone to safely stand on the slope and recover themselves, however the presence of steeper slopes may pose challenges to move up the slope or get out of/recover from the water.

The slopes up and around the quarry vary each side from the 1:3 DA requirement in the range of possible operational water levels with patches of steeper localities around the quarry perimeter. The owner reporting indicated there was no further material practically available to reduce the quarry slopes beyond strategic filling of the steeper areas. Further reconfiguration may risk the stability of the rehabilitated landform. So on a practical basis the desirable slope cannot be achieved but the experts are satisfied with the slope stability subject to implementation of the OMP.

Another consideration is opportunities to safely exit the quarry waters in the event that people fall down the slope into the quarry waters. Based on the assumption that people can recover from 1:1.5 slopes and above, the steeper areas are generally of limited extent (number, extent and location - dependant on the water level) and bounded in most cases by areas less steep and therefore the assumed exit strategy will be either to stand on the bottom and move sideways or swim sideways to a more accessible area.

Keeping stock off the slopes will prevent erosion and accidents on the slopes that may end with a fall into water. In order to mitigate these risks and meet the DA conditions and the experts' requirements for the OMP, the owner will be required to install and the owner maintain appropriate access controls including fencing, gates and notification signage on the land. It is proposed that the location of the access controls as identified in **Figure 10** be used to manage public safety risks:

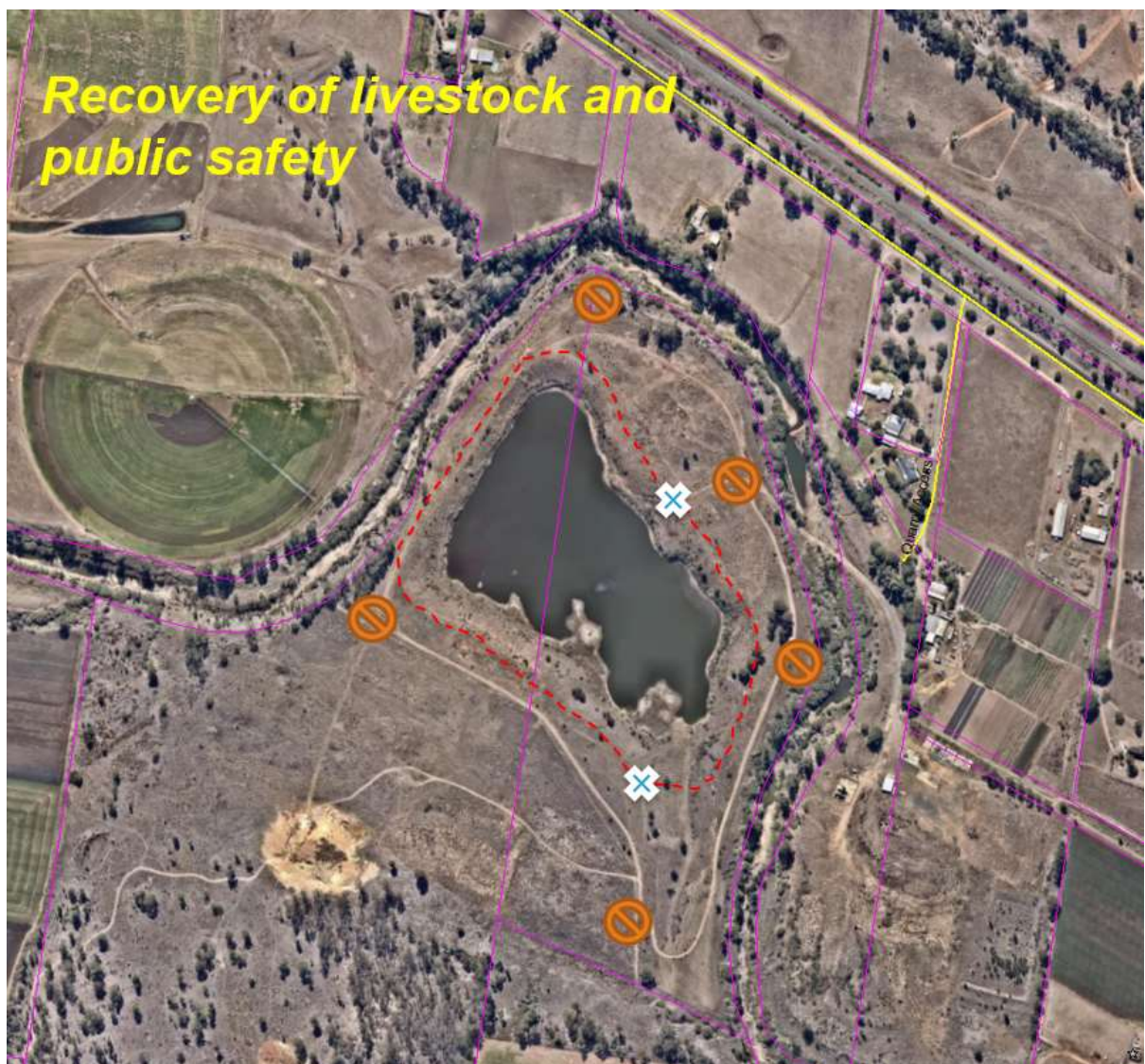


Figure 10 – Public safety – schematic management approach – subject to finalisation of details with the owner
Key: Red dash=fencing, blue cross=gates to top of ramps, orange symbol=notification signage.

The basis of this approach is that:

- The area is rural and would be expected to have a low incidence of exposure to population.

- This is private land in a rural setting with the risk of unauthorised access of persons and/or stock for which the owner has duty of care.
- The owners geotechnical expert states “The side slope batters ...should not present any particular hazards. There is considered to be a sufficiently wide access corridor around the lake (i.e. quarry) for safe vehicle and pedestrian access.”
- There will be a practical level of provision of notification signage and restrictions to access for the public and animals, e.g. fencing of the quarry area.
- Except for some exceptions, there is a means of exit from the quarry waters in the event that people fall down the slope into the quarry waters.
- There is provision of access from the water level to allow for recovery by animals. There are two road accesses on the north and south-east deemed suitable for this purpose. It is considered that with these accesses to the water and the fencing to the top of the quarry, stock are sufficiently controlled.
- There is an OMP to control and maintain the landform into the future. Maintenance of the access controls will also be managed by the OMP.

In relation to assessment criteria (b) and (d) above, it has been identified that further work is required to be undertaken by the owner before Council is in a position to offer final approval of the rehabilitation works. In summary, these ‘completion tasks’ required as a pre-requisite to Council issuing final approval of the rehabilitation works are:

1. confirm the nature and location, and install, all access controls to the land and quarry;
2. amend the OMP and submit for approval of Council to manage the long-term stability of the land;
3. evidence of implementation of the OMP; and
4. provide written commitment to Council to formally notify future owners and/or occupiers of the land of the existence and requirements of the OMP and obtain their agreement to comply with it and to notify any subsequent owners and/or occupiers of the land of its existence and compliance requirements.

Despite completion of these tasks, the following residual risks will remain:

- (a) public safety risks where third parties may access the rehabilitated quarry embankments which exceed the 1:3 maximum slope set out in the DA dated 20 February 1990; and
- (b) compliance risks in relation to implementation of the OMP to satisfy the geotechnical engineering experts’ requirements to ensure the stability of the landform into the future and the maintenance of access controls to the rehabilitated land.

These risks have been mitigated as discussed above, and Council’s experts are of the view that the rehabilitation works are acceptable subject to the implementation of an OMP. However, in accepting and approving the rehabilitation works as proposed, Council would be accepting these residual risks.

Therefore, it is recommended that having considered these matters and Council accepting these residual risks, Council offer “in principle” approval to the rehabilitation works subject to the satisfactory performance of the completion tasks. It is further recommended that Council delegate authority to the Chief Executive Officer to facilitate the assessment and approval of the completion tasks, and to issue the final approval of the rehabilitation works on behalf of Council in due course.

4. Policy and Legal Implications

The residual risks identified in relation to the rehabilitation works, and particularly the slope exceeding the 1:3 maximum slope requirement of the DA, are identified and discussed in the body of the report.

These risks are proposed to be managed by the implementation a practical level of access control, the operation of the OPM, the linkage of the OPM to the general environmental duty under the EPA and the visiting of the site from time to time by Council officers as part of verification of the OMP.

If these measures were considered to fall short of Council's requirements alternative approaches could include (but not limited to): not cancelling the DA (i.e. it continues to remain over the works); binding the OMP to the title with an environmental covenant; and/or increasing the level of access control.

Should the owner fail to perform the completion tasks to the satisfaction of Council, or otherwise fail to obtain Council's approval to the OMP and the nature and location of the access controls, a final approval cannot be issued, and a further report will need to be brought back to Council.

5. Financial and Resource Implications

For Council, this project has to date attracted costs relating to obtaining legal, geotechnical, hydrological advice and in-kind costs. All expert costs today, with the exception of BMT, have been paid from an existing budget allocation. BMT's costs are expected to be absorbed within existing budget allocations.

Once the OMP is amended and approved, it is anticipated that Council may have the ability to undertake inspections and compliance monitoring of the land from time to time. This will have resource implications for Council, which will be dependent on the level of compliance action taken.

6. Delegations/Authorisations

If the recommendation made in this report is accepted by Council, the Chief Executive Officer will be granted delegated authority to do all things necessary to issue the approvals delegated by Council within the scope of Council's resolution.

7. Communication and Engagement

Officers will continue to work with the relevant sections of Council and external stakeholders as required.

8. Conclusion

In general, the experts are satisfied with the works provided an OMP is implemented and kept in place by the owner of the land into the future. Due to the limitations of the approval, the EPA is the head of power to require the implementation of the OMP. It is likely that the owner will need to continue to undertake preventative and remedial works in the future to be outlined in the OMP to ensure operational integrity of the works into the future.

The experts consider that there is no increase in hazard at properties adjacent to quarry or in the Grantham Township as a result of the rehabilitation works under the 2011 and 1% (1 in100) AEP events considered.

Due to the nature and constraints of the site the maximum slope provision has not been able to be achieved. In response, a practical level of access control has been proposed. This may pose a residual risk to Council in the event of unauthorised entry.

The recommendation is made following a protracted and collaborative approach to addressing the risks identified by Council officers, and the concerns of the community following the 2011 flood event. If accepted, this will enable the owners of the land to finalise the rehabilitation of the land and take steps to sell or otherwise dispose of the land.

9. Action/s

Officers will continue to work with the relevant sections of Council and external stakeholders to finalise the completion tasks.

Once the approval of the rehabilitation works is finalised:

- (a) A note will be attached to the property so that a flag is raised in any Council operation process.
- (b) Officers undertake oversight of the OMP from time to time to ensure compliance.

Attachments

1 [!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42_img.jpg\)](#) 1990 Development Approval 3 Pages

Schedule 3

Gatton Shire Council

C238



Address All Correspondence
To The
Shire Clerk

Railway Street
GATTON

POSTAL: P.O. Box 82,
GATTON, 4343.
TELEPHONE: (075) 62 1877
FAX NO.: (075) 62 3269

OUR REFERENCE: R4046-0-8
YOUR REFERENCE:
ENQUIRIES
PLEASE CONTACT: Mr D. Hecksher

20th February, 1990

Sellars Holdings Ltd.,
P.O. Box 1143,
MILTON Q. 4064

Dear Sir,

Re: Application for Town Planning Consent - Lot 2 R.P. 142079 & Portion 103, Parish of Terry, Lot 3 R.P. 157143 and Lot 195 CA311059, Parish of Lockyer

Receipt of your application in connection with the abovementioned is acknowledged and I advise same was placed before the Council Meeting held 13th February, 1990.

It was resolved that the application be approved and Town Planning Consent granted for the purpose of an amended Sand Extraction Development Proposal with amended conditions and means of workings and restoration, new weighbridge and office on land described as Lot 2 on R.P. 142079 and Portion 103 Parish of Terry County of Churchill and Lot 3 on R.P. 157143 and Lot 195 on CA311059 Parish of Lockyer County of Cavendish situated off Warrego Highway, Grantham, generally in accordance with the proposal plans and development report received at the Shire Office on 6th November, 1989 subject to the following conditions:-

1. Compliance with Conditions 1 to 16 of Council's Town Planning consent approval granted in 1981.
2. Compliance with the requirement of the Water Resources Commission as set out in its letter of 3rd July, 1989.
3. The sand extraction site shall be restored generally in accordance with the development plan submitted and shall provide for:-
 - (a) Working batters to a maximum slope of 1:3 for the full extent of the excavations;

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-2-

- (b) A general tidying up of the bottom of the workings above standing water level;
 - (c) Grassing of the batters.
- 4.
- (a) To secure reinstatement and restoration of the site in the manner proposed in the application's supporting information, a bond, in the form of an irrevocable bank guarantee or cash paid to Council's Trust Fund, for the amount of \$20,000.00 shall be lodged before the issue of the required Extractive Industry licence.
 - (b) The amount of the above bond shall be increased annually by the amount of increase in the Consumer Price Index, with the additional security being lodged in each year before the issue of a renewal of the Extractive Industry licence.
 - (c) The bond amount of \$20,000.00 may be reduced proportionate to the area which has been reinstated and restored to Council's satisfaction. Any such reduction will occur only once annually and be accounted for in determining bond increases required in (b) above.
 - (d) Upon completion of the reinstatement and restoration works to Council's satisfaction, the bond will be returned and refunded, but if the reinstatement and restoration works are not carried out or completed to Council's satisfaction, the Council shall be entitled to carry out or complete the reinstatement and restoration works.
5. The proposed final pit design shall be amended to provide for a lowering of the maximum invert level of the waterway to the south-east corner of the reclaimed area from about RL.122.5 as indicated on Fig. 8 of the Report to 120.5m, and that the waterway be constructed to a minimum width of 20m to enable semi-controlled filling of the pondage during periods of high stream flow in Lockyer Creek.
6. All batters below normal water level being graded to a maximum slope of 1:3 for the full extent of the batter.
7. The applicant be advised of Council's concern in relation to the likely presence of a substantial depth of fine loam on the underwater batters with particular reference to the aspect of public safety.

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-3-

8. The applicant be required to erect suitable warning signs within the reclaimed area indicating the maximum depth of water and the nature of the submerged batters.
9. The type of grass to be used on the restored batters being approved by Council before planting takes place.
10. The applicant be required to furnish more detailed information concerning the location and construction of the third sedimentation pond to the silt disposal area, together with proposals for the eventual restoration of the whole of such area when the sand extraction process is terminated.
11. The applicant shall fence the reclaimed area to enable the grazing of animals on the grassed batters as a maintenance measure.
12. Noxious weeds existing on the subject land shall be destroyed as required by Council's previous notices.
13. All operations shall be carried out in accordance with Council's Extractive Industries By-law - Chapter 34, and the provisions of the Town Planning Scheme relative to Extractive Industries.
14. All works required by these conditions shall be completed to the satisfaction of the Council or its authorised officer.

Further, the applicant be advised that approval of the end-use restoration concept does not imply that approval will be granted for subdivision of the land in question or adjoining parcels.

The reason for Council's decision is that upon compliance with the above conditions, the proposed development would not be out of character in the location proposed.

Please find enclosed copy of Section 33 (15 & 17) of the Local Government Act, stating your rights should you wish to appeal against the conditions.

Yours faithfully,



(L.J. Schumacher)
SHIRE CLERK

DTH:PLE

13.1 Group Manager Infrastructure Monthly Report - February 2020

Date: 02 March 2020
Author: Angelo Casagrande, Group Manager Infrastructure
Responsible Officer: Angelo Casagrande, Group Manager Infrastructure

This report is to update Council on key issues currently being actioned within the Infrastructure Group.

THAT Council receive and note the Group Manager Infrastructure Monthly Report for February 2020.

THAT Council receive and note the Group Manager Infrastructure Monthly Report for February 2020.

Moved By: Cr Holstein **Seconded By:** Cr Hagan
Resolution Number: 16-20/1682

CARRIED
6/0

1. Introduction

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

2. Background

Activities undertaken for respective Branches of the Infrastructure Group and issues arising are described in the body of this report.

3. Report

3.1 COMMUNITY FACILITIES

The Community Facilities Branch have undertaken the following activities during the month.

3.1.1 Capital Works;

Project	Update	Next Step
Fairways Park at Hatton Vale/Kensington Grove	Tenders have been received for further designs work including electrical.	Award tender for the designs, and carry out electrical design for the park
Littleton Park Memorial Guns refurbishment	Quotes have been received to carry out refurbishment works on the guns	Award works to remove guns for refurbishment.

3.1.2 OPERATIONAL WORKS UPDATE: Parks, Gardens and Cemeteries

Mowing:

- Mowing of Parks, cemeteries and sport fields in Withcott, Helidon, Grantham, Gatton, Laidley, Forest Hill and Glenore Grove.
- Due to the high influx of grass Parks, Gardens and Cemeteries staff are working extra hours to try to service the park network quicker.

Playgrounds:

- Playground repairs ongoing from results from the quarterly programmed audit.
- Topping up and aerating soft fall in playgrounds areas across the region.

Furniture Maintenance:

- Repairs to rubbish bins at Lake Apex.

Event Assistance:

- Event sign changeover.
- Laidley RSL event.

Funerals/Ashes Interments:

- 10 held during February 2020.

3.1.3 FACILITIES:

Buildings:

- Squash court demolition is progressing as per schedule.
- OER Accommodation works at Depot Demountable Building largely complete and staff relocated as necessary.
- The demountable amenity block has been delivered to the camp drafting location. Request for quote for the footing designs for Spring Bluff will be released early March 2020.
- Gatton Shire Hall compliance. Tender and Contract documentation released February 2020. Contractor site inspection scheduled for Tuesday, 3rd March 2020. Tender submissions close Monday, 16th March 2020.

Plumbing:

- Major repair works to the administration building bathrooms. Initial investigations to locate breakage/blockage have commenced. Scope of work will now be developed, and timelines disseminated to staff.
- Annual inspection of Reduced Pressure Zone (RPZ) devices completed and recorded.

Electrical:

- Storm damage to field lighting at the Laidley Recreation Reserve has now been rectified. Assessing total costs for potential insurance claim.
- External lighting to Lockyer Valley Cultural Centre also incurred storm damaged which has now been rectified.
- Lockyer Valley Sports Aquatic Centre Carpark Bollards Project – awaiting results of grant application submitted by the Show Society. Announcement date to be confirmed.

3.1.4 WASTE MANAGEMENT UPDATE:

An initial site meeting has occurred between council officers regarding the construction of waste cell for the Gatton Landfill.

Council Officers from the waste team continue to be involved in the Waste Alliance Expression of Interest process involving Lockyer Valley Regional Council, Somerset Regional Council, Logan City Council, Ipswich City Council and Redland City Council.

3.2 CIVIL OPERATIONS

The Civil Operations Branch have undertaken the following activities during the month.

3.2.1 Capital Works;

Project	Status
Robinson Road, Laidley (<i>Pavement reconstruction from William Street to Thomas Street</i>)	Drainage works underway and expected to be completed by mid-March. Final seal on project scheduled to be completed by mid-April.
Lorikeet Road, Regency Downs – Blackspot (<i>Shoulder widening, signage and linemarking</i>)	Final seal completed and linemarking is scheduled for completion by early March.
Railway/Sumner Street, Laidley – Blackspot (<i>Intersection improvements for improved safety</i>)	Final seal completed and linemarking is scheduled for completion by early March.
Lake Clarendon Way, lake Clarendon (<i>Culverts replacements</i>)	Final seal scheduled for March.
Hayes Street, Laidley (<i>Pavement reconstruction</i>)	Final seal completed.
Head Street, Laidley (<i>Pavement reconstruction</i>)	Final seal completed.
Placid Hills Drain (<i>Flood mitigation works</i>)	Civil works completed with fencing to be completed by mid-March.
Norfolk Road, Laidley (Blackspot)	Final seal remaining, scheduled for mid-March.
Brightview and Village Road, Brightview (<i>Blackspot</i>)	Final seal completed, linemarking pending.
Crescent Street, Carpark, Gatton	Completed.
Bitumen Reseal Program	95% complete, minor linemarking pending.
Gravel Re-sheet Program	80% complete, works ongoing.

3.2.2 Maintenance Works;

Activity	Suburb		
Gravel Road Grading	• Kleidons Road	• Steinmullers Road	• Paradise Creek Road
Roadside spraying	• Adare • Gatton	• Lockrose	• Kensington Grove
Road pavement repairs	• Laidley Heights		
Vegetation control and slashing	• Brightview • Forest Hill- Fernvale Road (TMR) • Helidon • Gatton-Clifton Road (TMR)	• Gatton-Laidley Road (TMR) • Lilydale • Lower Tenthill	• Glenore Grove • Grantham • Lockrose
Drainage works	• Ma Ma Lilydale, Ma Ma Creek • Dugandan Road, Upper Lockyer	• Bucknell Court, Regency Downs • Back Ma Ma Road, Winwill	• Walkers Road, Ringwood
Road patching works	• Flagstone Creek	• Laidley	• Winwill
Traffic signs and linemarking works	• Regency Downs • Hattonvale	• Morton Vale	• Laidley Heights

3.2.3 Road and Drainage Defects

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

The defect completion/creation ratio has been on a steady rise since October of 2019. The total Maintenance Priority Level (MPL) for the network has risen to almost 400,000. This is attributable to the recent rainfall events, which has directed maintenance effort away from planned maintenance to reactive maintenance dealing with water over topping roads and debris removal.

3.2.4 Plant and Fleet 2019/20 Capital Program

Tenders/Procurement

The following is an update on vehicles/plant procurement processes currently in progress:

- 1 x Motor Grader – Contract LVRC 19-46 – Caterpillar 140-14A motor grader ordered, delivery expected mid-March.
- 1 x Front End Loader – Contract LVRC 19-45 – Doosan DL250TC Wheel Loader ordered, delivery expected mid-March.
- 1 x Water Truck – Contract LVRC 19-13 – Isuzu FXZ 1500 Cab/Chassis with Peak Engineering Fibre-glass tank ordered – delivery expected late April.

Disposals

No vehicles or plant were disposed of in February.

Deliveries

No vehicles or plant were delivered in February.

3.3 INFRASTRUCTURE PLANNING

The Infrastructure Planning Branch have undertaken the following activities during the month.

3.3.1 Toowoomba Second Range Crossing

Morleys Road and McNamaras Road – handover documents under review. Review still expected to be finalised in April.

Haul routes assessment and discussions continuing with TMR and Nexus.

3.3.2 Inland Rail Project

Work continuing on submission of Council requirements to ARTC in their Performance Specification Technical Requirements (PSTR) document, along with discussions made on both maintenance and repair of potential haul roads for the project.

3.3.3 Lockyer Valley Planning Scheme

The Infrastructure Planning Branch is continuing to assist in the preparation of the draft Lockyer Valley Regional Council Development Manual. The final draft is to be finalised by the end of March 2020.

3.3.4 2019/2020 Capital Project Designs

Current projects in design that are planned for construction in the 2019/2020 Capital Program are: -

- Postmans Ridge Road – nearing completion.
- Summerholm Road Culvert Replacement Project (TIDS) – initial design completed and constructability review currently underway.
- Murphy's Creek Footpath Project (TIDS) – to be finalised early March 2020.

3.3.5 Design works to commence in the next month: -

- Amos Road under the Toowoomba Escarpment Parks Upgrade project.

3.3.6 Asset Management Activities

- Continuing work on long term asset renewal planning.
- Formulation of the Stormwater Asset Management Plan is progressing with finalisation of the draft expected by the end of March.
- Infrastructure Group Capital Program for 2020/2021 has been further refined to align with financial planning horizons.
- An assessment was made of the financial impact to Council from the rain events in February to determine if an activation request should be made with Queensland Reconstruction Authority. The costs incurred were deemed insufficient to support an activation request.
- Preparation of asset data for financial valuation is taking place with a submission to Councils external valuer likely to occur in March.

3.4 EXTERNAL FUNDING

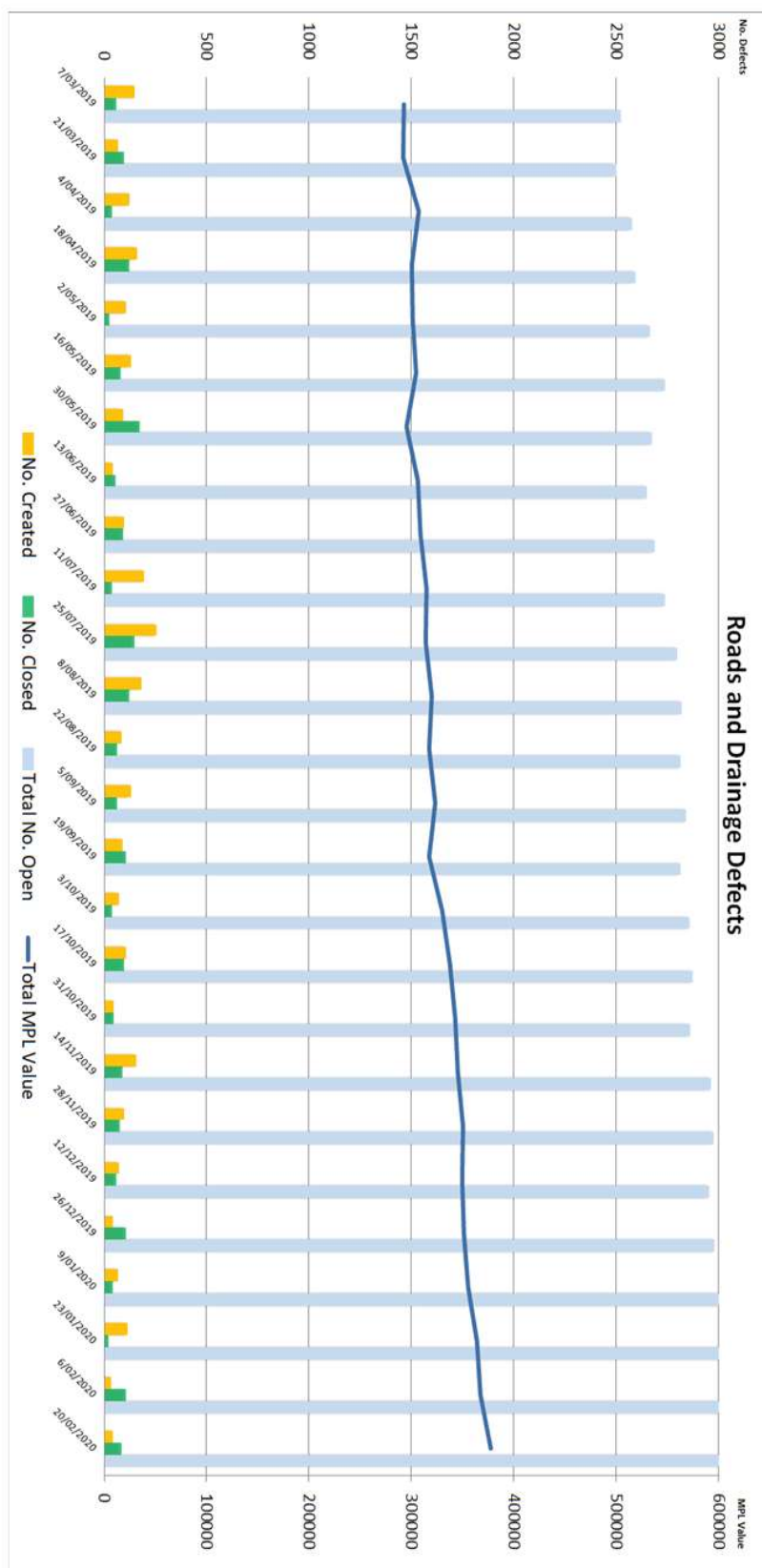
3.4.1 PROJECT UPDATES

Program	Project	Funding Amount (Excl. GST)	Status
2018/19 Cycle Network Local Government Grants	Gatton North - South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	TMR have responded to the formal application seeking a change in scope. Further discussions to occur with TMR to confirm whether the Project is to progress or be cancelled.
	Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Works completed.
2019-21 Local Government Grants and Subsidies Program	Deterioration modelling of pavement and seal assets	\$36,000	The project is underway with completion expected by mid-March. Onsite and webinar meetings have taken place and the project is currently on schedule.
	Installation of new LED street lighting in Laidley CBD	\$150,000	Design work commenced in January 2020 with completion expected in early April 2020.
2018/19 Black Spot Road Safety Program	Blanchview Road / O'Neills Road, Withcott	\$82,000	Works have commenced with completion being the end of March.
2019/20 Black Spot Road Safety Program	Brightview Road, Brightview (Gehrke Road to Pagels road) <i>(Install warning signs, delineation and road marking)</i>	\$116,500	Works commenced in January and completion is anticipated by end of March.
	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 completed and linemarking is scheduled for completion by late February.
	Zischke Road (Mountain View Drive to Thallon Road), Regency Downs <i>(Install signs, delineation, guideposts and road marking)</i>	\$17,500	Project design completed, works to commence March 2020.
	Blanchview Road, Blanchview <i>(Improve warning signs for curves, delineation and road marking)</i>	\$17,000	Works commenced, expected to be completed in late March.

Program	Project	Funding Amount (Excl. GST)	Status
	Brightview Road/Village Road intersection <i>(Intersection realignment to allow for vehicle turning movements. Shoulder widening, pavement markings)</i>	\$126,000	Works completed.
	Norfolk Road, Summerholm <i>(Install warning signs, delineation and road marking)</i>	\$62,500	Works completed.
	Summer Street/Railway Street intersection <i>(Changing intersection priority. Realigning and widening of curve to cater for turning vehicles. Improve signage)</i>	\$66,000	Works completed.
	Jones Road, Withcott <i>(Bridge Guardrail Upgrade)</i> <i>Guardrail works programmed</i>	\$58,000	Works complete, awaiting final bitumen seal.
2019/20 Transport Infrastructure Development Scheme	Murphys Creek Road <i>(Construct footpath from school to Jack Court)</i>	\$170,000 (\$340,000)	Design completed in late February 2020. Works planned to commence in April 2020.
	Summerholm Road <i>(Culvert replacement)</i>	\$270,446 (\$540,892)	Project design in progress.
	Safe Schools Project <i>(Hatton Vale State School parking improvements)</i>	\$30,000 (\$60,000)	Project design to recommence in March 2020.
	Niemeyer Road <i>(Strengthening pavement contribution)</i>	\$50,000 (\$100,000)	Works complete, awaiting 'On-maintenance' prior to payment of TIDS contribution.

Attachments

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14.0 ITEMS FOR INFORMATION

RESOLUTION

THAT Council receive and note the following report for information:

- Item 14.1 – Councillor Portfolio Report – February 2020

Moved By: Cr Vela

Seconded By:

Cr Holstein

Resolution Number: 16-20/1683

CARRIED

6/0

14.1 Councillor Portfolio Report - February 2020

Date: 02 March 2020

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

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

- Attended Mulgowie Markets
- Presented Leadership badge's at Peace Lutheran Primary School
- Attended Water Demand Assessment meeting at Gatton
- Meet with local artist regarding opening art exhibition
- Attended Councillor workshop
- Presented at Faith Lutheran College Badging Ceremony
- Participate in Performance Review

- Meeting with Cr Holstein and Cr McLean and staff regarding International Women's Day breakfast
- Media conference regarding drought / bushfire issues in Lockyer Valley
- Participate with Management Team regarding Organisational expectations
- Meeting regarding Local Government Association Queensland (LGAQ) Policy Executive
- Participate in Queensland Disaster Management Arrangements training
- Media with WIN news regarding recent rain
- Meeting with Chief Executive Officer
- Attended agenda meeting
- Meeting with Disaster Coordinator
- Attended Local Government Association Queensland Policy Executive via teleconference
- Officiate at the Welcome Baby Ceremony
- Officially Opened Elizabeth Browne's Art Exhibition at Crows Nest
- Attended the RI / Chaplaincy commissioning service
- Present with Cr Hagan the Mt Sylvia School leadership badge's
- Meeting regarding localised flooding
- Media regarding Koala Mapping
- Portfolio meeting
- Meeting with Cr Hagan, staff and Education Queensland representative regarding mental health in our schools
- Meeting to discuss local recreational group
- Attended Stockyard community Annual General Meeting (AGM)
- Meeting with Planning staff, Chief Executive Officer and business person regarding project
- Chair Ordinary Council meeting
- Attended Lockyer Chamber of Commerce and Industry Committee meeting
- Attended with Disaster Coordinator the Toowoomba Escarpment Bushfire Forum
- As the Local Disaster Management Group (LDMG) Chair; LDMG on 'Alert'
- Radio interview with ABC
- Attended and present at Gatton State School Leader's Induction Ceremony
- Attended debrief for Australia Day Awards and Citizenship Ceremony
- Participate with Pups in Prison
- Meeting with officer regarding teleconference Local Government Association Queensland Policy Executive
- Meeting with Toowoomba Mayor, Ipswich representative and staff regarding passenger rail alliance
- Attended and Guest Speaker at Laidley RSL Annual General Meeting (AGM)
- Opened and attended the Toowoomba and Lockyer Valley Kart Club race weekend
- Attended the installation of Pastor Jim at Laidley Lutheran Church
- Meeting with community members regarding Billy kart derby
- Phone interview with education dept for Laidley State High School
- Meeting with local community member / business person
- Present with Chief Executive officer and Planning officer at Lockyer Chamber of Commerce and Industry Breakfast
- Attended and presented Junior Captain badge's at Lockyer District High School
- Participate in interview with education department regarding Helidon State School
- Review shortlist of potential applicants for General Managers
- Meeting with the Chief Executive Officer
- Attended South East Queensland Catchments Members Association (SEQCMA)
- Chair Partner Project – Reducing the Obesity rate in Lockyer Valley
- Attended the University Queensland chaplaincy breakfast
- Attend the 'mission changes / discussion' at Peace Lutheran church

- Assist with Laidley RSL clothing selection for High Tea
- Attended community get together at private residence
- Attended River 949 30year celebration
- Attended Councillor workshop
- Chair Ordinary Meeting of Council
- Attended the Lake Clarendon State School Council meeting
- Triple M phone interview regarding community events
- Meeting with community member
- Meeting to farewell a Queensland Fire and Emergency Services (QFES) representative and welcome Acting Area Coordinator
- Meeting with Disaster coordinator
- Meeting with Chair of the Audit and Risk Committee
- Meeting with Manager Information Communication Technology
- Portfolio catch-up with communication and engagement team
- Attended the Lockyer District High School Council meeting
- Presented Kentville State School leader's badges
- Meeting with Chief Executive Officer and staff regarding development concept
- Meeting with the Laidley and Gatton Mayoral Chaplaincy committees
- Attended the Laidley RSL afternoon tea to celebrate the opening of the new Welfare Centre

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

- Participated in the Interviews of Independent Professional Member for the Lockyer Valley Regional Council Audit and Risk Management Committee.
- Attended the Water Demand Assessment Community Group meeting at Lockyer Valley Cultural Centre.
- Attended the Councillor Workshop.
- Met with Officers at Laidley Saleyards to check progress on drainage.
- Attended the Chief Executive Officer's Performance Review with external Consulting Agency.
- Attended the Local Government Association Queensland (LGAQ) Waste Forum in Brisbane.
- Attended the Lockyer Chamber of Commerce Meeting.
- Represented the Mayor to present the leadership badges to students at Lake Clarendon State School.
- Attended the Lockyer Valley Welcome Baby ceremony.
- Met with Lockyer Indoor Equestrian Centre Committee regarding compliance on the facility.
- Attended the Gatton Showgrounds Users meeting.
- Attended the Ordinary Council Meeting.
- Met with Councillors and Officers and Lockyer Chamber of Commerce Committee.
- Met for a Lockyer Valley Equine Precinct meeting at Racing Queensland offices at Deagon.
- Attended the Hatton Vale State School Leaders Investiture assembly.
- Attended the Laidley Rec Reserve Users Meeting.
- Attended the Lockyer Chamber of Commerce and Industry Breakfast at Faith Lutheran College.
- Met with Cr Vela, Cr Wilson and Officer's for a Staging Post Cafe update.
- Met with Cr Wilson and Officer's for an Audit and Risk Agenda briefing.
- Attended the Councillor Workshop.
- Attended the Ordinary Council Meeting.
- Attended the Lockyer Valley Audit and Risk Management Meeting.
- Met with a Developer and Officer's to discuss issues with an upcoming development.

- Attended the Morning Tea Celebration for the Manager of Finance and Customer Service

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

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

- Attended Mulgowie Markets
- Attended funeral of local resident
- Attended Water Demand Assessment community meeting at Helidon
- Attended and Chair Crime Stoppers meeting
- Attended Water Demand Assessment community meeting in Gatton
- Attended Councillor workshop
- Attended Anzac Day meeting
- Attended Chief Executive Officer Performance Review
- Attended International Women's Day meeting
- Attended Queensland Disaster Management Arrangements Situation Awareness training
- Attended Withcott-Helidon Lions shed meeting
- Attended meeting with Regional Development Australia Ipswich & West Moreton Chief Executive Officer
- Attended meeting with new committee member for Regional Development Australia Ipswich & West Moreton at Canungra
- Attended meeting with new committee member for Regional Development Australia Ipswich & West Moreton committee in Ipswich
- Attended and work at Crime Stoppers Sausage Sizzle at Bunnings in Toowoomba
- Attended meeting regarding localised flooding
- Attended Withcott-Helidon Lions Club meeting
- Attended portfolio meeting with Group Manager Infrastructure
- Attended onsite meeting with residents at Mt Sylvia
- Attended Council Ordinary meeting
- Attended Murphys Creek Progress Association meeting
- Attended and Chair Lake Apex Advisory Committee meeting
- Attended Withcott Rural Fire Brigade meeting
- Attended Regional Development Australia Ipswich & West Moreton office to present in Webinar regarding Natural Disaster Recovery for Regional Development Australia (RDA) committees across Australia
- Attended to the erection of Clean Up Australia Day corflute's
- Attended site meeting in Helidon regarding a planning/tourism issue with resident
- Attended meeting regarding proposed event with residents
- Attended Hatton Vale State School Leaders Investiture assembly
- Attended Lockyer Chamber of Commerce Industry breakfast at Faith College Plainland
- Attended site meeting regarding road condition in Laidley
- Attended site meeting with resident at Ropeley-Rockside Road
- Attended Spring Bluff Railway Station Trust committee meeting in Toowoomba
- Attended site meeting with resident regarding rabbits and overgrown premises in Withcott
- Attended Withcott-Helidon Lions Club shed meeting

- Attended Women United exhibition at Gympie Regional Gallery in support of former Gatton local photographer
- Attended the Energising Queensland State Emergency Service Equipment Program Handover in Toowoomba in support of Laidley State Emergency Service
- Attended Council workshop
- Attended Withcott State School and present leader's badges
- Attended Council Ordinary Council meeting
- Attended and Chair Regional Development Ipswich & West Moreton committee meeting in Ipswich

With the recent new appointments of committee members, I am pleased to report we now have the best coverage we have ever had across the whole Ipswich and West Moreton (IWM) region with committee members and elected members from each Council region (with the exclusion of an elected member from Ipswich City Council). We now have community members from, Gatton, Kilcoy, Ipswich and Canungra along with elected members from the respective Council areas. New member from Canungra is the Bendigo Bank manager and new member from Ipswich is the Chief Executive Officer of the Ipswich Hospital Foundation.

- Attended morning celebration for departing staff member
- Attended Trivia night at Helidon RSL
- Sent out sponsorship letters for Lockyer Valley Foothills Art Show
- Review artwork for proposed new Darling Downs Moreton Rabbit Board logo
- Update Facebook Pages for Spring Bluff Railway Station, Lockyer Valley Tourism Association, Lockyer Valley Foothills Art Show and Darling Downs-Moreton Rabbit Board

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

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

Youth and Disability / Multicultural

I attended the Lockyer Valley Welcome Baby Ceremony at the Lockyer Valley Cultural Centre.

I attended the Leadership Ceremony at Mount Sylvia State School with the Mayor and assisted in the presentation of badges.

I attended a meeting with the Mayor, Community Development & Engagement Officer, Sports, Recreation & Community Grants Officer and a member from the Department of Education regarding mental health service access for students in the Lockyer Valley.

I attended a meeting with the Senior Engagement Officer West Moreton Health and members of the Laidley Pioneer Village committee to discuss the Health & Wellbeing Partnership Program in the Lockyer Valley.

I attended the Together4Lockyer meeting at Laidley District State School.

I had a meeting with a representative of MAX solutions with regard to employment options in the Lockyer Valley.

I attended a meeting with the Senior Engagement Officer West Moreton Health and members of the Murphy's Creek Neighbourhood Centre with regard to the Health & Wellbeing Partnership Program in the Lockyer Valley.

I was invited to attend and address the Council on the Ageing (COTA) meeting. This also became an opportunity to introduce the Senior Engagement Officer West Moreton Health to discuss the Health & Wellbeing Partnership Program in the Lockyer Valley.

I attended the Lockyer Youth Agency Network (LYAN) meeting at the Gatton Shire Hall.

I attended the West Moreton Health, Darling Downs West Moreton Public Health Network and Lockyer Valley Regional Councils Partner Project meeting – Reducing the Obesity rate in the Lockyer Valley.

I attended the Junction View Ladies Social Network meeting with the Senior Engagement Officer West Moreton Health to discuss the Health & Wellbeing Partnership Program.

I attended the Multicultural Information Session conducted at the Lockyer Community Centre.

Organisations and Committees Representation:

- Visited Mulgowie Markets
- Attended the 'Water demand assessment' forums held at Helidon and the Lockyer Valley Cultural Centre
- Attended the Forest Hill Community Development meeting – School of Arts hall
- Visited the Bushfire relief fundraiser – Glenore Grove Hall
- Attended the Spring Festivals horticultural expo sub-committee meeting – College View
- Attended with the Mayor and Councillors, the Chief Executive Officer's performance review
- Visited the Ma Ma Creek Markets
- Inspected the Creek Restoration work at Davey's Bridge and Cahill Park with Cr. Vela
- Attended the Lockyer Valley Shed Men meeting at Peace Lutheran School, Gatton
- Meeting with Cr. Holstein, Chief Executive Officer, Executive Manager Infrastructure Works & Services and local residents to discuss road issues at Mt Sylvia
- Attended the Showground Users Meeting with the Deputy Mayor, Council Officers and members of the showground user groups
- Attended the Stockyard Creek Hall committee Annual General Meeting
- I attended a meeting with the Mayor, Councillors, Council Officers and members of the Lockyer Valley Chamber of Commerce & Industry committee
- Attended the Rural Fire Brigades Lockyer Group meeting at Glenore Grove
- Visited the Lockyer Waters Hall Committee meeting at Alex Geddes Hall, Lockyer Waters
- Attended the Cahill Park Cluster Group meeting at Cahill Park
- Attended the Lockyer Chamber of Commerce & Industry Breakfast at Faith Lutheran College
- Attended the Laidley Spring Festival Planning Meeting at the Laidley Cultural Centre
- Meeting with Queensland Times with regard to an interview for the Partner Project – Reducing the Obesity rate in the Lockyer Valley – Delayed due to Caretaker Period.
- Visited the Laidley markets – Ferrari Park
- Meeting with a resident with regard to road drainage due to stormwater issues at Upper Tenthill

- Attended the Morning Tea Celebration for a Council Staff Member
- Attended the Family Prayer Breakfast at New Hope in the Lockyer Senior Citizens Centre
- Attended the Helidon Trivia Night held at the Helidon RSL
- Attended Council meetings and workshops.

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

01/02 – Attended Mulgowie Markets
02/02 – Attended Friends of Lake Apex (FOLA) Working Bee
03/02 – Attended Water Demand Assessment Meeting Gatton
04/02 – Attended Councillor Workshop
04/02 – Channel 7 Television interview regarding Resilient Rivers Initiative
05/02 – Attended Chief Executive Officer's Performance Review
07/02 – Site Visit regarding sediment Run off from Development Site
08/02 – Attended Lockyer Welcome Baby Ceremony
12/02 – Attended Portfolio Catch Up
12/02 – Attended Ordinary Council Meeting
12/02 – Attended meeting with Lockyer Chamber of Commerce
13/02 – Attended Lake Apex Community Advisory Committee Meeting
15/02 – Attended Natural Resource Management (NRM) Working Group Workshop 3
18/02 – Attended Hatton Vale State School Leaders Investiture Ceremony
19/02 – Attended Lockyer Chamber of Commerce Breakfast
19/02 – Attended site visit regarding road, drainage and weed issues
19/02 – Attended Staging Post Café meeting
19/02 – Attended Mt Whitestone School Badge Ceremony
19/02 – Attended site visit regarding Dwyers Scrub
20/02 – Attended site visit regarding Kensington Grove Reserve
22/02 – Attended Laidley Markets
22/02 – Attended Gatton Gem Show
25/02 – Attended Councillor Workshop
26/02 – Attended Ordinary Council Meeting
28/02 – Attended Morning Tea Celebration for Departing Staff Member
29/02 – Attend Natural Resource Management (NRM) Working Group Workshop 4
29/02 – Attend Helidon RSL Trivia Night

Attachments

15.0 CONFIDENTIAL ITEMS

CLOSED SESSION

THAT Council move into closed session at 10:43am 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 to discuss Item 15.1 – Strategic Procurement Review**
- **Section 275 (1) (f) (g) (h) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it; AND any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; 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 to discuss Item 15.2 – Third Quarter Legal Update.**

Moved By: Cr Hagan

Seconded By:

Cr Wilson

Resolution Number: 16-20/1684

CARRIED

6/0

OPEN SESSION

THAT Council move into open session, the time being 10:50am.

Moved By: Cr Vela

Seconded By:

Cr Hagan

Resolution Number: 16-20/1685

CARRIED

6/0

Date: 03 March 2020
Author: Corrin Bischoff, Acting Manager Business Performance
Responsible Officer: Dan McPherson, Acting Group Manager People & Business Performance

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.

The purpose of the report is to present the final report for the Strategic Procurement Review conducted by Local Buy to Council for their information.

THAT Council receive and note the Final Report for the Strategic Procurement Review conducted by Local Buy.

THAT Council receive and note the Final Report for the Strategic Procurement Review conducted by Local Buy, as attached to these Minutes.

Moved By: Cr Hagan **Seconded By:** Cr Wilson
Resolution Number: 16-20/1686

CARRIED
6/0

Date: 04 March 2020
Author: Caitlan Natalier, Coordinator Legal Services and Property
Responsible Officer: Dan McPherson, Acting Group Manager People & Business Performance

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (f) (g) (h) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it; AND any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; 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.

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

THAT Council receive and note the Third Quarter Legal Update.

THAT Council receive and note the Third Quarter Legal Update.

Moved By: Cr Holstein **Seconded By:** Cr Vela
Resolution Number: 16-20/1687

CARRIED
6/0

There being no further business, the meeting closed at 10:51am