

# Minutes



## ORDINARY MEETING OF COUNCIL

### MINUTES

19 AUGUST 2020

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**ATTENDANCE:**

**Councillors Present**

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

**Officers Present**

- Ian Church, Chief Executive Officer
- Anna Hebron, Group Manager People & Business Performance
- Amanda Pugh, Group Manager Community & Regional Prosperity
- Angelo Casagrande, Group Manager Infrastructure
- Dee Stewart, Management Accountant (Part of meeting)
- Corrin Bischoff, Manager Business Performance
- Erin Carkeet, Governance Officer
- Caitlan Natalier, Coordinator Governance & Property (Part of meeting)
- Julie Millard, Property Officer (Part of meeting)
- Nicole Frew, Regional Development Project Officer (Part of meeting)
- Kim Calio, Acting Manager Planning, Policy and Community Wellbeing (Part of meeting)
- Tammee van Bael, Planning Officer (Part of meeting)
- Elizabeth Jones, Community Activation Officer (Part of meeting)
- Annette Doherty, Acting Manager Community Activation (Part of meeting)
- Tracy Vellacott, Senior Tourism & Events Officer (Part of meeting)
- Miriam Sharp, Senior Planner (Part of meeting)
- Brendan Sippel, Manager Community Facilities (Part of meeting)
- Kerry Wicks, Community Facilities Support Services Supervisor (Part of meeting)
- Kirsty Johnson, Coordinator Financial Operations (Part of meeting)

**Media Present**

- Ali Kuchel, Gatton Star
- Nathan Graveur, Gatton Star



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

##### **4.1 Declaration of Material Personal Interest on any Item of Business**

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

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

##### **4.2 Declaration of Conflict of Interest on any Item of Business**

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

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

*Cr Milligan declared a perceived conflict of interest in relation to "Item 12.6 - Application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots)", as defined in Section 175D of the Local Government Act 2009, based on the fact that her son's partner's family property adjoins the development. Cr Milligan advised that she would leave the meeting when the matter is to be debated and voted upon.*

*Amanda Pugh, Group Manager Community and Regional Prosperity, declared a conflict of interest in relation to "Item 12.3 - Regional Tourism Organisation for Lockyer Valley", based on the fact that Amanda has previously worked with the CEO of Southern Queensland Country Tourism (SQCT) and advised that she would leave the meeting when the matter is to be debated and voted upon.*

#### **5.0 MAYORAL MINUTE**

*No Mayoral Minute.*







**AUDIT & RISK MANAGEMENT COMMITTEE**

**MINUTES**

**6 AUGUST 2020**

Unconfirmed



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ATTENDANCE:

Councillor Members

- Cr Tanya Milligan (Mayor) (ex officio - did not attend meeting) – briefing provided by Chair after meeting.
- Cr Jason Cook
- Cr Chris Wilson

Independent External Members (Voting)

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

Attendees (non-voting)

- Cr Brett Qualischefski (part of meeting)
- Ian Church, Chief Executive Officer
- Anna Hebron, Group Manager People & Business Performance
- Amanda Pugh, Group Manager Community & Regional Prosperity
- Angelo Casagrande, Group Manager Infrastructure
- Corrin Bischoff, Manager Business Performance
- Madonna Brennan, Risk, Audit and Corporate Planning Officer
- Dee Stewart, Management Accountant (part of meeting)
- Jodi Marchant, Chief Financial Officer (via telephone)
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)
- Junaide Latif, William Buck (External Audit)
- Raechel Filler, Queensland Audit Office
- Sam McPherson, Senior Work Health and Safety Advisor (part of meeting).
- Erin Carkeet, Governance and Strategy Officer (Secretariat)

**1.0 MEETING OPENED**

*The meeting commenced at 10:05am.*

**2.0 APOLOGIES**

*There were no apologies for the meeting.*

**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.*



AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

6 AUGUST 2020

5.0 BUSINESS ARISING FROM MINUTES

5.1 Business Arising from Minutes of Meeting 18 June 2020

Date: 29 July 2020

Author: Madonna Brennan, Governance and Strategy Advisor

Responsible Officer: Anna Hebron, Group Manager People and Business Performance

**Officer's Recommendation:**

THAT the Audit and Risk Management Committee accept that matters arising from the Minutes of the Audit and Risk Management Committee held on 18 June 2020 be included in the following items for discussion in the Agenda:

- Item 6.5 Committee Self-Assessment, Review of Committee Charter and Code of Conduct.

**RESOLUTION**

THAT the Audit and Risk Management Committee accept that matters arising from the Minutes of the Audit and Risk Management Committee held on 18 June 2020 be included in the following items for discussion in the Agenda:

- Item 6.5 Committee Self-Assessment, Review of Committee Charter and Code of Conduct.

Moved By: M Newton

Seconded By:

Cr Cook

Resolution Number: ARMC/0169

CARRIED  
5/0

AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

6 AUGUST 2020

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**6.0 AUDIT COMMITTEE REPORTS**

**6.1 Chief Executive Officer's Update**

**Date:** 30 July 2020  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Summary:**

A verbal update was provided to the Audit and Risk Management Committee on matters relevant to the Committee since its previous meeting held on 18 June 2020. This included Council's 2020-21 Budget highlights, 2020-21 Operational Plan and Council's Organisational Restructure.

**Key Discussion Highlights from the Meeting**

Council's Organisational Restructure

In relation to the Organisational Restructure, Cr Cook commented the right culture will underpin the financial sustainability of the organisation. The current organisational culture has been embedded for over forty years, culture cannot change within twelve months; realistically this will take a decade to fully embed. With the organisational restructure starting at the top, Council has set the tone for the culture it expects.

Members noted that the effects of Covid-19 have created a complex environment, and the Chairperson advised that Lockyer Valley Regional Council has responded exceptionally to Covid-19, and the preparation of the financial statements in a remote working environment is both excellent and encouraging.

The Committee were advised the organisation is planning on undertaking a pulse survey in September 2020, taking into considering a distributed workplace.

2020-21 Budget

Independent Member, Martin Power raised a query in relation to whether Council was applying any rating increases Council for the 2020-21 year. The Chief Financial Officer advised that there is a 0% rating increase with the exception of the State Disaster Management fee which is determined by the State Government.

2020-21 Operational Plan

The Committee was provided with a comprehensive briefing on the 2020-21 Operational Plan. It was brought to the Committee's attention that the operational plan has significantly improved in quality over the past few years and is a key strategic document to Council. The Executive Leadership Team have committed to providing more comprehensive and timely information to Council on a monthly basis by exception; whilst maintaining the quarterly 'business as usual' reporting against operational plan deliverables.

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AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

6 AUGUST 2020

the tropical statement set up. The Queensland Audit Office representative provided the clarification as to why this is the correct allocation of discount adjustment as a capital income in accordance with accounting standard definitions and consistent as per tropical statements template.

- On Note 16 and Statement of Comprehensive Income a question was asked in relation to the reconciliation of the decrease in asset revaluation surplus. It was confirmed that this does reconcile and supporting workings can be provided to the Committee.
- A request was made for updated Position Papers to be provided to the Committee and for them to be included in future reports to the Committee.
- A query was raised in relation to the asset sustainability ratio result being lower than forecast budget. The query was acknowledged and confirmed to be correct as a result of the reduced capital works program and carry-forward of incomplete renewal to the 2020-21 Financial Year.
- A comprehensive update was provided to the Committee on Note 6 Employee benefits on why there has been an increased expenditure of around \$3.6 Million. This has been the result of an Enterprise Bargaining increase, capitalisation of less wages in comparison to previous years, and the outcomes from the Organisational Effectiveness Review.

Results are expected to be received later in the month from the Queensland Treasury Corporation on Council's reviewed credit rating and the consequences ratings provided. The reviewed rating will be presented to Council once received.







AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

6 AUGUST 2020

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**Key Discussion Highlights from the Meeting:**

Council's Risk, Audit and Corporate Planning Advisor thanked the Committee for their participation and submissions provided on the annual self-assessment. The key areas of improvement identified from the feedback received have been included in the officer's recommendation to ensure improvements are actioned, in particular the value in capturing the key discussion areas in the meeting minutes.

The Chair discussed the importance for the details on key discussion points be documented in the meeting minutes of the Committee, in particular, the Chair commented that it would be beneficial for Lockyer Valley Regional Council to have more comprehensive minutes for audit and data retention purposes, which highlight and capture patterns of events. This is especially relevant in the event that a Committee has been proactively highlighting/warning a Council of a potential event and the event transpires. Committee members confirmed seeing the benefit in documenting key areas of discussion for this purpose and agreed to implement key discussion points in the minutes moving forward.

The Committee were advised that the annual committee self-assessment for the next year will be conducted and completed within the same meeting cycle. The self-assessment instrument will be distributed to Members for completion prior to the development of the meeting agenda.







**7.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes.*

**8.0 COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes.*

**9.0 DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations.*



**CARRIED**  
**7/0**

### **Executive Summary**

The Valuer-General has written to the Chief Executive Officer seeking a response as to whether a valuation of land within the region should be undertaken to be effective on 30 June 2021. The last valuation conducted was effective on 30 June 2019 despite Council requesting an annual valuation for the 2019-2020 financial year.

It is recommended that a response is provided to the Valuer-General requesting a valuation to be undertaken for the 2021-2022 year in order to ensure that changes in the economy, changes in the market and the impact of land sales are reflected in property values. This will avoid shock increases and decreases and provide certainty to ratepayers that valuations are current and consistent. When valuations are conducted several years apart large movement in valuation can occur, as has been experienced with the last valuation which saw individual valuations vary from a reduction of 52.17 per cent through to an increase of 428.14 per cent.

### **Finance and Resource Implications**

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

If the valuation is undertaken, the new values will be included within the rates modelling for the 2021-22 budget.

### **Corporate Plan**

#### Corporate Plan Goal

Leadership and Council

#### Outcome

- 5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

### **Consultation**

#### Internal Consultation

Consultation undertaken internal officers as required. No further communication or engagement on the matter is required.

### **Proposal**

#### Overview

The Department of Natural Resources, Mines and Energy is responsible for the valuation of rateable land and provides the values to Council as the basis for the general rates levied each year. As values change over time, the Valuer-General is required to review the valuations on an annual basis and as part of this process; Council's opinion is sought as to whether a revaluation should be undertaken.

The last valuation conducted was effective on 30 June 2019 despite Council requesting an annual valuation for the 2019-2020 financial year. It has been evidenced that significant time delays between valuations can impact the variation of valuations for property owners in the Lockyer Valley and regular valuations lessen the impact of these variations.

Over the last five (5) years, the Lockyer Valley has had two land valuations. In 2016 the overall percentage of statutory land values increased 4.2% and in 2019 the overall percentage of statutory land values increased 15.1% since the previous valuation. The most recent valuations saw individual valuations vary from a reduction of 52.17 per cent through to an increase of 428.14 per cent.

As valuations must be issued prior to 31 March in the year in which they take effect, Council's opinion has been sought as to whether a revaluation should take place to be effective on 30 June 2021.

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

- there has been an increase in development within the region which may impact on property values;
- the last valuation for land within the Region was effective from 30 June 2019 which caused large variances in valuations from the previous valuation effective from 30 June 2016. These variations caused significant difficulties in developing a consistent rate model;
- a regular valuation will reduce the significance of changes to property values when they occur; and
- consideration of the impact of COVID-19 on the economy, market valuations and the valuation uncertainty which exists. It is noted that there may be limited market evidence showing change with key challenges including the speed of COVID-19's impact on the economy, lack of comparative data and the impact from newly introduced legislation.

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

#### Legal Implications

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

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

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

#### Policy Implications

Nil.

#### Risk Considerations

Key Corporate Risk Category:	FE2
Reference and Risk Description:	Finance and Economic Decision making governance, due diligence, accountability and sustainability.

Previous Council Resolutions

Previous resolution for valuations effective 30 June 2020 from Ordinary Council Meeting held 10 July 2019 resolution number 16-20/1431:

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

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

Related Documentation

Nil

Critical Dates

The Valuer-General has requested a response by Friday 21 August 2020.

If the valuation is undertaken, the new values will be included within the rates modelling for the 2021-2022 budget.

Implementation

Send a letter to the Valuer-General with Council's response.

**Attachments**

There are no attachments for this report.



significant variances and to reset Council's long term financial forecast to reflect the 2020 actual result. This report will be presented to Council in October 2020.

## Corporate Plan

Corporate Plan Goal  
Leadership and Council

### Outcome

- 5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- 5.7 Compliant with relevant legislation

## Consultation

### Internal Consultation

- Managers and Group Managers across the business as needed for information
- Finance Team

## Proposal

### Overview

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 31 July 2020.

### **Operating Revenue - Year to date target \$0.52 million Actual \$0.68 million or 130.63%**

At 31 July 2020, overall operating revenue for the year to date is above target.

#### Rates and Utility Charges (Gross)

The first rates levy for 2020-2021 will be raised in August 2020 with a due date of 11 September 2020. The negative revenue showing in the report is a result of adjustments to rates assessments prior to the levy being prepared. Rates will be closely monitored throughout the year regarding cash flow and overdue balances as well as whether growth targets are being achieved a forecast.

#### Fees and Charges over budget by \$0.06 million

The favourable variances in fees and charges relates predominately to revenue received for the Saleyard and higher than expected building and plumbing fees.

#### Other Revenue over budget by \$0.11 million

Other Revenue is above budget due to the timing of rent income \$0.05 and an insurance payment received for Plumbing \$0.03.

### **Operating Expenditure - Year to date target \$4.33 million Actual \$3.61 million or 83.32%**

At 31 July 2020, overall operating expenditure for the year to date is below target.

Employee costs under budget by \$0.49 million

Employee costs are under budget with this expense line impacted by the timing of payments and adjustments to employee entitlement provisions due to end of year accounting transactions.

Goods and Services under budget by \$0.22 million

Goods and services are slightly under budget across several areas. These variances are the result of timing different and the budget only being adopted mid-way through the month of July. There is no cause for concern at this stage of the year and all variances will be closely monitored as the year progresses. Budget phasings will be adjusted from August as spending patterns become clearer.

**Capital Revenue – Year to date target \$0.01 million Actual \$0.08 million or 801.81%**

Capital grants, subsidies and contributions are slightly over budget due to capital contributions received for the capital program \$0.05 million and for civil operations \$0.03. Council is currently holding \$3.02 million in unexpended grant funds as a Contract Liability on the Statement of Financial Position which will be recognised in line with AASB 1058 as expenditure is incurred.

**Capital Expense – Year to date target \$0.02 million Actual \$0.00 million**

The Capital Expense line item is on budget. There has been very minimal movement in this line item for the month of July. Phasing adjustments to occur to re-align the expected timing of expenditure throughout the year.

**Capital Expenditure – Year to date target \$2.77 million Actual \$0.49 million or 17.78%**

At 31 July 2020, Council has expended \$0.49 million on its capital works program with a further \$1.43 million in committed costs for works currently in progress. The later than usual budget adoption has slightly delayed the capital works expenditure, and work is required over the coming month to revise the timing of budget to align to the program of works to be delivered. Upon completion of the 2019-20 audit process, a report will be presented to Council to amend the 2020-21 Budget to include requested carry-forward balances for capital work in progress at 30 June. This will increase the capital budget for the year.

The main expenditure is \$0.45 million within Infrastructure Group with a significant amount being capital expenditure on the renewal and upgrade of roads, bridges and waste assets.

**Statement of Financial Position**

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 July, Council had \$24.50 million in current assets compared to \$14.21 million in current liabilities with a ratio of 1.72:1. This means that for every dollar of current liability, there is \$1.72 in assets to cover it.

The opening balances for the year will change as the 2019-20 audit is finalised in the middle of September.

**Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 July, there has been a net cash outflow of \$3.98 million with \$4.68 million paid for operating activities; and a net cash outflow of \$0.58 million spent on investing activities including capital works.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. To maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 31 May, Council's cash balance was \$22.33 million.

Legal Implications

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

Policy Implications

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

Risk Considerations

Key Corporate Risk Category:	FE2
Reference and Risk Description:	Finance and Economic Decision making governance, due diligence, accountability and sustainability.

Previous Council Resolutions

Nil.

Related Documentation

Nil

Critical Dates

Nil

Implementation

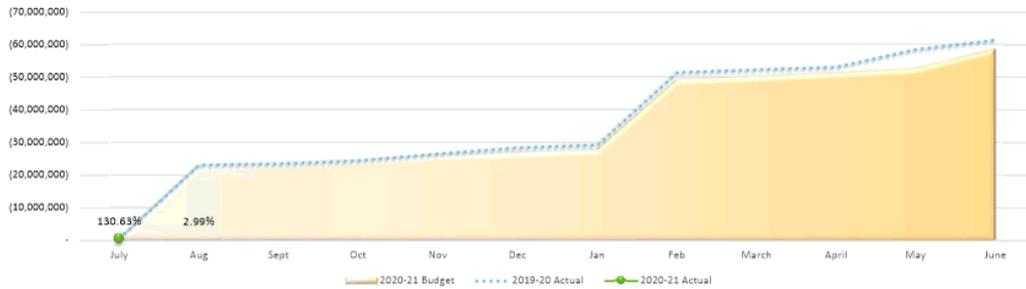
No further actions required.

**Attachments**

1 [↓](#) Monthly Finance Report - July 2020 16 Pages

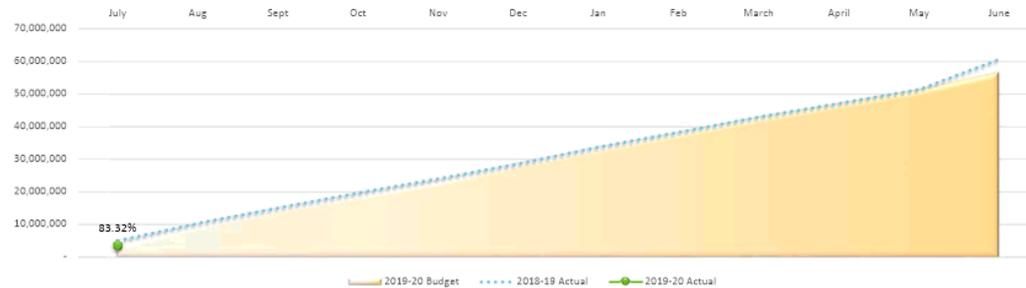
**LOCKYER VALLEY REGIONAL COUNCIL**  
**Operating Revenue and Expenditure Dashboard**  
**For the Period Ending 31st July, 2020**

Operating Revenue (Cumulative)



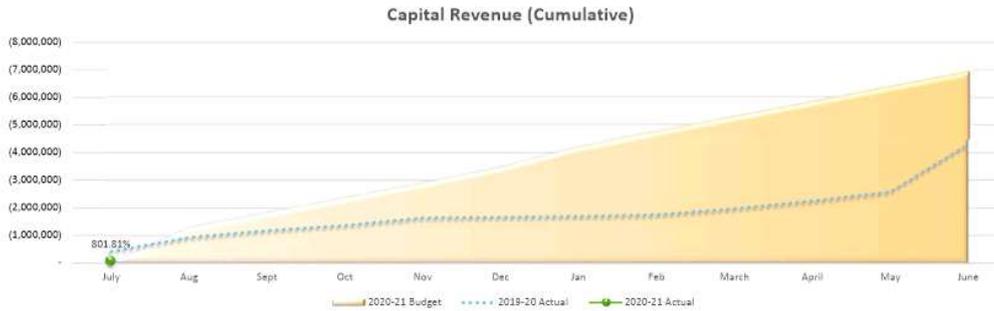
REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Recoverable Works	Other Revenue	Profit from Investments	Total
Actual	8,869	2,117	(337,937)	(95,476)	(58,897)	(51,367)	(12)	(145,193)	-	(677,896)
Budget	417	-	(280,912)	(85,106)	(64,191)	(46,700)	(4,167)	(38,272)	-	(518,930)
Variance	(8,453)	(2,117)	57,025	10,370	(5,293)	4,667	(4,155)	106,922	-	158,966
Target %	2128.60%	-	120.30%	112.18%	91.75%	109.99%	0.29%	379.38%	-	130.63%
Movement to Prior Month Target %	→	→	→	→	→	→	→	→	→	→

Operating Expenditure (Cumulative)



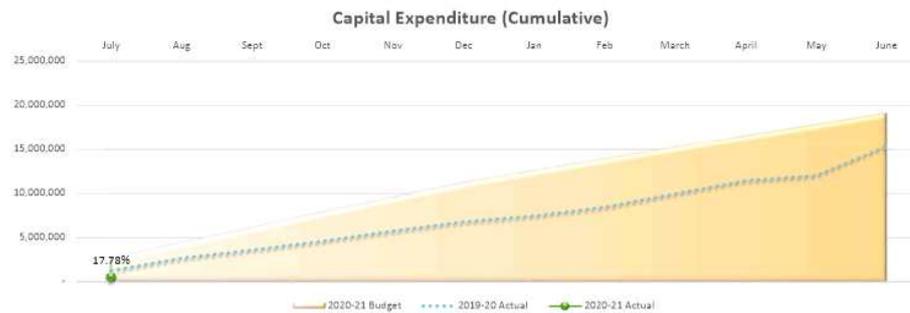
EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	1,671,152	904,136	9,607	1,023,929	3,608,824
Budget	2,165,622	1,128,956	9,631	1,027,200	4,331,409
Variance	494,471	224,820	24	3,271	722,585
Target %	77.17%	80.09%	99.75%	99.68%	83.32%
Movement to Prior Month Target %	→	→	→	→	→

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Capital Revenue and Expenditure Dashboard**  
For the Period Ending 31st July, 2020



REVENUE TO DATE by Type	Capital Grants, Subsidies and Contributions	Profit (Loss) on Disposal of Non Current Assets	Total
Actual	(80,448)	-	(80,448)
Budget	(10,033)	-	(10,033)
Variance	70,415	-	70,415
Target %	801.81%	-	801.81%
Movement to Prior Month Target %	→	→	→

*Note: Graph above is reflecting capital grants and subsidies and developer contributed assets only.*



EXPENDITURE TO DATE by Group	People and Business Performance	Infrastructure	Community and Regional Prosperity	Total
Actual	36,730	455,968	-	492,697
Budget	196,883	1,950,939	623,864	2,771,686
Target %	18.66%	23.37%	0.00%	17.78%
Movement to Prior Month Target %	→	→	→	→

Lockyer Valley Regional Council (Whole Council)  
Statement of Comprehensive Income  
For the Period Ending July 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	41,662,744	(8,869)	(417)	8,453	-2028.60%
Discount	(1,680,000)	(2,117)	-	2,117	0.00%
Charges and Fees	3,746,535	337,937	280,912	(57,025)	-20.30%
Interest	1,021,284	95,476	85,106	(10,370)	-12.18%
Operating Grants and Subsidies	8,569,372	58,897	64,191	5,293	8.25%
Operating Contributions and Donations	476,700	51,367	46,700	(4,667)	-9.99%
Revenue - Contract/Recoverable Works	790,000	12	4,167	4,155	99.71%
Other Revenue	2,004,665	145,193	38,272	(106,922)	-279.38%
Profit from Investments	2,200,000	-	-	-	0.00%
<b>Total Recurrent Revenue</b>	<b>58,791,300</b>	<b>677,896</b>	<b>518,930</b>	<b>(158,966)</b>	<b>-30.63%</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	6,917,441	80,448	10,033	(70,415)	-701.81%
<b>Total Revenue</b>	<b>65,708,741</b>	<b>758,344</b>	<b>528,964</b>	<b>(229,381)</b>	<b>-43.36%</b>
Capital Income	-	-	-	-	0.00%
<b>Total Income</b>	<b>65,708,741</b>	<b>758,344</b>	<b>528,964</b>	<b>(229,381)</b>	<b>-43.36%</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	25,352,942	1,671,152	2,165,622	494,471	22.83%
Goods and Services	17,859,239	904,136	1,128,956	224,820	19.91%
Finance costs	1,198,650	9,607	9,631	24	0.25%
Depreciation	12,326,402	1,023,929	1,027,200	3,271	0.32%
<b>Total Recurrent Expenses</b>	<b>56,737,234</b>	<b>3,608,824</b>	<b>4,331,409</b>	<b>722,585</b>	<b>16.68%</b>
Capital Expenses	224,000	3,271	18,667	15,396	82.48%
<b>Total Expenses</b>	<b>56,961,234</b>	<b>3,612,095</b>	<b>4,350,076</b>	<b>737,981</b>	<b>16.96%</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>2,054,066</b>	<b>(2,930,928)</b>	<b>(3,812,479)</b>	<b>(881,551)</b>	<b>23.12%</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>8,747,507</b>	<b>(2,853,751)</b>	<b>(3,821,113)</b>	<b>(967,362)</b>	<b>25.32%</b>

Lockyer Valley Regional Council (Executive Office)

Statement of Comprehensive Income

For Period Ending July 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	32,086,716	(5,580)	(417)	5,163	(1,239.11)
Discount	(1,500,000)	(2,097)	-	2,097	-
Charges and Fees	273,000	25,716	16,167	(9,550)	(59.07)
Interest	965,084	91,461	80,423	(11,038)	(13.73)
Operating Grants and Subsidies	3,320,200	-	-	-	-
Revenue - Contract/Recoverable Works	-	12	-	(12)	-
Other Revenue	1,070,000	16,994	3,833	(13,161)	(343.32)
Profit from Investments	2,200,000	-	-	-	-
<b>Total Recurrent Revenue</b>	<b>38,415,000</b>	<b>126,507</b>	<b>100,006</b>	<b>(26,500)</b>	<b>(26.50)</b>
<b>Capital Revenue</b>	-	-	-	-	-
<b>Total Revenue</b>	<b>38,415,000</b>	<b>126,507</b>	<b>100,006</b>	<b>(26,500)</b>	<b>(26.50)</b>
<b>Capital Income</b>	-	-	-	-	-
<b>Total Income</b>	<b>38,415,000</b>	<b>126,507</b>	<b>100,006</b>	<b>(26,500)</b>	<b>(26.50)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	2,498,029	(972,592)	(383,709)	588,884	(153.47)
Goods and Services	811,268	73,723	79,010	5,287	6.69
Finance costs	299,418	9,154	8,667	(487)	(5.62)
Depreciation	10,711,287	892,607	892,607	(0)	(0.00)
<b>Total Recurrent Expenses</b>	<b>14,320,003</b>	<b>2,892</b>	<b>596,576</b>	<b>593,684</b>	<b>99.52</b>
<b>Capital Expenses</b>	-	-	-	-	-
<b>Total Expenses</b>	<b>14,320,003</b>	<b>2,892</b>	<b>596,576</b>	<b>593,684</b>	<b>99.52</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>24,094,997</b>	<b>123,615</b>	<b>(496,570)</b>	<b>(620,184)</b>	<b>124.89</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>24,094,997</b>	<b>123,615</b>	<b>(496,570)</b>	<b>(620,184)</b>	<b>124.89</b>

Lockyer Valley Regional Council (People and Business Performance)

Statement of Comprehensive Income

For Period Ending July 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	1,162,965	(232)	-	232	-
Charges and Fees	-	0	-	(0)	-
Interest	13,200	976	1,100	124	11.28
Operating Grants and Subsidies	384,818	-	5,024	5,024	100.00
Other Revenue	245,000	60,858	4,750	(56,108)	(1,181.22)
<b>Total Recurrent Revenue</b>	<b>1,805,983</b>	<b>61,603</b>	<b>10,874</b>	<b>(50,729)</b>	<b>(466.51)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	20,000	-	1,667	1,667	100.00
<b>Total Revenue</b>	<b>1,825,983</b>	<b>61,603</b>	<b>12,541</b>	<b>(49,062)</b>	<b>(391.22)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>1,825,983</b>	<b>61,603</b>	<b>12,541</b>	<b>(49,062)</b>	<b>(391.22)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	5,556,449	688,022	594,269	(93,753)	(15.78)
Goods and Services	4,686,332	707,248	713,632	6,385	0.89
Finance costs	136,525	-	-	-	-
Depreciation	3,100	258	258	-	-
<b>Total Recurrent Expenses</b>	<b>10,382,406</b>	<b>1,395,528</b>	<b>1,308,160</b>	<b>(87,368)</b>	<b>(6.68)</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>10,382,406</b>	<b>1,395,528</b>	<b>1,308,160</b>	<b>(87,368)</b>	<b>(6.68)</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(8,576,423)</b>	<b>(1,333,925)</b>	<b>(1,297,286)</b>	<b>36,639</b>	<b>(2.82)</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(8,556,423)</b>	<b>(1,333,925)</b>	<b>(1,295,619)</b>	<b>38,306</b>	<b>(2.96)</b>

Lockyer Valley Regional Council (Community and Regional Prosperity)  
Statement of Comprehensive Income  
For Period Ending July 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	305,928	(28)	-	28	-
Charges and Fees	2,704,135	262,832	222,545	(40,287)	(18.10)
Interest	-	126	-	(126)	-
Operating Grants and Subsidies	2,159,437	58,897	59,167	269	0.46
Operating Contributions and Donations	430,000	-	-	-	-
Revenue - Contract/Recoverable Works	-	-	-	-	-
Other Revenue	151,785	32,351	3,438	(28,913)	(840.89)
<b>Total Recurrent Revenue</b>	<b>5,751,285</b>	<b>354,178</b>	<b>285,150</b>	<b>(69,028)</b>	<b>(24.21)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	-	-	-	-	-
<b>Total Revenue</b>	<b>5,751,285</b>	<b>354,178</b>	<b>285,150</b>	<b>(69,028)</b>	<b>(24.21)</b>
<b>Capital Income</b>					
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>5,751,285</b>	<b>354,178</b>	<b>285,150</b>	<b>(69,028)</b>	<b>(24.21)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	7,012,906	852,216	808,878	(43,338)	(5.36)
Goods and Services	4,254,255	106,978	153,454	46,476	30.29
Finance costs	9,572	334	798	463	58.09
Depreciation	37,200	3,100	3,100	(0)	(0.00)
<b>Total Recurrent Expenses</b>	<b>11,313,933</b>	<b>962,628</b>	<b>966,230</b>	<b>3,601</b>	<b>0.37</b>
<b>Capital Expenses</b>					
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>11,313,933</b>	<b>962,628</b>	<b>966,230</b>	<b>3,601</b>	<b>0.37</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(5,562,647)</b>	<b>(608,450)</b>	<b>(681,080)</b>	<b>(72,629)</b>	<b>10.66</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(5,562,647)</b>	<b>(608,450)</b>	<b>(681,080)</b>	<b>(72,629)</b>	<b>10.66</b>

Lockyer Valley Regional Council (Infrastructure)  
Statement of Comprehensive Income  
For Period Ending July 2020

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	8,107,135	(3,030)	-	3,030	-
Discount	(180,000)	(20)	-	20	-
Charges and Fees	769,400	49,388	42,200	(7,188)	(17.03)
Interest	43,000	2,914	3,583	670	18.69
Operating Grants and Subsidies	2,704,917	-	-	-	-
Operating Contributions and Donations	46,700	51,367	46,700	(4,667)	(9.99)
Revenue - Contract/Recoverable Works	720,000	-	4,167	4,167	100.00
Other Revenue	537,880	34,990	26,250	(8,740)	(33.30)
<b>Total Recurrent Revenue</b>	<b>12,749,032</b>	<b>135,609</b>	<b>122,900</b>	<b>(12,709)</b>	<b>(10.34)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	6,897,441	80,448	8,367	(72,081)	(861.53)
<b>Total Revenue</b>	<b>19,646,473</b>	<b>216,057</b>	<b>131,267</b>	<b>(84,791)</b>	<b>(64.59)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>19,646,473</b>	<b>216,057</b>	<b>131,267</b>	<b>(84,791)</b>	<b>(64.59)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	9,875,718	1,103,506	1,112,030	8,524	0.77
Goods and Services	8,107,384	16,251	182,859	166,608	91.11
Finance costs	753,135	119	167	47	28.33
Depreciation	1,574,815	127,964	131,235	3,271	2.49
<b>Total Recurrent Expenses</b>	<b>20,311,052</b>	<b>1,247,841</b>	<b>1,426,291</b>	<b>178,450</b>	<b>12.51</b>
Capital Expenses	224,000	3,271	18,667	15,396	82.48
<b>Total Expenses</b>	<b>20,535,052</b>	<b>1,251,112</b>	<b>1,444,957</b>	<b>193,846</b>	<b>13.42</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(7,562,020)</b>	<b>(1,112,232)</b>	<b>(1,303,391)</b>	<b>(191,159)</b>	<b>14.67</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(888,579)</b>	<b>(1,035,054)</b>	<b>(1,313,691)</b>	<b>(278,636)</b>	<b>21.21</b>

LOCKYER VALLEY REGIONAL COUNCIL  
Statement of Cash Flows  
For the Period Ending 31 July, 2020

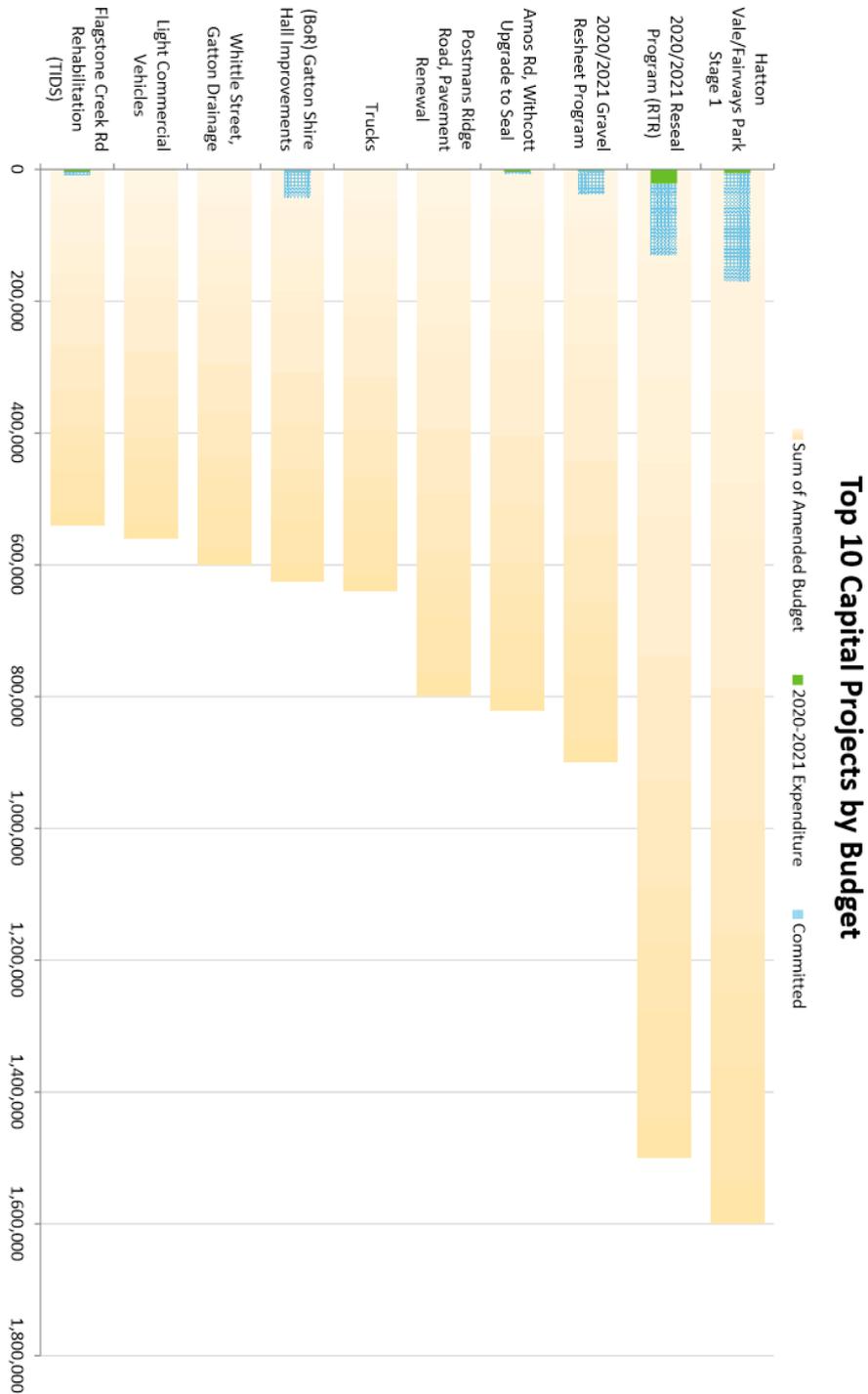
	2020-2021 Annual Budget	2020-2021 YTD Actuals
<b>Cash flows from operating activities:</b>		
Receipts		
Receipts from customers	55,610,000	4,233,377
Dividend received	-	-
Interest received	1,020,000	95,476
Payments		
Payments to suppliers and employees	(46,040,000)	(8,891,117)
Interest expense	(1,080,000)	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>9,500,000</b>	<b>(4,562,264)</b>
<b>Cash flows from investing activities:</b>		
Capital grants, subsidies and contributions	6,920,000	898,208
Payments for property, plant and equipment	(19,200,000)	(460,457)
Payments for investment property	-	-
Net transfer (to) from cash investments	790,000	-
Proceeds from sale of property plant and equipment	370,000	143,991
<b>Net cash inflow (outflow) from investing activities</b>	<b>(11,130,000)</b>	<b>581,742</b>
<b>Cash flows from financing activities:</b>		
Repayment of borrowings	(1,510,000)	-
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(1,510,000)</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(3,140,000)</b>	<b>(3,980,522)</b>
Cash and cash equivalents at beginning of the financial year	19,880,000	26,309,940
<b>Cash and cash equivalents at end of the financial year</b>	<b>16,740,000</b>	<b>22,329,418</b>

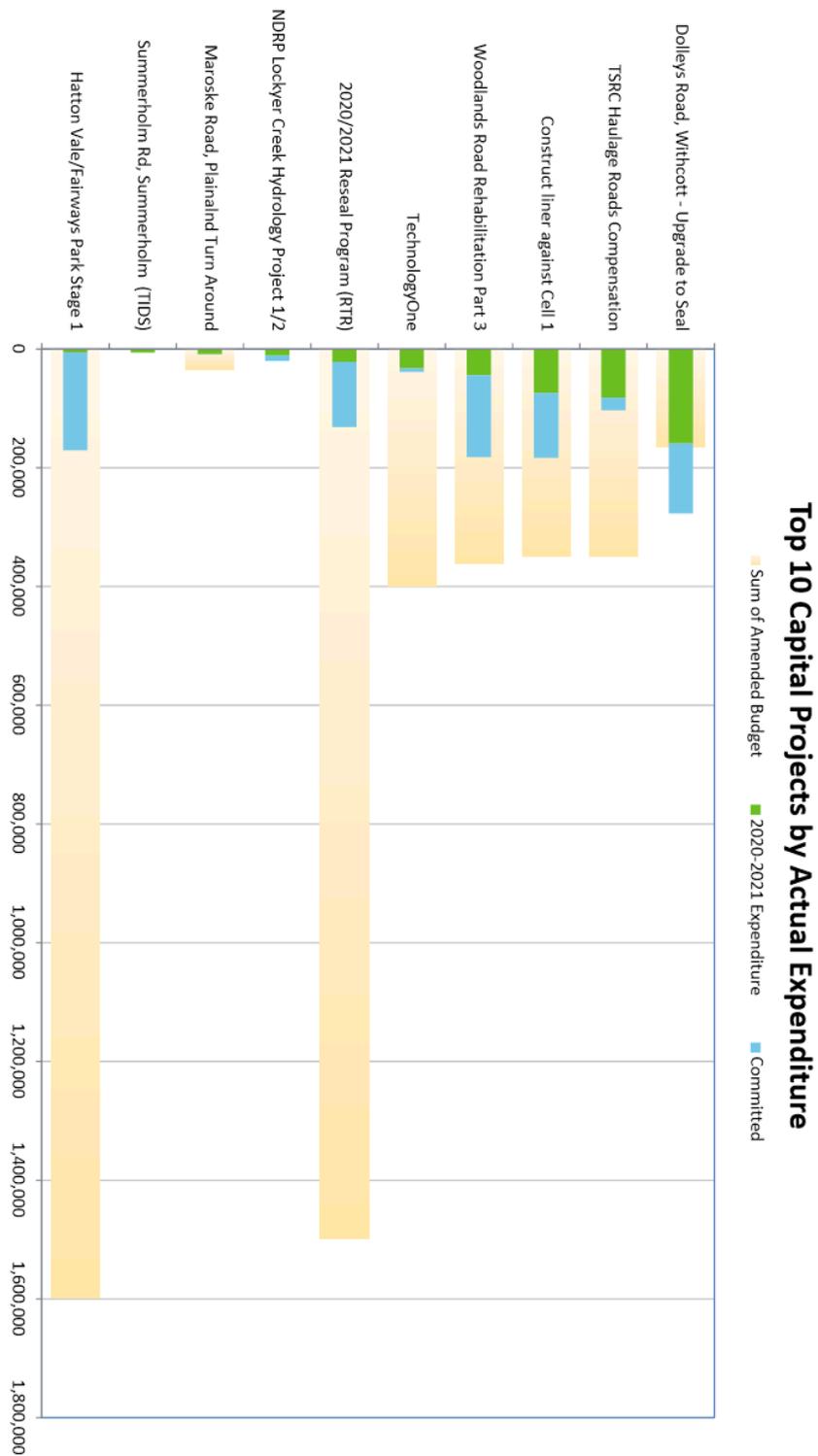
**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 July, 2020**

	2020-2021 Annual Budget	2020-2021 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	17,030,000	17,729,418
Cash investments	-	4,600,000
Trade and other receivables	3,540,000	1,525,188
Inventories	2,250,000	378,237
Contract Receivable Grants	-	116,447
Non-current assets classified as held for sale	-	151,550
<b>Total Current Assets</b>	<b>22,820,000</b>	<b>24,500,839</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	34,190,000	32,773,390
Investment properties	2,010,000	2,110,000
Property, plant and equipment	544,570,000	548,494,767
Intangible assets	5,580,000	5,120,783
<b>Total Non Current Assets</b>	<b>601,080,000</b>	<b>603,233,908</b>
<b>TOTAL ASSETS</b>	<b>623,900,000</b>	<b>627,734,747</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	2,450,000	1,284,193
Provisions	5,840,000	8,407,908
Borrowings	1,590,000	1,505,606
Contract Liability Grants	-	3,017,466
<b>Total Current Liabilities</b>	<b>9,870,000</b>	<b>14,215,173</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	29,660,000	29,759,989
Borrowings	19,940,000	21,570,167
<b>Total Non Current Liabilities</b>	<b>49,600,000</b>	<b>51,330,156</b>
<b>TOTAL LIABILITIES</b>	<b>59,460,000</b>	<b>65,545,329</b>
<b>NET COMMUNITY ASSETS</b>	<b>564,440,000</b>	<b>562,189,418</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	386,042,493	384,862,590
Asset revaluation surplus	169,660,000	176,979,927
Reserves	-	3,200,652
Current Surplus/(Deficit)	8,747,507	(2,853,751)
<b>TOTAL COMMUNITY EQUITY</b>	<b>564,440,000</b>	<b>562,189,418</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**CAPITAL WORK SUMMARY**  
31 July 2020

	2020-2021 Adopted Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Infrastructure</b>					
Capital Program Delivery	10,355,329	350,869	486,056	836,925	9,518,404
Facilities	2,840,752	15,871	62,726	78,597	2,762,155
Fleet	1,870,850	0	0	0	1,870,850
Parks & Open Spaces	1,760,400	8,732	174,539	183,270	1,577,130
Transfer Stations	498,000	79,375	109,144	188,520	309,480
Waste Collection	14,000	0	0	0	14,000
Cemetery	70,000	0	2,475	2,475	67,525
Technical Services	20,000	1,121	0	1,121	18,879
<b>Infrastructure Total</b>	<b>17,429,331</b>	<b>455,968</b>	<b>834,940</b>	<b>1,290,908</b>	<b>16,138,423</b>
<b>People and Business Performance</b>					
Disaster Management	94,000	0	0	0	94,000
Public Order & Safety	90,000	0	0	0	90,000
Legal Services	75,000	0	0	0	75,000
Information Communication Technology	860,540	36,730	124,980	161,709	698,831
<b>People and Business Performance Total</b>	<b>1,119,540</b>	<b>36,730</b>	<b>124,980</b>	<b>161,709</b>	<b>957,831</b>
<b>Community and Regional Prosperity</b>					
Pest Management	5,000	0	0	0	5,000
Regional Development	60,000	0	0	0	60,000
Growth & Policy	589,364	0	473,106	473,106	116,258
<b>Community and Regional Prosperity Total</b>	<b>654,364</b>	<b>0</b>	<b>473,106</b>	<b>473,106</b>	<b>181,258</b>
<b>Grand Total</b>	<b>19,203,235</b>	<b>492,697</b>	<b>1,433,026</b>	<b>1,925,723</b>	<b>17,277,512</b>





LOCKYER VALLEY REGIONAL COUNCIL  
CAPITAL WORKS DETAIL  
31 July 2020

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Community and Regional Prosperity</b>					
<b>Pest Management</b>					
<i>Pest Management Projects</i>					
Pest Management Compound Improvements	5,000	0	0	0	5,000
<b>Pest Management Projects Total</b>	5,000	0	0	0	5,000
<b>Regional Development</b>					
<i>Regional Developments Projects</i>					
Entry Statements	60,000	0	0	0	60,000
<b>Regional Developments Projects Total</b>	60,000	0	0	0	60,000
<b>Growth &amp; Policy</b>					
<i>Strategic Planning Projects</i>					
Cooper St Mitigation	0	0	7,728	7,728	-7,728
Engineering (not inc in expert report)	120,000	0	0	0	120,000
Flood Mapping and Modelling L'yer Catchm	0	0	25,000	25,000	-25,000
Laidley Reg Update Model & Mitigation	69,000	0	0	0	69,000
LGIP Prepare Infrastructure Plan	0	0	6,854	6,854	-6,854
NDRP Evacuation Planning	64,944	0	91,284	91,284	-26,340
NDRP Flood Modelling - Laidley Local	0	0	3,440	3,440	-3,440
NDRP Flood Modelling - Laidley Reg Ph 1	50,000	0	88,870	88,870	-38,870
NDRP Floor Survey Contract	30,000	0	0	0	30,000
NDRP Landuse Planning	40,420	0	33,830	33,830	6,590
NDRP Local Flood Plain Mngmt Plan 2/2	60,000	0	99,354	99,354	-39,354
NDRP Lockyer Creek Hydrology Project 1/2	0	10,985	9,178	20,163	-20,163
NDRP Lockyer Creek Hydrology Project 2/2	100,000	-10,985	99,236	88,251	11,749
Planning Scheme Revision LVRC	0	0	8,333	8,333	-8,333
Tenthill DM Study	55,000	0	0	0	55,000
<b>Strategic Planning Projects Total</b>	589,364	0	473,106	473,106	116,258
<b>Community and Regional Prosperity Total</b>	654,364	0	473,106	473,106	181,258
<b>Infrastructure</b>					
<b>Capital Program Delivery</b>					
<i>Culvert Renewal Programme</i>					
2020/2021 Culvert Renewal Program	225,000	0	0	0	225,000
Summerholm Rd, Summerholm (TIDS)	0	6,052	0	6,052	-6,052
<b>Culvert Renewal Programme Total</b>	225,000	6,052	0	6,052	218,948
<i>Footpath Renewal Programme</i>					
2019/2020 Footpath Renewal Program	0	0	494	494	-494
Patrick Street, Laidley Footpath Renewal	175,250	600	0	600	174,650
<b>Footpath Renewal Programme Total</b>	175,250	600	494	1,094	174,156
<i>Gravel Resheet Programme</i>					
2019/2020 Gravel Resheeting Program	0	0	3,783	3,783	-3,783
2020/2021 Gravel Resheet Program	900,000	2,166	36,760	38,926	861,074
<b>Gravel Resheet Programme Total</b>	900,000	2,166	40,543	42,709	857,291
<i>Kerb &amp; Channel Renewal Programme</i>					
2020/2021 Kerb & Channel Renewal Program	100,000	0	0	0	100,000
<b>Kerb &amp; Channel Renewal Programme Total</b>	100,000	0	0	0	100,000
<i>Pavement Renewal Programme</i>					
Belmore Drive, Withcott	0	0	1,827	1,827	-1,827
Brightview Road Rehabilitation (TIDS)	360,000	518	1,280	1,798	358,202
Flagstone Creek Rd Rehabilitation (TIDS)	540,000	4,336	4,775	9,111	530,889
Goos Road, Gatton - Pavement Rehab	105,000	0	3,403	3,403	101,597
Postmans Ridge Rd, Helidon Spa	250,000	2,166	750	2,916	247,084
Postmans Ridge Road, Pavement Renewal	800,000	0	0	0	800,000
Summerholm Road Rehabilitation (TIDS)	262,500	2,655	0	2,655	259,845
<b>Pavement Renewal Programme Total</b>	2,317,500	9,675	12,035	21,710	2,295,790
<i>Pavement Widening Programme</i>					
Lake Clarendon Way Widening (TIDS)	293,000	2,008	830	2,838	290,162
Woodlands Road Rehabilitation Part 3	363,000	44,181	137,899	182,079	180,921
<b>Pavement Widening Programme Total</b>	656,000	46,189	138,729	184,918	471,082
<i>Seal Renewal Programme</i>					
2019/2020 Bitumen Reseal Program (RTR)	0	0	616	616	-616
2020/2021 Reseal Program (RTR)	1,500,000	21,500	109,868	131,368	1,368,632
<b>Seal Renewal Programme Total</b>	1,500,000	21,500	110,484	131,984	1,368,016
<i>Seal Road Upgrade Programme</i>					
Amos Rd, Withcott Upgrade to Seal	822,000	3,801	3,399	7,200	814,800
Dolleys Road, Withcott - Upgrade to Seal	166,000	158,955	117,756	276,711	-110,711
Twidales Rd, Helidon Spa Upgrade	20,000	0	0	0	20,000
<b>Seal Road Upgrade Programme Total</b>	1,008,000	162,756	121,155	283,911	724,089

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
<i>Signs &amp; Lines Renewal Programme</i>					
2020/2021 - Sign and Lines	40,000	0	0	0	40,000
Signs and Lines Projects	0	2,630	0	2,630	-2,630
<b>Signs &amp; Lines Renewal Programme Total</b>	<b>40,000</b>	<b>2,630</b>	<b>0</b>	<b>2,630</b>	<b>37,370</b>
<i>Stormwater Renewal Programme</i>					
Railway St, Helidon - Stormwater Upgrade	100,000	0	0	0	100,000
Whittle Street, Gatton Drainage	600,000	0	0	0	600,000
<b>Stormwater Renewal Programme Total</b>	<b>700,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>
<i>Traffic Management Renewal Programme</i>					
Traffic Management Renewal Program	5,000	0	0	0	5,000
<b>Traffic Management Renewal Programme Total</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<i>Other Infrastructure Projects</i>					
Blanchview Road/O'Neils Road, Withcott	0	4	0	4	-4
Cooper St, Laidley - Drainage Stage 1	200,000	46	21,608	21,654	178,346
Cycle Network Gatton (PCNP)	25,000	0	0	0	25,000
Dawson Phipps Carpark	0	0	2,133	2,133	-2,133
Fairway Drive, Kensington Grove Footpath	290,000	0	0	0	290,000
Future Design Works 2021/2022	100,000	0	0	0	100,000
Hatton Vale School Parking Improvements	0	5	0	5	-5
Laidley LED Street Lighting (LGGSP)	0	407	17,000	17,407	-17,407
Laidley LED Street Lighting (URCS)	210,000	0	0	0	210,000
Lake Apex Park, Gatton - Footpath (W4Q)	54,000	0	0	0	54,000
Maroske Road, Plainalnd Turn Around	35,000	8,457	626	9,083	25,917
Murphys Creek Road - Footpath (LRCI)	200,000	130	0	130	199,870
Murphys Creek Road footpath (TIDS)	0	1,282	0	1,282	-1,282
Old College Road, Gatton - Footpath(W4Q)	19,500	0	0	0	19,500
Railway crossings safety improvements	20,000	0	0	0	20,000
Safe Schools Project (TIDS)	60,000	0	0	0	60,000
Spa Water Road, Blanchview (BS)	291,000	4,107	0	4,107	286,893
TSRC Haulage Roads Compensation	350,000	81,933	21,249	103,183	246,817
Wandin Road, Withcott - Table Drains	60,000	0	0	0	60,000
William Street, Gatton - Footpath (W4Q)	95,500	0	0	0	95,500
Woodlands Rd & Rangeview Drive (BS)	130,500	2,931	0	2,931	127,569
<b>Other Infrastructure Projects Total</b>	<b>2,140,500</b>	<b>99,303</b>	<b>62,616</b>	<b>161,919</b>	<b>1,978,581</b>
<i>Floodway Renewal Programme</i>					
2020/2021 Floodway Renewal Program	10,000	0	0	0	10,000
<b>Floodway Renewal Programme Total</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
<i>Asphalt Resheet Programme</i>					
2020/2021 Asphalt Resheet Program	360,079	0	0	0	360,079
<b>Asphalt Resheet Programme Total</b>	<b>360,079</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360,079</b>
<i>Bridge Renewal Programme</i>					
Cran Bridge Deck Renewal	218,000	0	0	0	218,000
<b>Bridge Renewal Programme Total</b>	<b>218,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>218,000</b>
<b>Facilities</b>					
<i>Facilities Projects</i>					
(BBRF) Gatton S/Hall Compliance Upgrade	523,645	748	0	748	522,897
(BoR) Gatton Shire Hall Improvements	626,007	748	42,997	43,744	582,263
Bore Assessments	90,000	8	0	8	89,992
Community Facilities Work Packages	27,500	0	0	0	27,500
Corrective Electrical Upgrades	40,000	0	3,218	3,218	36,782
Das Neumann Haus Stair Alterations	14,000	3,500	6,900	10,400	3,600
Gatton Admin Blding Sewer Rectification	0	93	0	93	-93
Gatton Shire Hall Roof Restoration	250,000	0	0	0	250,000
Gatton Showgrounds Energy Reduction	39,000	0	0	0	39,000
Gatton Showgrounds Equestrian Centre	71,100	0	0	0	71,100
Gatton Showgrounds Horse Warm Up Area	20,000	0	0	0	20,000
Gatton Showgrounds Masterplan Works	156,000	2,244	0	2,244	153,756
Laidley Admin Building Refurbishment	0	0	217	217	-217
Laidley Cultural Centre	117,000	0	0	0	117,000
Laidley Rec Reserve Entry Upgrade	250,000	0	0	0	250,000
Laidley Saleyards Awning Rectification	20,000	748	0	748	19,252
Laidley Saleyards Drainage	0	0	83	83	-83
Laidley Saleyards Timber Pens and Posts	64,000	0	0	0	64,000
Lake Clarendon Public Toilets Refurb	7,500	303	0	303	7,197
LVCC HVAC Rectification & Plant Rooms	250,000	3,740	0	3,740	246,260
LVCC Roof Rectification Works	255,000	3,740	0	3,740	251,260
Nielsen's Place Shade Structure	0	0	7,860	7,860	-7,860
Relocation Cncil Self Contained Toilets	0	0	1,452	1,452	-1,452
Springbrook Park Entry Upgrade	20,000	0	0	0	20,000
<b>Facilities Projects Total</b>	<b>2,840,752</b>	<b>15,871</b>	<b>62,726</b>	<b>78,597</b>	<b>2,762,155</b>

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Fleet</b>					
<i>Fleet Projects</i>					
Earthmoving Equipment	350,000	0	0	0	350,000
Light Commercial Vehicles	560,000	0	0	0	560,000
Passenger Vehicles	80,000	0	0	0	80,000
SES Vehicles and Plant	40,000	0	0	0	40,000
Tractors	100,000	0	0	0	100,000
Trailers	100,000	0	0	0	100,000
Trucks	640,850	0	0	0	640,850
<b>Fleet Projects Total</b>	<b>1,870,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,870,850</b>
<b>Parks &amp; Open Spaces</b>					
<i>Parks and Open Spaces Projects</i>					
Bugler Park Shade Sail	18,500	748	0	748	17,752
Forest Hill Skate Park Repairs	44,000	748	0	748	43,252
Gatton CBD Upgrade	45,000	0	0	0	45,000
Gatton Skate Park	15,000	748	0	748	14,252
Hatton Vale/Fairways Park Stage 1	1,600,000	5,740	164,754	170,494	1,429,507
Lake Apex Playground Equipment Upgrade	15,000	0	9,785	9,785	5,215
Littleton Park Shade Sail	5,300	748	0	748	4,552
Springbrook Park Fence Renewal	17,600	0	0	0	17,600
<b>Parks and Open Spaces Projects Total</b>	<b>1,760,400</b>	<b>8,732</b>	<b>174,539</b>	<b>183,270</b>	<b>1,577,130</b>
<b>Transfer Stations</b>					
<i>Transfer Station Projects</i>					
Asbestos Bin Gatton Landfill	0	5	0	5	-5
Construct liner against Cell 1	350,000	74,171	109,144	183,315	166,685
Gatton Landfill Fence, Southern Boundary	56,000	5,199	0	5,199	50,801
M/ Plan Gatton Long Haul Waste Facility	55,000	0	0	0	55,000
Oil buildings Upgrade and Maintenance	25,000	0	0	0	25,000
Stormwater Management Laidley Landfill	12,000	0	0	0	12,000
<b>Transfer Station Projects Total</b>	<b>498,000</b>	<b>79,375</b>	<b>109,144</b>	<b>188,520</b>	<b>309,480</b>
<b>Waste Collection</b>					
<i>Waste Collection Projects</i>					
Garbage Truck Turnarounds	14,000	0	0	0	14,000
<b>Waste Collection Projects Total</b>	<b>14,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,000</b>
<b>Cemetery</b>					
<i>Cemetery Projects</i>					
Gatton Cemetery Bubbler and Seam Strips	42,000	0	0	0	42,000
Gatton Cemetery Expansion Stage 2	0	0	2,475	2,475	-2,475
Laidley Cemetery Seam Strip Renewal	28,000	0	0	0	28,000
<b>Cemetery Projects Total</b>	<b>70,000</b>	<b>0</b>	<b>2,475</b>	<b>2,475</b>	<b>67,525</b>
<b>Technical Services</b>					
<i>Technical Services Projects</i>					
2019/2020 Bus Stop Shelter Program	0	1,121	0	1,121	-1,121
Restoration of access L202 CP817791	20,000	0	0	0	20,000
<b>Technical Services Projects Total</b>	<b>20,000</b>	<b>1,121</b>	<b>0</b>	<b>1,121</b>	<b>18,879</b>
<b>Infrastructure Total</b>	<b>17,429,331</b>	<b>455,968</b>	<b>834,940</b>	<b>1,290,908</b>	<b>16,138,423</b>
<b>People and Business Performance</b>					
<b>Disaster Management</b>					
<i>Disaster Management Projects</i>					
Flood Warning System Upgrade	50,000	0	0	0	50,000
River Height Gauge Equipment Upgrade	34,000	0	0	0	34,000
River Height Gauge Signage	10,000	0	0	0	10,000
<b>Disaster Management Projects Total</b>	<b>94,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94,000</b>
<b>Public Order &amp; Safety</b>					
<i>Public Order and Safety Projects</i>					
CCTV Cyber Security Improvements	75,000	0	0	0	75,000
LVRCCCTV	15,000	0	0	0	15,000
<b>Public Order and Safety Projects Total</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>
<b>Legal Services</b>					
<i>Legal Services Projects</i>					
Property Management & Disposal Strategy	75,000	0	0	0	75,000
<b>Legal Services Projects Total</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,000</b>

	2020-2021 Budget	2020-2021 Expenditure	Committed	2020-2021 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Information Communication Technology</b>					
<i>Information Communication Technology Projects</i>					
Flood Information Advice Portal	40,000	705	100,400	101,105	-61,105
Intranet Renewal	50,000	0	0	0	50,000
LVCC Audio Visual	0	0	665	665	-665
Network Perimeter Security (Firewalls)	76,500	0	0	0	76,500
Online Bookings	22,300	2,325	7,282	9,607	12,693
SES Hardware	24,340	0	0	0	24,340
Switches Renewal	79,400	0	10,500	10,500	68,900
TechnologyOne	400,000	32,397	6,133	38,530	361,470
Unified Communications	50,000	0	0	0	50,000
Upgrade MS Office	100,000	1,303	0	1,303	98,697
UPS Renewal	18,000	0	0	0	18,000
<i>Information Communication Technology Projects Total</i>	860,540	36,730	124,980	161,709	698,831
<b>People and Business Performance Total</b>	1,119,540	36,730	124,980	161,709	957,831
<b>Grand Total</b>	<b>19,203,235</b>	<b>492,697</b>	<b>1,433,026</b>	<b>1,925,723</b>	<b>17,277,512</b>



## **Consultation**

### Portfolio Councillor Consultation

This matter has been discussed with the Mayor.

## **Proposal**

### Overview

This year's LGAQ Annual Conference is the first of the new Local Government term and is themed "NextGen Councils." The theme is not just for the newly-elected community leaders across the 77-member Councils, but for the challenges that are being tackled with the COVID-19 pandemic and its economic and social impacts.

The conference program addresses critical issues such as resilience, performance and reputation and provides updates on key day-to-day services for Councils, regulatory and other vital matters.

The Annual Conference also incorporates the Annual General Meeting, where the Local Government sector's policy priorities for the year ahead and beyond will be debated.

Keynote speakers include renowned journalist and author Bernard Keane, who will outline what a post COVID-19 Australia will look like, and leadership coach and psychologist Margie Ireland.

Given that the State Election is due 10 days after this conference, State political leaders will be in attendance to talk about their vision for local government.

The Indigenous Leaders Forum will be held on Monday 19 October, as will the Regional Roads and Transport Group Assembly.

Certificates of Service are also awarded to Councillors at the conference. The LGAQ Constitution states that Elected Members can become eligible for a Certificate of Service having served as a Councillor for a period of 15 years or more. It is noted that Councillor Holstein has served 20 years as a Councillor and therefore application has been made for Councillor Holstein to receive a Certificate of Service. This Certificate of Service will be presented to Councillor Holstein at the conference.

In line with the Gold Coast Convention and Exhibition Centre (GCEC) COVID-Safe Plan, the following safety precautions will be in place:

- The 1.5m social distancing rule will be enforced
- Numbers accessing trade exhibition stands will be limited
- Hand sanitiser and hand washing stations will be available throughout the venue
- Meals will be individually pre-packed

The number of attendees for the Conference has also been capped.

### Legal Implications

There are no specific legal implications in relation to this report.

### Policy Implications

The matters raised in this report are compliant with the Expenses Reimbursement and Provision of Facilities for Councillors Policy.

Risk Considerations

Key Corporate Risk Category: P1  
Reference & Risk Descriptor: Political  
Intergovernmental relationships/relationships with other key stakeholders

Previous Council Resolutions

Ordinary Meeting 16 January 2019 (Resolution Number: 16-20/0001)  
Councillor Conference Attendance 2019

Related Documentation

There is no related documentation.

Critical Dates

The Early Bird registration for the conference is due by 4 September 2020.

Implementation

1. Complete conference registration and arrange accommodation for the attendees.

**Attachments**

There are no attachments for this report.





Critical Dates

Council is required to respond to the Office of Industrial Relations by 21 August 2020 if it wishes to request the appointment of a special holiday in 2021.

Implementation

Notify the Office of Industrial Relations by 21 August 2020 if it wishes to request the appointment of a special holiday in 2021.

**Attachments**

There are no attachments for this report.



Outcome

5.7 Compliance with relevant legislation.

**Consultation**

Internal Consultation

The updated policy has been reviewed by Council's Group Manager People and Business Performance and Manager Business Performance.

**Proposal**

Overview

The Complaints of Corrupt Conduct by Chief Executive Officer Policy has been reviewed and updated to ensure it complies with legislation. Specifically, the definition of corrupt conduct has been updated to reflect changes in the *Crime and Corruption Act 2001*. In addition, the policy has been updated to reflect a change in Council's nominated person from the Executive Manager Corporate and Community Services to Group Manager People and Business Performance in line with organisational structure changes.

Legal Implications

The policy presented in this report has been developed and reviewed in accordance with the relevant section of the *Crime and Corruption Act 2001*.

Policy Implications

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

Risk Considerations

Key Corporate Risk Category: FE2  
Reference & Risk Descriptor: Finance and Economic  
Decision making governance, due diligence, accountability and sustainability

Previous Council Resolutions

**Ordinary Meeting 22 August 2018 (16-20/1070)**

*THAT Council adopt the following policies:*

- *Complaints of Corrupt Conduct by Chief Executive Officer Policy.*

Related Documentation

Complaints of Corrupt Conduct by Chief Executive Officer Policy

Critical Dates

There are no critical dates associated with this report.

Implementation

The approved policy will be updated in Council's policy register and published as appropriate on Council's website.

**Attachments**

1 [↓](#) Policy 3 Pages



STATUTORY

# COMPLAINTS OF CORRUPT CONDUCT BY CHIEF EXECUTIVE OFFICER

## Head of Power

Section 48A *Crime and Corruption Act 2001*

### Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan 2017-2022:  
5.7 Compliance with legislation

## Definitions

- Complaint** includes information or matter (as per section 48A(4) of *Crime and Corruption Act 2001*)
- Corrupt conduct – (as per section 15 of *Crime and Corruption Act 2001*)** means conduct of a person, regardless of whether the person holds or held an appointment, that—
- adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— a unit of public administration; or a person holding an appointment; and
  - results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned above in a way that is not honest or is not impartial; or involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
  - would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person’s services, if the person is or were the holder of an appointment.
- Corrupt conduct** also means conduct of a person, regardless of whether the person holds or held an appointment, that—
- impairs, or could impair, public confidence in public administration; and

Group: People & Business Performance  
Unit: Business Performance  
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)  
Date Approved: XX/08/2020  
ECM: 3990014

Effective Date: XX/08/2020  
Version: 1.1 Last Updated: 03/08/2020  
Review Date: 30/09/2023  
Superseded/Revoked: 3615587

Page 1 of 3

- involves, or could involve, collusive tendering; fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of protecting health or safety of persons; protecting the environment; protecting or managing the use of the State's natural, cultural, mining or energy resources;
- involves, or could involve, dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets; evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; fraudulently obtaining or retaining an appointment; and
- would, if proved, be a criminal offence; or a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Nominated person for the purpose of this policy, the nominated person is the Group Manager People and Business Performance.

### Policy Objective

The purpose of this policy is to set out how Lockyer Valley Regional Council will deal with a complaint that involves or may involve corrupt conduct of its Chief Executive Officer (CEO). This policy seeks to promote:

- public confidence in the way suspected corrupt conduct of the CEO is dealt with; and
- accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

### Policy Statement

This policy applies where there are grounds to suspect that a complaint may involve corrupt conduct of Chief Executive Officer of Council. The policy applies to all persons who hold an appointment in or are employees of Council.

In accordance with section 48A(2) and (3) of the *Crime and Corruption Act 2001*, Council nominates the Group Manager People and Business Performance as the nominated person to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the *Crime and Corruption Act 2001*.

If a complaint may involve an allegation of corrupt conduct of the CEO, the complaint may be reported to the nominated person. If the nominated person reasonably suspects the complaint may involve corrupt conduct of the CEO, they are to:

- notify the CCC of the complaint; and
- deal with the complaint, subject to the CCC's monitoring role, when —
  - directions issued under section 40 apply to the complaint, if any, or
  - the CCC refers the complaint to the nominated person to deal with (section 46).

If the CEO reasonably suspects that the complaint may involve corrupt conduct on their part, the CEO must:

- report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

Where there is a nominated person, and if directions issued under section 40 apply to the complaint:

- the nominated person is to deal with the complaint, and

Group: People & Business Performance  
Unit: Business Performance  
Approved: Ordinary Meeting (Resolution Number 20-24/XXXX)  
Date Approved: XX/08/2020  
ECM: 3990014

Effective Date: XX/08/2020  
Version: 1.1 Last Updated: 03/08/2020  
Review Date: 30/09/2023  
Superseded/Revoked: 3615587

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- the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

If the nominated person has responsibility to deal with the complaint (sections 40 and 46):

- the Council will ensure sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately
- the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State, or
  - the consent of the nominated person responsible for dealing with the complaint
- the nominated person must, always use their best endeavours to act independently, impartially and fairly having regard to the:
  - purposes of the *Crime and Corruption Act 2001*
  - the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with; and
  - the Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person is the CEO of the Council for the purpose of dealing with the complaint only
- are delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint
- do not have any authority, function or power that cannot under the law of the Commonwealth or the State be delegated by either the Mayor or the CEO, to the nominated person.

The CEO is to keep the CCC and the nominated person informed of:

- the contact details for the CEO and the nominated person
- any proposed changes to this policy.

## Related Documents

NA



Lockyer Community	832386	1020596	3981951	3708159	457500	480284	437000	437172
Lockyer Bus, Farm & Live	2315050	2468732	4186264	4171987	0	0	13988	13801
Lockyer Nature	891280	535162	1621903	1214736	0	0	0	0
Lockyer Planned	15431978	15869489	19395296	19269426	1868875	3331348	12353776	12107471
Lockyer Lead & Council	41849639	41644459	31737692	32348447	367012	1141407	2661252	2792588
<b>Total</b>	<b>61,320,333</b>	<b>61538438</b>	<b>60923106</b>	<b>60712755</b>	<b>2693387</b>	<b>4953039</b>	<b>15466016</b>	<b>15351032</b>

	Lockyer Community	Lockyer Bus, Farm & Live	Lockyer Nature	Lockyer Planned	Lockyer Leadership & Council
Total action items for 2019-20	13	7	11	13	19
Within Operational Allocation	9	6	2	6	14
Budget on Track	3	1	9	6	3
Budget Underspent	1	0	0	1	2
Budget Overspent	0	0	0	0	0

## Corporate Plan

### Corporate Plan Theme

Lockyer Leadership and Council.

### Outcome

5.7 – Compliant with relevant legislation.

### Operational Plan Action Item (as relevant)

This report provides performance reporting on all 2019-20 Operational Plan Action Items for the fourth and final quarter (April - June) of the 2019-20 financial year.

## Consultation

### Portfolio Councillor Consultation

Consultation Portfolio Councillor, Councillor Wilson will be briefed on this report as part of the monthly portfolio update.

#### Internal Consultation

Progress reporting on the annual operational plan is completed by Branch Managers responsible for delivering the action items. Completed progress reporting is referred to the Executive Leadership Team to review prior to finalising the detailed performance report.

#### External Consultation

Due to the internal administrative nature of this report, there has been no external consultation. However, the fourth quarter performance report will be made available for public viewing on the Publications page on Council's website

#### Community Engagement

Due to the internal administrative nature of this report, there has been no external consultation. However, the fourth quarter performance report will be made available for public viewing on the Publications page on Council's website

### **Proposal**

#### Overview

This report presents the fourth and final quarter performance report on the 2019-20 Operational Plan. Included with this report is the detailed fourth quarter performance update, which reports on the achievements for 1 April 2020 to 30 June 2020 on each of the action items identified in the 2019-20 Operational Plan. Performance is measured against timing of delivery, budget, scope of works and risk management for each action item.

Twelve action items were successfully completed during the 2019-20 financial year. Four in Lockyer Community, one in Lockyer Nature, five in Lockyer Planned and four in Lockyer Leadership and Council some of the key achievements of the 2019-20 Operational Plan include:

- A 7.9% increase in Land for Wildlife identified habitat for a total membership of 11,014 hectares.
- Successful delivery of the Blackspot funded program of works within budget allocation.
- Completion of the Laidley Urban Street upgrade project within the allocated budget.
- Stage one expansion of the Gatton Cemetery completed.
- Development of an Asset Management Plan for Council's stormwater assets which has enabled a program of work on these assets to be prioritised.
- Council's ability to manage and reduce its Cyber Security Risk has been improved.
- Successfully transition of Council's Technology One software applications to be cloud based which improved Council's ability to work remotely during COVID-19 lockdown conditions.

Commentary on the action items completed in the 2019-20 Operational Plan will be included in the 2019-20 Annual Report.

A summary of performance for the fourth and final quarter for 2019-20 against each operational plan theme is as follows:

	Lockyer Community	Lockyer Bus, Farm & Live	Lockyer Nature	Lockyer Planned	Lockyer Leadership & Council
Total action items for 2019-20	13	7	11	13	19
<b>Timing of Delivery</b>					
On Time	2	4	0	1	1
Re-scheduling Expected	9	3	10	6	12
To be deferred	0	0	0	1	2
Item completed	2	0	1	5	4
<b>Scope</b>					
Item completed – benefits achieved	2	0	0	5	3
Benefits to be achieved	9	6	11	7	8
Benefits in doubt	2	1	0	0	5
Benefits won't be achieved	0	0	0	1	3
<b>Risk</b>					
Identified risk/s within appetite	10	4	9	8	5
Identified risk/s being managed	3	3	2	5	14
Identified risk/s not being managed	0	0	0	0	0

Legal Implications

Section 174(3) of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of local government's progress towards implementing the annual Operational Plan at meetings of the local government. These reports are required to be made at regular intervals of not more than three months. This report presents the fourth and final quarter performance report on the 2019-20 Operational Plan

Policy Implications

There is no policy associated with the presentation of a quarterly progress report however it is a component of the Strategic Corporate Planning and Reporting Framework.

Risk Considerations

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

Previous Council Resolutions

Ordinary Meeting 20 May 2020 (20-24/0031)

*THAT Council receive and note the third quarter performance update on the 2019-20 Operational Plan for the period 1 January 2020 to 31 March 2020, as attached to these Minutes.*

Related Documentation

Included with this report is the detailed fourth and final quarter performance update which reports on the achievements for 1 April 2020 to 30 June 2020 on each of the action items identified in the 2019-20 Operational Plan.

Critical Dates

The fourth and final quarter performance report for the 2019-20 Operational Plan is a statutory requirement which must be reported on regular intervals of not more than three months. The performance update informs Council and the community on the performance of Council against yearly programs and activities in line with the Corporate Plan 2017-2022. The deliverables of the 2019-20 Operational Plan will be included in Council's 2019-20 Annual Report.

Implementation

1. Publish on Council's website for the community's information.
2. Publish on the Big Tin Can Hub for future reference.

*Note: A hard copy of the fourth quarter performance update can be provided on request.*

**Attachments**

- 1 [↓](#) Detailed fourth quarter performance report 14 Pages

*Lockyer Community: Our healthy community welcomes the spirited diversity found within our region. Times of hardship highlight our resilience. Our high standards support our quality of life and vibrancy while providing a dynamic and safe place full of opportunity. We strive to build on who we are and all that our region has to offer by connecting business, the community and government.*

1.1 A Community with fair and reasonable access to services

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.1.1	To improve labour hire compliance and increase backpacker safety collaborate and share information with the following key agencies: Australian Taxation Office, Fair Work Queensland Office, Queensland Police Service, Australian Federal Police, WorkSafe Queensland, Office of Industrial Relations, Department Transport and Main Roads, Labour Hire Licensing Compliance Unit.	Four backpacker BEO's to enable information sharing Host a peer-agency forum with relevant Councils	4 Backpacker BEO's conducted 1 peer-agency forum conducted	Monthly reporting Community and Regional Prosperity	R1 - Fiscal R1 - Reputation and goodwill	30-Jun-20	Rebudgeting expected	Within operational allocation	Benefits in month achieved	Identified risks within appetite	No forums or backpacker BEO's have been held this quarter due to COVID-19 restrictions. This has not been recorded as a deliverable in the 2020/2021 Operational Plan but will be reported against.	
1.1.2	Develop an engagement plan to establish new ways to engage with Library members including new residents, parents, young people, seniors and professionals.	Engagement program including library surveys completed and plan developed Council	100% of the engagement program completed and plan adopted by Council	Plan documentation Community and Regional Prosperity	R1 - Reputation and goodwill	30-Jun-20	Rebudgeting expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Due to COVID-19, the engagement process could not be completed. The engagement plan and a specific deliverable in the 2020/2021 Operational Plan will be included in Item 1.3.3 as part of an organisational approach to developing a Community Activation Strategy.	

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

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.2.1	Investigate and plan for the implementation of enhanced left-hand-side parking opportunities in the Libraries around photocopying, printing and device management. Develop a marketing plan for Library events to increase community participation	Research, complete and implement plan developed Library event marketing plan completed	Plans developed and approved by Council Library Marketing Plan	Self Service development plan Library Marketing Plan Community and Regional Prosperity	R2 - Provision of core services now and into the future	31-Mar-20	Rebudgeting expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	This deliverable was not achieved in full by the completion date. However, 'self-service facilities' have been installed at both libraries. These enhance access to digital devices by providing a self-service option. Printing and photocopying solutions continue to be researched and the scope document will be written for this solution. The deliverable has not been transferred to the 2020/2021 Operational Plan and will not be produced.	
1.2.2	To improve recreational opportunities for the greater region Vibe Community deliver Stage 1 of the Mission Vibe Park project.	Stage 1 Project completed	100% of stage 1 project delivered	Budget reporting infrastructure	I.A2 - Delivering major projects (time, cost, scope and quality) R1 - Reputation and goodwill	30-Jun-20	Rebudgeting expected	Budget underspent	Benefits to be achieved	Identified risk to be managed	This deliverable was not completed by the completion date. The project is currently on hold. The 2020/2021 Operational Plan under item 1.2.1. Further funding has been obtained for the project up to a total of \$1.6 Million and as a result, stage 1a will be delivered by 30 June 2021.	
1.2.3	Review the Public Parks Strategy document to develop a delivery plan for the region's parks and gardens.	A fully costed delivery plan for the region's parks adopted by Council	Delivery plan adopted by Council	Plan documentation infrastructure	I.A1 - Planning, managing and maintaining assets for the future	30-Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risks within appetite	A fully costed plan for the region's parks and open spaces has been developed. A working group has been formed to implement elements of the plan such as parks, recreation, and public art. This deliverable has been identified in the 2020/2021 Operational Plan under item 1.2.2.	
1.2.4	Appoint a Manager for the Lockyer Valley Sports and Aquatic Centre and the Dal Ryan Memorial Pool.	Management agreement determined and completed	Management agreement adopted by Council and implemented	Management agreement and Council business papers infrastructure	R2 - Provision of core services now and into the future R1 - Reputation and goodwill	30-Aug-19	Item completed	Budget on track	Item benefits achieved	Identified risks within appetite	Operational Plan Action Item completed in the first quarter.	

1.3 Enhanced wellbeing and safety of the community.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.3.1	Review and update Council Circuit Television (CCTV) related policy, procedures and Memoranda of Understanding (MOUs)	Documents updated	Updated documents approved	Policy Register	People and Business Performance	31/03/2020 30/09/2020	Re-scheduling expected	Within operational allocation	Benefits to be achieved	Identified risks being managed	This deliverable was not completed by the original completion date, however the review has commenced with the draft policy and procedure awaiting finalisation of phase 2 of O&M to allow final updates that include positions. The Memorandum of Understanding will be reviewed and updated with the Queensland Police Service on approval of the review policy and procedure once finalised. The deliverable has been transferred to the 2020/2021 Operational Plan under item 1.3.3.	
1.3.2	Review historical building applications to identify status of approvals and enable approvals to be finalized	Status of approvals determined Building Approval Process Completed	100% of status of building approvals determined 10% building approvals completed	Building records, TenDoc and ECV	Community and Regional Prosperity	30-Jun-20	Re-scheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	This deliverable was not achieved by the completion date due to a lack of available resources, however 71% of the status of building approvals has been determined. The deliverable has not been transferred to the 2020/2021 Operational Plan, however will continue as a business as usual task.	
1.3.3	Underpin the Planning Requirement Program to ensure compliance with the Planning and Coverage Act	Identified non-compliant systems and approved	100% of identified non-compliant systems approved	Planning records, TenDoc and ECV	Community and Regional Prosperity	30-Jun-20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	No current clients, no new non-compliant systems identified.	
1.4 Council seek to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.4.1	Finalise the Action Background Mapping	Showrooms masterplan finalized	100% completed and adopted by Council	Council Resolution	Infrastructure	30-Sep-19	Item operational allocation	Within operational allocation	Item completed benefits achieved	Identified risks within appetite	Operational Plan action item completed in the first quarter. Work continues on prioritisation of projects within the master plan.	
1.4.2	Identify and document current arrangements with community and sporting groups on the use of Council facilities.	Arrangements identified and documented	100% of arrangements identified and documented	Project documentation	Community and Regional Prosperity/ People and Business Performance	31-Dec-19	Re-scheduling expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	A briefing note was presented to the December Council. Workshop providing information on a range of models for the management of sporting facilities across the region. Work has continued on a funding model for sporting groups. The deliverable was not fully completed as the community and sporting groups have not been identified. The deliverable has been transferred to the 2020/2021 Operational Plan under item 1.4.1.	
1.5 Events and activities that bring together and support greater connectivity in the community.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
1.5.1	Commence implementation of the Locker Valley Farm Strategy identified action plan.	Identified 2019-21 action plan items completed	60% of 2019-21 action items completed	Completed stakeholder and attendance surveys and monthly reporting	Community and Regional Prosperity	30-Jun-20	Re-scheduling expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	All Council delivered events have been cancelled and 131 events have been rescheduled for the 2020/2021 financial year. A workshop for the Locker Valley Farm and other events is being investigated. The Event Strategy has been included in Operational Plan 2020-2021 to be reviewed and action plan to be developed to guide the delivery of the outcomes. The event strategy will be reviewed early into the 2020-21 financial year.	

1.6 The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies													
Reference	Operational Plan Action Item for 2019/20	Performance Measurement				Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicators	Target	Source of Validation Data					Timing	Budget	Scope	Risk	
1.6.1	Plan and conduct an annual Disaster Exercise involving Council business units, the community and other entities and State agencies	Annual exercise conducted	Annual disaster exercise is conducted to improve disaster management preferences	Post-event (the evaluation report prepared from post-exercise feedback)	Respect and Business Performance	R1 - Reputation and Goodwill T1 - Financial	31-Mar-20	Rescheduling expected	Within operational allocation	Benefits in Council	Identified risk(s) being managed	Exercise State Council has been re-scheduled numerous times in the 2019-20 year due to disaster operations including business, major flooding and COVID-19. Council has met its legislative obligation through activation of the Local Disaster Management Group for these operations. The Exercise has been scheduled for August 2020.	

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Fourth Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope		Risk
2.1.1	Advocate for business opportunities and economic enablers for the region through the mechanisms of the Lockyer Valley and Somerset Water Catchment Partnership.	Employment opportunities for the region are maximised	Opportunities maximised	Minutes of meetings, Council updates and reports	Community and Regional Prosperity	P1 - Political RI - Reputation and goodwill	30 Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risk/being managed	This deliverable has not been achieved due to a delay in the preparation of the Disposal Business Case directly attributable to Covid-19. Specifically, Round 2 Expressions of Interest (EOI) and shareholder information sessions due earlier this calendar year had to be delayed until restrictions were eased during June. The EOI process and shareholder information sessions were successfully completed during June with expressions of interest. The Round 2 water demand volumes will be used to inform the economic feasibility and engineering design of the scheme. Preparation of the detailed business case is now expected to be completed by the end of October 2020.
2.1.2	Advocate for improved water security and supply for the region through the mechanisms of the Lockyer Valley and Somerset Water Catchment Partnership.	Completion of the detailed business case	Business case completed and submitted	Completed business case (downstream)	Community and Regional Prosperity	P1 - Political RI - Reputation and goodwill	30 Jun-20	Behind schedule	Within operational allocation	Benefits to be achieved	Identified risk/being managed	This deliverable has not been achieved due to a delay in the preparation of the Disposal Business Case directly attributable to Covid-19. Specifically, Round 2 Expressions of Interest (EOI) and shareholder information sessions due earlier this calendar year had to be delayed until restrictions were eased during June. The EOI process and shareholder information sessions were successfully completed during June with expressions of interest. The Round 2 water demand volumes will be used to inform the economic feasibility and engineering design of the scheme. Preparation of the detailed business case is now expected to be completed by the end of October 2020.
2.2.1	Advocate to limit the adverse impacts of inland rail by seeking improved and connected infrastructure for the region.	Opportunities for improved connected infrastructure are maximised	Identified impacts are limited	Minutes of meetings, Council updates and reports	Community and Regional Prosperity	P1 - Political RI - Reputation and goodwill	30 Jun-20	On time	Within operational allocation	Benefits to be achieved	Identified risk/being managed	This deliverable has been achieved. However, will remain ongoing for a number of months to completion of the project commencing. As a result, the deliverable has been transferred to the 2020/2021 Operational Plan under item 2.1.1. Advancements during the 2019/2020 year include: staff attendance and input into at Technical Working Group and User reference meetings with a view to protect the identified impacts; review of design and feasibility studies; attendance at Community Consultative Committee meetings; worked on legal agreements which address a range of matters between Australian Rail Trunk Corporation (ARTC) and Council; and will govern the relationship between Council and the consortium (including the role of the consortium). In addition Council staff will provide input into the Environmental Impact Statements this calendar year.

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

**Lockyer Business**  
Our business community is a thriving and inclusive network where it is easy to do business. We create opportunities and encourage innovation that inspires business confidence and collaborative partnerships.

**Lockyer Farming**  
As custodians we manage our water and land assets to ensure our farming future. We pride ourselves on our innovation and clean, green reputation. We work together to support our farmers of current and future generations.

**Lockyer Livelihood**  
We are a community where lifelong learning opportunities exist. Our quality education facilities are highly regarded and provide diverse career pathways. We look to develop skills and generate job opportunities for all.

2.1 Encourage opportunities for the Lockyer Valley to drive economic and community outcomes.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Fourth Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Training	Budget	Scope		Risk
2.2.2	Work with other stakeholders such as Council of Mayors South East Queensland (CEMSQ), Local Government Association Queensland (LGAQL) - City Deals, Brisbane Marketing and Regional Development Australia (RDAL) to advocate for improved economic outcomes for the region.	Improve economic outcomes for the region are maintained	Opportunities identified	Stakeholder meeting minutes	Community and Regional Prosperity	RI - Political RI - Regulation and goodwill	30 Jun 20	On time	Within operational allocation	Benefits to be realized	Identified risk/s within appetite	This deliverable has been achieved. However will continue into 2020/2021 under item 2.3.1 that year's Operational Plan. The project was completed in February 2020. The Association of Qld. Businesses responding to the impact of COVID-19 on local and regional economies. COVID-19 economic impact have also been considered by Council of Mayors South East Qld and have caused the South East Qld Council to have a special meeting to discuss with the CEQDQ. The final report will be submitted to the Council of Mayors South East Qld. The project has been transferred to the 2020/2021 Operational Plan under item 2.3.1.
2.3.1	Update and publish the region's Tourism Guide to utilize in marketing the Region.	Tourism guide published	Region is marketed	Tourism Guide	Community and Regional Prosperity	RI - Regulation and goodwill	1-Apr-20	Rescheduling expected	Within operational allocation	Benefits to be realized	Identified risk/s within appetite	This deliverable was not achieved by the projected completion date as it was put on hold through the Organizational Effectiveness Review and the re-orientation of Council's role in regional and economic development. The project has been transferred to the 2020/2021 Operational Plan under item 2.3.1.
<b>2.4 Attract and support education and employment opportunities for the community.</b>												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Fourth Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Training	Budget	Scope	Risk	
2.4.1	Facilitate partnership opportunities between employers, education and training providers by delivering the Regional Skills Investment Strategy Project.	Regional Skills Investment Strategy delivered	100% of project delivered	Project plan and quarterly reports to CEBSI	Community and Regional Prosperity	PI - Political	1-Feb-2020 1-May-2021	On time	Budget on track	Benefits to be realized	Identified risk/s within appetite	The Regional Skills Investment Strategy (RSIS) project is scheduled to be completed in February 2021 and is on track for completion. Skills gaps have been identified within all identified industries (Construction, Hospitality and Primary Industry). Connections have been made between businesses and providers to bring the skills and workforce gaps into focus. The project is currently in the planning phase and is collaborating with businesses to organize suitable training that will help their workforce grow. The project completion date of 1/04/2020 for the RSIS project was identified in the 2019-20 Operational Plan. The project is scheduled for completion on 1 April 2021.
<b>2.5 Foster a flexible, supportive and inclusive business environment.</b>												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators			Fourth Quarter Progress Comments	
		Performance Indicator	Target	Source of Validation Data				Training	Budget	Scope	Risk	
2.5.1	Work with the proponent to facilitate an industrial development on the Gatton West Industrial Zone (GWIZ) site.	Demonstrated relevant stakeholders reviews submissions	Apprecy with relevant stakeholders is maintained	Project documentation	Community and Regional Prosperity	PI - Political RI - Regulatory and goodwill	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits to be realized	Identified risk/s within appetite	This deliverable has not been achieved. The area known as GWIZ has been included in Item 4.2.1 in the Operational Plan. The final final interface improvement project has commenced as noted at Item 2.1.1 above. The GWIZ site will be included in an assessment of opportunities.

**Lockyer Nature**  
Our natural assets are valued and protected to sustain our unique rural lifestyle.

3.1 Lockyer Valley's natural assets are managed, maintained and protected.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.1.1	Implement the following initiatives of the Lockyer Catchment Action Plan: - Lockyer Creek sediment stabilisation, fish revegetation and undertake year one maintenance of revegetation - Fertiliser attachment community resilience establish Strategic Resilience Tailstore and deliver Property Management Plans.	Complete identified Lockyer Catchment Action Plan projects Property Management Plans developed	100% of identified projects completed 20 Property Management Plans developed	Project plan Budget Property Management Plans	Community and Regional Prosperity	ECL – Environment and the community M&E – Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rescheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Lockyer Creek sediment stabilisation- Phase 1 and 2 maintenance underway. Replacement planting (due to drought loss) complete at Bevan St (at contractor cost). Replacement planting at Cahill Park deferred to allow contractors to focus on Bevan St. Project extension (Phase 3) engineering design complete and contractor procurement in progress. Community resilience Strategic Tailstore Tailstore settings and Property Management Plans deferred due to COVID-19. Therefore other actions have been brought forward. Riparian weed control works (particularly cats claw creeper vine) have been completed near Junction View. Energy discussion investigation procurement in progress.
3.1.2	Develop and implement strategic environmental management plans for the region's water assets as water and protected including: - Natural Resource Management Plan, Finalise plan - Bioscurity Plan, Finalise plan - Lockyer Catchment Action Plan: review and revise plan - Lake Apses and Freeman Five Year Water Quality Improvement Plan, undertake weed control and revegetation.	Identified strategic environmental management plans reviewed and developed Implementation of identified projects	100% of identified plans finalised (Lake Apses and Freeman Five Year and Catchment weed control and revegetation undertaken on Lake Apses and Freeman	Plan documents Meeting business papers (Project and Council) Budget	Community and Regional Prosperity	ECL – Environment and the community M&E – Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rescheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Deliverables not achieved due to inability to undertake detailed community consultation, however the tasks have been transferred to the 2020/2021 Operational Plan under Natural Resource Management Plan, Natural Resources Management strategy completed and adopted by Council in January 2020. Ork Natural Resource Management Plan prepared and issued to Working Group for review. Community consultation delayed due to COVID-19 (80% complete) Bioscurity Plan, Strategic actions and risk assessments undertaken. Draft Bioscurity Plan prepared, ready for review by Working Group (75% complete) Lake Apses and Freeman Five Year Water Quality Improvement Plan deferred due to approval of funding and commencement of extension of Lockyer Creek stabilisation project (Phase 3) (20% completed) Lake Apses and Freeman water quality. Ongoing engagement with Friends of Lake Apses, Weed control and revegetation works being undertaken by Stirling Queenslanders for Work Trustees, however works were delayed due to suspension of the partnership due to COVID-19

3.2 Council's policies and plans support environmentally sustainable development.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.2.1	Flood plain management strategic planning is undertaken to inform Council's strategic growth management and disaster management requirements.	Completed flood plain management projects	100% completed and adopted by Council	Completed flood management plans	Community and Regional Prosperity	M&E – Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rescheduling expected	Within operational adaption	Benefits to be achieved	Identified risks within appetite	Current projects that form the Local Foodplain Management Plan (LFPMP) 75% complete. To date, there have been no active issues (i.e. flooding of Fertiliser and Lading Creek, or other issues) that have impacted on the delivery of the local Foodplain Management Plan (LFPMP). This work is scheduled to be completed by the end of the year and will inform the revised LFPMP and the LVIC Planning Scheme. COVID-19 restrictions have also impacted upon the delivery of this project.
3.2.2	Develop a framework for Environmental Offsets to protect and enhance valuable habitats and ecosystems.	Framework developed	100% of framework developed	Environmental Offset Framework	Community and Regional Prosperity	ECL – Environment and the community	30-Jun-20	Rescheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Ork Offset Framework prepared. Ongoing development and completion of the framework. Finalisation of the framework required. This task has been transferred to the 2020/2021 Operational Plan under item 4.1.1.
3.2.3	In liaison with key stakeholders review and refine environmental data which informs the Lockyer Valley Planning Scheme.	Data reviewed and refined	100% of overlays reviewed and refined	Refined overlay data	Community and Regional Prosperity	ECL – Environment and the community M&E – Planning, managing and maintaining assets for the future	30-Jun-20	Rescheduling expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Review completed. Development of revised structure in ongoing in line with the development of the Planning Scheme. This task has been transferred to the 2020/2021 Operational Plan under item 4.1.1.

3.3 Community and private landholders' stewardship of natural assets increases.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.3.1	Increase identified land for Wildlife habitat land in the region	Identified habitat land in the region increased	2% increase in land for wildlife identified for habitat and (hectares)	Source of Validation Data	Community and Regional Prosperity	EC1 - Environment and the community	30-Jun-20	Item completed	Budget on track	Benefits to be achieved	Identified risks within appetite	Annual target met in first quarter. No new registrations in the fourth quarter due to COVID-19. Currently membership 11,013ha. Registration pending (due to COVID-19): 1,600ha. Increase in registrations for FY2019-20: 7.9%
3.3.2	Review Environmental Programs to make opportunities for the community to deliver projects with positive environmental outcomes including: - Grants Programs - Landholder Assistance Program - Integrated Land Management Program	Review completed	100% of review completed	Council Business Paper & Budget	Community and Regional Prosperity	EC1 - Environment and the community M4 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rebudgeting expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Grants program review complete and guidelines updated. Landholder Assistance Program review completed. Integrated Land Management Program ongoing. Led by Legal 2020/2021. Operational Plan under item 5.1.4.
3.4 Locals and visitors experience our natural assets.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.4.1	Develop a framework for a Nature Based Recreation Plan for the Lockyer Valley region as a part of the Escarpment Trails Opportunity	Framework developed	100% of framework complete	Framework for Nature Based Recreation Plan Mapping	Community and Regional Prosperity	EC1 - Environment and the community M4 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rebudgeting expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Draft Nature Based Recreation Framework prepared. Initial internal review underway. Community consultation delayed due to COVID-19. BODS completed. This draft has been developed for the 2020/2021 Operational Plan. A review of the region's Tourism Strategy under item 3.1.1.
3.5 Council and the community actively reduce waste, recycle and reuse more.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
3.5.1	Implement the 2019-2020 identified deliverables of the Waste Recycling and Reduction Plan (WRBP)	Actions are implemented	100% Compliance	WRBP	Infrastructure	M4 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rebudgeting expected	Budget on track	Benefits to be achieved	Identified risks being managed	Actions identified within the Waste Reduction and Recycling Plan continue. A desktop review was undertaken using the WRBP to identify areas for improvement. This included a review of all waste management services and user complaints. Customer and/or patron usage at all sites including options was reduced. Community compliance/resistance reported was low to none and current service levels appear to meet community expectations. Additional studies will continue in 2020-2021. Site selection investigations will continue in 2020-2021. A Material and Recycling Facility (MRF) contract tender is to be completed before the end of financial year 2020. The contract will be awarded to the lowest priced tender. 2020 inspections continue at waste management sites for environmental compliance. The profit sharing agreement for the Container Refill and scheme continues 50/50. The MRF contract drawings will be provided on completion. Completion is expected within 2-3 months post commencement.
3.5.2	Upgrade of the Garton Waste Management facilities by undertaking an expansion of waste cell with inter-adjacent Cell 1 to increase capacity for waste to landfill.	Complete expansion waste cell	Cell expansion 100% completed in accordance with statutory requirements	Engineering certification	Infrastructure	M4 - Delivering major projects (time, cost, scope and quality)	30-Jun-20	Rebudgeting expected	Budget on track	Benefits to be achieved	Identified risks being managed	This deliverable was not achieved by the completion date. The expansion of the waste cell and the associated infrastructure program and construction will commence mid August 2020. The procurement of cell materials has been awarded. Council's Infrastructure Group will manage the construction. A final quality assurance report including test results and as constructed drawings will be provided on completion. Completion is expected within 2-3 months post commencement.

3.6 Council and the community actively reduce consumption of non-renewable resources.													
Reference	Operational Plan Action Item for 2019/20	Performance Measurement				Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Source of Validation Data	Budget				Timing	Budget	Scope	Risk	
3.6.1	Identify and develop an Energy Management Plan for Council's principal buildings and facilities that will reduce energy consumption.	Plan developed Reduction of energy consumption	Plan developed that will achieve \$100,000 reduction consumption	Plan documentation Budget	Infrastructure	Infra - Planning, managing and maintaining assets for the future	30 Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risks within scope	This deliverable was not achieved by the completion date and has been transferred to the 2020/2021 Operational Plan under item 3.6.1. One particular initiative progressed during 2019-2020 was the sign up to a 3 year agreement for small sites which is expected to result in a \$150k saving to Council over the period of the agreement. This will be measured and reported to Council.	



Reference	Operational Plan Action Item for 2019/20	Performance Measurement				Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Comments
		Performance Indicator	Target	Score of Validation Data	Source of Validation Data				Training	Budget	Scope	Risk	
4.2.9	Deliver the Local Government Grants and Subsidies Program (LGGSP) projects 1. Derivation modelling of pavement and seal assets 2. Installation of new LED street lighting in Ladye Central Business District	Identified grant projects completed	100% of project 1 and 80% of project 2 delivered in accordance with the funding agreement	Budget and grant reporting in accordance with the occupation	Infrastructure	IA2 - Delivering major projects (time, cost, scope and quality)	30 Jun 20	Rebudgeting expected	Budget on track	Benefits to be achieved	Identified risks within appetite	Project 1 - Project has been completed on time and within budget. Project 2 - This deliverable has not been achieved by the end of the quarter. The project is currently on hold within the internal agencies under the Covid-19 restrictions and timing is being reviewed through option with Council. The deliverable has been transferred to the 2020/2021 Operational Plan under item 4.2.2	
4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.													
Reference	Operational Plan Action Item for 2019/20	Performance Indicator	Target	Score of Validation Data	Responsibility	Key Corporate Risk Category	Completion Date	Training	Budget	Scope	Risk	Fourth Quarter Progress Comments	
4.3.1	Implement the continuous improvement deliverables as outlined in the Planning and Development Business Unit Plan and Continuous Improvement Action Plan	Identified deliverables of the action plan are completed and implemented.	Current financial year deliverables completed	Development and Planning Continuous Improvement Action Plan	Community and Regional Prosperity	RI - Stimulation and goodwill	30 Jun 20	Rebudgeting expected	Within operational appetite	Benefits to be achieved	Identified risks within appetite	Progress on continuous improvement projects has been completed. The Development Assessment Team for this quarter has been given to Assessment & enquiries activity priority has been given to Assessment & enquiries. This deliverable has been transferred to the 2020/2021 Operational Plan under item 4.3.1	
4.4 Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes.													
Reference	Operational Plan Action Item for 2019/20	Performance Indicator	Target	Score of Validation Data	Responsibility	Key Corporate Risk Category	Completion Date	Training	Budget	Scope	Risk	Fourth Quarter Progress Comments	
4.4.1	Provide technical support to review the Inland Rail Project design impacting on Council's infrastructure.	Project designs reviewed and feedback provided to ARTC	100% of designs reviewed	Meeting held with ARTC and comments log	Infrastructure	IA1 - Planning, managing and maintaining assets for the future	30 Jun 20	On time	Budget on track	Benefits to be achieved	Identified risks managed	Comments provided and completed on all feasibility designs. Copying and transfer of reports and documents into Inland Rail Track Corporate context documentation.	
4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle.													
Reference	Operational Plan Action Item for 2019/20	Performance Indicator	Target	Score of Validation Data	Responsibility	Key Corporate Risk Category	Completion Date	Training	Budget	Scope	Risk	Fourth Quarter Progress Comments	
4.5.1	Complete Major Plans for: - Growth Main - Major Enterprise and Industrial Area - Precinct	Plans are completed Major Enterprise and Industrial Area and Precinct	100% completed and adopted by Council	Major Plans for Growth Main and Precinct	Community and Regional Prosperity	IA1 - Planning, managing and maintaining assets for the future	30 Jun 20	Rebudgeting expected	Within operational appetite	Benefits to be achieved	Identified risks reported	Completion of these projects was delayed due to other projects. However all plans were completed during July. The Growth Main and Precinct plans will be finalised within the next month.	

**Lockyer Leadership**  
*Our leaders are visionary and seek coordinated outcomes for the benefit of the whole community.*

**Lockyer Council**  
*A well-managed, transparent and accountable organisation that gives the community confidence, demonstrates financial sustainability, where customers are satisfied with our services and our employees are proud to work.*

5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.1.1	Develop a land asset management plan that will: - rationalised Council's land assets and associated facilities - identify council land and/or properties suitable for disposal via sale	Completed land asset management plan Sale of identified land assets	Land Asset Management Plan adopted and adopted by Council Identified land sold within identified timeframes	Source of Validation Data Land Asset Management Plan	People and Business Performance	FEL - Financial Sustainability	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits were achieved	Identified risk/s being managed	A Land Register is in the process of being completed. This deliverable was not achieved by the completion date and has been transferred to the 2020/2021 Operational Plan under item 5.1.4.
5.1.2	Underpin a business review of operations of the Shire's first Care and Junction Centre to identify opportunities for growth and financial sustainability	Efficiencies identified and strategies to achieve developed and implemented	50% improvement on the 2018-19 financial operating position	Financial reports competitor benchmark analysis	Community and Regional Prosperity	FEL - Financial Sustainability	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Due to COVID-19, the Functionality and Shaping Post were closed in mid-March. A review of operations of both facilities is being undertaken. Various options were presented to Councilors workshop on 7 July 2020.
5.1.3	Underpin a full review of plant and fleet assets Council to ensure utilisation is being maximised and plant and fleet types are reflective of future needs for programmed works.	Review completed	Review of 10 year Program to ensure plant and fleet are reflective of future needs.	Technical Reporting and Council Business Papers	Infrastructure	FEL - Financial Sustainability	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Plant review partially complete however this deliverable was not achieved by the completion date. The task has been transferred to the 2020/2021 Operational Plan under item 5.1.3.
5.1.4	Conduct an independent review of Council's procurement and govern function and implement the agreed key findings.	Review completed Findings implemented	100% of agreed key findings implemented	Review documentation	People and Business Performance	FEL - Financial Sustainability	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits were achieved	Identified risk/s being managed	A review of the strategic procurement report was completed and a procurement strategy was developed. A change management strategy for delivery of Procure was made on development of draft templates to support the procurement process. Capability audit of procurement team and others in processes and systems - procurement delegations - priority has been transferred to the 2020/2021 Operational Plan under item 5.1.3.
5.2 Excellence in customer service to our community.												
Reference	Operational Plan Strategy for 2018/19	Performance Measurement		Source of Validation Data	Responsibility	Key Corporate Risk Category	Timeline	Progress Indicators				Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.2.1	Review and update the Customer Service Strategy and implement identified improvements.	Review completed Council and identified improvements implemented	100% of identified improvements implemented	Updated Customer Service Strategy document	People and Business Performance	RI - Reputation and goodwill	31 Dec 20	Rescheduling expected	Budget on track	Benefits in dollar	Identified risk/s being managed	Customer Service Strategy updated but not adopted by Council yet. This task has been transferred to the 2020/2021 Operational Plan under item 5.2.1.

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

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.3.1	Continue to support the Lake Apes Community Advisory Committee (LACAC) through the revised Committee Terms of Reference to enhance the broader community perspective and focus of the group.	Meetings undertaken as required under the Terms of Reference with meeting minutes reported to Council.	100% of required meetings undertaken.	Council Business Papers	Infrastructure	30 Jun 20	On time	Budget on track	Benefits to be achieved	Identified risks within appetite	Regular meetings have been occurring in line with terms of reference, however due to COVID-19 the attendance of the Community Advisory Committee is opening well and in accordance with the revised Terms of Reference.	
5.3.2	Understate a review of Council's advisory committees and external committee representation.	Understate review	100% of review completed	Council Business Papers	People and Business Performance	30 Jun 20	Item completed	Within operational allocation	Item completed and benefits achieved	Identified risks within appetite	A review of Council's Advisory Committees was conducted in May as a part of Council's post election actions. The committees and groups requiring representation were reviewed and representation was aligned to portfolio responsibilities.	
5.3.3	Understate engagement activities on key Council projects including: - Stage 1 of the Hutton Vale Park Project - Leader Valley Planning Scheme - Waste Reduction and Recycling Plan.	Engagement activities conducted	100% of required engagement activities completed	Engagement documentation including website	Community and Regional Prosperity	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risks within appetite	Stage 1 of the Hutton Vale Park project and the Waste Reduction and Recycling Plan have been completed. Public consultation on the draft planning scheme cannot commence at this stage. Reporting to Council around future engagement activities will be included in the specific project updates. Development of Railway Park and the new Planning Scheme have been included in the 2020/2021 Operational Plan under Item 1.2 and 1.1 respectively.	

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

Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.4.1	Conduct a strategic review of Council's insurance function - classification of self-insured property - establishment of standards for third party claims.	Property classified insurance standards established	100% of property classified 100% of insurance standards standard set	Property schedule Standard documentation	People and Business Performance	30 Jun 20	Rescheduling expected	Within operational allocation	Benefits in doubt	Identified risks being managed	This deliverable has not been achieved and has not been transferred to the 2020/2021 Operational Plan. The reason being that the Community Facilities Branch has been tasked with identifying and recommending those buildings which to be included in the 2020/2021 Operational Plan under a similar cost of 20 recovery infrastructure projects. This deliverable will be reclassified as the infrastructure projects are completed.	
											Third party claim form, claim investigation template and response correspondence templates have been developed and implemented.	

5.5 Promote a values based culture that appreciates and empowers its workforce.

Reference	Operational Plan Strategy for 2018/19	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.5.1	Implement identified outcomes and initiatives for 2019-20 by the Connected Council Progress Group.	Identified outcomes and initiatives implemented	75% of outcomes and initiatives implemented	ET Meeting Minutes	People and Business Performance	30 Jun 20	Item completed	Within operational allocation	Benefits in doubt	Identified risks being managed	The Connected Council Progress Group function and initiatives have been assisted by the Organisational Effectiveness Review (OER) recommendations. Implementation of the OER priority recommendations has been transferred to the 2020/2021 Operational Plan under a similar cost of 20 recovery infrastructure projects. This deliverable will be reclassified as the infrastructure projects are completed, however with the new organisational structure in place it is no longer required.	

5.6 Provide leadership and contemporary management systems that drive a coordinated and connected organisation.												
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators				Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.6.1	Design and deliver Stage 2 of the Leadership Development Program.	Stage 2 Leadership Development Program designed and delivered	Stage 2 100% completed	Leadership Development Program documentation	People and Business Performance	5.1 - Strategic workforce planning and management	30 Nov-19 (design) 30-Jun-20 (delivery)	Rescheduling expected	Within operational allocation	Benefits in doubt	Identified risk/ being managed	This deliverable was not achieved by the completion date due to the organisational restructure and the impacts of Covid-19 however implementing a leadership development program is a recommendation of the OER and the same has been implemented. The package of works included in the implementation will include: - Work with key stakeholders to identify needs, scope, design and implement post-Operational Effectiveness Review Organizational Development requirements for activities such as: - Evidence planning workshop for leaders (generally incorporating Training Needs Analysis for all other levels of employees); - Induction for managers, coordinators and supervisors (covering practicalities and technical aspects of management i.e. Corporate requirements); - Refining and expanding leadership development program for managers, coordinators and supervisors, and incorporating strategies on culture, behaviour and process improvement.
5.6.2	Conduct an operational effectiveness review to identify service efficiencies and improve the organisation's effectiveness.	Organisational effectiveness review completed	Review 100% completed and key outcomes implemented	Review documentation	Chief Executive Officer	FE1 - Financial sustainability	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risk/ being managed	The Organisations Effectiveness Review (OER) Version 3.0 was completed on 22 January 2020 and accepted on 22 January 2020. All recommendations included in the report have been accepted and will be implemented as a 2020/2021 Operational Plan deliverable.
5.6.3	Review and include reporting to Council, Chief Executive Officer and Executive Management in addition to ongoing reporting performance and risk management to achieve quality decision making based on adequate, timely and relevant information.	Complete the review	Review 100% completed	Review documentation	People and Business Performance	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-20	Rescheduling expected	Within operational allocation	Benefits to be achieved	Identified risk/ being managed	The Council meeting template has been reviewed and implemented to include all relevant items for consideration on each matter presented to Council. One of the three Group Manager report formats has been updated to improve the presentation of information to Council. The remaining two will be completed in the third quarter of 2020/21. This will be identified through the monthly updates to Council.
5.7 Compliant with relevant legislation.												
Performance Measurement												
Reference	Operational Plan Action Item for 2019/20	Performance Indicator	Target	Source of Validation Data	Responsibility	Key Corporate Risk Category	Completion Date	Timing	Budget	Scope	Risk	Fourth Quarter Progress Update
5.7.1	Develop a business continuity plan for the organisation that outlines the appropriate actions to take in the event that a significant interruption occurs.	Business continuity plan completed	Plan 100% completed and adopted by Council	Business Continuity Plan	People and Business Performance	BC1 - Provision of Care services now and into the future	31-Dec-19	Rescheduling expected	Budget underspent	Benefits to be achieved	Identified risk/ being managed	A disruption specific Business Continuity Plan was developed to coordinate the impact of COVID-19 on Council's functions. A recent report review of Council's response to COVID-19 informed the development of a complete Business Continuity Plan by December 2020.
5.7.2	Review identified priority local laws to ensure relevance to the region and understanding by Council and the community. - Carriers and Camping - Shelters - Childs and Pkds.	Priority Local Laws identified and review commenced	100% of identified priority local laws review commenced	Local Laws Register Council Business Papers	People and Business Performance	FE2 - Decision making governance, due diligence, accountability and sustainability	30-Jun-20	Rescheduling expected	Budget underspent	Benefits to be achieved	Identified risk/ being managed	The full review of Council's local laws has been included in the 2020/21 Operational Plan to address the time frame of the review. The review will be completed in the third quarter of 2020/21. This will be identified through the monthly updates to Council.

5.8 Deliver reliable internal support services.													
Reference	Operational Plan Action Item for 2019/20	Performance Measurement			Responsibility	Key Corporate Risk Category	Completion Date	Progress Indicators					Fourth Quarter Progress Update
		Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk		
5.8.1	Implementation of Property & Being business system (CalvaryWest) (CA) upgrade.	Configuration of P&B Modules completed	100% of the configuration of the P&B modules completed in project environment	Project documentation	People and Business Performance	IA3 - Information and technology capacity and management	30-Jun-20	Item in advance	Budget on track	Benefits to be achieved	Identified risks within appetite	As previously reported, the Property and Being upgrade project was put on hold until further notice. However it has been determined that Council would continue with moving Council's TechnologyOne business systems from on premise to TechnologyOne's Software as a Service solution, which was successfully delivered this quarter. We went live in the TechnologyOne cloud on the 15th March with minimal issues. The project could not have been split into discrete sprints as the project was a single piece of software. The project is currently being developed which will include the P&B/CA. Project. This deliverable has been transferred to the 2020/2021 Operational Plan under item 5.8.2.	
5.8.2	Improve Council's ability to manage and reduce its cyber security risk.	Review recommendations completed Cyber Security training conducted	100% of recommendations completed within scheduled date security training delivered	Audit register	People and Business Performance	IA3 - Information and technology capacity and management	30-Jun-20	Item completed	Within operational allocation	Item completed benefits achieved	Identified risks being managed	Operational Plan action item completed in third quarter.	
5.8.3	Understate an audit on Council's Safe System of Work to measure compliance, overall effectiveness and identify continuous improvement.	Completion of audit	Audit 100% completed	Completed audit	People and Business Performance	WHS1 - Work health and safety	31-Mar-20	Item completed	Within operational allocation	Item completed benefits achieved	Identified risks being managed	Operational Plan action item completed in fourth quarter.	
5.8.4	Develop and implement an internal communication strategy to assist with the positive provision of Council information to all staff and in an effective and timely manner.	Increased engagement between staff and timely delivery of key information	100% completion of strategy increased engagement	Monthly reporting	People and Business Performance	RI - Reputation and goodwill	30-Jun-20	Item completed	Within operational allocation	Benefits in detail	Identified risks being managed	This deliverable has not been adopted and has been transferred to the 2020/2021 Operational Plan under item 5.8.1. The operational structure and Covid-19 have delayed the development and implementation of an internal communication strategy.	



## Consultation

### Internal Consultation

The following officers were consulted in the review of the actions:

- Chief Executive Officer
- Group Manager Community & Regional Prosperity
- Group Manager Infrastructure
- Group Manager People & Business Performance

On a quarterly basis, Council will receive an updated report on the actions that are outstanding. Any actions that require further input from Council will be presented in the form of a separate agenda report.

### External Consultation

Due to the administrative nature of this report, no external consultation was required.

### Community Engagement

Due to the administrative nature of this report, no community consultation was required.

## Proposal

### Overview

This report provides Council with an update on the action items arising from resolutions at Ordinary and Special Council meetings from the previous term of Council between 1 May 2016 to 25 March 2020 and the current term of Council from 17 April 2020 to 31 July 2020. Additional details on resolutions that have not been completed are highlighted within this report.

Group	2016-2020 Term of Council Total Action Items	2020-2024 Term of Council Total Action Items	Ongoing/Incomplete Actions
Executive Office	248	32	0
Community & Regional Prosperity	457	20	4
People & Business Performance	428	27	7
Infrastructure <i>Including Former Infrastructure Works &amp; Services</i>	194	11	6
<i>Former Organisational Development &amp; Planning</i>	75	-	-

<b>Former Corporate &amp; Community Services</b>	<b>117</b>	<b>-</b>	<b>-</b>
<b>Procedural Motions (No action required)</b>	<b>180</b>	<b>10</b>	<b>-</b>
<b>TOTAL</b>	<b>1699</b>	<b>100</b>	<b>17</b>

Legal Implications

There are no legal implications which arise as a result of this report.

Policy Implications

There are no policy implications which arise as a result of this report.

Risk Considerations

Key Corporate Risk Code and Category: FE2

Key Corporate Risk Descriptor: Finance and Economic  
Decision making governance, due diligence, accountability and sustainability

Previous Council Resolutions

The last Quarterly Agenda Action Items Review report was presented to Council's Ordinary Council Meeting held 25 March 2020. *Resolution: 16-20/1694*

Related Documentation

There are no related documents.

Critical Dates

On a quarterly basis, Council will receive an updated report on the actions that are outstanding. Any actions that require further input from Council will be presented in the form of a separate agenda report.

Implementation

This report enables Councillors to monitor, at a strategic level, the completion of actions, which have arisen as a result of resolutions of Council meetings. Outstanding action items are to be monitored and reported to Council on a quarterly basis.

**Attachments**

- 1 [↓](#) Outstanding Actions 2016-2020 and 2020-2024 Term - All of Council 18 Pages



LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/07/2020  
COMMUNITY & REGIONAL PROSPERITY

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1182	12/12/2018	Compliance Issues - Property at Lot 103 RP 141786	<p><b>RESOLUTION</b></p> <p>THAT Council receive and note the tabled report for Lot 103 RP 141786 and endorse the actions taken by Council's Environmental Health Coordinator and Building Certifier/Regulatory Officer;</p> <p>Further</p> <p>THAT Council authorise the Chief Executive Officer to take all steps necessary to recover the outstanding enforcement costs from the property owners in accordance with Council's Debt Recovery Policy.</p> <p>Moved By: Cr Wilson Seconded By: Cr Cook Resolution Number: 16-20/1182</p> <p>CARRIED 7/0</p>	Simpson, Darryl	<p>10 Jul 2020 8:05am Hope, Hiedi Councillor offer contact Client on 9/7/2020 at 2pm to seek an update on the property with respect to the clean-up works and also to understand the current health condition of both residents. The customer advised that she is still in "lockdown" currently suffering health conditions implicated by a heavy contraction of pneumonia, she also advised that she was unable to be exposed to persons outside of her home, unless seeking medical aid, if a persons had symptoms of any flu or Covid 19, she would be vulnerable to contract that infection on top of her pneumonia. The husband has been suffering ailments due to his heavy asthmatic condition and ailments concurrent with getting older, as he has just turned 65 years of age, They are continuing to clean-up the property, taking and selling off scrap where they can, and would continue to work with council to achieve compliance, Officer will contact them at the end of the month to seek further updates.</p>	Completed

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1681	11/03/2020	Grantham Quarry Approval of Rehabilitation Works	<p><b>RESOLUTION</b></p> <p>THAT in relation to the Owner's request for approval of the rehabilitation works undertaken at the Grantham Quarry on Lot 103 CH31505</p>	Underwood, Quentin	<p>23 Jul 2020 1:55pm Hope, Hiedi Draft finalised waiting for approval</p>	Completed



LOCKYER VALLEY REGIONAL COUNCIL  
RESOLUTIONS OF COUNCIL AND ACTION TAKEN 1/05/2016 - 30/07/2020  
COMMUNITY & REGIONAL PROSPERITY

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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:



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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

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(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

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
20-24/0046	20/05/2020	Lockyer Valley Equine and Racing Collaborative Report	<p><b>RESOLUTION</b></p> <p>THAT Council receive the recommendation from the Lockyer Valley Equine and Racing Collaborative and endorse the concept design for the Lockyer Valley Equine Precinct.</p> <p>Moved By: Cr Holstein Seconded By:</p>	Harrn, Jason	10 Jul 2020 9:10am Hope, Hiedi Procurement phase for consultant has commenced.	

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COMMUNITY & REGIONAL PROSPERITY

Cr Cook  
Resolution Number: 20-24/0046  
CARRIED  
7/0

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
20-24/0098	15/07/2020	Request for Exemption from Obtaining Competitive Offers - ID Consulting	<p><b>RESOLUTION</b></p> <p>THAT in accordance with Section 235(a) of the <i>Local Government Regulation 2012</i>, Council enter into a medium-sized contractual arrangement with ID Consulting for a three year period commencing July 2020 (including renewal options) to provide online localised economic and demographic resources without first obtaining written quotes or tenders as Council is satisfied there is only one supplier who is reasonably available.</p> <p>Moved By: Cr Wilson Seconded By: Cr Cook Resolution Number: 20-24/0098</p> <p>CARRIED 7/0</p>	McCraw, Helen	23 Jul 2020 11:39am Hope, Hiedi Purchase order approved by GM C&RP, Letter drafted and signed by CEO - ECM 3984537	



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Item No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1177	12/12/2018	Proposed Acquisition of Part of Lot 851 SP297470 for Park Purposes	<p><b>RESOLUTION</b></p> <p><b>THAT with respect to the proposed development of a district park on part of Lot 851 on SP297470, Council resolve to endorse the steps undertaken by the Chief Executive Officer to date to investigate the proposed site and design concepts;</b></p> <p><b>Further;</b></p> <p><b>THAT Council delegate authority to the Chief Executive Officer to exercise all powers necessary to:</b></p> <p><b>(a) facilitate the delivery of the proposed park land to Council either by negotiation of an Infrastructure Agreement with the landowner or under the <i>Acquisition of Land Act 1967</i> if necessary, including but not limited to, the issuing and execution of a Section 15 Agreement and a Notice of Intention to Resume to the landowner and any other relevant parties;</b></p> <p><b>(b) undertake a community engagement process to seek ideas and feedback from the local community to inform the detailed design of the park and the staging and delivery of the works; and</b></p> <p><b>(c) negotiate an Infrastructure Agreement with the landowner to facilitate delivery of the works on terms satisfactory to Council.</b></p> <p>Moved By: Cr Holstein Seconded By: Cr McLean Resolution Number: 16-20/1177</p>	Natalier, Caitlan	07 Aug 2020 10:42am Natalier, Caitlan Discussion with developer on 25/6/2020 and progress steps agreed. Details of identified planning constraints and issue in dispute sent to Developer on 26/6/2020. Awaiting developer's response and revised development layout plan. Upon receipt our valuer will consider it, and how this impact other issues raised by developer's valuer, before a meeting with the developer and all valuers is arranged. - ECM 3984455. Meeting dates originally proposed for early August have passed. new dates won't be proposed until a response is received from the developer and our valuer is able to finalise his position. This will help narrow the issues in dispute and ensure the meeting discussions are meaningful and productive.	Completed

**CARRIED**

7/0



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
15-20/1210	13/02/2019	Request for Variation of Proposed Lease Terms - Lease of Part of the Laidley Depot	<p><b>RESOLUTION</b></p> <p><b>THAT with respect to the request from Biosecurity Queensland for the use of additional land at the Laidley Depot and for Council to undertake maintenance works to facilitate their use of the land, and other matters, Council resolve to authorise the Chief Executive Officer to:</b></p> <p>(a) investigate again whether the State has any interest in purchasing the former Laidley Depot site subject to the land being reconfigured to enable this, given their proposal to intensify their use of the land; or</p> <p>(b) negotiate lease terms satisfactory to Council to enable use of the additional area, subject to an increased lease rental being agreed in consideration of the inclusion of the additional land area and the costs Council will incur to undertake works to facilitate the requested use; and</p> <p>(c) negotiate what general maintenance and other works will be undertaken by Council to facilitate the proposed use by Biosecurity Queensland; and</p> <p>(d) arrange for the agreed maintenance and other works to be undertaken at a time convenient to Council and prior to use by Biosecurity Queensland.</p> <p>Moved By: Cr Cook Seconded By: Cr Vela Resolution Number: 16-20/1238 <b>CARRIED</b> 7/0</p>	Nattaler, Caitlan	07 Aug 2020 9:52am Nattaler, Caitlan Still awaiting internal approval by DHPW. Council officers working with QUU to resolve fire hydrant compliance issue. Rent for period up to 30/6/2020 has been paid. Rent for current lease year has been issued.	



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
15-20/1621	22/01/2020	Lease - Lockyer Regional Performing Arts Inc - Part of Lot 1 on RP148894 situated at Laidley Cultural Centre	<p><b>RESOLUTION</b></p> <p><b>THAT with respect to the request by the Lockyer Regional Performing Arts Inc to enter into a Lease over part of Lot 1 on RP 148894, Council resolve to:</b></p> <ul style="list-style-type: none"> <li>a) apply the exception contained in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i>; and</li> <li>b) delegate authority to the Chief Executive Officer to negotiate a Lease on terms satisfactory to Council;</li> </ul> <p>And further;</p> <p>THAT the Lockyer Regional Performing Arts Inc be advised that they can apply for assistance to cover the lease costs through Councils Community Grants Program</p> <p>Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 16-20/1621</p> <p>CARRIED 6/0</p>	Millard, Julie	06 Aug 2020 1:34pm Millard, Julie Club still waiting on funding to be granted	

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Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1676	11/03/2020	Future Use of the Kensington Grove Child Care Centre and Community Hall Facilities	<p><b>RESOLUTION</b></p> <p><b>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.</b></p> <p>Moved By: C+ Hagan Seconded By: C+ McLean Resolution Number: 16-20/1676</p> <p><b>CARRIED</b> 6/0</p>	Nataller, Caitlan	07 Aug 2020 9:42am Nataller, Caitlan EOI being prepared. Initially delayed due to the developing covid situation and closure of facilities and restrictions on gatherings.	Completed



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Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
20-24/0057	17/06/2020	Request for Trustee Lease over Part of Lot 210 on SP140941, Laidley Recreation Reserve	<p><b>RESOLUTION</b></p> <p><b>THAT with respect to the request to enter into a Trustee Lease over part of Lot 210 on SP 140941 by The Scout Association of Australia – Queensland Branch, Council resolve to:</b></p> <p>a) apply the exception contained in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to enable a trustee lease to be offered to a community organisation; and</p> <p>b) authorise the Chief Executive Officer to negotiate a new Trustee Lease with The Scout Association of Australia – Queensland Branch on terms satisfactory to Council.</p> <p>Moved By: Cr Holstein Seconded By: Cr Cook Resolution Number: 20-24/0057</p> <p><b>CARRIED</b> <b>7/0</b></p>	Natalier, Caitlan	06 Aug 2020 4:59pm Natalier, Caitlan Lease drafted and sent to Scouts - ECM 3986596	Completed

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Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
20-24/0085	15/07/2020	Resilience and Risk Reduction Funding 2019-2020 Program	<p><b>RESOLUTION</b></p> <p>THAT Council approve applications for the following projects to be submitted for the Resilience and Risk Reduction Funding 2019-20 program, to the Queensland Reconstruction Authority:</p> <ul style="list-style-type: none"> <li>• Laidley Town Flood Protection scheme (LTFPS) - update and design development</li> <li>• Flood Classifications Review</li> <li>• Upgrade Flood Infrastructure</li> </ul> <p>And Further: THAT, the 2020-21 budget is amended upon notification of approval of funding.</p> <p>Moved By: C+ Wilson Seconded By: C+ Vela Resolution Number: 20-24/0085</p> <p style="text-align: center;"><b>CARRIED 7/0</b></p>	Kocis, Michelle	The applications were submitted by the closing date.	Completed

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20-15/07/2020  
24/0086 Request for renewal of Trustee Lease over part of Lot 149 on CP CC2675

Millard, Julie

06 Aug 2020 1:35pm Millard, Julie  
Draft Lease sent to Lockyer Woodcrafters for their review - ECM 3991384

**RESOLUTION**

THAT with respect to the request to enter into a new Trustee Lease over part of Lot 149 on CP CC2675 with the Lockyer Woodcrafters Group Inc, Council resolve to:

- (a) Apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012* and offer a new Trustee Lease to Lockyer Woodcrafters Group Inc for a term of ten (10) years and on terms satisfactory to Council; and

- (b) Delegate authority to the Chief Executive Officer to do all things necessary to give effect to this resolution.

Moved By: Cr Holstein

Seconded By: Cr Hagan

Resolution Number: 20-24/0086

CARRIED  
7/0



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INFRASTRUCTURE

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Item No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/0338	18/01/2017	Community and Crisis Care Housing	<p><b>RESOLUTION</b></p> <p>THAT with respect to the future management of Council's community and crisis care housing assets, Council resolve to;</p> <p>a) confirm their intent to transition out of Community Housing and seek a meeting with the Department of Housing and Public Works representatives to discuss the transfer of the management of housing assets located at 11 North Street and 44 Cochrane Street Gattton back to that Department;</p> <p>b) authorise the Chief Executive Officer to negotiate satisfactory arrangements with The Uniting Church in Australia Property Trust (Q) to provide for the continued tenure of 27 Frome Street, Laidley until 30 June 2018;</p> <p>c) take no further action in relation to the arrangements for the use of 48 Cochrane Street, Gattton by The Uniting Church in Australia Property Trust (Q) pending a decision by Queensland Urban Utilities in relation to accepting trusteeship of the reserve; and</p> <p>d) investigate future options to demolish the building located at 369 Smithfield Road, Gattton.</p> <p>Moved By: Cr Hagan Seconded By: Cr McLean Resolution Number: 16-20/0338</p>	Wicks, Kerry	07 Apr 2020 12:00pm Hope, Hiedl - Reallocation Action reassigned to Wicks, Kerry by Hope, Hiedl - Requested by Caitlan to task to Kerry and herself	
			<p>CARRIED 7/0</p>			



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INFRASTRUCTURE

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Item No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1185	12/12/2018	Expression of Interest – Waste Disposal and Resource Recovery Services - South East Queensland – West Waste Alliance Group	<p><b>RESOLUTION</b></p> <p>THAT Council endorse the actions of the Chief Executive Officer to continue to participate in a regional waste alliance with other Councils in South East Queensland to enable a regional procurement process for waste management and resource recovery services.</p> <p>Further;</p> <p>THAT Council invite Expressions of Interest for the provision of waste disposal services, including the use of alternative waste disposal and recycling technologies, to service the needs of the Lockyer Valley Regional Council area, or as part of a joint government activity, joint government entity or joint local government with other Councils in South East Queensland in accordance with Section 228 2(b) of the <i>Local Government Regulation 2012</i>.</p> <p>Further;</p> <p>THAT Council resolve to prepare a tender consideration plan in accordance with Section 230 (1) and (2) of the <i>Local Government Regulation 2012</i>.</p> <p>And Further;</p> <p>THAT Council confirm the Manager Health, Waste and Regulatory Services as Council's representative for the South East Queensland – West Waste Alliance Group.</p> <p>Moved By: Cr Cook Secoded By: Cr Hagan Resolution Number: 16-20/1185</p>	Sippel, Brendan	13 Aug 2020 12:40pm Stanley, Wendy Matter being progressed. EOI being evaluated with the Waste Alliance Group assessment panel.	
<p><b>CARRIED</b> 7/0</p>						



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INFRASTRUCTURE

Agres No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1291	27/03/2019	Restoration of access to Lot 202 CP817791 at Flagstone Creek Road, Upper Flagstone	<p><b>RESOLUTION</b>  <b>THAT Council endorse the construction and funding of a four-metre-wide farm access track from Flagstone Creek Road to Lot 202 CP817791 and authorise the Chief Executive Officer to do all things necessary to prepare and lodge an easement and survey plan to secure the access with the Department of Natural Resources, Mines and Energy at Council's cost.</b></p> <p>And Further;  <b>THAT Council resolve that the works are considered ex gratia with any future maintenance works the responsibility of the benefited party under the easement.</b></p> <p>Moved By: C/ Holstein                      Seconded By: C/ Cook                      Resolution Number: 16-20/1291</p> <p><b>CARRIED 7/0</b></p>	Lusk, Ben	20 Jul 2020 4:36pm Stanley, Wendy Customer is happy to progress with the easement subject to compensation being finalised. Approval to be sought to finalise the matter.	



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Item No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
16-20/1693	25/03/2020	Change to operating hours at Dal Ryan Memorial Pool, Laidley and Lockyer Valley Sports and Aquatic Centre, Gatton	<p><b>RESOLUTION</b></p> <p><b>THAT Council approve trading hours at the Dal Ryan Memorial Pool, Laidley, effective from the re-opening of the facility subsequent to the COVID-19 pandemic, to be:</b></p> <ul style="list-style-type: none"> <li>• Monday, Wednesday, Thursday and Friday: 6:00am to 6:00pm;</li> <li>• Tuesday: 11:00am to 6:00pm</li> <li>• Saturday and Sunday: 10:00am to 5:00pm</li> <li>• Closed Boxing Day</li> </ul> <p><b>Further;</b></p> <p><b>THAT trading commences at 1:30pm at the Dal Ryan Memorial Pool and Lockyer Valley Sports and Aquatic Centre, for future ANZAC Day holidays.</b></p> <p><b>And further;</b></p> <p><b>THAT a report be presented to Council in October 2020 following a review of winter patronage, to consider a variation to the trading hours at the Lockyer Valley Sports and Aquatic Centre during the winter season.</b></p> <p><b>Moved By:</b> Cr Holstein Cr Hagan Resolution Number: 16-20/1693</p> <p><b>Seconded By:</b></p> <p><b>CARRIED</b> 6/0</p>	Wicks, Kerry	02 Apr 2020 10:04am Wicks, Kerry ECM 3929492 sent to Swim Fit re resolution 16-20/1693	



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INFRASTRUCTURE

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
20-24/0041	20/05/2020	Amos Road Land Acquisition	<p><b>RESOLUTION</b></p> <p>THAT Council delegate authority to the Chief Executive Officer to do all things necessary to finalise the land acquisitions impacting lot 142 CG2395 to enable the Amos Road Upgrade Project to be completed.</p> <p>Moved By: Cr Holstein Seconded By: Cr Hagan Resolution Number: 20-24/0041</p> <p>CARRIED 7/0</p>	Lusk, Ben	23 Jul 2020 1:52pm Stanley, Wendy Acquisition of required land area is currently being progressed.	Completed

Res No.	Meeting Date	Subject	Resolution	Officer/Dept	Last Action Taken	Completed
20-24/0099	15/07/2020	Operation of Lake Dyer Caravan and Camping Ground	<p><b>RESOLUTION</b></p> <p>THAT with respect to the future management and operation of the Lake Dyer Caravan and Camping Ground and associated parklands, Council resolve to:</p> <p>(a) Invite expressions of interest under Section 228(5) of the <i>Local Government Regulation 2012</i> before considering whether to invite written tenders as it is in the public interest to do so for the following reasons:</p>	Sippeel, Brendan	12 Aug 2020 1:34pm Stanley, Wendy Still being progressed. EOI closes on 19/08/2020	Completed





The lease will be prepared by Council's Property Officer.

The Proposed Lessee will be responsible for any legal costs incurred in reviewing and signing the lease, if any, and the Department of Natural Resources, Mines and Energy registration fees of \$192.00. No survey costs will be incurred as the lease will be for the whole of the Land.

The Proposed Lessee will also be responsible for all outgoing and maintenance costs including but not limited to all costs relating to electricity, bore use/water use, public liability insurance costs, mowing, weed control, fencing if required etc. Council currently maintain the Land by slashing/mowing when required.

As the Land is owned by Council, Council is exempt from rating and as such the Land has not been valued for rating purposes. If the Land is leased Council may ask the Department of Natural Resources, Mines and Energy to prepare a valuation. However, at this time, Council does not value and rate leased properties generally.

To cover the event that Council decides in future to rate all of its leased properties it is proposed that a clause shall be inserted in the Lease to enable Council to charge rates in future if it adopts a policy position to do so.

### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Leadership and Council

#### Outcome

- 5.2 Excellence in customer service to our community
- 5.7 Compliant with relevant legislation

### **Consultation**

#### Internal Consultation

- ✓ Planning, Environment and Regulatory Services
- ✓ Infrastructure
- ✓ Financial Services
- ✓ Community Facilities

#### External Consultation

- ✓ Department of Natural Resources, Mines and Energy (South Region Water Services, Gatton)

### **Proposal**

#### Overview

Following the Lockyer Valley flood events of 2011 and 2013 a considerable number of severely flood affected parcels were involved in a land swap program which included 1446 Gatton Helidon Road, Grantham (the Land).

In 2015 Expressions of Interest (EOI) were invited for the lease of the Land and no interest was received. As the proposed use is consistent with the scope of interest previously sought, a further EOI or tender process is not required.

Earlier in the year Council's Property Officer was contacted by the Proposed Lessee to lease land in Grantham to place a storage container or mobile workshop on the Land in which he would build items out of recycled timber pallets such as mail boxes, dog kennels etc that he then sells at local markets.

Due to the advice from Council's Planning Department that:

- the proposed use would be defined as 'Low Impact Industry' in accordance with Queensland Planning Provisions;
- in accordance with the Grantham Development Scheme and being within the Limited development (constrained land) zone, the use would be subject to an impact assessable Material Change of Use application with the application fee being \$3,360.00 plus \$5.00 per m<sup>2</sup> of total use area; and
- referral would be required to the State Assessment Referral Agency (SARA) due to the property being located within 25m of a State Controlled Road;

the Proposed Lessee did not go ahead with leasing the Land for the above purpose.

The Proposed Lessee has now requested to lease the Land for agricultural purposes, in particular, for the planting of native trees, passionfruit, fruit trees, vegetables and herbs. He has advised that the Land is the preferred block as it has an electricity pole and a bore on the Land. He has requested a lease term of three years with a three-year option.

The proposed Lessee has also advised that he is currently using the shed on the adjoining property situated at 1440 Gatton Helidon Road, Grantham described as Lot 4 on SP 144473 (not owned by Council) for the storage of the recycled timber pallets.

It is recommended that if a Lease is offered to the Proposed Lessee that inspections are undertaken from time to time to ensure that the Proposed Lessee is using the Land for agricultural purposes only. It is also recommended that any Lease offered states that the Land is to be returned to its original condition with all fruit trees/small crops to be removed on expiry/termination of the Lease.

An Aerial Map showing the location of the Land and the adjoining land where the Proposed Lessee stores the recycled timber pallets is attached to this Report.

The Land is freehold land comprising approximately 4078m<sup>2</sup> and is zoned for Rural Agricultural uses. The Queensland Globe Groundwater Overlay shows that there is an existing bore on the Land however it is not known if the bore is functional. Any costs to reinstate the bore will be the responsibility of the Proposed Lessee.

The Senior Project Officer of the South Region Water Services, Gatton (Department of Natural Resources, Mines and Energy) has advised that the bore has no recent history of use associated with it. The bore falls within the Lockyer underground water management area (implementation area 2B) meaning that if it was being used for a purpose other than for stock and domestic before the release of the Moreton Water Plan then it can continue to be used for any purpose.

The Lease of the Land to the Proposed Lessee will allow the Land to be managed and utilised in accordance with the original EOI objectives and ensure possession, control and maintenance of the Land is transferred to the Proposed Lessee.

Council's Manager of Community Facilities has advised that he has no issues with the lease of the Land for the above agricultural purposes.

Legal Implications

Section 236(1)(e) of the *Local Government Regulation 2012* provides an exception from requirement to go to tender if for the disposal of a valuable non-current asset by the grant of a lease, the grant of the lease has been previously offered by tender or auction, but a lease has not been entered in to.

Policy Implications

There are no policy implications associated with this Report.

Risk Considerations

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability  
Compliance management – regulatory or contract compliance,  
litigation, liability and prosecution

Previous Council Resolutions

This matter has not previously been considered by Council.

Related Documentation

An Aerial Map showing the location of the Land and the adjoining landowner is attached to this Report.

Critical Dates

There are no critical dates identified

Implementation

1. Write to the Proposed Lessee advising him of Council's Resolution;
2. Prepare and finalise Lease;

**Attachments**

1 [↓](#) Aerial Map 1 Page



**Disclaimer:**  
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**User:**  
 Date: 7/21/2020  
 Scale (A4): 1:2257  
 Projection: GDA94 / MGA94 Zone 56

**Proposed Lease of Lot 2 on SP 144473**



### **Executive Summary**

The purpose of this report is to consider the proposed application for permanent road closure of the road reserve adjoining Lot 7 on RP 866676 and Lot 8 on RP 866676 situated at Brendan Court, Hatton Vale and seek Council's views for consideration by the Department of Natural Resources, Mines and Energy (DNRME) when assessing the Application.

### **Finance and Resource Implications**

No finance and resource implications for Council are noted.

If the application is successful, the DNRME will notify Council of any update to the land areas and values for rating purposes.

### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Leadership and Council

#### Outcome

5.2 Excellence in customer service to our community

5.7 Compliant with relevant legislation

### **Consultation**

#### Internal Consultation

- ✓ Planning, Environment and Regulatory Services
- ✓ Financial Services
- ✓ Community Facilities
- ✓ Infrastructure

### **Proposal**

#### Overview

On 23 July 2020, Council received a request from the owner of Lot 7 on RP 866676 (Applicant) for Council to provide its views in relation to her proposed application for permanent road closure of the road reserve adjoining Lot 7 on RP 866676 and Lot 8 on RP 866676. This is a pre-requisite step before an application can be lodged with the DNRME for consideration. Council is required to complete the "Part C Statement in relation to an application under the *Land Act 1994* over State Land" with its views so that the relevant form can be submitted with the application.

The area of road proposed to be permanently closed as shown on the attached Aerial Map comprises approximately 200m<sup>2</sup> and is unconstructed road reserve. All surrounding properties have legal access from either Brendan Court or Fairway Drive and the road reserve is not used regularly by the public as a road or stock route. The road reserve does not provide continuity to any road network.

The Applicant has advised that she currently keeps the unconstructed road reserve mowed as part of her property and if the application is successful she intends to amalgamate the road reserve into her adjoining land and plant trees.

Council's Acting Manager of Planning, Policy & Community Wellbeing has advised that she does not support the closing of the road reserve at this time as she believes it is still necessary for stormwater conveyance and may also provide for pedestrian connectivity in the future as the property to the east is developed.

The Recommendation in this Report will enable the Applicant to make a formal application for permanent road closure to the DNRME for consideration. Ultimately, whether or not the application is approved is a decision that rests with the DNRME.

The DNRME is responsible for publishing the proposed road closure and engaging with any other interested parties and agencies to determine whether there are any objections to the application.

Any objections received by the DNRME may be viewed by other parties interested in the proposed road closure in accordance with the provisions of the *Right to Information Act 2009*.

#### Legal Implications

If the Application is successful, the Applicant will be required to purchase the closed road area at market value from the DNRME. The Applicant will be required to amalgamate the road closure area into her adjoining property.

#### Policy Implications

There are no relevant Council policy implications.

Council's consideration of this application, and the issue of the completed Part C Statement in relation to an application under the *Land Act 1994* over State land with Council's views, comply with the DNRME's policy requirements for the assessment of such application.

#### Risk Considerations

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability  
Compliance management – regulatory or contract compliance, litigation, liability and prosecution

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets  
Planning, managing and maintaining assets for the future

#### Previous Council Resolutions

This matter has not previously been considered by Council.

#### Related Documentation

An Aerial Map showing the location of the Land and the adjoining landowner is attached to this Report.

#### Critical Dates

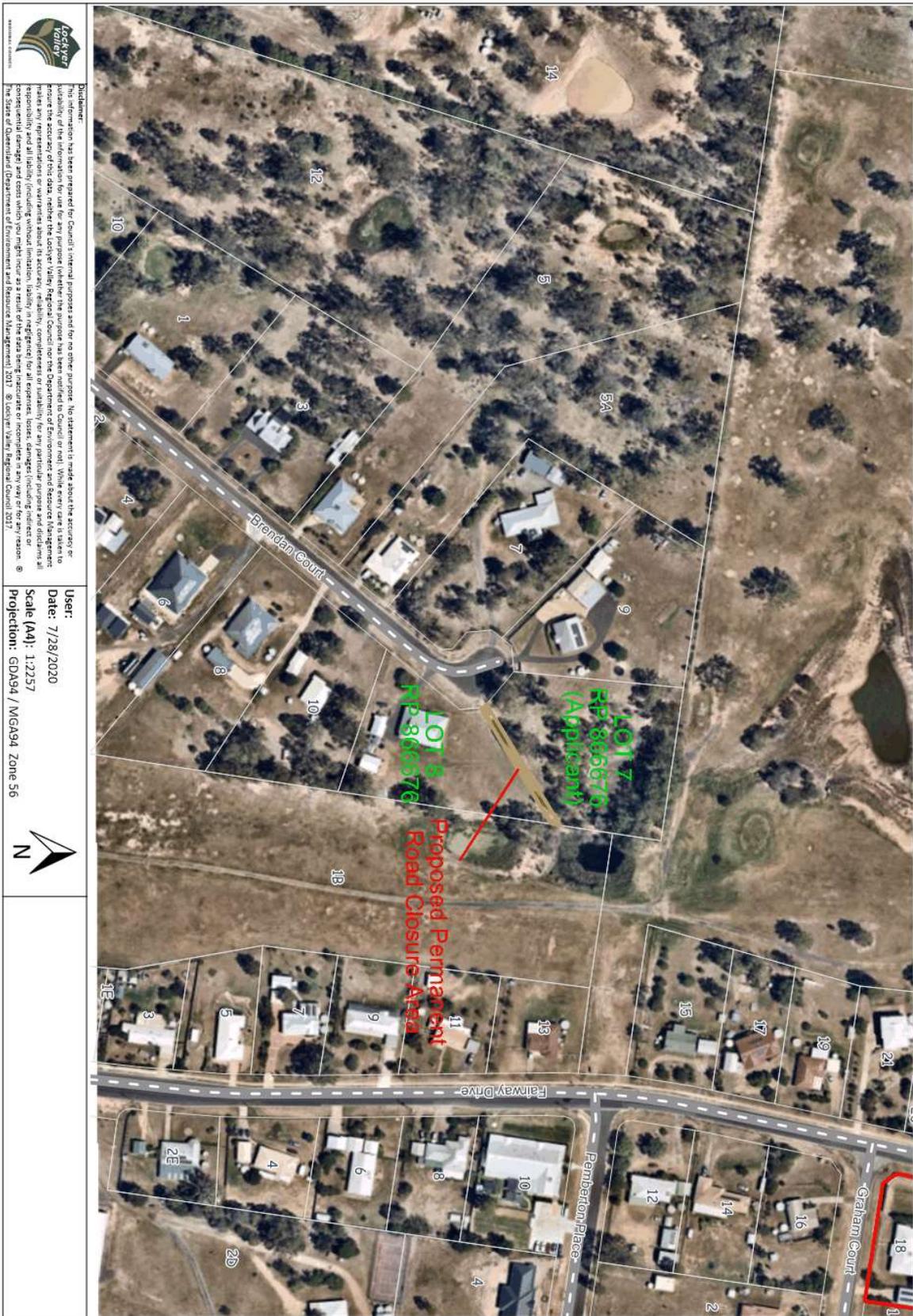
There are no critical dates identified.

Implementation

1. Complete and sign Part C – Statement in Relation to an application under the *Land Act 1994* over State Land.
2. Advise the Applicant of Council’s resolution and provide the completed Part C – Statement in relation to an application under the *Land Act 1994* over State Land to them.

**Attachments**

- 1 [↓](#) Aerial Map



**Disclaimer:**  
This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Lockyer Valley Regional Council nor the Department of Environment and Resource Management make any representation or warranty about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all liability for any loss or damage (including consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way or for any reason. © The State of Queensland (Department of Environment and Resource Management) 2017. © Lockyer Valley Regional Council 2017.

**User:**  
Date: 7/28/2020  
Scale (A4): 1:2257  
Projection: GDA94 / MGA94 Zone 56





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Council's views for consideration by the Department of Natural Resources, Mines and Energy (DNRME) when assessing the Application.

### **Finance and Resource Implications**

No finance and resource implications for Council are noted.

If the application is successful, the DNRME will notify Council of any update to the land areas and values for rating purposes.

### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Leadership and Council

#### Outcome

5.2 Excellence in customer service to our community

5.7 Compliant with relevant legislation

### **Consultation**

#### Internal Consultation

- ✓ Planning, Environment and Regulatory Services
- ✓ Financial Services
- ✓ Community Facilities
- ✓ Infrastructure

### **Proposal**

#### Overview

On 12 July 2020, Council received a request from the owners of Lot 48 on CP CC3391 (Applicants) for Council to provide its views in relation to their proposed application for permanent road closure of the road reserve within Lot 48 on CP CC3391. This is a pre-requisite step before an application can be lodged with the DNRME for consideration. Council is required to complete the "Part C Statement in relation to an application under the *Land Act 1994* over State Land" with its views so that the relevant form can be submitted with the application.

The area of road proposed to be permanently closed as shown on the attached Aerial Map comprises approximately 9500m<sup>2</sup> and is unconstructed road reserve a part of which the Applicant's house encroaches. The area of road proposed to be closed sits wholly within Lot 48 on CP CC3391 and does not provide legal access to any other surrounding property.

The Recommendation in this report will enable the Applicant to make a formal application for permanent road closure to the DNRME for consideration. Ultimately, whether or not the application is approved is a decision that rests with the DNRME.

The DNRME is responsible for publishing the proposed road closure and engaging with any other interested parties and agencies to determine whether there are any objections to the application.

Any objections received by the DNRME may be viewed by other parties interested in the proposed road closure in accordance with the provisions of the *Right to Information Act 2009*.

Legal Implications

If the Application is successful, the Applicants will be required to purchase the closed road area at market value from the DNRME. The Applicants will be required to amalgamate the road closure area into their adjoining property.

Policy Implications

There are no relevant Council policy implications.

Council's consideration of this application, and the issue of the completed Part C Statement in relation to an application under the *Land Act 1994* over State land with Council's views, comply with the DNRME's policy requirements for the assessment of such application.

Risk Considerations

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability  
Compliance management – regulatory or contract compliance, litigation, liability and prosecution

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets  
Planning, managing and maintaining assets for the future

Previous Council Resolutions

This matter has not previously been considered by Council.

Related Documentation

An Aerial Map showing the location of the Road Reserve and Lot 48 on CP CC3391 is attached to this Report.

Critical Dates

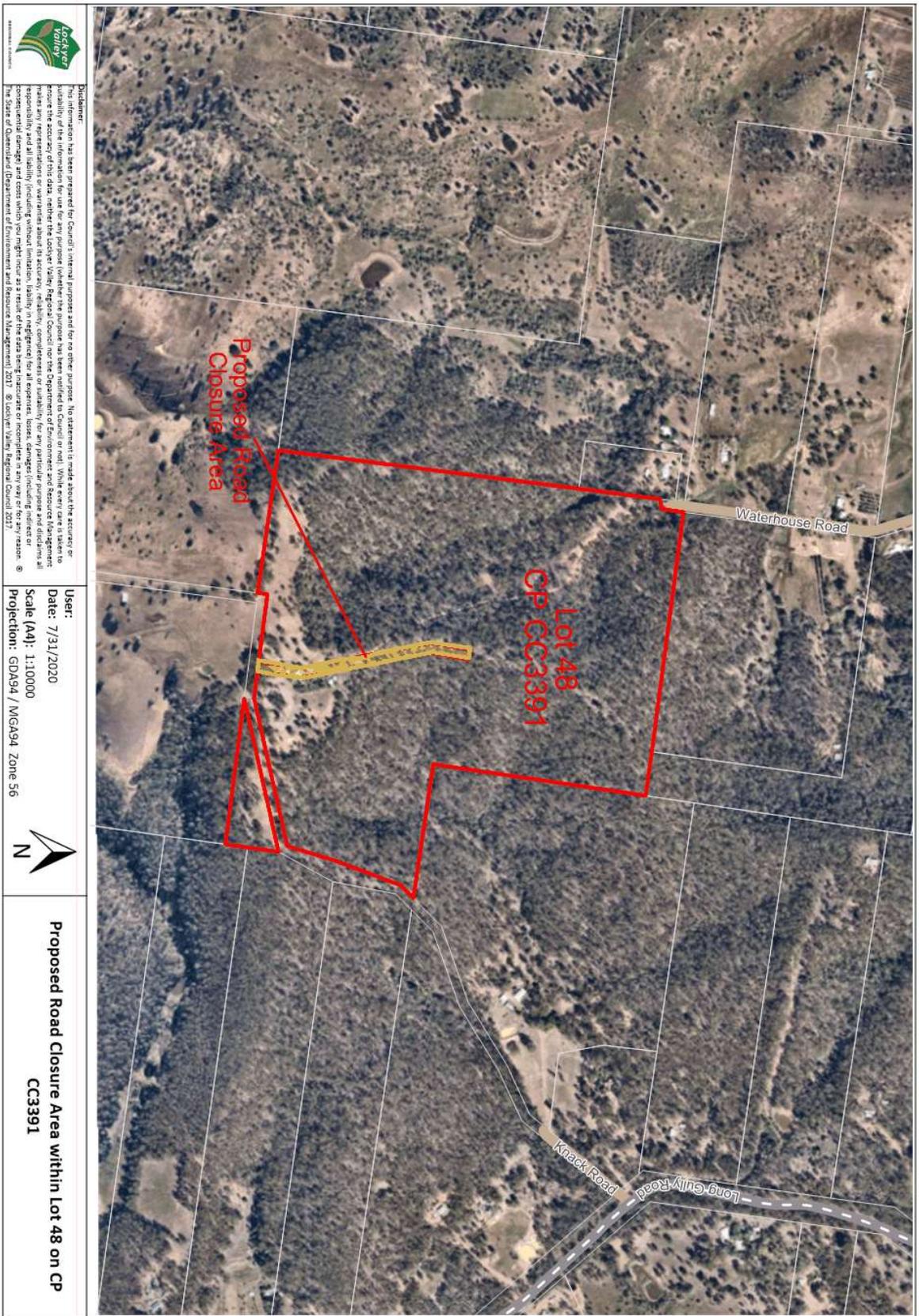
There are no critical dates identified.

Implementation

1. Complete and sign Part C – Statement in Relation to an application under the *Land Act 1994* over State Land.
2. Advise the Applicants of Council's resolution and provide the completed Part C – Statement in relation to an application under the *Land Act 1994* over State Land to them.

**Attachments**

- 1 [Aerial Map](#)





Outcome

- 5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordance and sustainable outcome for our community.

Operational Plan Action Item

- 5.1.2 Review and implement recommendations for the operation and management of the Lockyer Valley Function Centre and Staging Post Café.

**Consultation**

Internal Consultation

Various options for the café and function facility were discussed with Councillors at a workshop on 7 July 2020.

Community Engagement

Due to the community's interest in this facility, Council's decision to investigate options for the facility will be communicated.

**Proposal**

Overview

Council at its meeting on 8 May 2020 decided to discontinue operating the Staging Post Café and Lockyer Valley Conference Centre until further notice. This decision was made following the unexpected closure of the facility due to COVID-19. The café and function facility had been identified as loss-making businesses for many years. While recent changes to systems and staffing models had reduced financial losses, the cessation of the business due to COVID-19 provided an opportunity for Council to consider options for the ongoing use of these facilities.

A number of options were presented to Council at a workshop on 7 July 2020. Staff have recommended investigating market interest. Testing market interest under the current footprint and a few variations of the floor space and inclusions will enable Council to assess if this option is feasible. In normal circumstances, the expectation would be an approximate return of about 8% of turnover.

It is intended to go to market in September/October 2020 to gauge demand for this type of business opportunity and how it would work logistically within the building given the present layout and the single access point to the Queensland Transport Museum (QTM). In this scenario, other considerations would include the determination of overhead charges for the building and term of lease with or without options to extend. Leasing options could involve:

- (a) the cafe only, including options of a smaller footprint;
- (b) both the cafe and function facility components; or
- (c) leasing only the café with the function facility being managed by Council using the leased business or other suitable catering businesses to provide food service under a service level agreement. With this option Council could remain responsible for the internal and external bookings to meet its business needs.

It is noted that Council officers have been contacted by several local business operators expressing their interest in the venue/s to date.

Legal Implications

The EOI process must be conducted in accordance with Chapter 6 of the *Local Government Regulation 2012*.

Policy Implications

There are no policy implications.

Risk Considerations

Key Corporate Risk Code and Category: FE1 Financial and Economic

Key Corporate Risk Descriptor: Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.

Previous Council Resolutions

At its meeting on 8 May 2020, Council resolved to discontinue operating the Staging Post Café and Lockyer Valley Conference Centre until further notice, and that a future options analysis report be presented to Council at a later date regarding the ongoing utilisation of the Staging Post Café and Lockyer Valley Conference Centre.

Related Documentation

Not applicable

Critical Dates

There are no critical dates.

Implementation

If Council resolves to seek expressions of interest, this process to seek expression of interest will be undertaken.

**Attachments**

There are no attachments for this report.



### Outcome

- 1.2 Council optimised the use of its open spaces and facilities by improving access to and the quantity of the facilities for individuals and groups for cultural, recreational and community activities.
- 1.4 Council seek to understand community needs, resulting in partnerships that realise long-term benefits to the community in a timely manner.
- 1.5 Events and activities that bring together and support greater connectivity in the community.

### **Consultation**

#### External Consultation

The Spirit of the Valley Events has confirmed that consultation has been held with Elders from the Yuggerah and Ugarapul people regarding the event.

### **Proposal**

#### Overview

Due to the COVID-19 pandemic many community events were cancelled or postponed. As NAIDOC Week is usually held in the second week of July, this event was one that was postponed. On 10 July 2020 the Federal Government announced that NAIDOC Week 2020 will now be held 8 to 15 November 2020.

NAIDOC originally stood for 'National Aborigines and Islanders Day Observance Committee'. This committee was once responsible for organising national activities during NAIDOC Week and its acronym has since become the name of the week itself. NAIDOC Week celebrations are held across Australia, usually the second week of July, to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity for community members to participate in a range of activities and to support the region's local Aboriginal and Torres Strait Islander community.

For the past three years Spirit of the Valley Events has coordinated and delivered NAIDOC Week celebrations in partnership with a range of services, community organisations and members of the local Aboriginal and Torres Strait Islander community. The event has grown significantly under their management.

Spirit of the Valley Events is proposing to hold NAIDOC celebrations on Friday, 2 October 2020, at Ferrari Park, Laidley. The decision to hold Lockyer's NAIDOC celebrations earlier than the official week was made in consultation with Elders, performers and stall holders enabling the communities to maximise participation throughout the week due to school holidays.

Spirit of the Valley Events has made a request to Council to be a major sponsor of the event and have requested \$4000 to support the delivery of the event. As a major sponsor, Council would receive the following benefits:

- Primary placement of Council’s logo on all print and digital media;
- Recognition of Council as a major sponsor in all print, digital, radio and media interviews;
- Complimentary stall holder space at the event and prominent signage placement at the event; and
- Links on social media and mentions on the day.

As NAIDOC Week celebrations in July had been cancelled, budgetary provision was not made for these celebrations. If Council decides to approve the request for sponsorship, the budget will need to be amended to make provision for this amount.

#### Legal Implications

*Local Government Act 2009*, Section 4(2):

(2) The local government principles are—

- (c) democratic representation, social inclusion and meaning community engagement

#### Policy Implications

This matter does not impact on Council policy and is in line with current policies and procedures, specifically:

- Cultural Diversity Policy - Includes Aboriginal and Torres Strait Islander people in the definition of diverse cultural and linguistic backgrounds.
- Community Grants and Assistance Policy states “Council may contribute to business or other partnerships where there is no financial gain and where projects, events or activities will contribute significantly to individual, community, cultural, social, recreational and environmental enhancement and re-vitalisation of the Lockyer Valley community”.
- Community Grants and Assistance Procedure Objective:  
“The focus is on community development, arts and cultural development, social services, recreational, environmental or educational activities that:
  - Support the development of projects designed to enhance the well-being of the community and which address a demonstrated need in the community
  - Encourage community activities, initiatives and economic development outcomes
  - Enhance the region’s capacity for long term sustainability and overall liveability
  - Strengthen social cohesion, collaboration and inclusion.

Council will deliver public money and in-kind assistance to community organisations and individuals within the Lockyer Valley Region in an open, accountable and responsible manner and with reference to the Corporate Plan 2017 – 2022: 1.4 – Council seek to understand community needs, resulting in partnerships that realise long term benefits for the community in a timely manner.”

#### Risk Considerations

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and the community, including sustainable development, social and community wellbeing, community relationships, public health, recreation, regional profile and identity

#### Previous Council Resolutions

Resolution 10.5 15 July 2020 Adoption of the Budget for the 2020/2021 financial year.

Related Documentation

Letter from Spirit of the Valley Events requesting sponsorship.

Critical Dates

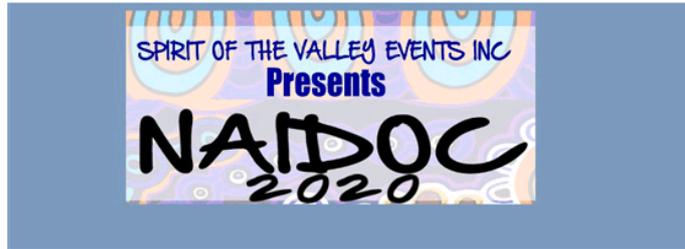
Spirit of the Valley Events is proposing to conduct NAIDOC celebrations on Friday, 2 October 2020.

Implementation

The Community Activation team will organise sponsorship for NAIDOC celebrations.

**Attachments**

1 [↓](#) Letter from Spirit of the Valley Events Inc.



## Sponsorship Proposal

### Lockyer Valley Regional Council

Dear Mayor Milligan and Councillors

Spirit of the Valley Events .Inc is pleased to advise the National Indigenous Australians Agency has reinstated N.A.I.D.O.C. Week celebrations. This year the official week will run from the 8<sup>th</sup>- 15<sup>th</sup> of November.

Our organisation plans to host the Lockyer Valley N.A.I.D.O.C. On Friday October 2<sup>nd</sup> at Ferrari Park Laidley from 10-2. This date has been chosen as it falls within the school holiday period and will allow students and vacation care centres to attend as they have done for the past three years. This date will also allow our artists and vendors an opportunity to gain more work during the official week and help with the dramatic income loss they are currently experiencing.

The Lockyer Valley N.A.I.D.O.C. Event is vitally important to this community as it is the ONLY opportunity our Aboriginal and Torres Strait Islander community has to showcase our talents and celebrate our achievements in or around the Lockyer Valley. It is also integral in bridging the gap between Indigenous and non Indigenous members of the community offering a safe and harmonious space for people to come together and share in our culture.

This event is supported by ALL sectors of our community and is unique in this way as we have everyone from schools and day care centres, local businesses and artists through to retirees sharing their collection of ancient artefacts. We are very pleased to advise we have already gained the support of Kambu Aboriginal Health (All sectors) Westbro Services, Aunty Val and Uncle Noel McGrath and Ugarapul Elder Uncle Ross Anderson, all of whom have confirmed their attendance on the day.

Our event last year attracted over 800 people to Laidley many of whom travelled from Brisbane, Ipswich and Toowoomba to support this event and more than 30 local businesses and artists received an income either by performing, running workshops or hosting stalls selling their crafts or services.

We are very pleased to say Spirit of the Valley Events has created a significant cultural event since taking over the organising N.A.I.D.O.C only three years ago and intend for this year to be no different.

We once again would like to partner with Lockyer Valley Regional Council and are seeking sponsorship to the amount of \$4,000

As our Major Sponsor, Council would receive the following benefits:

- Primary placement of logo on all print and digital media
- Recognition as Major Sponsor in all print, digital and media interviews
- Recognition as Major Sponsor in all radio and print advertising
- Complimentary stalls at the event and signage placed at the event
- Link backs on all Social Media and mentions on the day

Any financial support received from Council will be invested in employing local Aboriginal and non Aboriginal performers, artists and technicians on the day, and radio/print advertising to attract visitors both from within and without the Lockyer Valley region, Your support would be a powerful demonstration of Council's commitment to supporting the Aboriginal and Torres Strait Islander communities in the Lockyer Valley during this time.

Spirit of the Valley Events .Inc will be seeking additional funding from various sources and will also be investing our own funds raised from sausage sizzles to ensure this event will go ahead.

Please note our Organisation is run entirely by volunteers and no one receives a wage to coordinate this event and we are willing to provide Council with a full acquittal of the funds if requested.

COVID restrictions will be adhered to with COVID plans currently being drafted.

The following issues have already been addressed

**Physical Distancing** – Ferrari Park is a large open area that easily allows for physical distancing. Chalk marks and signage will be placed all around the area reminding people to distance.

Sanitising stations will be placed around the area and all stall holders will be required to provide hand sanitisers at their stall.

**Communal Areas** – Spirit of the Valley Events .Inc will sanitise all unoccupied chairs and tables every hour to limit of the possibility of community transmission. We will be foregoing rides this year to further reduce the risk.

**Contact Tracing-** Lockyer Valley Tickets will be the platform for free community tickets allowing automatic registration of attendees. Any person without a tickets will be asked to register at our information booth. Each person whose details have been recorded will be given a band so we can easily identify who has registered. Attendees will also be entered into raffle draws as a reward for complying.

Council's investment will ensure the ongoing success of such an important cultural event in a time when so much is uncertain.

Thank you for taking the time consider our proposal and we understand the position Council is currently in given the current climate. We sincerely believe this event will be of maximum benefit to the community and will certainly help the local economy.

Should have any questions at all, please don't hesitate to contact me on 0448 326 246.

Regards  
Idell Wadley  
President  
Spirit of the Valley Events .Inc  
0448 326 246.

*Amanda Pugh, Group Manager Community and Regional Prosperity declared a conflict of interest in relation to "Item 12.3 - Regional Tourism Organisation for Lockyer Valley", based on the fact that Amanda has previously worked with the CEO of Southern Queensland Country Tourism (SQCT), and left the meeting at 9:42am when the matter was to be debated and voted upon.*

**12.3 Regional Tourism Organisation for Lockyer Valley**

**Date:** 06 August 2020  
**Author:** Annette Doherty, Acting Manager Community Activation  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Purpose:**

The purpose of this report is to seek a resolution in relation to whether Council wishes to retain the Brisbane Economic Development Agency as its Regional Tourism Organisation (RTO), or join Southern Queensland Country Tourism (SQCT).

**Officer's Recommendation:**

**THAT Council become a member of Southern Queensland Country Tourism (SQCT), and determine SQCT to be the Regional Tourism Organisation for the Lockyer Valley Region;**  
**And further;**  
**THAT Council make budget allocation for membership of Southern Queensland Country Tourism.**

**PROCEDURAL MOTION**

**THAT Item 12.3 – Regional Tourism Organisation for Lockyer Valley lie on the table during this meeting until additional information relating to the term of membership is provided to Councillors.**

**Moved By: Cr Milligan**

**Resolution Number: 20-24/0117**

**CARRIED**

**7/0**

*Amanda Pugh returned to the meeting, the time being 10:03am.*

**Executive Summary**

Council is asked to consider whether the Lockyer Valley is best aligned with its current RTO, Brisbane Economic Development Agency (formerly Brisbane Marketing), or whether it may sit better with Southern Queensland Country Tourism (SQCT).

**Finance and Resource Implications**

Council has budgeted \$40,000 for its membership with BEDA. This includes base funding of \$10,000 and \$30,000 for 'pay to play' projects including options for experience development programs, Indigenous tourism development, operator capacity building, marketing campaigns and content development.

SQCT operates under a different funding model to BEDA. Local governments pay a substantive annual fee to enable the organisation to market the region, run industry development programs and support the regional tourism industry. The annual subscription for membership with SQCT would be \$60,289. As this amount exceeds that budgeted for RTO membership, budget allocation would need to be made for the additional amount.

### **Corporate Plan**

#### Corporate Plan Theme

Lockyer business, farming and livelihood

#### Outcome

2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle.

### **Consultation**

#### Portfolio Councillor Consultation

The portfolio Councillor for tourism, Councillor Qualischefski, has been advised of Council officers' discussions with BEDA and SQCT.

#### Internal Consultation

Representatives of SQCT presented to Councillors at the workshop on 4 August 2020.

#### External Consultation

Council officers have had discussions with both BEDA and SQCT in relation to this matter.

The SQCT board is aware of discussions between Council and SQCT staff, and have indicated their support should Council wish to join SQCT.

### **Proposal**

#### Overview

An RTO's role is to work with its tourism partners including state and local governments, tourism operators and industry organisations, like Queensland Tourism Industry Council, Australian Tourism Data Warehouse and Caravanning Queensland, to enhance and grow the region's tourism products and marketing activities.

Lockyer Valley Regional Council's current RTO is the Brisbane Economic Development Agency (BEDA). The Brisbane region includes the coastal communities of Moreton Bay and Redlands Coast, the cities of Brisbane, Ipswich and Logan, and the hinterland of the Scenic Rim, Lockyer Valley and Somerset.

Currently Council works strongly with BEDA on targeted marketing campaigns, marketing platforms (Visit Brisbane website), media familiarisations, major events such as Regional Flavours and Eat Street, ATDW facilitation, Best of Queensland Program, operator development with courses on customer service and digital platforms (website and social media development), and other capability programs such as market pathway programs for export.

Council's RTO Agreement with BEDA has recently ended, making it an opportune time for Council to consider whether it wishes to continue with BEDA as its RTO, or join Southern Queensland Country Tourism (SQCT).

SQCT is the RTO for the regions of southern Queensland, including Toowoomba, Southern Downs, South Burnett, Western Downs, Balonne and Goondiwindi. SQCT is focused on promoting the whole destination including sub-regions and key destination hero experiences: Natural Beauty, History and Heritage, Four Seasons, Authentic Country Life and Events.

As the Lockyer Valley has similar tourism product, experiences and natural environment to the regions of SQCT, it is considered that Lockyer Valley would be better aligned with those regions than the more urban and coastal regions serviced by BEDA. As BEDA representatives explained to Council staff, the priority for BEDA is to attract interstate and international tourists to the Brisbane area; while Lockyer Valley tourism operators rely largely on tourists from within South East Queensland.

Legal Implications

There are no legal implications.

Policy Implications

There are no policy implications.

Risk Considerations

Key Corporate Risk Code and Category: P1 Political

Key Corporate Risk Descriptor: Intergovernmental relationships / relationships with other key stakeholders

Previous Council Resolutions

Not applicable

Related Documentation

Not applicable

Critical Dates

There are no critical dates.

Implementation

Council officers will formalise an agreement with the RTO as determined by Council.

**Attachments**

There are no attachments for this report.

**12.4 Application for Development Permit for Material Change of Use for Accommodation Units and Catering Shop at 41 Railway Street, Gatton**

**Date:** 17 July 2020  
**Author:** Tammee Van Bael, Planning Officer  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to consider an application (MC2020/0032) for a Development Permit for Material Change of Use for Accommodation Units and Catering Shop on Lot 13 RP54842 at 41 Railway Street, Gatton.

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

**Officer's Recommendation:**

**THAT the application (MC2020/0032) for a Development Permit for Material Change of Use for Accommodation Units and Catering Shop on Lot 13 RP54842 at 41 Railway Street, Gatton 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
Project No. 190625 Drawing No. 0001	DA04	Gatton Student Hub_Cover Sheet, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0002	DA04	Gatton Student Hub_3D Views, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0003	DA04	Gatton Student Hub_3D Views, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0004	DA04	Gatton Student Hub_3D Views, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0005	DA04	Gatton Student Hub_3D Views, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0010	DA04	Gatton Student Hub_Site Plan, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0011	DA04	Gatton Student Hub_Ground Floor, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0012	DA04	Gatton Student Hub_Level One, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0013	DA04	Gatton Student Hub_Level Two, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0014	DA04	Gatton Student Hub_Level Three, prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0015	DA04	Gatton Student Hub_Roof, prepared by Wallacebrice Architecture	2/4/20

Project No. 190625 Drawing No. 0016	DA04	<i>Gatton Student Hub_Elevations</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0017	DA04	<i>Gatton Student Hub_Elevations</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0018	DA04	<i>Gatton Student Hub_Sections</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0019	DA04	<i>Room Types</i> , prepared by Wallacebrice Architecture	2/4/20
Job No. 1909-019 Drawing No. SK001	C	<i>Cover Sheet</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK002	C	<i>Ground Floor Plan &amp; Elevation</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK003	C	<i>Level 1 Plan &amp; Podium Planter Detail</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK004	C	<i>Level 3 Plan &amp; Elevation</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK010	A	<i>Plant Species Schedule, Images &amp; Notes</i> , prepared by LAUD Ink	11.11.19
Job No. 1909-019 Drawing No. SK020	A	<i>Details</i> , prepared by LAUD Ink	11.11.19
Project No. JD-014 Drawing No. EL-01	DA1	<i>Ground Floor External Lighting</i> , prepared by McLean Consulting Engineers	24/04/20 20
Figure 4	-	<i>Ingress Manoeuvre &amp; Egress Manoeuvre</i> , prepared by MRCagney	7 April 2020

**APPROVED DOCUMENTS**

The following documents are Approved Documents for the development:

**Approved Documents**

Document No.	Rev.	Document Name	Date
-	-	<i>Operational Plan for Accommodation Units (123 beds) and Catering Shop upon land at 41 Railway Street, Gatton.</i> , prepared by Town Planning Alliance	Received by Council 8/5/2020
6753	-	<i>Proposed Student Accommodation, 41 Railway Street, Gatton Transport Engineering Assessment</i> , prepared by MRCagney	24 April 2020
1909-019	A	<i>Landscape Maintenance Manual</i> , prepared by LAUD Ink	19.12.19
6753	-	<i>Student Accommodation, 41 Railway Street, Gatton Proposed Student Bus Shuttle Service Design, Passenger Capacity and Operational Costings</i> , prepared by MRCagney	22 April 2020

**REFERENCED DOCUMENTS**

Not Applicable

**VARIATION APPROVAL**

Not Applicable.

**FURTHER PERMITS REQUIRED**

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

**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*.)

It is noted that this development approval will remain in effect for an additional six (6) months from the day the development would ordinarily have lapsed, as per the extension notice made under Section 275R of the *Planning Act 2016* by the Honourable Cameron Dick MP, Treasurer, Minister for Infrastructure and Planning on 8 July 2020.

**ASSESSMENT MANAGER CONDITIONS**

NO.	CONDITION	TIMING
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and 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 complied with.	At all times.
4.	The development must be undertaken in accordance with the Concurrence Agency Response by the State Assessment and Referral Agency (SARA).	At all times
<b>Use Approval</b>		
5.	This approval permits the following uses: a. Student Accommodation for 123 x one (1) bedroom units; and b. Catering Shop (Café) and ancillary group study/meeting room located on the ground floor, which is open to the general public.  Any changes or intensification of use beyond the listed uses above will be subject to further development approval/s from Council.	At all times.
6.	Each unit must be occupied by one (1) person only at any time.	At all times.
7.	All facilities provided (excluding the Catering Shop and ancillary group study/meeting room) are ancillary to the Student Accommodation use. Use of these facilities is limited to students residing within the Student Accommodation use and their guests. Use of these facilities by the general public is not permitted. These facilities include (but are not limited to) the Student Learning Centre, Gym/Yoga/Pilates, Courtyard,	At all times.

	Cycle Store/Workshop, Student Lounge, Roof Top Bar/Lounge, Pool, Communal Laundry & Drying, Communal Vegetable Garden and Communal Kitchen.	
8.	Individuals residing within the Student Accommodation are limited to students attending a recognised tertiary institution (i.e. University of Queensland) or for the use of the on-site manager only.	At all times.
9.	A minimum of fifty (50) percent of students residing within the Student Accommodation must be international students.  A register of the type of students, either domestic or international, must be kept on the premises at all times and produced to Council upon request. The register must be provided to Council every six (6) months.  An international student is a person defined as an 'overseas student' as per the <i>Education Services for Overseas Students Act 2000</i> .	At all times.
<b>Alterations and/or Relocations</b>		
10.	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.
11.	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.
<b>Damages to Services and Assets</b>		
12.	Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times: <ul style="list-style-type: none"> <li>a. Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or</li> <li>b. Where otherwise, upon completion of the works associated with the development.</li> </ul> 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.
<b>Infrastructure Charges</b>		
13.	Pay infrastructure charges for the proposed development in accordance with the Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution in effect at time of payment.	Prior to commencement of use or in accordance with an Infrastructure Agreement.
<b>Hours of Operation – Catering Shop</b>		
14.	The hours of operation for the Catering Shop and ancillary group study/meeting room to the general public is limited to between 5am to 9pm 7 days a week. The ancillary group study/meeting room can operate 24 hours, 7 days a week for individuals residing within the Student Accommodation.	At all times.

On-Site Manager		
15.	An On-Site Manager is required to be on site or available at all times in accordance with the approved <i>Operational Plan</i> , prepared by Town Planning Alliance and received by Council 8 May 2020.	At all times.
Façade Treatment		
16.	The final materials, colours and finishes for the built form of the development must be generally in accordance with the Approved Plans.	At all times.
Advertising Device		
17.	One (1) advertising device is approved under this development permit generally in accordance with the Approved Plans. The advertising device must be attached to the Railway Street building façade.	At all times.
18.	The approved signage is to advertise the Student Accommodation and Catering Shop located on the subject site only. No third party advertising is permitted.	At all times.
Outdoor Lighting		
19.	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 commencement of use and to be maintained thereafter.
20.	Lighting must be provided to all pedestrian areas, parking areas and building entries generally in accordance with the approved <i>Ground Floor External Lighting</i> , Drawing No. EL-01, Revision DA1, prepared by McLean Consulting Engineers and dated 24/04/2020.	At all times.
Waste Storage and Collection		
21.	<p>Refuse storage, removal and collection must be provided in accordance with the following:</p> <ol style="list-style-type: none"> <li>Provision of a refuse/waste bin storage area (min. 5.2m x 4.5m) and refuse chute room (min. 3.9m x 2.7m) located on the ground level generally in accordance with the Approved Plans;</li> <li>Provision of a suitable number of general and recyclable waste bins to cater for the Accommodation Units use and Catering Shop use;</li> <li>Collection from the designated collection point in accordance with the Approved Plans and Job No. 6753, <i>Proposed Student Accommodation, 41 Railway Street, Gatton Transport Engineering Assessment</i>, prepared by MRCagney Pty Ltd and dated 24 April 2020;</li> <li>Presentation of the waste bins for collection to the designated collection point on the designated collection day/s in accordance with the approved <i>Operational Plan</i>, prepared by Town Planning Alliance and received by Council 8 May 2020;</li> <li>Waste bins must be stored within the refuse/waste bin storage area or refuse chute room at all times except when being presented for waste collection; and</li> <li>Waste bins must be removed from the designated collection point and replaced in the refuse/waste bin storage area or refuse chute room immediately upon collection so as not to impede ingress/egress of vehicles from the car parking spaces.</li> </ol>	At all times.
22.	The owner and any subsequent owner must provide an indemnity for	Prior to

	refuse collection vehicles to enter the property. This must indemnify Council and its agents in respect of any damage to the pavement and other driving surfaces.	commencement of use and to be maintained thereafter.
<b>Landscaping</b>		
23.	Undertake landscaping generally in accordance with the approved Landscape Concept Plans prepared by LAUD Ink, Landscape Maintenance Manual prepared by LAUD Ink, and the following: <ul style="list-style-type: none"> <li>a. A minimum of three (3) trees are to be provided at the rear of the building which fronts Wiggins Street. These trees are to be located wholly within the property boundaries;</li> <li>b. No plants within the Queensland Herbarium’s 200 most invasive plants list are to be utilised within any landscaping works;</li> <li>c. All landscaping must have edging with suitable longevity (treated soft and hardwood is not acceptable);</li> <li>d. Plant stock 100 litres of greater are to be staked with four (4) stakes; and</li> <li>e. Provide soil and mulching to garden beds generally in accordance with current Australian Standards.</li> </ul>	Prior to commencement of use and to be maintained thereafter.
24.	Planting and associated support structures must be designed and maintained to ensure that living vegetation covers the green façade area generally in accordance with the Approved Plans. Maintenance access, drainage, irrigation, adequate planting density and growing medium must be provided in accordance with the manufacturers/suppliers’ recommendations to ensure the success of the green walls.	Prior to commencement of use and to be maintained thereafter.
25.	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.
26.	Provide a communal vegetable garden on Level 3 generally in accordance with the Approved Plans. A variety of plant species must be used taking into consideration climate suitability and seasonal variation.  The communal vegetable garden must be established and maintained for the full life of the use.	Prior to commencement of use and to be maintained thereafter.
<b>Limited Use – External Communal Areas (Level 3)</b>		
27.	The hours of use of the external communal areas on Level 3 (Roof Top Bar/Lounge, Pool, Drying and Communal Vegetable Garden) is limited to 7am to 10pm 7 days a week.	At all times.
<b>Clothes Drying Facilities</b>		
28.	Provide external clothes drying facilities generally in accordance with the Approved Plans, that are screened from adjoining properties and the street or provide electric clothes dryers within the Communal Laundry that is sufficient to cater for the number of students (123 students).	At all times.
<b>Cycle Store/Workshop</b>		
29.	Provide a communal cycle store and workshop with capacity for a minimum of 31 bicycle parking spaces. The workshop must provide facilities to enable basic bike repairs and inflation of tyres.	Prior to commencement of use and to be maintained thereafter.

Bus Shuttle Service		
30.	<p>Provide a free bus shuttle service for the purposes of transporting students residing within the Accommodation Units in accordance with the approved <i>Student Accommodation, 41 Railway Street, Gatton Proposed Bus Shuttle Service Design, Passenger Capacity and Operational Costings</i> and the following:</p> <ol style="list-style-type: none"> <li>Provision of at least one (1) 24 seat passenger vehicle;</li> <li>Provision of a minimum of two (2) buses sufficient to cater for the use, where occupancy exceeds 70%; and</li> <li>Operate the bus shuttle at a minimum on Monday to Friday (excluding public holidays) from 7:30am to 7:30pm.</li> </ol> <p>Notwithstanding Clause b. above, should the Accommodation Units use result in impacts to car parking in surrounding streets, in the opinion of Council, two (2) buses must be provided regardless of occupancy level.</p>	At all times.
31.	<p>Submit to Council details on the bus shuttle service including:</p> <ol style="list-style-type: none"> <li>Details of the bus shuttle fleet;</li> <li>Details of the bus shuttle operator;</li> <li>Details of the garaging/depot to park the buses when not in use; and</li> <li>A timetable on the operation of the bus shuttle service.</li> </ol> <p>Any changes to the bus shuttle service must be resubmitted to Council.</p>	Prior to commencement of use and to be maintained thereafter.
Car Share Service		
32.	<p>Provide a car share service with a minimum of five (5) car share vehicles available solely for the use by residents of the Student Accommodation. The cars may be stored in an off-site facility within 500m walking distance of the subject site (Lot 13 RP54842).</p>	At all times.
33.	<p>Submit to Council details on the car share service including:</p> <ol style="list-style-type: none"> <li>Details on the car share fleet, including number of vehicles, and make and model of the vehicles;</li> <li>Details of the parking depot for car share vehicles; and</li> <li>A copy of the signed agreement with any service provider for the provision of car share vehicles.</li> </ol> <p>Any changes to the bus shuttle service must be resubmitted to Council.</p>	Prior to commencement of use and to be maintained thereafter.
Car Parking, Vehicular Access and Driveways		
34.	<p>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.</p>	In conjunction with the lodgement of a development permit for operational works.
35.	<p>Provide internal traffic movement, loading and unloading generally in accordance with Figures 1 – 5 in Appendix B of the Job No. 6753, <i>Proposed Student Accommodation, 41 Railway Street, Gatton Transport Engineering Assessment</i>, prepared by MRCagney Pty Ltd and dated 24 April 2020.</p>	In conjunction with the lodgement of a development permit for operational works.
36.	<p>Provide loading bay facilities for design vehicles in the locations</p>	At all times.

	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> .	
37.	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.
38.	Design a vehicular entry and exit crossover at the location 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</i> . Ensure that the crossover splay is designed to accommodate turning movements of the largest design vehicle entering the site.	In conjunction with the lodgement of a development permit for operational works.
39.	Design 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).	In conjunction with the lodgement of a development permit for operational works.
40.	Provide the following generally in accordance with the approved site plans: <ul style="list-style-type: none"> <li>• 32 car parking spaces including 2 spaces for people with disabilities;</li> <li>• 1 Van parking space; and</li> <li>• 31 bicycle parking spaces.</li> </ul>	At all times.
41.	Ensure that the security gate for the development is located such that it provides one (1) vehicle queuing space to allow unhindered movement of vehicles in Wiggins Street.	At all times.
42.	Provide directional arrows on the driveway up to the entry to the carparking aisle with left out signage at the exit to Wiggins Street.	Prior to the commencement of use, and to be maintained thereafter.
43.	Signage and line marking must be provided in accordance with <i>AS1742 Manual of Uniform Traffic Control Devices</i> and in accordance with the <i>Manual of Uniform Traffic Control Device (MUTCD)</i> .	Prior to the commencement of use, and to be maintained thereafter.
44.	Provide wheel stops to control vehicular access for vehicle parking spaces.	At all times.
45.	Car parking associated with staff or students shall be located on site unless otherwise approved by Council.	At all times.
46.	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.
<b>Shuttle Bus Bay</b>		
47.	Design any shuttle bus loading and unloading bay at a suitable location on Railway Street frontage of the development, to suit the proposed design vehicle (Bus), more specifically to include the following: <ol style="list-style-type: none"> <li>a. line marking and signage;</li> <li>b. person with disability kerb ramp as applicable;</li> <li>c. drainage works as applicable;</li> </ol>	In conjunction with the lodgement of a development permit for operational works.

	d. smooth entry and exit provisions to the bus bay.	
48.	Provide AUTO TURN (or an equivalent) plots to demonstrate vehicle turning movements of the shuttle bus entering/exiting the shuttle bus bay from/to the traffic lane in Railway Street. Indicate clearly the traffic lane in Railway Street on drawings.	In conjunction with the lodgement of a development permit for operational works.
49.	Construct the shuttle bus bay in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>Pavement Design</b>		
50.	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.
<b>Pedestrian Safety</b>		
51.	Obtain approval from Council for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.	Prior to the commencement of construction works.
52.	Maintain safe pedestrian access along Council's footpaths.	At all times.
<b>Stormwater General</b>		
53.	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.
54.	Provide on-site detention for stormwater to ensure no worsening of pre-development peak flows for all events up to 1% AEP.	In conjunction with the lodgement of a development permit for operational works.
55.	Design and construct an underground stormwater drainage system (non-trunk) to discharge the mitigated stormwater from the development to the existing stormwater pit at the intersection of Wiggins and North Street.  <i>Note: This condition is imposed under Section 145 of the Planning Act 2016.</i>	Design in conjunction with the lodgement of a development permit for operational works. Construction prior to commencement of use.
56.	Construct stormwater drainage works in accordance with the development permit for operational works.	Prior to commencement of use.
<b>Earthworks and Retaining Walls</b>		
57.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed in accordance with: <ul style="list-style-type: none"> <li>a. Gatton Shire Planning Scheme;</li> <li>b. Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision);</li> <li>c. Australian/New Zealand Standard AS/NZS1170 <i>Structure design actions</i>; and</li> <li>d. Australian Standard AS4678 <i>Earth-retaining structures</i> and include relevant drainage.</li> </ul>	In conjunction with a development application for operational works.
58.	All earthworks must include erosion and sediment control measures in accordance with the International Erosion Control Association's <i>Best</i>	At all times during construction.

<i>Practice Erosion and Sediment Control 2008.</i>		
<b>Engineering Certificates</b>		
59.	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.
60.	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.
<b>Requirements for Operational Works Application</b>		
61.	<p>Submit and obtain approval for a development application for Operational Works for External Roadworks (including works associated with the shuttle bus), Access, Carparking, Vehicle Queuing, Stormwater Drainage, Vehicle Manoeuvring including shuttle bus manoeuvring, Signage, Line Marking, and Erosion and Sediment Control addressing the requirements of this development approval. The application must include as a minimum the following:</p> <ol style="list-style-type: none"> <li>a. Development application form/s;</li> <li>b. Application fees (design checking as well as inspection) in accordance with Council's Fees and Charges schedule current during the time of lodgement;</li> <li>c. Detailed design drawings addressing the requirements of this development approval that have been prepared and signed by a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) with their name and registration number;</li> <li>d. Roadworks drawings must detail existing infrastructure, proposed new infrastructure as well as any rectification/tie in works;</li> <li>e. Stormwater drainage design must include (but not limited to): <ul style="list-style-type: none"> <li>• Location and details, including hydraulic design, of all proposed drainage;</li> <li>• Stormwater catchment plan/s;</li> <li>• Stormwater calculation table/s; and</li> <li>• Details of any diversion banks or drains;</li> </ul> </li> <li>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</li> <li>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.</li> </ol>	Prior to the commencement of construction works.
62.	Engage a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) to prepare and submit Engineering Certification that includes the following:	In conjunction with a development application for

	<ul style="list-style-type: none"> <li>a. the development application number, type of works, location, name/stage(s) of development (where applicable);</li> <li>b. date of certification;</li> <li>c. name of certifying individual, the name of engineering consultancy that the certifying individual works for, and the name of developer;</li> <li>d. a full schedule of the latest set of detailed design drawings;</li> <li>e. state applicable Planning Scheme that design is compliant with, including the relevant Codes/Schedules/Specifications;</li> <li>f. state applicable design standards/guides that it has been designed and checked to be compliant with;</li> <li>g. state that the design is compliant with the development permit – include relevant preceding development permit number;</li> <li>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</li> <li>i. signature, name and RPEQ registration number of certifying individual.</li> </ul>	operational works.
<b>Erosion and Sediment Control</b>		
63.	Submit an Erosion and Sediment Control Plan designed in accordance with the International Erosion Control Association (Australasia) <i>Best Practice Erosion and Sediment Control Guidelines</i> .	In conjunction with a development application for operational works.
64.	Erosion and sediment control measures must be implemented and maintained to prevent the tracking of sediment to and from the site onto the adjoining street network for the duration of the construction period.	Prior to the commencement of construction and at all times.
<b>Construction Management Plan</b>		
65.	<p>Submit and obtain approval from Council for a Construction Management Plan (CMP) prepared by the Principal Contractor. The CMP is to outline, in sufficient detail, the processes that will be employed to minimise impacts on the surrounding community during construction. The CMP must be in accordance with the relevant Planning Scheme Codes, Workplace Health and Safety legislation, Environmental Protection Act, the requirements of any Concurrence Agency, and any other relevant legislative requirements. The CMP must address the following:</p> <ul style="list-style-type: none"> <li>a. Proposed construction program;</li> <li>b. Public safety, amenity and site security;</li> <li>c. Works that may make audible noise outside of 6:30am to 6:30pm any business day or Saturday. This must be accompanied by a consultation strategy for seeking, recording and addressing the impacts of work on the affected community;</li> <li>d. Noise and vibration controls;</li> <li>e. Air and dust management;</li> <li>f. Stormwater runoff, erosion and sediment control management;</li> <li>g. Traffic management generally and specifically during material and equipment delivery, earthworks and refuse collection days</li> </ul>	Prior to pre-start meeting.

	<p>(this includes waste collection days for other properties in the street);</p> <p>h. How and where materials are to be loaded and unloaded;</p> <p>i. Location of materials, structures, plant and equipment to be stored or placed on the construction site</p> <p>j. Waste location and servicing details;</p> <p>k. Construction office accommodation;</p> <p>l. Complaint management;</p> <p>m. Community awareness;</p> <p>n. Contractor, employee and visitor parking arrangements (parking will not be permitted on Railway Street, Wiggins Street or North Street (between Wiggins and William Streets));</p> <p>o. Queuing area for heavy vehicles;</p> <p>p. Ensuring that the development does not cause any blockages to other residents in the street including their service deliveries and waste collection; and</p> <p>q. Location of proposed external hoardings and gantries.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• A further Works on Road Reserve Permit is required to be obtained from Council’s Infrastructure Group;</li> <li>• Council requires a minimum of two (2) weeks prior to the pre-start meeting to review and approve the CMP;</li> <li>• Council will generally only approve early starts for large concrete pours during summer (e.g. monolithic concrete pours for basements and suspended floor slabs). Approval for these works must be sought under the CMP;</li> <li>• Material unloading and loading must occur on-site or an adjoining site unless prior written approval is given by Council (if an adjoining site is used consent of the landowner of that site must be provided);</li> <li>• All construction office accommodation and associated temporary buildings are to be contained on-site or an adjoining site (if an adjoining site is used consent of the landowner of that site must be provided); and</li> <li>• Consideration is to be given to the local residents’ access and parking on Wiggins Street.</li> </ul>	
66.	Carry out the development in accordance with the approved Construction Management Plan (CMP). A copy of the approved CMP must be kept on site.	At all times during construction.
<b>Public Utilities</b>		
67.	Connect the development to electricity, telecommunication, water supply and sewer reticulation services.	Prior to commencement of use.
68.	Provide evidence (e.g. connection certificates / current supply agreement) from applicable service providers that the development has been connected to wastewater infrastructure and reticulated water infrastructure.	Prior to commencement of use.
<b>Building Approval</b>		
69.	Development Approval for Building Work is required prior to the	Prior to

	commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings or structures.	commencement of use.
<b>Plumbing Approval</b>		
70.	A plumbing and drainage permit must be obtained prior to a licenced drainer connecting any sanitary drainage to individual Urban Utilities supplied connection point/s. A compliance certificate will be required. Further plumbing and drainage permits must be obtained prior to associated works being carried out.	Prior to commencement of use.
<b>Environmental Health</b>		
71.	Unless otherwise approved by Council, hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.	At all times during construction.
72.	During construction on the property, a person must not cause an environmental nuisance as specified in the <i>Environmental Protection Act 1994</i> to the surrounding properties: <ul style="list-style-type: none"> <li>• through the release of aerosols, fumes, smoke or odours, or</li> <li>• creating noise, light or dust pollution, or</li> <li>• creating an unhealthy, offensive or unsightly condition because of contamination.</li> </ul>	At all times.
73.	The construction process and operational activities must comply with the requirements of <i>Environmental Protection (Air) Policy 2019</i> in that: <ol style="list-style-type: none"> <li>a. Airborne particles including dust and odour must be sufficiently suppressed to preserve the qualities of the air environment and protect: <ol style="list-style-type: none"> <li>i. the health and biodiversity of ecosystems;</li> <li>ii. human health and wellbeing;</li> <li>iii. the aesthetics of the environment, including the appearance of buildings, and structures; and</li> <li>iv. the agricultural use of the environment.</li> </ol> </li> </ol>	At all times.
74.	The construction process and operational activities must comply with the requirements of the <i>Environmental Protection Act 1994</i> , Section 440ZG in that: <ol style="list-style-type: none"> <li>a. Water contaminated with sand, silt or mud must not be released into stormwater drainage or roadside gutters; and</li> <li>b. Sediment controls must be installed where necessary to prevent the release.</li> </ol>	At all times.
75.	All mechanical devices such as pumps, air conditioning units, refrigeration equipment, generators, compressors and pneumatic power tools must only be operated in accordance with the default noise standards as specified within the <i>Environmental Protection Act 1994</i> .	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) Under the Development Incentives – Infrastructure Charges Policy SG23 the development may be eligible to receive a discount in accordance with the policy. Note this policy only applies to

contributions payable for development permits for Material Change of Use that are approved during the period within which this policy is in effect and subject to further requirements as detailed in the policy. Please contact Council to discuss further.

(iii) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.

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

**(v) Fire ants**

Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

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

The Fire Ant Restricted Area as well as general information can be viewed on the [DAF website](#).

**(vi) Biosecurity**

Ensure all invasive pest weed species under the *Biosecurity Act 2014* are removed appropriately prior to removing trees on site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

**(vii) Cultural heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the [Department of Aboriginal and Torres Strait Islander Partnerships](#) (DATSIP) website:

The DATSIP has established a [register and database](#) of recorded cultural heritage matters, which is also available on the Department's website:

Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

**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.

**THAT the Chief Executive Officer be authorised to negotiate an Infrastructure Agreement with the applicant stipulating the terms and eligibility criteria provided under the Development Incentives –**

**Infrastructure Charges Policy and providing for the staged payment of Infrastructure Charges with the 1<sup>st</sup> payment prior to commencement of use, then three further payments on the yearly anniversary of the initial payment, should the applicant wish to avail themselves of this opportunity.**

**RESOLUTION**

**THAT the application (MC2020/0032) for a Development Permit for Material Change of Use for Accommodation Units and Catering Shop on Lot 13 RP54842 at 41 Railway Street, Gatton 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
Project No. 190625 Drawing No. 0001	DA04	<i>Gatton Student Hub_Cover Sheet</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0002	DA04	<i>Gatton Student Hub_3D Views</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0003	DA04	<i>Gatton Student Hub_3D Views</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0004	DA04	<i>Gatton Student Hub_3D Views</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0005	DA04	<i>Gatton Student Hub_3D Views</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0010	DA04	<i>Gatton Student Hub_Site Plan</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0011	DA04	<i>Gatton Student Hub_Ground Floor</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0012	DA04	<i>Gatton Student Hub_Level One</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0013	DA04	<i>Gatton Student Hub_Level Two</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0014	DA04	<i>Gatton Student Hub_Level Three</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0015	DA04	<i>Gatton Student Hub_Roof</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0016	DA04	<i>Gatton Student Hub_Elevations</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0017	DA04	<i>Gatton Student Hub_Elevations</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0018	DA04	<i>Gatton Student Hub_Sections</i> , prepared by Wallacebrice Architecture	2/4/20
Project No. 190625 Drawing No. 0019	DA04	<i>Room Types</i> , prepared by Wallacebrice Architecture	2/4/20

Job No. 1909-019 Drawing No. SK001	C	<i>Cover Sheet</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK002	C	<i>Ground Floor Plan &amp; Elevation</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK003	C	<i>Level 1 Plan &amp; Podium Planter Detail</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK004	C	<i>Level 3 Plan &amp; Elevation</i> , prepared by LAUD Ink	08.04.20
Job No. 1909-019 Drawing No. SK010	A	<i>Plant Species Schedule, Images &amp; Notes</i> , prepared by LAUD Ink	11.11.19
Job No. 1909-019 Drawing No. SK020	A	<i>Details</i> , prepared by LAUD Ink	11.11.19
Project No. JD-014 Drawing No. EL-01	DA1	<i>Ground Floor External Lighting</i> , prepared by McLean Consulting Engineers	24/04/2020
Figure 4	-	<i>Ingress Manoeuvre &amp; Egress Manoeuvre</i> , prepared by MRCagney	7 April 2020

**APPROVED DOCUMENTS**

The following documents are Approved Documents for the development:

**Approved Documents**

Document No.	Rev.	Document Name	Date
-	-	<i>Operational Plan for Accommodation Units (123 beds) and Catering Shop upon land at 41 Railway Street, Gatton.</i> , prepared by Town Planning Alliance	Received by Council 8/5/2020
6753	-	<i>Proposed Student Accommodation, 41 Railway Street, Gatton Transport Engineering Assessment</i> , prepared by MRCagney	24 April 2020
1909-019	A	<i>Landscape Maintenance Manual</i> , prepared by LAUD Ink	19.12.19
6753	-	<i>Student Accommodation, 41 Railway Street, Gatton Proposed Student Bus Shuttle Service Design, Passenger Capacity and Operational Costings</i> , prepared by MRCagney	22 April 2020

**REFERENCED DOCUMENTS**

Not Applicable

**VARIATION APPROVAL**

Not Applicable.

**FURTHER PERMITS REQUIRED**

- Development Permit for Operational Work
- Development Permit for Building Work

- Permit for Plumbing and Drainage Works

**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*.)

It is noted that this development approval will remain in effect for an additional six (6) months from the day the development would ordinarily have lapsed, as per the extension notice made under Section 275R of the *Planning Act 2016* by the Honourable Cameron Dick MP, Treasurer, Minister for Infrastructure and Planning on 8 July 2020.

**ASSESSMENT MANAGER CONDITIONS**

NO.	CONDITION	TIMING
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to commencement of use and 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 complied with.	At all times.
4.	The development must be undertaken in accordance with the Concurrence Agency Response by the State Assessment and Referral Agency (SARA).	At all times
Use Approval		
5.	This approval permits the following uses: a. Student Accommodation for 123 x one (1) bedroom units; and b. Catering Shop (Café) and ancillary group study/meeting room located on the ground floor, which is open to the general public.  Any changes or intensification of use beyond the listed uses above will be subject to further development approval/s from Council.	At all times.
6.	Each unit must be occupied by one (1) person only at any time.	At all times.
7.	All facilities provided (excluding the Catering Shop and ancillary group study/meeting room) are ancillary to the Student Accommodation use. Use of these facilities is limited to students residing within the Student Accommodation use and their guests. Use of these facilities by the general public is not permitted. These facilities include (but are not limited to) the Student Learning Centre, Gym/Yoga/Pilates, Courtyard, Cycle Store/Workshop, Student Lounge, Roof Top Bar/Lounge, Pool, Communal Laundry & Drying, Communal Vegetable Garden and Communal Kitchen.	At all times.
8.	Individuals residing within the Student Accommodation are limited to students attending a recognised tertiary institution (i.e. University of Queensland) or for the use of the on-site manager only.	At all times.
9.	A minimum of fifty (50) percent of students residing within the Student Accommodation must be international students.	At all times.

	<p>A register of the type of students, either domestic or international, must be kept on the premises at all times and produced to Council upon request. The register must be provided to Council every six (6) months.</p> <p>An international student is a person defined as an ‘overseas student’ as per the <i>Education Services for Overseas Students Act 2000</i>.</p>	
Alterations and/or Relocations		
10.	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.
11.	Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council’s standards should this infrastructure be damaged as part of construction works.	At all times.
Damages to Services and Assets		
12.	<p>Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times:</p> <ul style="list-style-type: none"> <li>a. Where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or</li> <li>b. Where otherwise, upon completion of the works associated with the development.</li> </ul> <p>Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.</p>	At all times.
Infrastructure Charges		
13.	Pay infrastructure charges for the proposed development in accordance with the Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution in effect at time of payment.	Prior to commencement of use or in accordance with an Infrastructure Agreement.
Hours of Operation – Catering Shop		
14.	The hours of operation for the Catering Shop and ancillary group study/meeting room to the general public is limited to between 5am to 9pm 7 days a week. The ancillary group study/meeting room can operate 24 hours, 7 days a week for individuals residing within the Student Accommodation.	At all times.
On-Site Manager		
15.	An On-Site Manager is required to be on site or available at all times in accordance with the approved <i>Operational Plan</i> , prepared by Town Planning Alliance and received by Council 8 May 2020.	At all times.
Façade Treatment		
16.	The final materials, colours and finishes for the built form of the development must be generally in accordance with the Approved Plans.	At all times.
Advertising Device		

17.	One (1) advertising device is approved under this development permit generally in accordance with the Approved Plans. The advertising device must be attached to the Railway Street building façade.	At all times.
18.	The approved signage is to advertise the Student Accommodation and Catering Shop located on the subject site only. No third party advertising is permitted.	At all times.
Outdoor Lighting		
19.	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 commencement of use and to be maintained thereafter.
20.	Lighting must be provided to all pedestrian areas, parking areas and building entries generally in accordance with the approved <i>Ground Floor External Lighting</i> , Drawing No. EL-01, Revision DA1, prepared by McLean Consulting Engineers and dated 24/04/2020.	At all times.
Waste Storage and Collection		
21.	<p>Refuse storage, removal and collection must be provided in accordance with the following:</p> <ol style="list-style-type: none"> <li>Provision of a refuse/waste bin storage area (min. 5.2m x 4.5m) and refuse chute room (min. 3.9m x 2.7m) located on the ground level generally in accordance with the Approved Plans;</li> <li>Provision of a suitable number of general and recyclable waste bins to cater for the Accommodation Units use and Catering Shop use;</li> <li>Collection from the designated collection point in accordance with the Approved Plans and Job No. 6753, <i>Proposed Student Accommodation, 41 Railway Street, Gatton Transport Engineering Assessment</i>, prepared by MRCagney Pty Ltd and dated 24 April 2020;</li> <li>Presentation of the waste bins for collection to the designated collection point on the designated collection day/s in accordance with the approved <i>Operational Plan</i>, prepared by Town Planning Alliance and received by Council 8 May 2020;</li> <li>Waste bins must be stored within the refuse/waste bin storage area or refuse chute room at all times except when being presented for waste collection; and</li> <li>Waste bins must be removed from the designated collection point and replaced in the refuse/waste bin storage area or refuse chute room immediately upon collection so as not to impede ingress/egress of vehicles from the car parking spaces.</li> </ol>	At all times.
22.	The owner and any subsequent owner must provide an indemnity for refuse collection vehicles to enter the property. This must indemnify Council and its agents in respect of any damage to the pavement and other driving surfaces.	Prior to commencement of use and to be maintained thereafter.
Landscaping		
23.	<p>Undertake landscaping generally in accordance with the approved Landscape Concept Plans prepared by LAUD Ink, Landscape Maintenance Manual prepared by LAUD Ink, and the following:</p> <ol style="list-style-type: none"> <li>A minimum of three (3) trees are to be provided at the rear of</li> </ol>	Prior to commencement of use and to be maintained thereafter.

	<p>the building which fronts Wiggins Street. These trees are to be located wholly within the property boundaries;</p> <p>b. No plants within the Queensland Herbarium’s 200 most invasive plants list are to be utilised within any landscaping works;</p> <p>c. All landscaping must have edging with suitable longevity (treated soft and hardwood is not acceptable);</p> <p>d. Plant stock 100 litres of greater are to be staked with four (4) stakes; and</p> <p>e. Provide soil and mulching to garden beds generally in accordance with current Australian Standards.</p>	
24.	Planting and associated support structures must be designed and maintained to ensure that living vegetation covers the green façade area generally in accordance with the Approved Plans. Maintenance access, drainage, irrigation, adequate planting density and growing medium must be provided in accordance with the manufacturers/suppliers’ recommendations to ensure the success of the green walls.	Prior to commencement of use and to be maintained thereafter.
25.	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.
26.	Provide a communal vegetable garden on Level 3 generally in accordance with the Approved Plans. A variety of plant species must be used taking into consideration climate suitability and seasonal variation.  The communal vegetable garden must be established and maintained for the full life of the use.	Prior to commencement of use and to be maintained thereafter.
Limited Use – External Communal Areas (Level 3)		
27.	The hours of use of the external communal areas on Level 3 (Roof Top Bar/Lounge, Pool, Drying and Communal Vegetable Garden) is limited to 7am to 10pm 7 days a week.	At all times.
Clothes Drying Facilities		
28.	Provide external clothes drying facilities generally in accordance with the Approved Plans, that are screened from adjoining properties and the street or provide electric clothes dryers within the Communal Laundry that is sufficient to cater for the number of students (123 students).	At all times.
Cycle Store/Workshop		
29.	Provide a communal cycle store and workshop with capacity for a minimum of 31 bicycle parking spaces. The workshop must provide facilities to enable basic bike repairs and inflation of tyres.	Prior to commencement of use and to be maintained thereafter.
Bus Shuttle Service		
30.	Provide a free bus shuttle service for the purposes of transporting students residing within the Accommodation Units in accordance with the approved <i>Student Accommodation, 41 Railway Street, Gatton Proposed Bus Shuttle Service Design, Passenger Capacity and Operational Costings</i> and the following: <ul style="list-style-type: none"> <li>a. Provision of at least one (1) 24 seat passenger vehicle;</li> <li>b. Provision of a minimum of two (2) buses sufficient to cater for</li> </ul>	At all times.

	<p>the use, where occupancy exceeds 70%; and</p> <p>c. Operate the bus shuttle at a minimum on Monday to Friday (excluding public holidays) from 7:30am to 7:30pm.</p> <p>Notwithstanding Clause b. above, should the Accommodation Units use result in impacts to car parking in surrounding streets, in the opinion of Council, two (2) buses must be provided regardless of occupancy level.</p>	
31.	<p>Submit to Council details on the bus shuttle service including:</p> <p>a. Details of the bus shuttle fleet;</p> <p>b. Details of the bus shuttle operator;</p> <p>c. Details of the garaging/depot to park the buses when not in use; and</p> <p>d. A timetable on the operation of the bus shuttle service.</p> <p>Any changes to the bus shuttle service must be resubmitted to Council.</p>	<p>Prior to commencement of use and to be maintained thereafter.</p>
Car Share Service		
32.	<p>Provide a car share service with a minimum of five (5) car share vehicles available solely for the use by residents of the Student Accommodation. The cars may be stored in an off-site facility within 500m walking distance of the subject site (Lot 13 RP54842).</p>	<p>At all times.</p>
33.	<p>Submit to Council details on the car share service including:</p> <p>a. Details on the car share fleet, including number of vehicles, and make and model of the vehicles;</p> <p>b. Details of the parking depot for car share vehicles; and</p> <p>c. A copy of the signed agreement with any service provider for the provision of car share vehicles.</p> <p>Any changes to the bus shuttle service must be resubmitted to Council.</p>	<p>Prior to commencement of use and to be maintained thereafter.</p>
Car Parking, Vehicular Access and Driveways		
34.	<p>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.</p>	<p>In conjunction with the lodgement of a development permit for operational works.</p>
35.	<p>Provide internal traffic movement, loading and unloading generally in accordance with Figures 1 – 5 in Appendix B of the Job No. 6753, <i>Proposed Student Accommodation, 41 Railway Street, Gatton Transport Engineering Assessment</i>, prepared by MRCagney Pty Ltd and dated 24 April 2020.</p>	<p>In conjunction with the lodgement of a development permit for operational works.</p>
36.	<p>Provide loading bay facilities for design 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>.</p>	<p>At all times.</p>
37.	<p>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.</p>	<p>At all times.</p>
38.	<p>Design a vehicular entry and exit crossover at the location indicated on the Approved Plans generally in accordance with the Institute of Public</p>	<p>In conjunction with the lodgement of a</p>

	Works Engineering Australasia's standard drawing number RS-051 <i>Vehicle Crossings Heavy Duty</i> (general wide configuration) and AS2890.2 <i>Parking facilities Part 2: Off-street commercial vehicle facilities</i> . Ensure that the crossover splay is designed to accommodate turning movements of the largest design vehicle entering the site.	development permit for operational works.
39.	Design 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).	In conjunction with the lodgement of a development permit for operational works.
40.	Provide the following generally in accordance with the approved site plans: <ul style="list-style-type: none"> <li>• 32 car parking spaces including 2 spaces for people with disabilities;</li> <li>• 1 Van parking space; and</li> <li>• 31 bicycle parking spaces.</li> </ul>	At all times.
41.	Ensure that the security gate for the development is located such that it provides one (1) vehicle queuing space to allow unhindered movement of vehicles in Wiggins Street.	At all times.
42.	Provide directional arrows on the driveway up to the entry to the carparking aisle with left out signage at the exit to Wiggins Street.	Prior to the commencement of use, and to be maintained thereafter.
43.	Signage and line marking must be provided in accordance with AS1742 <i>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.
44.	Provide wheel stops to control vehicular access for vehicle parking spaces.	At all times.
45.	Car parking associated with staff or students shall be located on site unless otherwise approved by Council.	At all times.
46.	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.
<b>Shuttle Bus Bay</b>		
47.	Design any shuttle bus loading and unloading bay at a suitable location on Railway Street frontage of the development, to suit the proposed design vehicle (Bus), more specifically to include the following: <ol style="list-style-type: none"> <li>a. line marking and signage;</li> <li>b. person with disability kerb ramp as applicable;</li> <li>c. drainage works as applicable;</li> <li>d. smooth entry and exit provisions to the bus bay.</li> </ol>	In conjunction with the lodgement of a development permit for operational works.
48.	Provide AUTO TURN (or an equivalent) plots to demonstrate vehicle turning movements of the shuttle bus entering/exiting the shuttle bus bay from/to the traffic lane in Railway Street. Indicate clearly the traffic lane in Railway Street on drawings.	In conjunction with the lodgement of a development permit for operational works.
49.	Construct the shuttle bus bay in accordance with the development permit for operational works.	Prior to On Maintenance inspection.

Pavement Design		
50.	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.
Pedestrian Safety		
51.	Obtain approval from Council for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.	Prior to the commencement of construction works.
52.	Maintain safe pedestrian access along Council's footpaths.	At all times.
Stormwater General		
53.	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.
54.	Provide on-site detention for stormwater to ensure no worsening of pre-development peak flows for all events up to 1% AEP.	In conjunction with the lodgement of a development permit for operational works.
55.	Design and construct an underground stormwater drainage system (non-trunk) to discharge the mitigated stormwater from the development to the existing stormwater pit at the intersection of Wiggins and North Street.  <i>Note: This condition is imposed under Section 145 of the Planning Act 2016.</i>	Design in conjunction with the lodgement of a development permit for operational works. Construction prior to commencement of use.
56.	Construct stormwater drainage works in accordance with the development permit for operational works.	Prior to commencement of use.
Earthworks and Retaining Walls		
57.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed in accordance with: a. Gatton Shire Planning Scheme; b. Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision); c. Australian/New Zealand Standard AS/NZS1170 <i>Structure design actions</i> ; and d. Australian Standard AS4678 <i>Earth-retaining structures</i> and include relevant drainage.	In conjunction with a development application for operational works.
58.	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.
Engineering Certificates		
59.	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.
60.	Submit to Council a RPEQ Certificate of Supervision stating that	Prior to the

	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.	commencement of use.
Requirements for Operational Works Application		
61.	<p>Submit and obtain approval for a development application for Operational Works for External Roadworks (including works associated with the shuttle bus), Access, Carparking, Vehicle Queuing, Stormwater Drainage, Vehicle Manoeuvring including shuttle bus manoeuvring, Signage, Line Marking, and Erosion and Sediment Control addressing the requirements of this development approval. The application must include as a minimum the following:</p> <ol style="list-style-type: none"> <li>a. Development application form/s;</li> <li>b. Application fees (design checking as well as inspection) in accordance with Council’s Fees and Charges schedule current during the time of lodgement;</li> <li>c. Detailed design drawings addressing the requirements of this development approval that have been prepared and signed by a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) with their name and registration number;</li> <li>d. Roadworks drawings must detail existing infrastructure, proposed new infrastructure as well as any rectification/tie in works;</li> <li>e. Stormwater drainage design must include (but not limited to): <ul style="list-style-type: none"> <li>• Location and details, including hydraulic design, of all proposed drainage;</li> <li>• Stormwater catchment plan/s;</li> <li>• Stormwater calculation table/s; and</li> <li>• Details of any diversion banks or drains;</li> </ul> </li> <li>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</li> <li>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.</li> </ol>	Prior to the commencement of construction works.
62.	<p>Engage a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) to prepare and submit Engineering Certification that includes the following:</p> <ol style="list-style-type: none"> <li>a. the development application number, type of works, location, name/stage(s) of development (where applicable);</li> <li>b. date of certification;</li> <li>c. name of certifying individual, the name of engineering consultancy that the certifying individual works for, and the name of developer;</li> <li>d. a full schedule of the latest set of detailed design drawings;</li> <li>e. state applicable Planning Scheme that design is compliant with,</li> </ol>	In conjunction with a development application for operational works.

	<p>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 registration number of certifying individual.</p>	
Erosion and Sediment Control		
63.	Submit an Erosion and Sediment Control Plan designed in accordance with the International Erosion Control Association (Australasia) <i>Best Practice Erosion and Sediment Control Guidelines</i> .	In conjunction with a development application for operational works.
64.	Erosion and sediment control measures must be implemented and maintained to prevent the tracking of sediment to and from the site onto the adjoining street network for the duration of the construction period.	Prior to the commencement of construction and at all times.
Construction Management Plan		
65.	<p>Submit and obtain approval from Council for a Construction Management Plan (CMP) prepared by the Principal Contractor. The CMP is to outline, in sufficient detail, the processes that will be employed to minimise impacts on the surrounding community during construction. The CMP must be in accordance with the relevant Planning Scheme Codes, Workplace Health and Safety legislation, Environmental Protection Act, the requirements of any Concurrence Agency, and any other relevant legislative requirements. The CMP must address the following:</p> <p>a. Proposed construction program;</p> <p>b. Public safety, amenity and site security;</p> <p>c. Works that may make audible noise outside of 6:30am to 6:30pm any business day or Saturday. This must be accompanied by a consultation strategy for seeking, recording and addressing the impacts of work on the affected community;</p> <p>d. Noise and vibration controls;</p> <p>e. Air and dust management;</p> <p>f. Stormwater runoff, erosion and sediment control management;</p> <p>g. Traffic management generally and specifically during material and equipment delivery, earthworks and refuse collection days (this includes waste collection days for other properties in the street);</p> <p>h. How and where materials are to be loaded and unloaded;</p> <p>i. Location of materials, structures, plant and equipment to be stored or placed on the construction site</p> <p>j. Waste location and servicing details;</p> <p>k. Construction office accommodation;</p> <p>l. Complaint management;</p>	Prior to pre-start meeting.

	<p>m. Community awareness;</p> <p>n. Contractor, employee and visitor parking arrangements (parking will not be permitted on Railway Street, Wiggins Street or North Street (between Wiggins and William Streets));</p> <p>o. Queuing area for heavy vehicles;</p> <p>p. Ensuring that the development does not cause any blockages to other residents in the street including their service deliveries and waste collection; and</p> <p>q. Location of proposed external hoardings and gantries.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• A further Works on Road Reserve Permit is required to be obtained from Council's Infrastructure Group;</li> <li>• Council requires a minimum of two (2) weeks prior to the pre-start meeting to review and approve the CMP;</li> <li>• Council will generally only approve early starts for large concrete pours during summer (e.g. monolithic concrete pours for basements and suspended floor slabs). Approval for these works must be sought under the CMP;</li> <li>• Material unloading and loading must occur on-site or an adjoining site unless prior written approval is given by Council (if an adjoining site is used consent of the landowner of that site must be provided);</li> <li>• All construction office accommodation and associated temporary buildings are to be contained on-site or an adjoining site (if an adjoining site is used consent of the landowner of that site must be provided); and</li> <li>• Consideration is to be given to the local residents' access and parking on Wiggins Street.</li> </ul>	
66.	Carry out the development in accordance with the approved Construction Management Plan (CMP). A copy of the approved CMP must be kept on site.	At all times during construction.
Public Utilities		
67.	Connect the development to electricity, telecommunication, water supply and sewer reticulation services.	Prior to commencement of use.
68.	Provide evidence (e.g. connection certificates / current supply agreement) from applicable service providers that the development has been connected to wastewater infrastructure and reticulated water infrastructure.	Prior to commencement of use.
Building Approval		
69.	Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings or structures.	Prior to commencement of use.
Plumbing Approval		
70.	A plumbing and drainage permit must be obtained prior to a licenced drainer connecting any sanitary drainage to individual Urban Utilities supplied connection point/s. A compliance certificate will be required. Further plumbing and drainage permits must be obtained prior to	Prior to commencement of use.

	associated works being carried out.	
<b>Environmental Health</b>		
71.	Unless otherwise approved by Council, hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.	At all times during construction.
72.	During construction on the property, a person must not cause an environmental nuisance as specified in the <i>Environmental Protection Act 1994</i> to the surrounding properties: <ul style="list-style-type: none"> <li>• through the release of aerosols, fumes, smoke or odours, or</li> <li>• creating noise, light or dust pollution, or</li> <li>• creating an unhealthy, offensive or unsightly condition because of contamination.</li> </ul>	At all times.
73.	The construction process and operational activities must comply with the requirements of <i>Environmental Protection (Air) Policy 2019</i> in that: <ol style="list-style-type: none"> <li>a. Airborne particles including dust and odour must be sufficiently suppressed to preserve the qualities of the air environment and protect: <ol style="list-style-type: none"> <li>i. the health and biodiversity of ecosystems;</li> <li>ii. human health and wellbeing;</li> <li>iii. the aesthetics of the environment, including the appearance of buildings, and structures; and</li> <li>iv. the agricultural use of the environment.</li> </ol> </li> </ol>	At all times.
74.	The construction process and operational activities must comply with the requirements of the <i>Environmental Protection Act 1994</i> , Section 440ZG in that: <ol style="list-style-type: none"> <li>a. Water contaminated with sand, silt or mud must not be released into stormwater drainage or roadside gutters; and</li> <li>b. Sediment controls must be installed where necessary to prevent the release.</li> </ol>	At all times.
75.	All mechanical devices such as pumps, air conditioning units, refrigeration equipment, generators, compressors and pneumatic power tools must only be operated in accordance with the default noise standards as specified within the <i>Environmental Protection Act 1994</i> .	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) Under the Development Incentives – Infrastructure Charges Policy SG23 the development may be eligible to receive a discount in accordance with the policy. Note this policy only applies to contributions payable for development permits for Material Change of Use that are approved during the period within which this policy is in effect and subject to further requirements as detailed in the policy. Please contact Council to discuss further.
- (iii) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (iv) Any additions or modifications to the approved use (not covered in this approval) may be subject to

further application for development approval.

(v) **Fire ants**

Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

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

The Fire Ant Restricted Area as well as general information can be viewed on the [DAF website](#).

(vi) **Biosecurity**

Ensure all invasive pest weed species under the *Biosecurity Act 2014* are removed appropriately prior to removing trees on site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

(vii) **Cultural heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the [Department of Aboriginal and Torres Strait Islander Partnerships](#) (DATSIP) website:

The DATSIP has established a [register and database](#) of recorded cultural heritage matters, which is also available on the Department's website:

Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

**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.

**THAT the Chief Executive Officer be authorised to negotiate an Infrastructure Agreement with the applicant stipulating the terms and eligibility criteria provided under the Development Incentives – Infrastructure Charges Policy and providing for the staged payment of Infrastructure Charges with the 1<sup>st</sup> payment prior to commencement of use, then three further payments on the yearly anniversary of the initial payment, should the applicant wish to avail themselves of this opportunity.**

Moved By: Cr Holstein

Seconded By:

Cr Wilson

Resolution Number: 20-24/0118

**CARRIED**  
**7/0**

**Executive Summary**

This report considers a development application (MC2020/0032) for a Material Change of Use for Accommodation Units and Catering Shop at 41 Railway Street, Gatton. The following table summarises the application details.

<b>APPLICATION SUMMARY</b>	
<b>Applicant:</b>	Pk Development Holdings Pty Ltd & Pk Developments Unit Trust C/- Town Planning Alliance
<b>Proposal:</b>	Development Permit for Material Change Of Use for Accommodation Units and Catering Shop
<b>Properly Made Date:</b>	8 May 2020
<b>Street Address:</b>	41 Railway Street GATTON
<b>RP Description:</b>	Lot 13 RP 54842
<b>Assessment Type:</b>	Impact
<b>Number of Submissions:</b>	Nil
<b>State Referral Agencies:</b>	State Assessment and Referral Agency (SARA) – State Transport Infrastructure
<b>Referred Internal Specialists:</b>	<ul style="list-style-type: none"> <li>• Development Engineer</li> <li>• Building Certifier</li> <li>• Plumbing Inspector</li> <li>• Environmental Health Officer</li> <li>• Waste Management and Recycling Supervisor</li> </ul>
<b>Site Visit Undertaken:</b>	Yes
<b>DA Stage</b>	Part 5: Decision

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. The development complies with the applicable assessment benchmarks, subject to reasonable and relevant conditions.

**Finance and Resource Implications**

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

**Corporate Plan**

Corporate Plan Theme

Lockyer Planned

Outcome

4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

## Consultation

### Portfolio Councillor Consultation

The Mayor and Councillors were consulted at two Councillor Workshops in relation to the application, as well as being updated periodically on the status of the application.

### Internal Consultation

The application was internally referred to Council's Building and Plumbing, Development Engineering, Environmental Health, and Waste Sections.

Building and Plumbing did not raise any issues and recommended the standard requirement for subsequent approvals.

Environmental Health did not raise any issues and recommended the inclusion of standard conditions. These conditions relate to compliance with the *Environmental Protection Act 1994* during construction and operation.

Waste reviewed the proposed waste servicing arrangement and did not raise any concerns; a condition is recommended in relation to waste servicing.

Development Engineering did not raise any issues and recommended conditions of approval in relation to stormwater, car parking, access and driveways, bus shuttle bay design and construction, and requirements for further operational works approval. The conditions in relation to stormwater require the applicant to construct an underground stormwater system from the Wiggin St boundary to the existing stormwater pit at the intersection of Wiggins and North Streets. These conditions are imposed under Section 145 of the *Planning Act 2016* as non-trunk infrastructure.

### External Consultation

#### *Referral Agencies*

The application was referred to the following Referral Agencies in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*:

Referral Status	Referral Agency and Address	Referral Trigger	Response
Concurrence	State Assessment and Referral Agency (SARA) PO Box 129 IPSWICH QLD 4305	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1 of <i>Planning Regulation 2017</i> – State Transport Infrastructure Generally	The agency provided its response on 23 June 2020 (Reference No. 2005-16962 SRA). A copy of the response is attached.

#### State Assessment and Referral Agency (SARA)

The application was referred to Queensland Treasury (SARA) as the development exceeded the thresholds for state transport infrastructure under Schedule 20 of the *Planning Regulation 2017*. SARA responded on 23 June 2020 advising they had no requirements in relation to the development.

Community Engagement

*Public Notification*

The application was publicly notified for 16 business days from 18 June 2020 to 9 July 2020, in accordance with the requirements of the *Planning Act 2016*. No submissions were received in relation to the application.

Overview

**Background / Site History**

Council received a development application for Accommodation Units and Catering Shop on 8 May 2020. Prior to lodgement of the development application, Council officers worked with the applicant and their consultants through an extensive prelodgement process. No information request was issued for the development application. Multiple site visits were undertaken by the assessment officer.

The site is subject to a previous approval for a Backpackers Hostel and Catering Shop. The following table summarises the application reference, decision and date of decision.

<b>APPLICATION NO.</b>	<b>DECISION AND DATE</b>
MCU2014/0006	Approved subject to conditions on 22 October 2014
CAP2015/0002	Request to change existing approval approved on 27 February 2015
MC2017/0032	Extension to currency period approved on 16 October 2017

The original application (MCU2014/0006) for a Development Permit for Material Change of Use for Backpackers Hostel and Catering Shop was approved on 22 October 2014. The development was approved in two stages and included the construction of a new three storey building on the rear half of the property and included 25 car parking spaces.

The approval was subsequently amended (CAP2015/0002) through a Request to Change an Existing Approval on 27 February 2015. The changes incorporated removal of Stage 2 which included the new three storey building at the rear of the property. The development includes a two storey building with the ground floor comprising two commercial tenancies (Catering Shop) and a communal area for the Backpackers Hostel. The second level included 63 rooms, and communal areas.

An extension to the currency period for the Backpackers Hostel and Catering Shop approval was approved on 16 October 2017. This approval now lapses on 12 February 2021 and is yet to be activated. Regardless of the decision on the current application (MC2020/0032) for Accommodation Units and Catering Shop, the previous approval for Backpackers Hostel and Catering Shop (MCU2014/0006, CAP2015/0002, MC2017/0032) will remain current until 12 February 2021, unless extended prior to this date in accordance with the *Planning Act 2016*.

**Site Details**

<b>SITE AND LOCALITY DESCRIPTION</b>	
<b>Land Area:</b>	1885.85 Square Metres
<b>Existing Use of Land:</b>	Vacant

<b>Road Frontage:</b>	Railway St: 20.0m Wiggins St: 20.0m
<b>Significant Site Features:</b>	No vegetation, no existing buildings
<b>Topography:</b>	Slopes down towards Wiggins Street approximately 3%
<b>Surrounding Land Uses:</b>	Commercial, Residential at rear

### Proposed Development

The proposed development is for a 123 unit student accommodation and café. The student accommodation units are for one person only and include a bed, bathroom, kitchen and desk. A number of communal facilities are proposed for the Student Accommodation including group study/meeting room, student learning centre, gym/yoga/Pilates, cycle store/workshop, student lounge, roof top bar/lounge, pool, communal laundry, drying, communal vegetable garden and communal kitchen.

A café is proposed on the ground floor which will be open to the general public as well as the group study/meeting room.

The development involves the construction of a new 4 storey building with a maximum building height of 15.05m. The top floor of the building is setback 9 metres from Wiggins Street.

Vehicle access will be via Wiggins Street with waste servicing proposed to be carried out on site. There are 32 car parking spaces including two Persons with Disability (PWD) spaces and a van parking space. The development will be serviced by a bus shuttle between the subject site and the University of Queensland for students residing on site. A car share facility will also be provided for students residing on site with a minimum of five cars available.

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

<b>MATERIAL CHANGE OF USE</b>	<b>DEVELOPMENT PARAMETERS</b>	
	<b>Required</b>	<b>Proposed</b>
<b>Gross Floor Area</b>	-	Accommodation Units: 3,627.51m <sup>2</sup> Catering Shop: 98.57m <sup>2</sup>
<b>Number of Units</b>	-	123 units
<b>Building Height/ Storeys</b>	Maximum 11.0m/2 storeys	15.05m/4 storeys
<b>Density</b>	Maximum 120 persons/ha	652 persons/ha
<b>Setbacks</b>	Front: 0m Side & Rear: 0m	Front: 0m (Railway St), 3.5m (Wiggins St) Side: 0m
<b>Site Cover</b>	-	95.7%
<b>Parking</b>	Accommodation Unit: 86 spaces Catering Shop: 7 spaces	32 spaces (include 2 x PWD spaces) plus 1 van space

### Economic Impact Model

Economic modelling enables Council to explore how new developments will impact on other sections of the local economy by modelling the flow-on effects across different industries. Modelling for this proposal considers jobs and output for ongoing operation and the construction phase.

*Construction*



During construction it is estimated this project will support 38 - 47 jobs. Modelling suggests 12 - 15 of these jobs will be filled by Lockyer Valley residents.

The estimated rise in output from the construction phase including all direct, industrial and consumption effects is \$16.09m - \$19.64m. The impact to the Lockyer Valley economy is an estimated rise in output of \$9.98m - \$12.19m.

*Operation*



Operating the facility provides an estimated increase of 23 jobs in the Lockyer Valley region and a further 5 jobs outside the region. A total of 28 new jobs created.

Ongoing value added by industry represents the industry component of Gross Regional Product (GRP). The impact on the Lockyer Valley GRP, should this project progress, is estimated to be \$870,000; with the rise in local output estimated at \$1.85m.

If this project is realised, population within the township of Gatton will increase. Increases in consumption from the occupants are estimated as an additional overall spend in local businesses of \$750,000 - \$1.1m per annum.

*Note* – the above figures are based on an occupancy rate of 80%.

**ASSESSMENT:**

**Framework for Assessment**

Categorising Instruments for Statutory Assessment

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

- the *Planning Regulation 2017*

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

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

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

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

<b>PLANNING REGULATION 2017 DETAILS</b>	
<b>Assessment Benchmarks:</b>	<ul style="list-style-type: none"> <li>• State Planning Policy (Water Quality, and Natural Hazards, Risk &amp; Resilience)</li> </ul>
<b>SEQ Regional Plan Designation:</b>	Urban Footprint

#### State Planning Policy

##### *Water Quality*

The subject site is located within the water supply buffer area and water resource catchments. No assessment against the matters in relation to the water supply buffer area is required due to the premises being within an urban area. Assessment against the matters for the water resource catchments is not required as the premises is not greater than 2,500m<sup>2</sup> in size. However, as part of the application, a Stormwater Management Report was provided that dealt with stormwater quality as a result of the development. No further assessment is required.

##### *Natural Hazards, Risk & Resilience*

The subject site is located within the flood hazard area. As part of the application, a *Desktop Flood Study*, Reference No. K4916-0005, Revision A, prepared by Konbel Engineers and dated 17 April 2020 was submitted. In a regional flood event, the subject site is not inundated by the 1%AEP regional flood event. In a localised flood event, the development may be susceptible to a degree of flood inundation. However, there is suitable time for evacuation in the flood event. The residential component is located on Levels 1-3 thus providing for safety of residents due to being located well above the modelled flood depths.

It is considered that the development satisfies the requirements of the assessment benchmark.

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

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

<b>Planning Scheme:</b>	Gatton Shire Planning Scheme 2007
<b>Zone:</b>	Commercial Zone – Town Centre (C1) Precinct
<b>Consistent/Inconsistent Use:</b>	Consistent
<b>Assessment Benchmarks:</b>	Planning Scheme

### Desired Environmental Outcomes

The Desired Environmental Outcomes (DEOs) are:

- Environment
- Character and Landscape Quality
- Settlement Pattern, Amenity and Safety
- Access to Services, Facilities and Employment Opportunities
- Cultural Heritage
- Economic Development and Natural Resource Management

### *Environment*

The site does not contain any significant biodiversity areas. Throughout construction the development will need to comply with the relevant standards to ensure air, land and water quality are maintained. During operation the development will not impact upon air, land or water quality.

Disposal of waste will be through Council's waste collection service. Provision has been made on site to ensure that this can be carried out on site in a manner that will not negatively impact on the residential amenity of Wiggins Street. The applicant is required to submit a further Construction Management Plan which will detail waste disposal during construction to ensure this is carried out in accordance with the relevant requirements.

The site is not identified as being susceptible to land degradation. Further detail on erosion and sediment control will be provided through a subsequent Operational Works application to ensure the natural water and stormwater systems are not negatively impacted.

### *Character and Landscape Quality*

The development will not impact upon any significant natural or landscaping features. The building has been designed to incorporate features of the heritage listed Imperial Hotel previously located on the site. In addition, the building provides for a building façade which incorporates the features and character of other buildings within Railway Street.

### *Settlement Pattern, Amenity and Safety*

The proposed development is over a site that is currently vacant within the Gatton township and will further complement Gatton's role as the primary centre for the region. The development will provide an alternative housing option, being student accommodation to meet the needs of community members. The site is not affected by any natural hazards.

### *Access to Services, Facilities and Employment Opportunities*

The subject site is centrally located within the Gatton town centre and is within walking distance to services, facilities and employment.

### *Cultural Heritage*

The site previously contained the Imperial Hotel which was of local cultural heritage significance. The Imperial Hotel was demolished following a fire. To assist with retaining the cultural heritage significance, the building has been designed to incorporate features of the previous Imperial Hotel including a veranda over the footpath, eaves and parapets.

### *Economic Development and Natural Resource Management*

The development will provide additional employment through the Accommodation Units (i.e. onsite manager, cleaners) and the Catering Shop. The additional students residing within the Region will provide additional economic benefit to the region, as detailed in the Economic Impact Model section of this report.

The site is located centrally within the Gatton town centre, which is serviced by the relevant infrastructure including constructed roads, reticulated water supply and sewerage systems, electricity and telecommunications.

The application has been assessed against each of the matters above and found to be generally consistent with each DEO.

### Assessment Benchmarks – Planning Scheme Codes

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

- Commercial Zone Code;
- Cultural Heritage Places and Precincts Overlay Code;
- Advertising Device Code;
- Building Work Code;
- Earthworks Code;
- Landscaping Code;
- Lighting Code;
- Services and Infrastructure Code;
- Vehicle Access, Parking and On-Site Movement Code;
- Accommodation Unit and Dual Occupancy Code;
- Commercial Premises and Shops Code; and
- *Temporary Local Planning Instrument (TLPI) 01/2019 Flood Regulation Flood Inundation Overlay Code.*

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

### Overlay Codes

#### *Cultural Heritage Places and Precincts Overlay Code*

The subject site previously contained the Imperial Hotel which was destroyed by a fire and subsequently demolished (refer to Figure 1 below). The building façade for the proposed building is designed to incorporate features of the Imperial Hotel, including (refer to Figure 2 below):

- timber veranda for the second storey over the footpath, with timber poles to support the veranda;
- eaves and parapets generally consistent with the nearby buildings; and
- use of brick to the front portion of the building which is consistent with the material type of adjoining buildings.

The proposed building bulk, height and scale, siting, orientation and rooflines generally replaces the previous Imperial Hotel façade, and rather than replicating the Imperial Hotel the design is a modern interpretation on the significant architectural features. The proposed building addresses Railway Street and is built to boundary which replicates the previous Imperial Hotel.

It is considered that the development satisfies the requirements of the assessment benchmark.



Figure 1: Imperial Hotel



Figure 2: Proposed building façade

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Zone Code

*Commercial Zone Code*

The development will provide infill development on a currently vacant site for the Gatton town centre. This will contribute to activation of the Railway Street frontage and further complement Gatton's role and function as the primary centre. The development involves multiple uses being Accommodation Units and Catering Shop. The Accommodation Units are for student accommodation for students who for the most part are anticipated to attend the University of Queensland. The Catering Shop is for a café to be located on the ground floor which also incorporates a group study/meeting room and provides for a nexus between the general public and the development.

The Accommodation Units component will not impact upon the viability or operation of commercial uses by being located above ground level. The residential component will maintain a satisfactory level of residential amenity through the provision of communal recreation spaces within the development.

The building façade is designed to incorporate features of the Imperial Hotel previously located on the site as well as features of the surrounding buildings. The Railway Street frontage will have pedestrian access only and opens to the public through the Catering Shop. Thus, providing a pedestrian friendly environment. Further a cycle store and workshop is provided for students residing with the building for bicycles. A free bus shuttle service is provided to transport students predominantly to the University of Queensland Gatton. These measures cumulatively contribute to a pedestrian friendly environment and provides for accessibility for cyclists and public transport. The development will provide alternative transport options means to reduce of the reliance of students using their own vehicle. The applicant has identified that this will be particularly attractive to international students.

Development Codes

*Advertising Device Code*

One (1) advertising device is proposed to be attached to the building elevation that fronts Railway Street and will state 'Gatton Student Hub' (refer to Figure 2 above). The signage will advertise the approved use on site (Accommodation Units and Catering Shop). Any third party advertising or additional signage will be subject to a further development application as per the requirements of the Planning Scheme. The advertising device will occupy less than 25% of the building façade area. The sign is located below the eaves of the building. Standard conditions have been recommended to ensure ongoing compliance with the above requirements.

*Building Work Code*

The code identifies a maximum building height of 11.0 metres as a probable solution. The building has a maximum building height of 15.05m, which is an alternative to the probable solutions of the code. The building is designed with the upper floor levels at the road frontages being stepped back to visually reduce the building bulk and provide for the appearance of a reduced building height that is generally consistent with the probable solutions. The building facades have been designed to incorporate landscaping and visual articulation through the use of various materials to further assist with reducing the building bulk.

As part of the application, shadow diagrams were provided to show a comparative between a building that meets the probable solution and the proposed building (refer to attached plans). These shadow diagrams were provided for the summer solstice (21 December) and winter solstice (21 June). During

summer there will be limited impact to adjoining buildings. During winter the buildings to the south will be impacted through shadowing for majority of the day. However, an 11 metre high building also impacts upon the buildings to the south and the additional height proposed does not significantly impact upon overshadowing. In addition, the development will not result in overshadowing for nearby residential properties (after 9am). It is therefore considered the proposed building will not significantly impact upon the amenity of adjoining sites.

The code identifies a minimum setback of 0m to all boundaries. The development meets the setback requirements with the Railway Street front boundary and side boundaries having a 0m setback. The Wiggins Street boundary has a setback of 3.5m.

It is considered that the development satisfies the requirements of the assessment benchmark.

*Earthworks Code*

The applicant has proposed earthworks to be undertaken including 108m<sup>2</sup> cut and 32m<sup>2</sup> fill (refer to Figure 3 below). The site is relatively flat therefore earthworks for the site are minimised. The change in natural ground level will not exceed 1.0m. Retaining walls are proposed along the side boundaries to the car parking area with a maximum height of 0.6m. Any earthworks undertaken must include erosion and sediment control in accordance with the relevant standards. Further information on erosion and sediment control will be provided through a subsequent Operational Works application. Standard conditions have been recommended to ensure compliance with the code.

It is considered that the development satisfies the requirements of the assessment benchmark.



Figure 3: Preliminary Earthworks Plan

*Landscaping Code*

Landscaping plans and a landscape maintenance manual were submitted as part of the application. A variety of landscaping is proposed as part of the development, including:

- shrubs and 3 trees to Wiggins Street road frontage;
- vertical landscaping on the building for the Wiggins Street and side building facades;
- plants within the courtyard on the ground level;
- planter boxes on Level 1 to the building exterior;

- planter boxes to the Railway Street frontage on Level 3; and
- communal vegetable garden on Level 3.

A variety of plant species are proposed which will visually enhance the appearance of the development from the street, particularly the vertical landscaping. The landscaping will positively contribute to the streetscape by providing a variety of plant types including trees, shrubs, planter boxes and vertical landscaping.

The landscape maintenance manual details maintenance of the landscaping for the first year, which will provide time for the plants to establish. However, the applicant is responsible for the ongoing maintenance of landscaping in accordance with the approved landscaping plans.

Fences and walls are visually integrated with landscaping treatment through the proposed vertical landscaping, which provides for visual articulation.

A communal vegetable garden is proposed on Level 3, however no detail on the plant species has been provided. The communal vegetable garden will incorporate a variety of species taking into account climate suitability and seasonal variation.

Standard conditions have been recommended for landscaping. However, additional non-standard conditions have been recommended in relation to the vertical landscaping and the communal vegetable garden. These conditions have been recommended to ensure the ongoing viability of landscaping.

It is considered that the development satisfies the requirements of the assessment benchmark.

#### *Lighting Code*

As part of the application, a *Ground Floor External Lighting*, Drawing No. EL-01, Revision 02, prepared by McLean Consulting Engineers and dated 24 April 2020 was submitted. Lighting is proposed at the building entrance to Railway Street, the vehicle and pedestrian entrance to Wiggins Street and to the car parking area. Lighting is identified on the fourth level for the two outdoor areas (proposed pool/bar and vegetable garden and drying area). Standard conditions have been recommended requiring lighting to be provided in accordance with the approved plan and the relevant Australian Standards.

It is considered that the development satisfies the requirements of the assessment benchmark.

#### *Services and Infrastructure Code*

The subject site is located within an area serviced by reticulated water supply and sewer systems. Connections to these services will require further approvals through Urban Utilities. In addition, an existing sewer line traverses through the middle of the site, therefore the applicant is required to obtain approval from Urban Utilities to build over the sewer line.

Overhead electricity is available along Wiggins Street and connection to this infrastructure will be through Energex. Standard conditions have been recommended requiring connection of the development to the relevant services (i.e. water, sewer, electricity and telecommunications).

A *Conceptual Stormwater Management Plan (CSMP)*, Reference No. K4916-0002, Revision B, prepared by Knobel Engineers and dated 17 April 2020 was submitted as part of the application. The CSMP

recommended a detention tank (minimum 9m<sup>3</sup>) be provided on site to ensure the post development peak flow rates do not exceed the pre development peak flow rates. The detention tank will be provided within the car parking area. The CSMP proposes a discharge point to the Wiggins Street kerb and channel. However, Council has an existing stormwater pit at the intersection of Wiggins and North Streets to the south of the subject site (refer to Figure 4 below). Given the proximity of the stormwater pit to the site, it is considered reasonable to require the development to connect into the existing stormwater infrastructure, as the legal point of discharge. The applicant will be responsible, including all costs, for providing an underground stormwater system that connects into the existing stormwater pit. The provision of this system will be non-trunk infrastructure and a condition has been recommended under Section 145 of the *Planning Act 2016*.



Figure 4: Existing stormwater pit and underground stormwater system (yellow dashed line) to be provided

The site will gain vehicular access via Wiggins Street and requires the construction of a new driveway crossover (6.2m wide). Further detail on the driveway crossover will be provided as part of a subsequent Operational Works application. No vehicular access is provided to Railway Street.

Railway Street has an existing footpath which will be retained as part of the development. No footpath is provided along Wiggins Street and it is not considered necessary for a footpath to be provided within the road reserve due to most movements from the development using Wiggins Street will either be vehicles or bicycles.

It is considered that the development satisfies the requirements of the assessment benchmark.

*Vehicle Access, Parking and On-Site Movement Code*

Vehicle access to the site will be via Wiggins Street and will involve the construction of a new 6.2m wide driveway. Further detail on access and manoeuvring will be provided as part of the Operational Works application including demonstration of the compliance with the relevant Australian Standards.

The development will provide for one vehicle queuing space in front of the security gate to provide for unhindered vehicle movement in Wiggins Street. Wiggins Street is a one-way street therefore traffic movements will be left in left out only. A reversing bay is provided at the end of the aisle of the driveway to facilitate safe movement internally.

There is an existing loading zone within Railway Street directly in front of the subject site. As part of the development, the applicant proposes for this zone to be dual purpose for a loading zone and passenger set down/pick up. Conditions have been recommended requiring the applicant to design the bus shuttle bay to ensure the dual zone can cater for the proposed design vehicle being a bus. The design detail will be required as part of a subsequent operational works application.

The code identifies a car parking rate of 0.7 spaces per student for the Accommodation Units and 1 space for each 15m<sup>2</sup> or part thereof of gross floor area for the Catering Shop. As such, the development requires 86 car parking spaces for the Accommodation Units and 7 car parking spaces for the Catering Shop. A total of 32 car parking spaces, including two (2) Persons with a Disability spaces, plus one (1) van parking space is proposed.

It is not considered necessary for car parking spaces to be provided for the catering shop component as customers will generally be pedestrians and have the ability to utilise the existing on street car parking.

The car parking rate for the Accommodation Units component equates to a rate of 0.26 spaces per student. A minimum of fifty percent of the students residing within the Accommodation Units will be international students who generally do not have a vehicle, therefore a car park is not considered necessary for these students.

The site is centrally located within the Gatton town centre and is within walking distance to retail, services, employment and recreational opportunities. Therefore, the reliance on a car is reduced. In addition, a cycle store and workshop with capacity of up to 31 bicycles is provided adjacent to the car parking area. The use of bicycles will allow students to access additional services and opportunities over a wider distance.

As part of the development, there are two proposed services, including a free bus shuttle service and car share service to further reduce the reliance of cars for students residing within the accommodation. The bus shuttle service will operate from Monday to Friday and transport students from the site to the University of Queensland Gatton. The bus would be for the exclusive use of residents and will be free of charge to the residents. The bus will operate indicatively from 7:30am to 7:30pm. There are two buses proposed to be in operation for the students. Both buses will operate where occupancy exceeds 70%. Where occupancy is less than 70% one (1) 24 seat bus will only need to operate. The requirement for only one bus for less than 70% occupancy is considered to be acceptable on the basis that a proportion of students will have their own vehicle, thus have an alternate means of travel. In addition, not all residents will need to be transported to the university at the same time. The above bus shuttle system has been designed to be convenient to students to incentivise use of the bus and reduce the need to have their own vehicle.

The second proposal is to operate a car share service, where at least five (5) car share vehicles will be available solely for use by the students. The car share will provide students with the opportunity to

access services or other facilities where not within walking distance of the site. The car share service will allow students to have access to a car when they need the flexibility of their own vehicle short term. The car share system further reduces reliance on students having their own car through providing access to a vehicle when they need it.

On the basis of the above cumulative measures, it is considered that the car parking provided on site for the development is sufficient, as it is supported through a number of different strategies as outlined above. Conditions have been recommended, in particular in relation to percentage of international students, bus shuttle service and car share system, to ensure the ongoing operation and reduced reliance on individual student vehicles.

It is considered that the development satisfies the requirements of the assessment benchmark.

#### *Accommodation Unit and Dual Occupancy Code*

The site has an area of 1885m<sup>2</sup> which is in excess of the minimum 800m<sup>2</sup> minimum required. The code identifies a maximum site density of 35 persons per hectare as it is zoned Commercial. The development has a site density of 652 persons per hectare, based on the development being for 123 persons. The siting of the building is generally consistent with the surrounding commercial area of being built to boundary. The development provides for a variety of recreational facilities including a gym, pool, bar and communal areas. Whilst the car parking provided does not meet the rate as identified under the Vehicle Access, Parking and On-Site Movement Code, the car parking provided, and strategies proposed (i.e. bus shuttle, car share service) are considered to meet the expected user demand. The mixed use development provides a positive outcome for the Gatton town centre with additional residents and activation.

The site is located on commercial zoned land which is centrally located to be within walking distance (500m) of shops, open space and public transport.

The setback of the building from the boundaries is consistent with that of surrounding buildings which are generally built to boundary. The exception is the Wiggins Street boundary setback where it is 3.5m from the boundary. The building orientation is towards both Wiggins and Railway Streets and allows for casual surveillance of the street through the Catering Shop and Accommodation Units.

The units are located within the Commercial (C1) precinct and are not located on the ground floor.

The height of the building exceeds 10m, as identified in the code. The cut and fill required for the site is minimal. The building bulk is reduced through stepping the fourth level back from the street. The building has been designed to provide alternate types of materials and recesses. Vertical landscaping is also proposed to the Wiggins Street and side boundary elevations of the building. Shadow plans were submitted to identify the overshadowing impacts of the development to adjoining properties. The shadow plans demonstrate that there will be overshadowing during winter to adjoining commercial properties. However, even a 11 metre high building results in overshadowing to these adjoining properties. The proposed development is not considered to result in a loss of amenity to adjoining properties as a result of overshadowing. The ground floor level has the majority communal areas, all car parking and mechanical plant, to reduce the noise impacts and provide for suitable amenity to residents of the accommodation units.

Landscaping is provided as part of the development including a variety of planting types such as street trees, shrubs, planter boxes and vertical landscaping. This will contribute to enhancing the appearance of the development and positively contribute to the streetscape. Garbage collection will be carried

out within the site to ensure the amenity of residents along Wiggins Street is not impacted. The waste bin storage area is also located internally, and generally not visible from the street. The clothes drying area is located on the fourth level and will not be within line of sight of the public.

Communal recreation facilities are provided throughout the development, including a gym and courtyards on the ground floor level and pool on the fourth level. These areas are not open space but do provide recreational opportunities for students residing within the Accommodation Units. The facilities are screened from the public view generally. Future maintenance will be the responsibility of the landowner. Open space is available within walking distance of the site.

The individual units are not provided with their own private open space. Clothes drying facilities are provided on the fourth floor for use by all students. The proposed pool and bar on the fourth level provides outdoor dining/entertainment areas for use by the students. Additional recreational facilities are provided to cater for the needs of the students.

It is considered that the development satisfies the requirements of the assessment benchmark.

#### *Commercial Premises and Shops Code*

The site has an area of 1885m<sup>2</sup> which exceeds the minimum 600m<sup>2</sup> required by the code. The building will front and provides pedestrian entry from Railway Street. The Catering Shop is provided on the ground floor at the Railway Street frontage to provide a nexus with Railway Street. Car parking is accessible via Wiggins Street and is clearly identified.

The density of the development exceeds 120 persons per hectare providing approximately 652 persons per hectare. The development provides for a mixed use development which will assist with activating a currently vacant site within the town centre of Gatton. The development will not negatively impact upon the amenity of surrounding areas through overshadowing. The development provides communal facilities on site sufficient to cater for the varying needs of the students residing within the building. Despite the inconsistency with site density, it is considered acceptable in this situation as it meets Specific Outcome P7 of the code.

The building will abut Railway Street for the entire frontage and is generally of rectangular form to align to the current shape of the site. The front of the building is easily accessible through having the main pedestrian entrance on Railway Street. Although the building exceeds the maximum two storey requirement, it does provide a stepped building with the upper floor levels, a variety of materials, finishes and form for visual articulation and vertical landscaping on the building facades. This is considered to provide articulation of the building form and reduces the building scale and bulk to an acceptable level.

The building design incorporates bricks and a timber veranda extending over the Railway Street footpath which is consistent with that of the Railway Street streetscape. Walls particularly along the side boundaries are articulated through recesses and using a variety of materials and landscaping. The ground floor elevation provides a minimum of 50% of windows and door openings.

A veranda is provided that extends over the footpath and is supported by timber posts. The veranda does not impede upon pedestrian movement. The veranda generally aligns and continues the verandas and awnings provided for along the Railway Street frontage.

It is considered that the development satisfies the requirements of the assessment benchmark.

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

The subject site is located within the flood investigation area under the *Temporary Local Planning Instrument (TLPI) 01/2019 Flood Regulation*, which was the TLPI in effect at time of lodgement. The subject site is zoned as Commercial therefore the TLPI does not apply to this development. No further assessment is required.

### Adopted Infrastructure Charges Resolution

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

LOCKYER VALLEY REGIONAL COUNCIL				
Charge Type	Description	Demand Units	Rate	TOTAL
<b>PROPOSED DEMAND</b>				
Charge	Residential and Long-Term Non-Permanent Accommodation (Dwelling or unit with 1 or 2 bedrooms)	123	\$10,119.97	\$1,244,756.31
	Commercial (retail) – Other	98.57	\$109.00 per m <sup>2</sup> of GFA	\$10,744.13
TOTAL PROPOSED DEMAND				\$1,255,500.44
<b>EXISTING DEMAND</b>				
Credit	Existing Allotment	1	-\$12,500.00	-\$12,500.00
TOTAL EXISTING DEMAND CREDIT				-\$12,500.00
<b>TOTAL PAYABLE</b>				<b>\$1,243,000.44</b>

The infrastructure charges for the Catering Shop component has not been charged for stormwater based on impervious area as the Catering Shop does not result in an increase in impervious area and the additional impervious area has been captured under the Accommodation Units component.

On 26 June 2020, the developer made a request seeking a reduction in the above infrastructure charges. The request was for an approximate 80% reduction in infrastructure charges payable to Council.

Under the Development Incentives – Infrastructure Charges Policy (DIICP), the development can obtain, subject to meeting certain eligibility criteria, a 50% discount to infrastructure charges for the Accommodation Units component (Table 2, Point 3) and 25% discount for the Catering Shop component (Table 1).

The DIICP provides Council the opportunity to apply a greater discount where the development is of substantial economic and/or community benefit to the Lockyer Valley. In this instance, the development will provide some additional employment through construction and operation of the use. As well as providing additional accommodation for students attending the University of Queensland, which may result in additional indirect employment. However, it is considered the discounts provided are substantial and take into account the economic and community benefit of the development to the Region. Further to this, any shortfall in developer contributions will need to be compensated for by the community. Therefore, it is not recommended that any additional discount, beyond that already provided for under the DIICP be given for the infrastructure charges.

To assist the developer, it is recommended that payment of infrastructure charges be by instalments over a predetermined period. This would assist the developer in deferring costs whilst maintaining an appropriate level of infrastructure provision without undue impost on the community. It is recommended that infrastructure charges be paid in four equal instalments over a 3 year period, with the first payment due prior to commencement of use and a further three payments on the yearly anniversary of the initial payment. The developer will be required to enter into an Infrastructure Agreement, should they wish to take up this opportunity. Within the Infrastructure Agreement, the eligibility criteria of the DIICP can be stipulated.

#### Legal Implications

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

#### Policy Implications

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

#### Risk Considerations

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community  
Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity.

#### Previous Council Resolutions

There are no previous resolutions relating to the matter.

#### Related Documentation

Proposal Plans

Shadow Diagrams

*Gatton Shire Planning Scheme 2007*

#### Critical Dates

The decision making period for the application ends on 31 August 2020.

#### Implementation

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

### **Attachments**

- |   |   |          |
|---|---|----------|
| 1 | <a href="#">↓</a> Proposal Plans            | 23 Pages |
| 2 | <a href="#">↓</a> Overshadow Diagrams       | 1 Page   |
| 3 | <a href="#">↓</a> MC2020/0032 SARA Response | 5 Pages  |

# GATTON STUDENT HUB

ADDRESS: 41 RAILWAY STREET GATTON QLD 4343  
CLIENT: PK Development Holdings Pty Ltd

DEVELOPMENT DATA  
LOT 13 RP94842

PARISH: GATTON  
COUNTY: CHURCHILL  
SITE AREA: 1982.58sqm  
PROPOSED DEVELOPMENT: 4 STOREYS  
TOTAL APARTMENTS: 125  
TOTAL APARTMENTS: 32 (INCL 2PWU)  
PARKING: 1 X VAN BAY

ACCOMMODATION:  
GROUND FLOOR:  
LEVEL 1:  
21 X DOUBLE ROOMS  
17 X SINGLE ROOMS  
2 X ACCESSIBLE SUITES  
LEVEL 2:  
26 X DOUBLE ROOMS  
18 X SINGLE ROOMS  
2 X ACCESSIBLE SUITES  
LEVEL 3:  
17 X DOUBLE ROOMS  
18 X SINGLE ROOMS  
2 X ACCESSIBLE SUITES

TOTAL BEDS: 123  
GFA: GROUND (STUDENT ACCOM) 472.50 sqm  
GROUND (CARE/OFFICE) 98.57 sqm  
LEVEL 1 115.72 sqm  
LEVEL 2 115.72 sqm  
LEVEL 3 918.30 sqm  
TOTAL GFA 1772.81 sqm

MODULE	AREA SCHEDULE			AREA SCHEDULE		
	UNIT NUMBER	UNIT TYPE	AREA	UNIT NUMBER	UNIT TYPE	AREA
LEVEL ONE	U-101	TYPE A2	159.43	U-234	TYPE S	15.81
	U-102	TYPE D	15.81	U-235	TYPE S	15.81
	U-103	TYPE D	15.81	U-236	TYPE S	15.81
	U-104	TYPE D	15.81	U-237	TYPE S	15.81
	U-105	TYPE D	15.81	U-238	TYPE S	15.81
	U-106	TYPE D	15.81	U-239	TYPE S	15.81
	U-107	TYPE D	15.81	U-240	TYPE S	15.81
	U-108	TYPE D	15.81	U-241	TYPE S	15.81
	U-109	TYPE D	15.81	U-242	TYPE D	18.23
	U-110	TYPE D	15.81	U-243	TYPE DB	19.23
	U-111	TYPE A1	27.51	U-244	TYPE D	20.13
	U-112	TYPE DB	19.23	U-245	TYPE D	20.13
	U-113	TYPE DB	19.23	U-246	TYPE D	20.13
	U-114	TYPE DB	19.23	U-247	TYPE D	20.13
LEVEL TWO	U-201	TYPE D	20.13	U-250	TYPE DB	19.23
	U-202	TYPE D	20.13	U-302	TYPE S	15.81
	U-203	TYPE D	20.13	U-303	TYPE A2	23.43
	U-204	TYPE D	20.13	U-304	TYPE D	20.13
	U-205	TYPE D	20.13	U-305	TYPE D	20.13
	U-206	TYPE D	20.13	U-306	TYPE D	20.13
	U-207	TYPE D	20.13	U-307	TYPE D	20.13
	U-208	TYPE S	15.81	U-308	TYPE D	20.13
	U-209	TYPE A2	23.43	U-309	TYPE D	20.13
	U-210	TYPE D	20.13	U-310	TYPE D	20.13
	U-211	TYPE D	20.13	U-311	TYPE D	20.13
	U-212	TYPE D	20.13	U-312	TYPE D	20.13
	U-213	TYPE D	20.13	U-313	TYPE A1	27.51
	U-214	TYPE D	20.13	U-314	TYPE DB	19.23
U-215	TYPE D	20.13	U-315	TYPE S	15.81	
U-216	TYPE D	20.13	U-316	TYPE S	15.81	
U-217	TYPE D	20.13	U-317	TYPE S	15.81	
U-218	TYPE D	20.13	U-318	TYPE S	15.81	
U-219	TYPE A1	27.51	U-319	TYPE S	15.81	
U-220	TYPE DB	19.23	U-320	TYPE S	15.81	
U-221	TYPE DB	19.23	U-321	TYPE S	15.81	
U-222	TYPE DB	19.23	U-322	TYPE S	15.81	
U-223	TYPE DB	19.23	U-323	TYPE S	15.81	
U-224	TYPE S	15.81	U-324	TYPE DB	19.23	
U-225	TYPE S	15.81	U-325	TYPE DB	19.23	
U-226	TYPE S	15.81	U-326	TYPE DB	19.23	
U-227	TYPE S	15.81	U-327	TYPE DB	19.23	
U-228	TYPE S	15.81	U-328	TYPE DB	19.23	
U-229	TYPE S	15.81	U-329	TYPE DB	19.23	
U-230	TYPE DB	19.23	U-330	TYPE DB	19.23	
U-231	TYPE DB	19.23	U-331	TYPE DB	19.23	
U-232	TYPE DB	19.23	U-332	TYPE DB	19.23	
U-233	TYPE DB	19.23	U-333	TYPE DB	19.23	

DATE: 24/12/20	DEVELOPMENT APPROVAL	BY: K.A.	FOR: J.W.
DATE: 28/12/18	DEVELOPMENT APPROVAL	BY: D.C.	FOR: J.W.
DATE: 08/11/18	DEVELOPMENT APPROVAL	BY: D.C.	FOR: J.W.
DATE: 05/03/20	DESCRIPTION	BY: C.H.	FOR: J.W.

**ISSUE FOR DEVELOPMENT APPROVAL**

THESE PLANS HAVE BEEN PREPARED BY WALLACEBRICE ARCHITECTURAL IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNMENT'S DEVELOPMENT PERMIT REGULATIONS AND THE BUILDING REGULATIONS. THE CLIENT HAS ADVISED THAT THE PLANS HAVE BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNMENT'S DEVELOPMENT PERMIT REGULATIONS AND THE BUILDING REGULATIONS.

<p><b>wallacebrice</b> (Architectural)</p> <p>100, 102 &amp; 104 Railway Street, Gatton QLD 4343</p> <p>Phone: 07 5442 1111</p>	<p>Client: PK Development Holdings Pty Ltd</p>
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<p>Project Title: GATTON STUDENT HUB, COVER SHEET</p> <p>Project Number: GATTON STUDENT HUB</p>	<p>Project Number: 190625</p> <p>Project Code: 0001</p> <p>DA Issue: DA04</p>
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DATE	27/1/20	DEVELOPMENT APPROVAL	KA	IV	<p style="text-align: center;"><b>ISSUE FOR DEVELOPMENT APPROVAL</b></p> <p><small>THIS DOCUMENT IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION. IT IS THE PROPERTY OF WALLACEBRICE ARCHITECTURE AND SHOULD NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. ANY UNAUTHORIZED USE OF THIS DOCUMENT IS STRICTLY PROHIBITED. FOR MORE INFORMATION, PLEASE CONTACT WALLACEBRICE ARCHITECTURE ON 07537 44444.</small></p>	<p><b>wallacebrice</b> [architecture]</p> <p>11, 12 &amp; 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 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801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000</p>
DATE	27/1/20	DEVELOPMENT APPROVAL	DC	IV		
DATE	28/1/21	DEVELOPMENT APPROVAL	DC	IV		
DATE	28/1/21	DEVELOPMENT APPROVAL	DC	IV		
REV	DATE	DESCRIPTION	BY	CHK		

Client	Development Holdings Pty Ltd
Project Title	GATTON STUDENT HUB, 3D VIEWS
Project Value	GATTON STUDENT HUB
Project Number	190625
Project Code	0002
Project Name	DA04

Issue	24/120	DEVELOPMENT APPROVAL	KA	JW	
Date	21/12/20	DEVELOPMENT APPROVAL	DC	JW	
Date	18/12/18	DEVELOPMENT APPROVAL	DC	JW	
Date	09/11/18	DEVELOPMENT APPROVAL	DC	JW	
REV	DATE	DESCRIPTION	BY	CHK	
<p><b>ISSUE FOR DEVELOPMENT APPROVAL</b></p> <p><small>THIS DOCUMENT IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION. IT IS SUBJECT TO CHANGE WITHOUT NOTICE. THE CLIENT ACCEPTS FULL RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY DAMAGE OR LOSS ARISING FROM THE USE OF THIS DOCUMENT.</small></p>					
<p><b>wallacebrice</b> (Architecture)</p> <p>Unit 1, Level 1, 80 Pitt Street, Brisbane QLD 4000 T: 07 3228 9722 or 042 7886 8882 www.wallacebrice.com.au</p>		<p>Client</p> <p>PK Development Holdings Pty Ltd</p>		<p>Subject Title</p> <p>GATTON STUDENT HUB, 3D VIEWS</p> <p>PROJECT NUMBER</p> <p>GATTON STUDENT HUB</p> <p>190625</p> <p>PROJECT NUMBER</p> <p>190625</p> <p>PROJECT NUMBER</p> <p>0003</p> <p>PROJECT NUMBER</p> <p>DA04</p>	
DA ISSUE					

Issue	24/120	DEVELOPMENT APPROVAL	KA	IW	<p style="text-align: center;"><b>ISSUE FOR DEVELOPMENT APPROVAL</b></p> <p><small>THIS DOCUMENT IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION. IT IS SUBJECT TO CHANGE WITHOUT NOTICE. THE DESIGNER ACCEPTS NO LIABILITY FOR ANY DAMAGE OR LOSS ARISING FROM THE USE OF THIS DOCUMENT. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN SERVICES PROVIDED AND DOES NOT EXTEND TO ANY OTHER SERVICES OR TO ANY OTHER PARTIES. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN SERVICES PROVIDED AND DOES NOT EXTEND TO ANY OTHER PARTIES.</small></p>	<p><b>wallacebrice</b> (architecture)</p> <p>PK Development Holdings Pty Ltd 10/11, 12/13 &amp; 14/15 Railway Street GATTON QLD 4343</p>	<p>Client PK Development Holdings Pty Ltd</p>	<p>Development GATTON STUDENT HUB, 3D VIEWS</p>	<p>Project Number GATTON STUDENT HUB 190625</p>	<p>Application No 190625</p>	<p>DA04</p>
Date	7/12/20	DEVELOPMENT APPROVAL	DC	IW							
Date	18/12/18	DEVELOPMENT APPROVAL	DC	IW							
Date	18/11/18	DEVELOPMENT APPROVAL	DC	IW							
REV	DATE	DESCRIPTION	BY	CHK							

Issue	24/1/20	DEVELOPMENT APPROVAL	KA	JW	<p style="text-align: center;"><b>ISSUE FOR DEVELOPMENT APPROVAL</b></p> <p><small>THIS DOCUMENT IS THE PROPERTY OF WALLACEBRICE ARCHITECTURE. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED IN THE TITLE. IT IS NOT TO BE REPRODUCED, COPIED, OR DISTRIBUTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF WALLACEBRICE ARCHITECTURE. ANY UNAUTHORIZED USE OF THIS DOCUMENT IS STRICTLY PROHIBITED. WALLACEBRICE ARCHITECTURE ACCEPTS NO LIABILITY FOR ANY LOSS OR DAMAGE, INCLUDING CONSEQUENTIAL DAMAGES, ARISING FROM THE USE OF THIS DOCUMENT. THE INFORMATION CONTAINED HEREIN IS PROVIDED AS IS, WITHOUT WARRANTY OF ANY KIND, INCLUDING MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. THE USER ASSUMES ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS OF THE INFORMATION PROVIDED. WALLACEBRICE ARCHITECTURE IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THIS DOCUMENT IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN PERMISSION OF WALLACEBRICE ARCHITECTURE.</small></p>
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Date	09/11/18	DEVELOPMENT APPROVAL	DC	JW	
REV	DATE	DESCRIPTION	BY	CHK	

**wallacebrice** (architecture)

110-112, 113 & 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

VIEW FROM WIGGINS STREET

Project Title: GATTON STUDENT HUB, 3D VIEWS

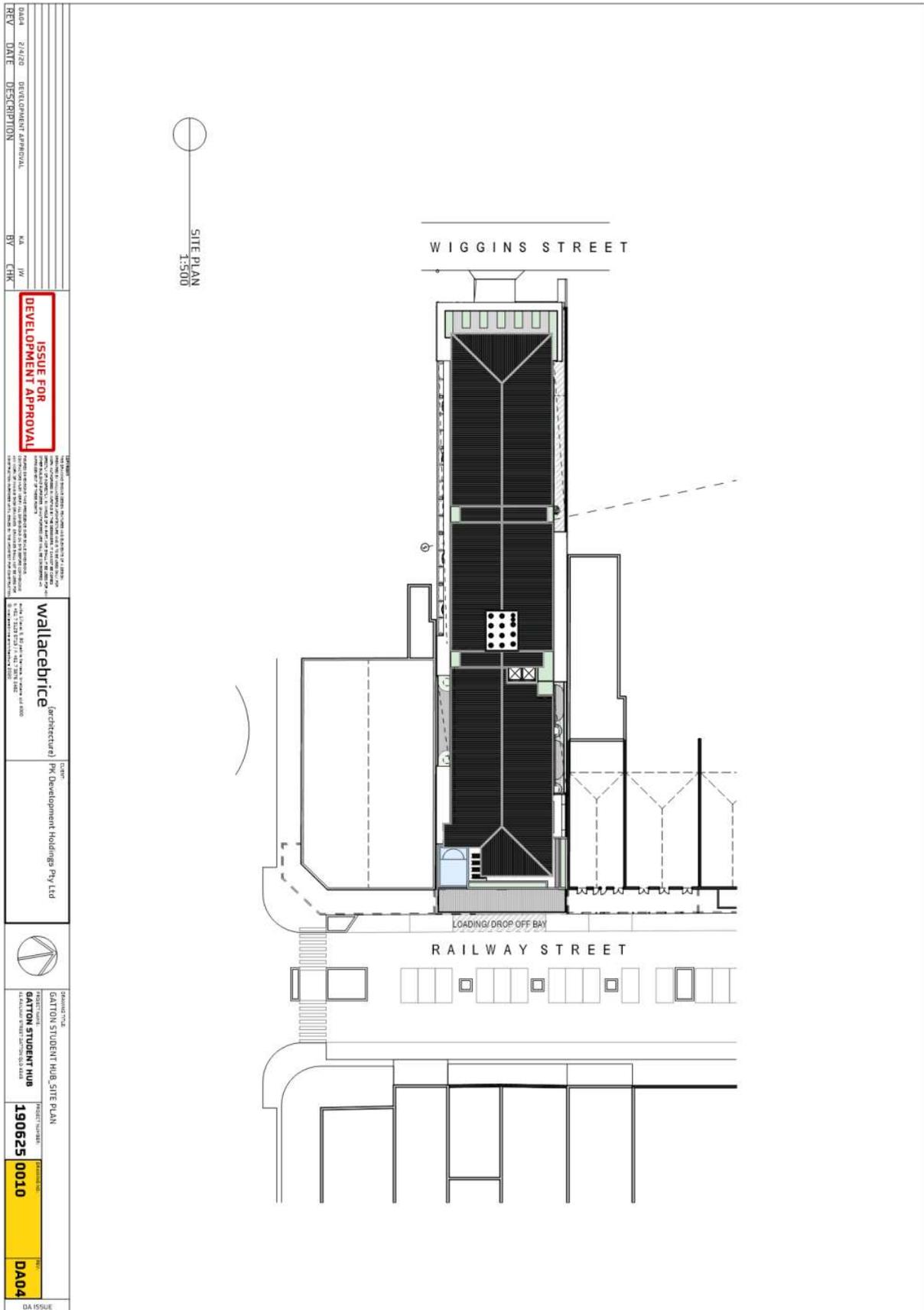
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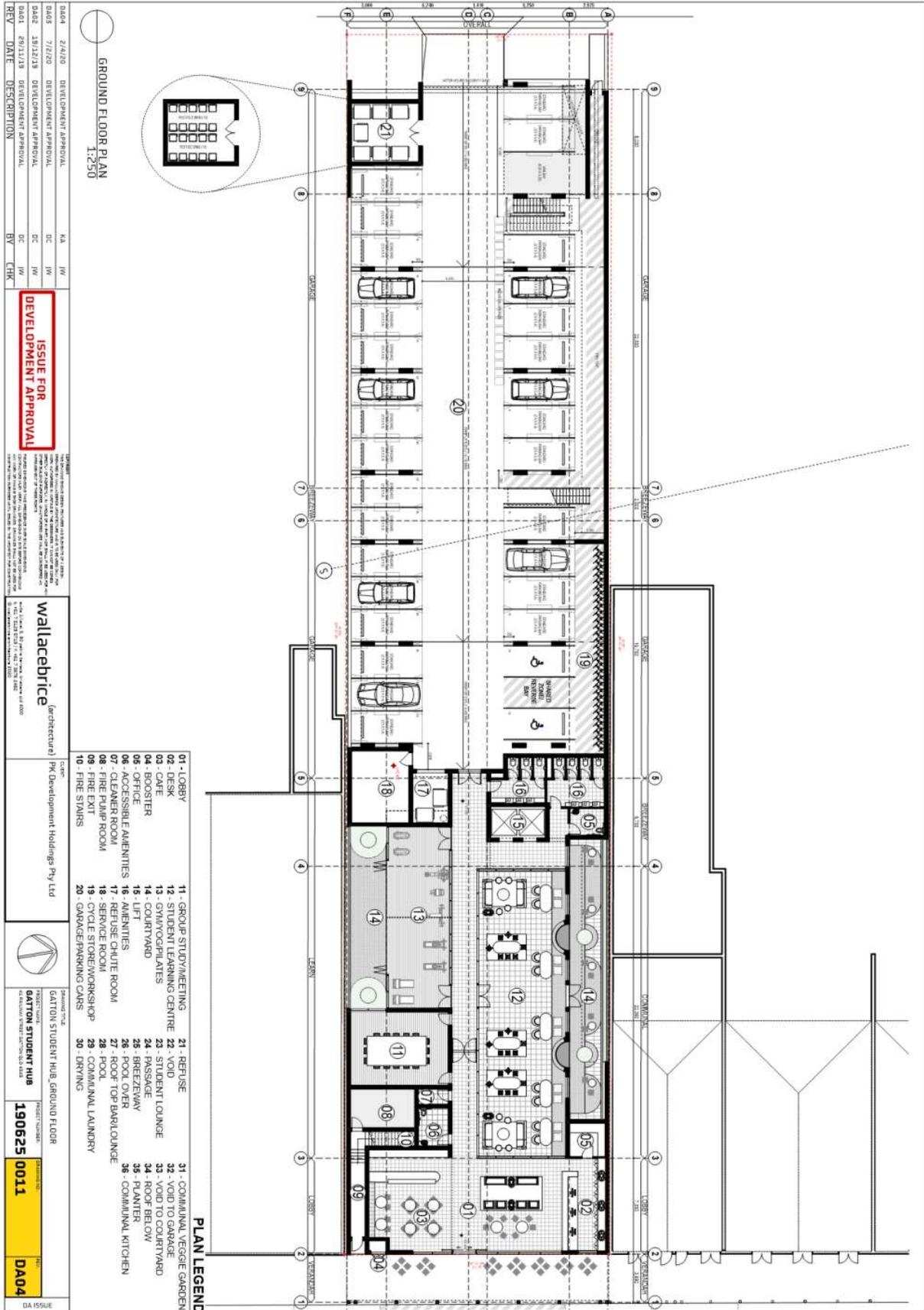
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Project Code: 0005

DA04

DA ISSUE

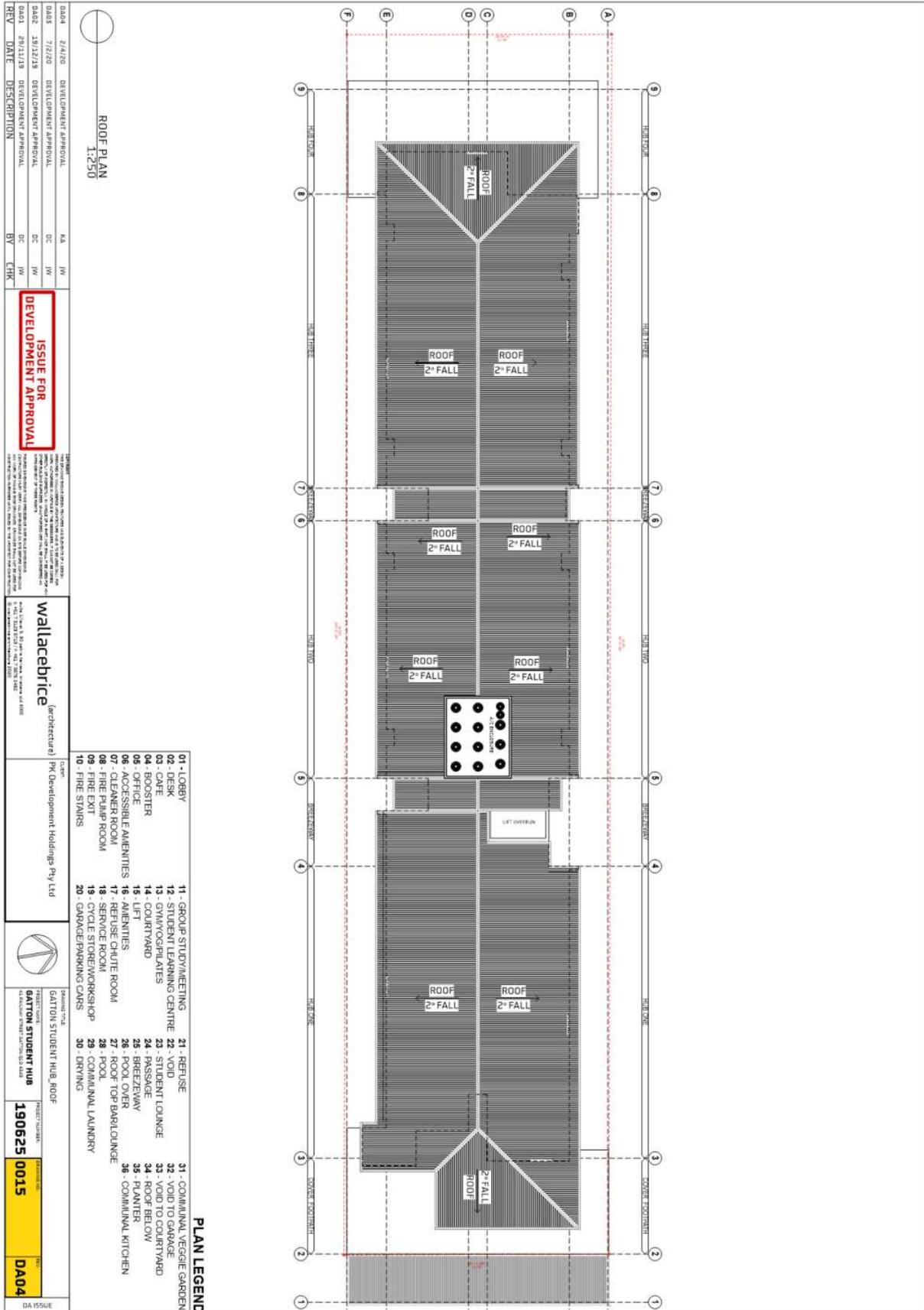


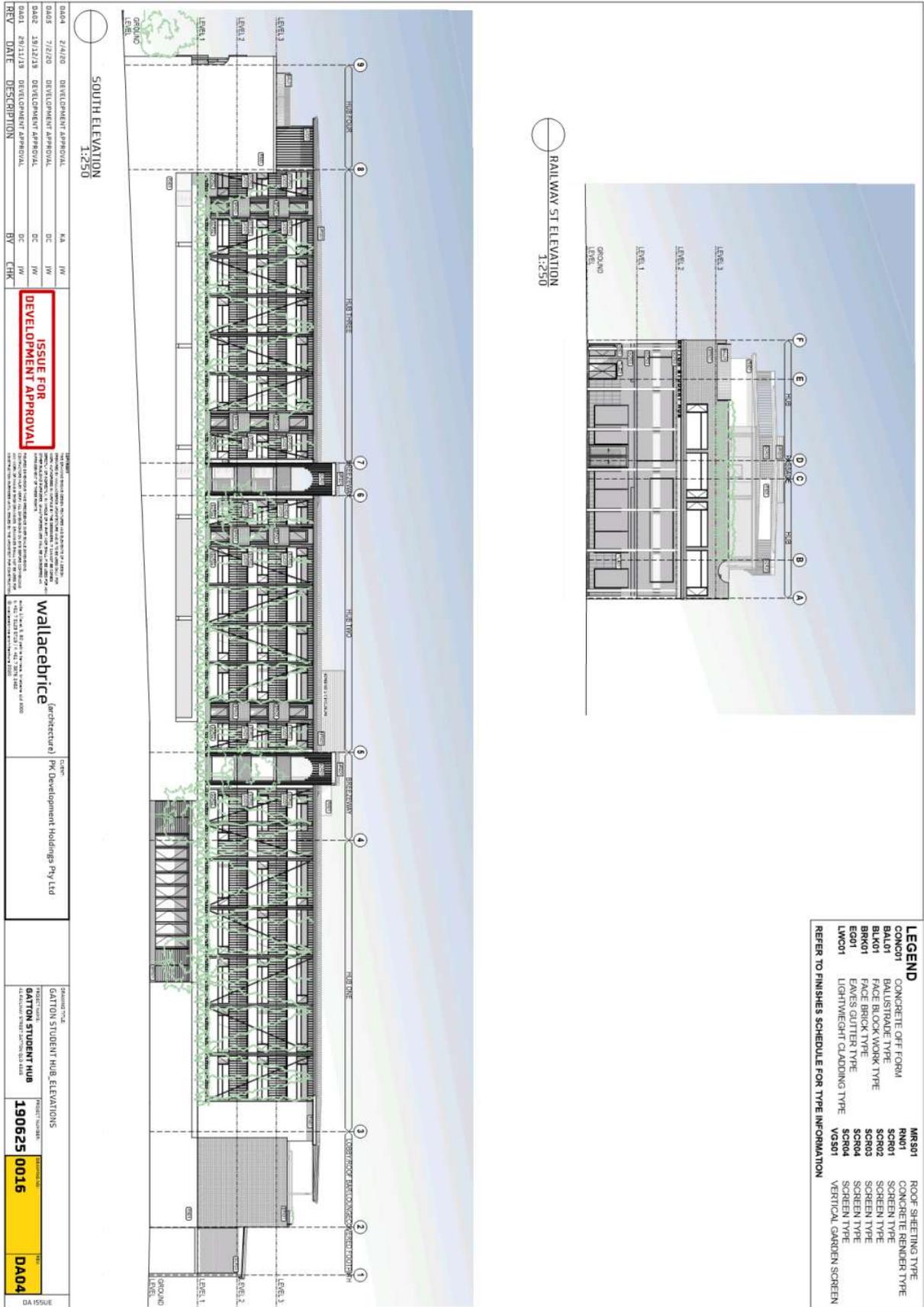


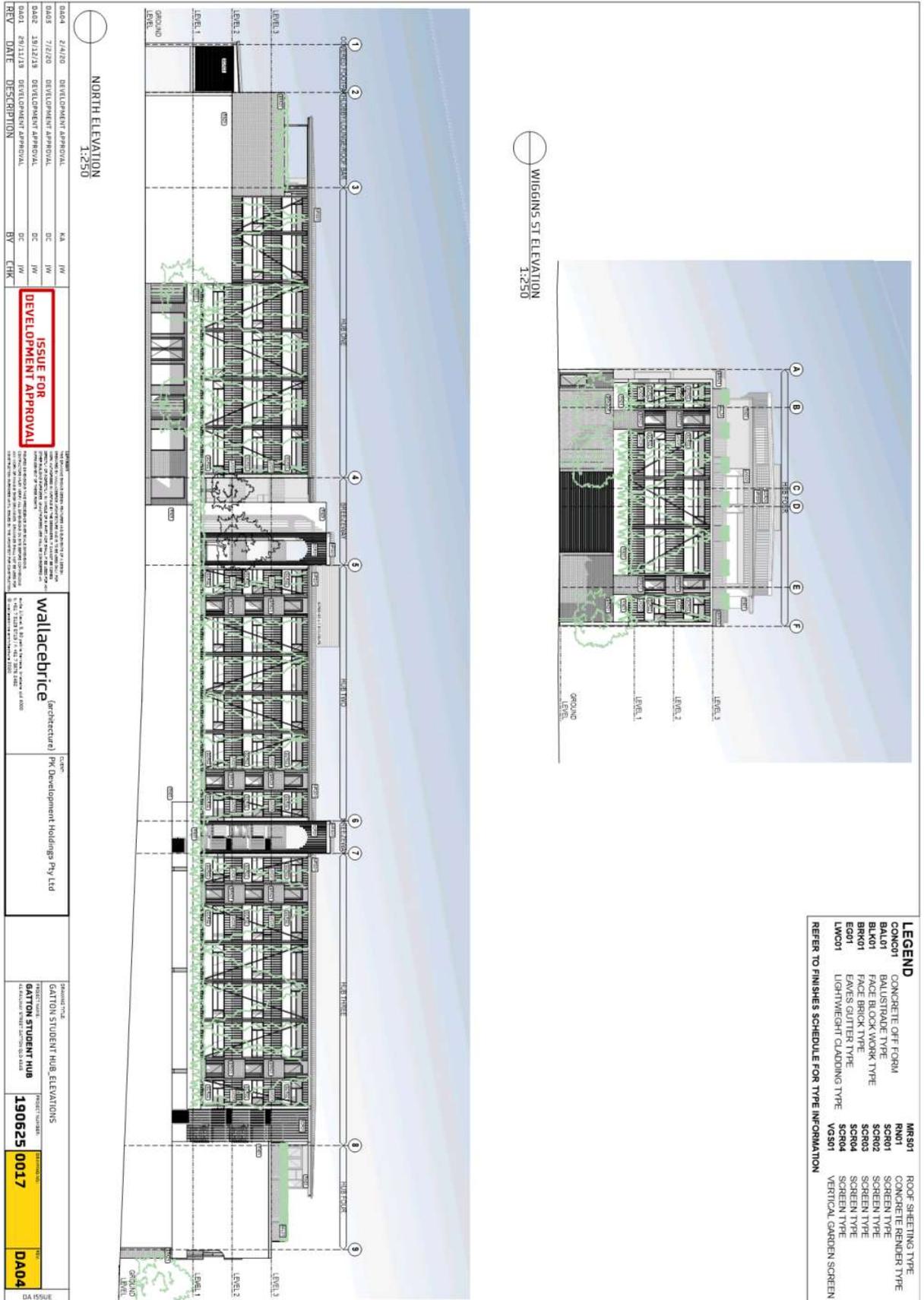


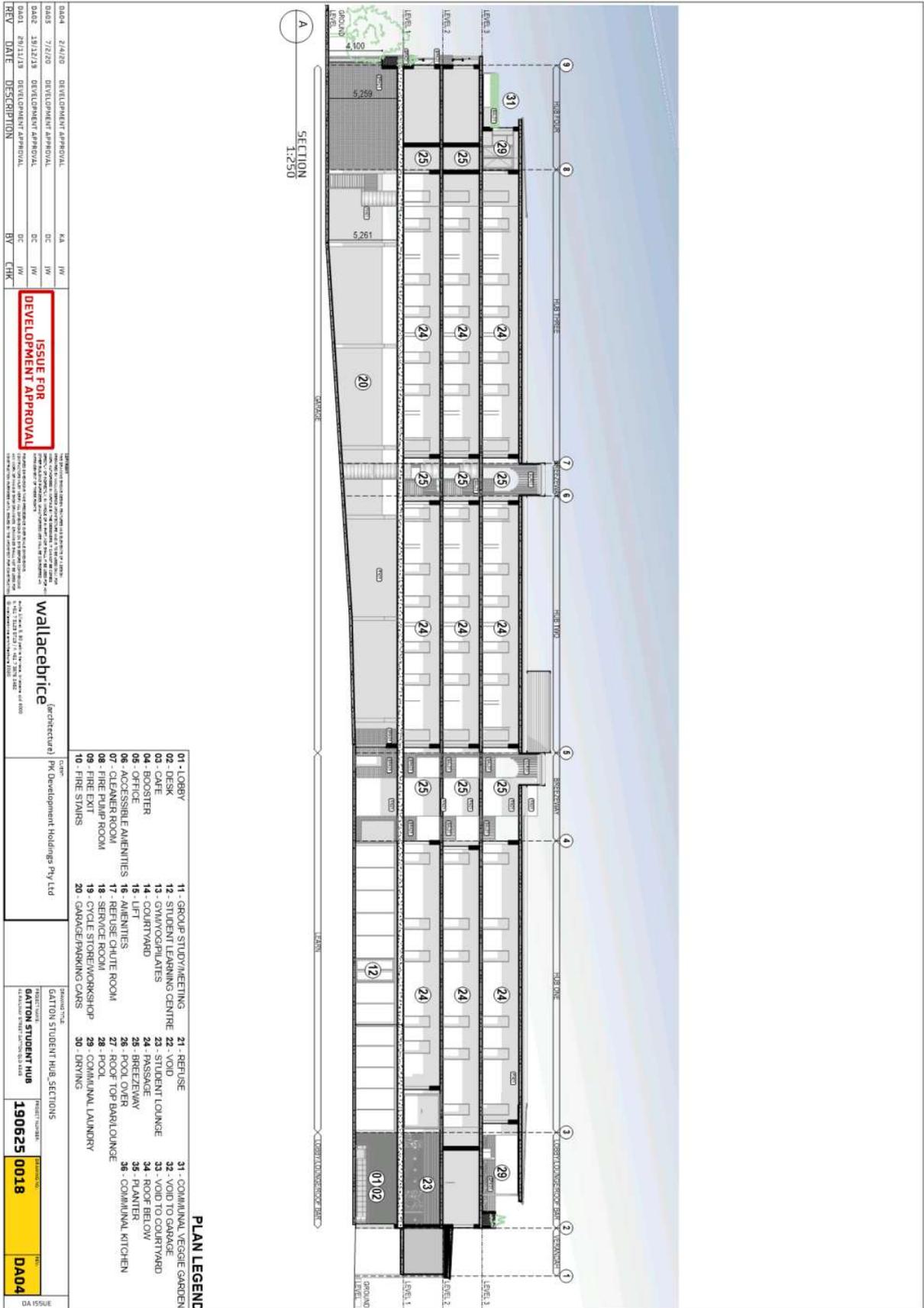


















**LEGEND**

- PROPOSED TREES
- PROPOSED SHRUB AND LOW LEVEL PLANTING
- PROPOSED GROUNDCOVER PLANTING
- LANDSCAPE AREAS
- PEDESTRIAN PRIORITY PATHWAY
- PAVED AREA
- CONCRETE AREA - REFER TO CIVIL ENGINEERS DRAWINGS FOR DETAILS
- PROPERTY BOUNDARY
- BUILDING LINE OVER
- EXISTING SEWER - REFER TO CIVIL ENGINEERS DRAWINGS FOR DETAILS
- EXISTING LEVELS

**NOTES**

- 1 REFER TO DRAWING 1909-019-SK010 FOR PLANT SPECIES SCHEDULE IMAGES AND GENERAL NOTES



- ANNOTATION NOTES**
- 01 VEHICLE ENTRY/EXIT
  - 02 PEDESTRIAN SITE ENTRY
  - 03 LARGE SHADE TREE W/IN T/0 TO VISUALLY SOFTEN CURBLINE AND PROVIDE VISUAL SCREENING UNDER PLANTED WITH BUFFER SHRUBS 5/2.5M
  - 04 FEATURE SHRUBS PH.YAW, PH.COM AND PIT.M. TO ALSO BE USED SHRUBS TO BE UNDERPLANTED WITH GROUNDCOVERS LOW LT AND VO.HKD
  - 05 COURTYARD PLANTING TO FEATURE TREE RAN 8/ UNDERPLANTED WITH PH.COM WITH GROUNDCOVERS DOR.MEZ
  - 06 TREE TRILUS TO COURTYARD TREE TO BE UNDERPLANTED WITH PH.COM, PIT.M AND SAN IN GROUNDCOVER DOR.MEZ TO BE USE
  - 07 GARDEN BEES ADJACENT TO COURTYARDS TO UNDERPLANTED WITH DOR.MEZ AND SAN WITH SHRUBS PH.YAW, PH.COM AND SAN
  - 08 CLIMBING PLANT SPECIES TRAINED TO PODIUM PLANTER HAS AN POSITIONED TO CASCADE OVER PLANTER EDGE. REFER TO SK003 FOR PLAN DETAILS
  - 09 CLIMBING PLANT SPECIES RAN TO TRELLIS, REFER TO ARCHITECT'S DRAWINGS FOR DETAILS
  - 10 FOOTPATH AND BALKWAY STREET TO BE RETAINED. MAKE GOOD ANY DAMAGE DURING CONSTRUCTION
  - 11 FILL WITH CONCRETE FOOTPATH TO WIGGINS STREET REFER CIVIL ENGINEERS DRAWINGS FOR DETAILS
  - 12 CONTRASTING PAVEMENT TYPE TO DENOTE PEDESTRIAN PATHWAY IN CARPARK
  - 13 REFER TO ARCHITECT'S DRAWINGS FOR ALL FENCE AND GATE DETAILS
  - 14 REFER TO SK004 FOR COMMUNAL VEGE GARDEN DETAILS
  - 15 ACCESS TO LEVEL ONE PLANTERS FROM FIRE EXIT COURTYARDS AND DRIVEWAY



- CHARACTER REFERENCE IMAGES**
- 01 ARCHITECTS RENDER OF WIGGINS STREET BUILDING FRONTAGE WITH PODIUM PLANTING AND CLIMBING SPECIES TO TRELLIS
  - 02 ACCENT PLANTING PANDOREA jasminodes TRAINED TO BUILDING TRELLIS LEVEL 1 PODIUM PLANTERS AND ASSOCIATED PLANTING TO ENHANCE THE DEVELOPMENT FROM THE STREET
  - 03 CLIMBING PLANT SPECIES PANDOREA jasminodes TRAINED TO BUILDING TRELLIS SYSTEM. REFER TO ARCHITECTS DRAWINGS FOR TRELLIS DETAILS

**LAUD Ink**  
LANDSCAPE ARCHITECTURE AND DESIGN

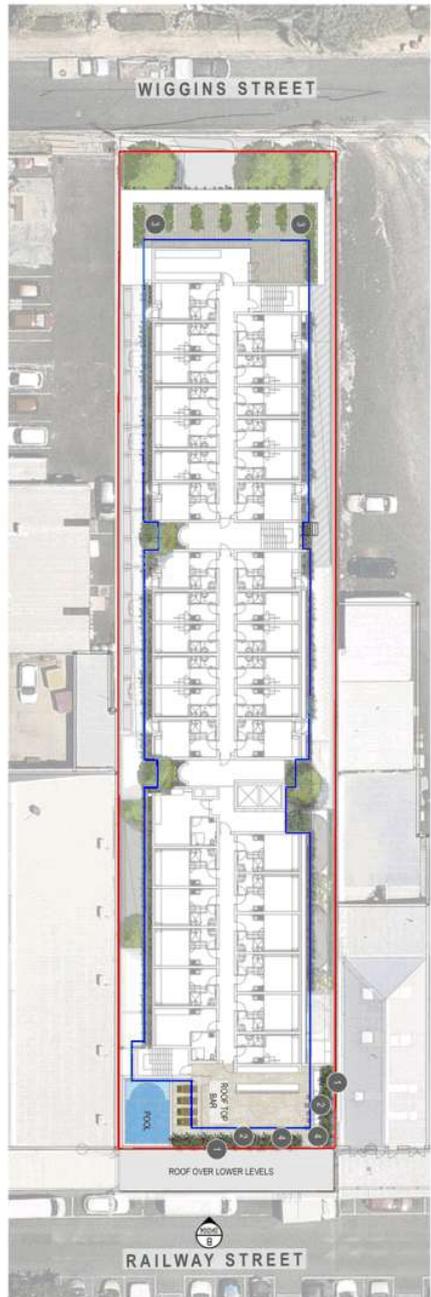
PRELIMINARY

41 RAILWAY STREET, GATTTON  
LANDSCAPE CONCEPT PLAN  
GROUND FLOOR PLAN & ELEVATION

DATE: APRIL 2020  
JOB NO: 1909-019  
REV NO: C

APPROVED: ENCHOLAU SK002





LEVEL 3 PLAN  
SCALE 1:200

- LEGEND**
- PROPOSED TREES
  - PROPOSED SHRUB AND LOW LEVEL PLANTING
  - PROPOSED GROUNDCOVER PLANTING
  - LANDSCAPE AREAS
  - PAVED AREA
  - PROPERTY BOUNDARY
  - ROOF LINE OVER

- NOTES**
- 1 REFER TO DRAWING 1909-019, SK010 FOR PLANT SPECIES SCHEDULE, IMAGES AND GENERAL NOTES
  - 2 REFER TO SK002 & SK003 FOR LOWER FLOOR DETAILS



RAILWAY STREET ELEVATION B-8  
SCALE 1:100



- ANNOTATION NOTES**
- 1 FEATURE SHRUB HAR AND TO PLANTERS, SHRUB TRAINED TO CASCADE OVER BUILDING FACADE
  - 2 ACCENT PLANTING FEATURING SHRUBS, SMA HI ALC SP AND PHIL YAN WITH GROUNDCOVERS LOW LIT TO PLANTERS
  - 3 COMMUNAL VEGGIE GARDEN PLANTING TO BE SPECIFIED DURING DETAILED DESIGN PHASE AFTER COMMUNITY CONSULTATION INTO PREFERRED PLANT SPECIES
  - 4 REFER TO SK003 FOR POOLUM PLANTER DETAILS

- CHARACTER REFERENCE IMAGES**
- 01 ARCHITECT'S RENDER OF RAILWAY STREET BUILDING FRONTAGE WITH CASCADING PLANTS AND CLIMBING SPECIES TO TRELLIS
  - 02 & 03 ACCENT PLANTING HARDENBERGIA VIBICINA TRAINED TO CASCADE OVER BUILDING FACADE LEVEL 3 ROOF-TOP POOLUM PLANTER AND ASSOCIATED PLANTING TO ENHANCE THE DEVELOPMENT FROM THE STREET.

SCALE 1:200 AT ORIGINAL SIZE

**PRELIMINARY**

REV	DESCRIPTION	DATE	BY	CHECKED
C	REVISED ISSUE	14/04/20		
B	REVISED ISSUE	19/12/19		

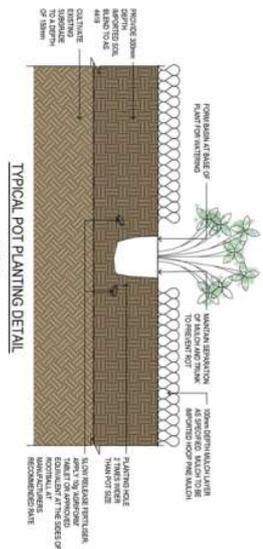
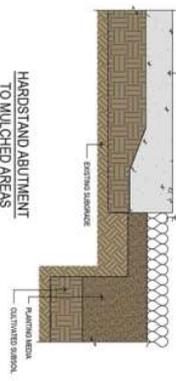
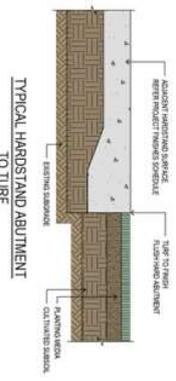
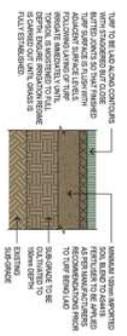
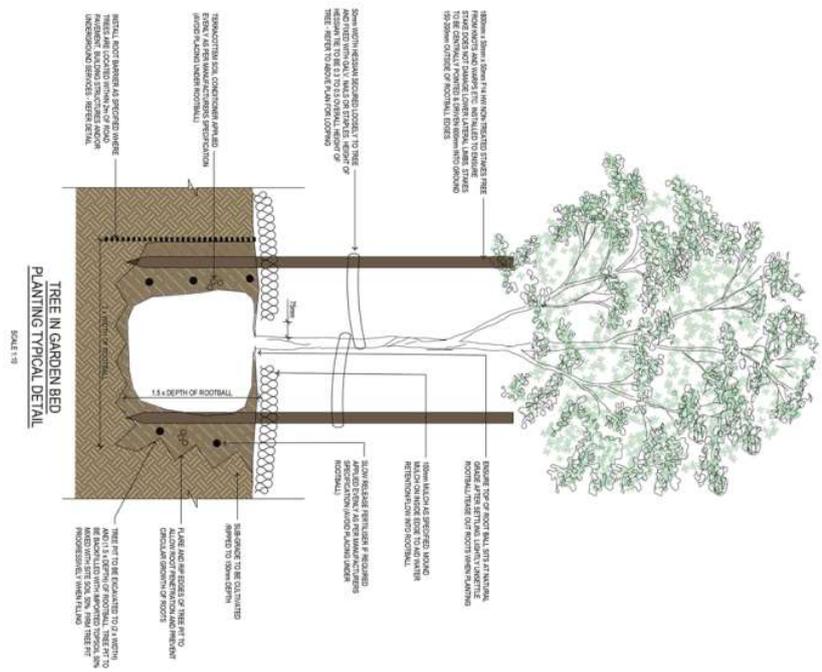
PROJECT: DEVELOPMENT HOLDINGS PTY LTD A/F P/ DEVELOPMENTS UNIT TRUST  
41 RAILWAY STREET, GATTON  
LANDSCAPE CONCEPT PLAN  
LEVEL 3 PLAN & ELEVATION

**LAUD Ink**  
LANDSCAPE ARCHITECTURE AND DESIGN

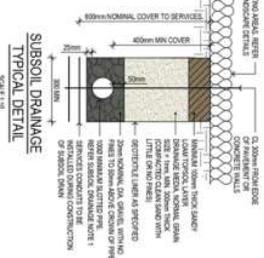
CONTACT: 1 800 888 888  
1100 WILSON AVENUE, SUITE 101, GATTON QLD 4343  
www.laudink.com.au

DATE: APRIL 2020  
JOB NO: 1909-019  
REV NO: C  
APPROVED: ENICHOLAOU SK004





- SUBSOIL DRAINAGE NOTES**
1. SUBSOIL SHALL BE PREPARED TO A MINIMUM OF 100mm BELOW FINISHED GRADE.
  2. SUBSOIL SHALL BE PREPARED TO A MINIMUM OF 100mm BELOW FINISHED GRADE.
  3. SUBSOIL SHALL BE PREPARED TO A MINIMUM OF 100mm BELOW FINISHED GRADE.
  4. SUBSOIL SHALL BE PREPARED TO A MINIMUM OF 100mm BELOW FINISHED GRADE.



**LAUD Ink**  
 Landscape Architecture  
 41 RAILWAY STREET, GATTTON, QLD 4350  
 TEL: 07 555 1111  
 WWW.LAUDINK.COM.AU

Scale: 1:10 for A1 job no. 1909-019  
 Date: NOV 2019 rev. no. A  
 approved: ENICHOLOU SK020

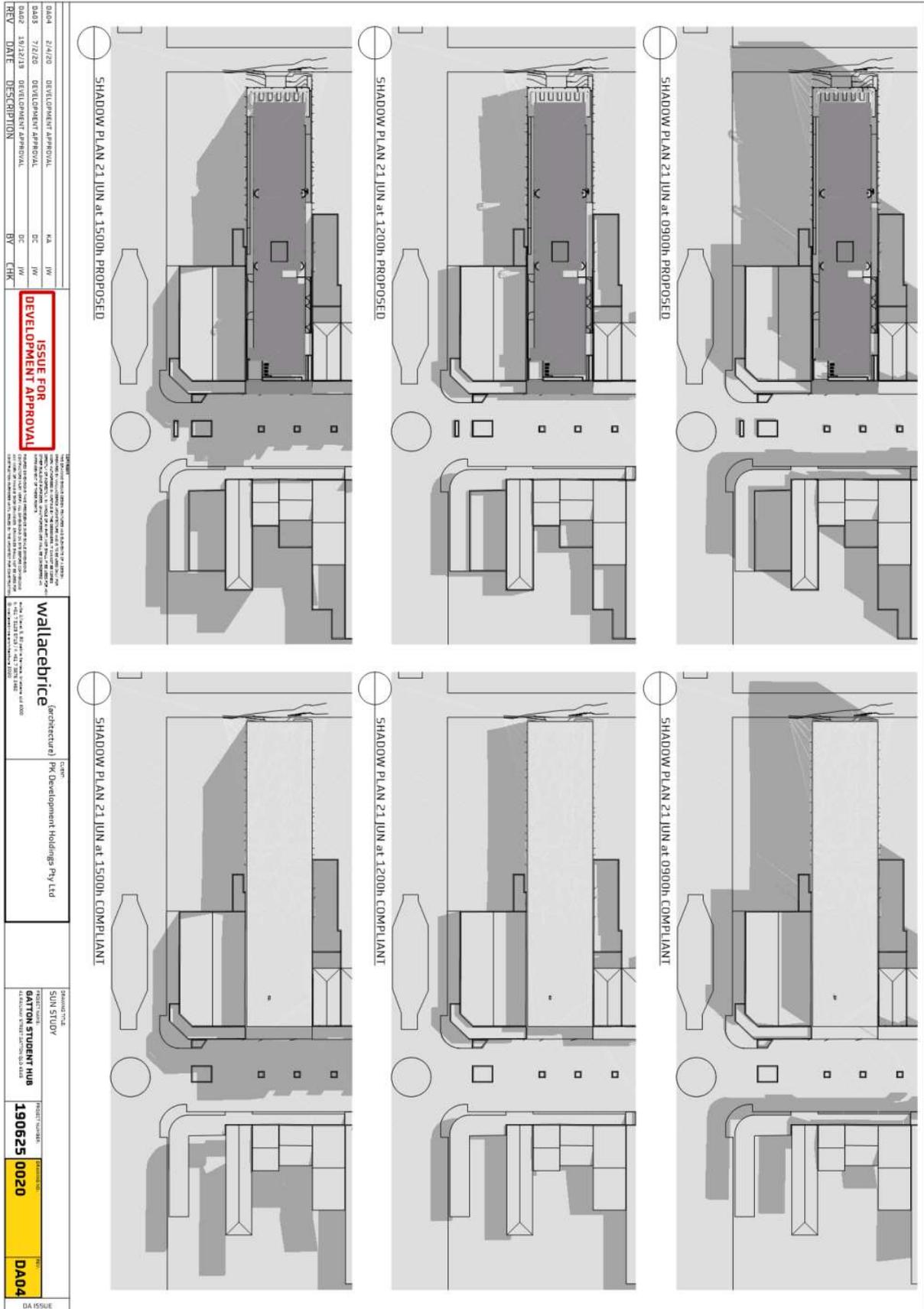
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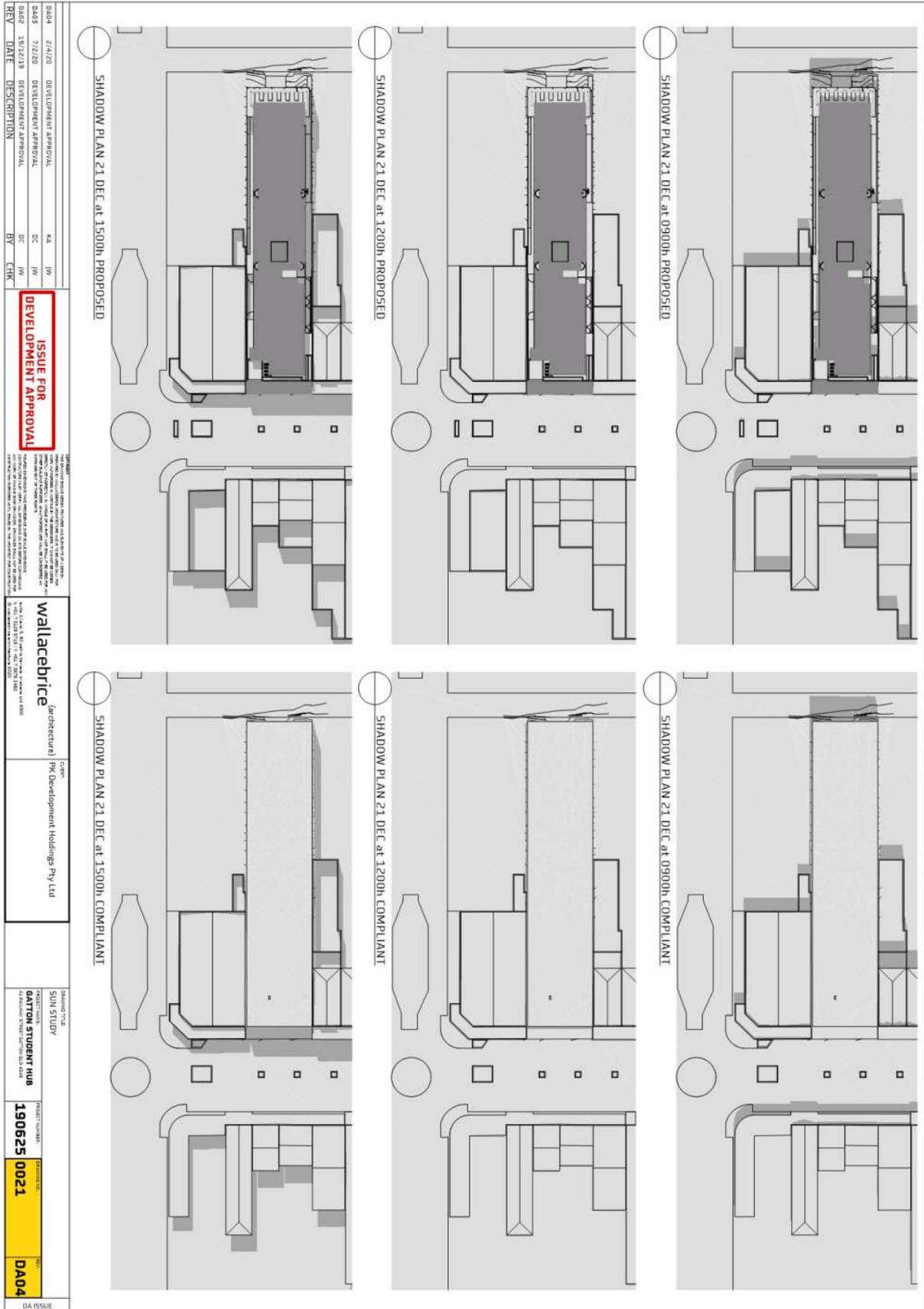
NO.	DESCRIPTION	DATE	BY
A	INITIAL ISSUE	NOV 11 2019	ENICHOLOU

41 RAILWAY STREET, GATTTON  
 LANDSCAPE CONCEPT PLAN  
 DETAILS









RA9-N-



Queensland Treasury

SARA reference: 2005-16962 SRA  
Council reference: MC2020/0032

23 June 2020

Chief Executive Officer  
Lockyer Valley Regional Council  
PO Box 82  
Gatton Qld 4343  
mailbox@lvrc.qld.gov.au

Attention: Ms Tammee Van Bael

Dear Ms Van Bael,

## SARA response—41 Railway Street, Gatton

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 1 June 2020.

### Response

---

Outcome:	Referral agency response - No requirements
	Under section 56(1)(a) of the <i>Planning Act 2016</i> , the department advises it has no requirements relating to the application
Date of response:	23 June 2020
Advice:	Advice to the applicant is in <b>Attachment 1</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 2</b> .

### Development details

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Description:	Development permit	Material change of use for Accommodation Units and Catering Shop
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 (Planning Regulation 2017)	
	Infrastructure - state transport infrastructure	
SARA reference:	2005-16962 SRA	

Page 1 of 5

South East Queensland (West) regional office  
Level 4, 117 Brisbane Street, Ipswich  
PO Box 2390, North Ipswich QLD 4305

2005-16962 SRA

Assessment Manager: Lockyer Valley Regional Council  
Street address: 41 Railway Street, Gatton  
Real property description: Lot 13 on RP54842  
Applicant name: PK DEVELOPMENT HOLDINGS PTY LTD ATF  
Applicant contact details: PO BOX 5329  
West End QLD 4011  
eda@tpalliance.com.au

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section of the 30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 3**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Ms Judy Sandmann, Senior Planning Officer, on 3432 2405 or via email [pswichSARA@dsgmip.qld.gov.au](mailto:pswichSARA@dsgmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Warren Oxnam  
Planning Manager SEQ West

enc

Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Representations about a referral agency response provisions

cc PK DEVELOPMENT HOLDINGS PTY LTD, eda@tpalliance.com.au

2005-16962 SRA

### Attachment 1—Advice to the applicant

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General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.

2005-16962 SRA

## Attachment 2—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The development complies with *State code 6: Protection of state transport network*. Specifically, the development:

- does not create safety hazard for users of a state-controlled road.
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works.
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network.
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads.
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads.
- does not compromise the structural integrity of public passenger transport infrastructure or compromise the operating performance of public passenger transport services.
- does not interfere or compromise existing or future railway corridor networks.

### Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The SDAP (version 2.6)
- The Development Assessment Rules
- SARA DA Mapping system

2005-16962 SRA

**Attachment 3— Representations about a referral agency response  
provisions**

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**12.5 Request for Negotiated Decision for a Development Permit for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton**

**Date:** 05 August 2020  
**Author:** Miriam Sharp, Senior Planner  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to consider a Request for a Negotiated Decision for a Development Permit for a Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton.

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

**Officer's Recommendation:**

**AGREE IN PART to the representations submitted in relation to Approval No. MC2019/0084, situated at 295 Woodlands Road, Gatton and issue a Negotiated Decision Notice in accordance with the following:**

**A. Amend approved plans as follows:**

**APPROVED PLANS**

The following plans are Approved Plans for the development:

**Approved Plans**

Plan No.	Rev.	Plan Name	Date
J19060A-01	A	Site Plan, prepared by Lockyer Drafting Designs, amended in red by the Applicant and in green by Council	24/09/2019
J19060-04	A	Proposed Storage Containers Floor Plan and Elevations, prepared by Lockyer Drafting Designs	24/09/2019
-	-	Home Office Area, prepared by Grummitt Planning	25/11/2019
-	-	Landscape Intent Plan, prepared by Grummitt Planning	06/04/2020 8/7/2020

**B. Change conditions 1, 3,-5, 11, 12, 14-17, 21 and 24 to read as follows:**

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.	<del>Prior to commencement of use.</del> <b>Within six (6) months of the date of this approval.</b>
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3.	The use must not commence until all conditions of this approval have been	<del>Prior to</del>
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	complied with.	commencement of use.  <b>Within six (6) months of the date of this approval.</b>
5.	<p><b>“All activities associated with t</b>The Home Based Business (Electrical Services) <b>with the exception of the office component, must only operate be carried out</b> during the following hours:</p> <ul style="list-style-type: none"> <li>• Monday to Friday 7am – 5pm; and</li> <li>• Saturday 8am – 12noon”</li> </ul>	At all times.
11.	<p>All vehicular access, parking and manoeuvring areas must be designed and constructed in accordance with:</p> <ul style="list-style-type: none"> <li>a) AS/NZS2890.1 Parking facilities Part 1: Off-street car parking;</li> <li>b) AS/NZS2890.6 Parking facilities Part 6: Off-street parking for people with disabilities;</li> <li>c) AS2890.2 Parking facilities Part 2: Off-street commercial vehicle facilities;</li> <li>d) AS1742.2 Manual of uniform traffic control devices Part 2: Traffic control devices for general use;</li> <li>e) AS1742.4 Manual of uniform control devices Part 4: Speed controls;</li> <li>f) AS1742.10 Manual of uniform control devices Part 10: Pedestrian control and protection;</li> <li>g) AS1741.11 Manual of uniform traffic control devices Part 11: Parking controls; and</li> <li>h) the Department of Transport and Main Roads’ Manual of Uniform Traffic Control Devices.</li> </ul>	<p>Prior to commencement of use.</p> <p><b>Within six (6) months of the date of this approval.</b></p>
12.	Construct an imperviously sealed vehicular crossover in accordance with Council’s Use of Roads Policy.	<p>Prior to commencement of use.</p> <p><b>Within six (6) months of the date of this approval.</b></p>
14.	The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.	<p>Prior to commencement of use.</p> <p><b>Within six (6) months of the date of this approval.</b></p>

15.	Provide a minimum of two (2) car parking spaces and a designated loading/unloading space, generally in accordance with the approved plans.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
16.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
17.	The containers are to be raised a minimum of 300mm from the existing ground level to prevent any redirection of surface run-off and therefore not cause any actionable nuisance to surrounding and downstream properties and/or infrastructure.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
21.	Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings/structures (including containers).	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
24.c	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.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
<p><b>C. Disagree to change conditions 11 and 12 (other than as outlined above), 4, 7, 8, 9, 13, 27 and 29</b></p>		

**RESOLUTION AGREE IN PART to the representations submitted in relation to Approval No.**

MC2019/0084, situated at 295 Woodlands Road, Gatton and issue a Negotiated Decision Notice in accordance with the following:

**A. Amend approved plans as follows:**

**APPROVED PLANS**

The following plans are Approved Plans for the development:

**Approved Plans**

Plan No.	Rev.	Plan Name	Date
J19060A-01	A	Site Plan, prepared by Lockyer Drafting Designs, amended in red by the Applicant and in green by Council	24/09/2019
J19060-04	A	Proposed Storage Containers Floor Plan and Elevations, prepared by Lockyer Drafting Designs	24/09/2019
-	-	Home Office Area, prepared by Grummitt Planning	25/11/2019
-	-	Landscape Intent Plan, prepared by Grummitt Planning	06/04/2020 8/7/2020

**B. Change conditions 1, 3,-5, 11, 12, 14-17, 21 and 24 to read as follows:**

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.	<del>Prior to commencement of use.</del> <b>Within six (6) months of the date of this approval.</b>
3.	The use must not commence until all conditions of this approval have been complied with.	<del>Prior to commencement of use.</del> <b>Within six (6) months of the date of this approval.</b>
5.	<b>“All activities associated with t</b> The Home Based Business (Electrical Services) <b>with the exception of the office component, must only operate be carried out</b> during the following hours: <ul style="list-style-type: none"> <li>Monday to Friday 7am – 5pm; and</li> <li>Saturday 8am – 12noon”</li> </ul>	At all times.
11.	All vehicular access, parking and manoeuvring areas must be designed and	<del>Prior to commencement</del>

	<p>constructed in accordance with:</p> <ul style="list-style-type: none"> <li>a) AS/NZS2890.1 Parking facilities Part 1: Off-street car parking;</li> <li>b) AS/NZS2890.6 Parking facilities Part 6: Off-street parking for people with disabilities;</li> <li>c) AS2890.2 Parking facilities Part 2: Off-street commercial vehicle facilities;</li> <li>d) AS1742.2 Manual of uniform traffic control devices Part 2: Traffic control devices for general use;</li> <li>e) AS1742.4 Manual of uniform control devices Part 4: Speed controls;</li> <li>f) AS1742.10 Manual of uniform control devices Part 10: Pedestrian control and protection;</li> <li>g) AS1741.11 Manual of uniform traffic control devices Part 11: Parking controls; and</li> <li>h) the Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices.</li> </ul>	<p><del>of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
12.	Construct an imperviously sealed vehicular crossover in accordance with Council's Use of Roads Policy.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
14.	The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
15.	Provide a minimum of two (2) car parking spaces and a designated loading/unloading space, generally in accordance with the approved plans.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>
16.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>

17.	The containers are to be raised a minimum of 300mm from the existing ground level to prevent any redirection of surface run-off and therefore not cause any actionable nuisance to surrounding and downstream properties and/or infrastructure.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>	
21.	Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings/structures (including containers).	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>	
24.c	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.	<p><del>Prior to commencement of use.</del></p> <p><b>Within six (6) months of the date of this approval.</b></p>	
<p><b>C. Disagree to change conditions 11 and 12 (other than as outlined above), 4, 7, 8, 9, 13, 27 and 29</b></p>			
<p><b>Moved By:</b></p>	<p><b>Cr Hagan</b></p>	<p><b>Seconded By:</b></p>	<p><b>Cr Wilson</b></p>
<p><b>Resolution Number: 20-24/0119</b></p>			
<p><b>CARRIED</b> <b>7/0</b></p>			

**Executive Summary**

The purpose of this report is to consider a Request for a Negotiated Decision for a Development Permit for a Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton.

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

**Finance and Resource Implications**

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

## Corporate Plan

### Corporate Plan Theme

Lockyer Planned

### Outcome

4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

## Consultation

### Proposal

#### Overview

#### 1. Introduction

On 20 May 2020 Council approved an application for a Development Permit for Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton (Lot 3 RP137582). The applicant has requested a Negotiated Decision.

#### 2. Background

On 20 May 2020 Council approved an application for a Development Permit for Material Change of Use for a Home Based Business (Electrical Services) at 295 Woodlands Road, Gatton (Lot 3 RP137582). The applicant suspended the appeal period on 15 June 2020 and made representations on 9 July 2020. The representations include a request regarding the timing of conditions, number of staff members, operating hours, number of (delivery) vehicles associated with the business, requirements for construction of the driveway cross-over and driveway, lighting, dust control and landscaping, and seeks approval of an amended landscaping plan.

#### 3. Assessment

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

**Conditions 1 and 3 – General, 11, 12, 14 and 15 – Car parking, access and driveway, 16 and 17 – Stormwater, 21 – Building Works, and 24 Landscaping Plan**

The timing for all these conditions states “Prior to commencement of Use”.

#### **Applicant’s representation**

The applicant states:

*“The use is already ongoing and therefore, technically already in breach of the condition. It would be unreasonable for the applicant to have to cease operations of the business until all conditions have been complied with.”*

The applicant requests that the timing for the various conditions is amended to state “*Within 3 months of the approval*” (or 4 or 6 months depending on the condition).

#### **Assessment of representation**

*Agree*

It is acknowledged that the use has commenced. It is considered reasonable to allow time for the applicant to comply with the conditions of approval. It is therefore recommended that the timing for all of the above conditions is amended. To avoid confusion and make it easier to comply with the various conditions, it is considered reasonable to provide six (6) months for compliance with all the stated conditions. The conditions are therefore recommended to state “*Within six (6) months of the date of this approval*”.

#### **Condition 4 Use Requirements – Number of non-resident staff members**

The condition currently reads:

*“The Home Based Business (Electrical Services) must not have more than two (2) non-resident staff members. The business operator must reside at the land permanently.”*

#### **Applicant’s representation**

The applicant states that both owners are proprietors of the business and therefore they don’t consider them to be non-resident staff members and should not be included in this as such.

Further, the applicant seeks to clarify the business operations. The level of activity associated with the business is that “*the employees attend the premises **either once or at the most twice per day** [applicant’s emphasis] (Monday to Friday, as they do not work weekends)*” rather than at least twice a day. “*The employees visit the premises usually once in the morning around 7am and again, sometimes, in the afternoon or at the end of the working day.*” The business operator has recently found additional employment elsewhere as a shift worker and therefore does sometimes enter and leave the property early in the morning or late at night. This is not associated with the Home Based Business and should therefore be disregarded.

*“It should also be noted that Council in applying condition 4, have not imposed any limitations on the number of times that the non-resident employees can enter the property, and hence, must not have any real or perceived concerns regarding activity associated with these members of staff. If the applicant has less staff (as required by condition 4), the two permitted staff (and the resident employee) will have to enter the site more often due to the amount of restocking that is required, due to workload increase per employee and rostered days off being removed. By allowing an increased number of staff (i.e. 4 and the resident) to enter the premises, would actually reduce the number of vehicular movements associated with the home based business then they have current permitted by condition 4. The applicant does not wish to be forced into the decision of making the 3 apprentices redundant.”*

*“Furthermore, the size of the block being 2ha, is of considerable size to enable the home based business to take place in its proposed form, without impact upon the amenity of neighbouring properties nor on the amenity of the wider area.”*

*“The applicant wishes to remain firm on its original submission details, in that they wish to retain 4 non-resident members of staff that are able to visit the premises. As a compromise and in support of the applicant’s knowledge that activity is limited at the site, they are committed to installing motion sensor cameras to record vehicular movements in and out of the property, to provide evidence of compliance with the condition.”*

#### **Assessment of representation**

*Disagree*

As acknowledged previously, Council officers agree with the statement that one of the owners is a proprietor of the business and therefore not included in the non-resident staff number. However, the business as proposed is of a scale that is not commensurate with a residential use, with a proposed staff number that well exceeds what is considered to constitute a home based business. Therefore, it is considered reasonable and relevant that the number of staff associated with the business is limited to no more than two (2) as is currently conditioned. The business as proposed with four (4) non-residential staff is akin to commercial business and is therefore more appropriately located outside of an area that is residential in nature. It is recommended that the condition is retained in its current form.

#### **Condition 5 Use Requirements – Operating Hours**

The condition currently reads:

*“The Home Based Business (Electrical Services) must only operate during the following hours:*

- *Monday to Friday 7am – 5pm; and*
- *Saturday 8am – 12noon”*

#### **Applicant’s representation**

*“Whilst the applicant has no objection to the operating hours per se, we wish to seek an amendment to the condition, insofar as the home office is concerned (which also forms part of this approval). From the above wording of the condition, it would imply that even the home office is bound by these conditions. Given that the home office is contained within the dwelling house itself, of which only the applicant uses, it would be unreasonable to apply the same operating hours for the home office, given that the storage use forms the main thrust of this approval, given there is no impact whatsoever on the amenity of adjacent residents, nor the wider area, if the home office were to be used outside of the above hours.*

*We also wish to seek clarification in terms of the operating hours and seek clarification (and amendment if necessary) that the condition would not preclude the applicant/resident to enter and leave his property in his business vehicle outside of these hours and that the operating hours relate only to the non-resident employees.”*

### **Assessment of representation**

#### *Agree in part*

It is acknowledged that the office component of the business is carried out by the resident/s and is not considered to have any external impacts. Therefore, it is reasonable to allow the office component of the business to operate outside of the stipulated hours. It is therefore recommended that the condition is amended to clarify this. Further, the condition relates to any and all activities associated with the business. This also applies to the resident operator of the business. Any activities that the resident carries out that are associated with the business must be conducted within the stipulated operating hours. It is recommended that this is also clarified in the condition as follows:

**“All activities associated with the Home Based Business (Electrical Services) with the exception of the office component, must only operate be carried out during the following hours:**

- Monday to Friday 7am – 5pm; and
- Saturday 8am – 12noon”

### **Condition 7 Use Requirements – Vehicle numbers**

The condition currently reads:

*“No more than three (3) vehicles (one for each employee) and three (3) trailers are to be utilised for the Home Based Business (Electrical Services).”*

### **Applicant’s representation**

The applicant states that additional vehicles are required to accommodate all employees. They are seeking to increase the number of vehicles to six (6). *“This number of vehicles are essential to the business, and are required for the following employees:*

- *Rick MacAndrews (owner)*
- *1 F/T qualified electrician*
- *3 apprentices*
- *1 spare vehicle”*

The spare vehicle is required to ensure that regular maintenance can be undertaken on the other vehicles and disruption to the workday is limited. As only two (2) vehicles are stored on this site, the applicant considers it unreasonable that the number of vehicles associated with the business is limited. They request that the condition is amended as follows:

*“No more than two (2) vehicles and three (3) trailers are to be stored at the property to be utilised for the Home Based Business (Electrical Services). The exception being when staff are on leave/sick and vehicles are stored at the application site for that particular duration, for security reasons.”*

**Assessment of representation**

*Disagree*

The business is to have no more than two (2) non-residential staff member and therefore the number of vehicles should be commensurate to the number of staff regardless of whether these vehicles are stored within the subject property. It is therefore considered reasonable to maintain the condition as imposed.

**Condition 8 Use Requirements – Loading and unloading of vehicles**

The condition currently reads:

*“Loading and unloading of vehicles is permitted only during operating hours. Loading and unloading of vehicles must only occur within the property boundaries in the designated area as per the approved plans.”*

**Applicant’s representation**

The applicant wants clarification that the condition only applies to non-resident employees and not the resident business operator.

**Assessment of representation**

As outlined above, all activities associated with the business are to be carried out within the permitted operating hours regardless of who undertakes the activities. It is not required that the condition is amended as this is clarified in condition 5.

**Condition 9 Use Requirements – Deliveries**

The condition currently reads:

*“No more than one (1) delivery vehicle is allowed at any one time. Delivery vehicles must be no greater than a Medium Rigid Vehicle. No more than two (2) deliveries are to be made per day and must only occur during the stipulated operating hours.”*

**Applicant’s representation**

The applicant states that actual deliveries to the site are less than 12 times per week (twice per day Monday to Saturday) and that it is difficult to schedule specific delivery times. Therefore, there is the possibility that deliveries overlap. Deliveries are heavily dependent upon the jobs being undertaken. Further, they *“submit that two deliveries of items per day (which are not limited by time), and in larger vehicles than the ones used in the home business, have the potential to have a much greater impact upon the amenity of neighbouring properties and the area, than small ute-style vehicles used in the business”*.

To *“address concerns of deliveries and prevent any potential breach of condition, we would request that the number of deliveries are limited to those associated with the business and no more than 10 per week. The applicant is happy to maintain a log in terms of items ordered on what particular day, and the date upon which they were delivered.”*

The applicant requests that the condition is amended as follows:

*“No more than 1 delivery vehicle at any one time. No more than 10 deliveries per week for the purposes of the business.”*

**Assessment of representation**

*Disagree*

The applicant requests that the maximum number of deliveries is reduced from 12 to 10, while maintaining that only one (1) delivery is made at a time. This does not appear to address the matter of having overlapping deliveries nor the size of delivery vehicles. The frequency of deliveries is currently set to no more than two (2) per day to ensure they are spread over the week. While it is acknowledged that there is a possibility of overlap of deliveries, this is able to be managed more efficiently when the number of deliveries per day are limited. As the applicant has stated, *“the actual number of deliveries is considerably less”* than twelve (12) per week and therefore overlap should be able to be kept to a minimum. The maximum of twelve deliveries allows some flexibility within the week and therefore it would be illogical to reduce this total to only ten (10).

It is noted that with regard to the size of delivery vehicles, the condition as imposed requires the *maximum* size of a vehicle to not exceed an MRV, which does not exclude deliveries being made by smaller utility vehicles.

It is recommended that the condition remains as imposed.

**Conditions 11 and 12 Access, parking and manoeuvring**

The conditions require that all vehicular access, parking and manoeuvring areas are designed and constructed in accordance with the relevant engineering standards and are provided with a sealed surface.

**Applicant’s representation**

The applicant states that they believe that the requirements of condition 11 and 12 are far too onerous given the small scale nature of the business. The conditions are more akin to a larger scale, commercial operation.

*“We believe that it would be reasonable for the access, parking and manoeuvring areas to be finished in bound gravel, which is more than satisfactory given the scale of the proposed development.”* They request that the conditions require bound gravel (or other suitable material) only for all access, parking and manoeuvring areas.

**Assessment of representation**

*Disagree*

The development needs to comply with the relevant Australian guidelines for construction of access, parking and manoeuvring areas as per the applicable planning scheme codes. These

standards are conditioned for other developments of the same type and is the generally accepted standard. It is recommended that the conditions remain as imposed.

**Condition 13**

The condition requires that a permit is obtained to undertake works in the road reserve to construct the vehicle cross-over.

**Applicant's representation**

The applicant believes that this condition will not be required as no upgrade to the vehicular cross-over would be required as this is already constructed of bound gravel.

**Assessment of representation**

*Disagree*

As outlined above, the conditions require the access to be constructed in accordance with the appropriate standard and therefore a permit will be required to undertake works in the road reserve. It is therefore recommended that the condition is maintained.

**Condition 27**

This condition requires that any security and flood lighting that is used is installed in accordance with the relevant standards.

**Applicant's representation**

The applicant states that although there are flood lights on the property, they are not in use for the business (to light the storage containers). Therefore, they consider that the condition is not required.

**Assessment of representation**

*Disagree*

The applicant may choose to install or utilise flood/security lighting at a later stage. This would be captured by this condition. It is considered reasonable to maintain the condition.

**Condition 29**

This condition requires that dust mitigation measures are implemented during construction works.

**Applicant's representation**

The applicant states that no construction work is being carried out and therefore the condition should be deleted.

**Assessment of representation**

*Disagree*

As outlined above, the access, parking and manoeuvring areas are required to be constructed in accordance with the applicable standard. Therefore, dust mitigation measures must be implemented to minimise any dust problems that may occur.

### Landscaping Plan

A Landscaping Plan was approved as part of the conditions package. The applicant has proposed a minor amendment to the plan.

### Applicant's representation

The applicant states that the updated plan better "*reflects the current manner in which vehicles enter and exit the container storage area*". Consequently, the plan is amended to "*be moved slightly in a westerly manner from the parking area, to allow the vehicles to manoeuvre back to the driveway*".

### Assessment of representation

*Agree*

There is no objection to the proposed amended plan. The new plan can be included in the approved plan section as follows:

<b>APPROVED PLANS</b>
-----------------------

The following plans are Approved Plans for the development:

### Approved Plans

Plan No.	Rev.	Plan Name	Date
J19060A-01	A	<i>Site Plan</i> , prepared by Lockyer Drafting Designs, amended in red by the Applicant and in green by Council	24/09/2019
J19060-04	A	<i>Proposed Storage Containers Floor Plan and Elevations</i> , prepared by Lockyer Drafting Designs	24/09/2019
-	-	<i>Home Office Area</i> , prepared by Grummitt Planning	25/11/2019
-	-	<i>Landscape Intent Plan</i> , prepared by Grummitt Planning	06/04/2020 <b>8/7/2020</b>

### Legal Implications

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

### Policy Implications

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

### Risk Considerations

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community

Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity.

Previous Council Resolutions

Council approved the original application for a Development Permit for Material Change of Use for a Home Based Business (Electrical Services) on 20 May 2020.

Related Documentation

The representations made by the applicant included the updated Landscape Plan are attached.

Critical Dates

The decision making period for the request finishes on 19 August 2020.

Implementation

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

**Attachments**

- 1 [↓](#) Representations and Amended Landscape Plan 295 Woodlands Road, Gatton MC2019/0084 18 Pages



9<sup>th</sup> July 2020

Ref: 19055

Lockyer Valley Regional Council

ATTN: Miriam Sharp

Dear Miriam,

**Negotiated Decision Notice (NDN) for 'Material Change of Use for Home Based Business' at 295 Woodlands Road, Gatton (Lot 3 RP137582) – MC2019/0084**

Grummitt Planning Pty Ltd have been commissioned by the applicant 'R B & L MacAndrews' to respond to Council's Decision Notice and seek a Negotiated Decision Notice under Section 75 of the Planning Act in relation to Council's decision notice dated 22 May 2020.

**Condition no. 1 - General:**

*Undertake the development generally in accordance with the approved plans. The plans will form part of the approval, unless otherwise amended by conditions of this approval.*

**Timing:**

*Prior to commencement of use.*

**Comments on Condition 1:**

The use is already ongoing and therefore, technically already in breach of the condition. It would be unreasonable, particularly in this current economic climate, for the applicant to have to cease operations of the business until all conditions have been complied with. It is noted that further comments have been made within this application in terms of the unreasonable timing of certain conditions, and therefore, assuming that Council are amenable to approving the suggested amendments within this application, that there would then be no requirement for this condition, and should therefore be deleted.

**Condition no. 3 - General:**

*The use must not commence until all conditions of this approval have been complied with.*

**Comments on Condition 3:**

Gold Coast  
Suite 7, Level 1, Jandream Plaza  
145 Scarborough Street, Southport Qld 4215  
P.O. Box 2567, Southport Qld 4215  
T: 07 5564 0484  
F: 07 5564 0494





The use is already ongoing and therefore, technically already in breach of the condition. It would be unreasonable, particularly in this current economic climate, for the applicant to have to cease operations of the business until all conditions have been complied with. It is noted that further comments have been made within this application in terms of the unreasonable timing of certain conditions, and therefore, assuming that Council are amenable to approving the suggested amendments within this application, that there would then be no requirement for this condition, and should therefore be deleted. Instead, Council may consider imposing a condition similar to condition 1 which requires that all conditions are complied with, within a period of 6 months. That is the timeframe that is estimated to be required in order to address and discharge all of the conditions of approval.

**Condition no. 4 - Use Requirements:**

***The Home Based Business (Electrical Services) must not have more than two (2) non-resident staff members. The business operator must reside at the land permanently.***

**Comments on Condition 4:**

For the purposes of this condition, and given the information previously provided to Council in respect of the Company/family structure, we will assume that as Leah MacAndrews is not physically employed in the business insofar as she does not go out on site to customer's premises to undertake electrical work, that she would not be considered an 'employee' of the business, but rather a proprietor of the business and hence, does not constitute a 'non-resident staff members' for the purposes of this condition and overall approval.

Notwithstanding this, substantial additional comments have also been provided to Council in relation to the number of employees, the specific operations of the business and employee visits to and from the application site. It would appear that either Council has not fully understood the manner in which the information has been provided, or inadvertently provided incorrect information to Committee in its deliberations.

Council refer on page 254 of its 'Ordinary Meeting of Council Agenda, of 20<sup>th</sup> May 2020, that 'all non-resident employees attend the site at least twice a day (to pick up and drop off supplies and materials). In addition, there are vehicle movements for deliveries to the site any time during the day. Overall, this generates substantially more traffic movements than generally associated with a residential use and is not considered to be subordinate to the primary use of the premises as a residence'.

We strongly refute the comments made within the Council agenda, particularly having regard to the information provided in the original town planning report accompanying the Home Based Business application, together with the response to Council's Information Request, dated 14<sup>th</sup> April 2020, which clearly states the level of activity associated with the business, particularly the number of times that the employees attend the premises and deliveries. We have provided an extract of that response again, for Council's information and which clearly states that the



employees attend the premises, **either once or at the most, twice per day** (Monday to Friday, as they do not work weekends). At no time in the submission provided, do we state that '*all non-resident employees attend the site at least twice a day*'. This is clearly not the case and appears that Council have based their decision on factually incorrect information, notwithstanding the clear information that has been provided to Council during the application process.

*Extract from applicant's Information Request Response dated 14<sup>th</sup> April 2020:*

As Council will appreciate, within the trades industry, generally speaking, two days are never the same, however, the employees usually work 7:30am to 4pm. When they need to visit the application site prior to attending their first client's job, they would ordinarily enter the application premises around 7:00am – 7:15am to perhaps re-stock or to take instruction in relation to the day's work. The first job of the day is booked in at 8am, so dependent upon how far the employees have to travel to their job (any time between 10 minutes and 45 minutes), would often determine the time they would visit the application site in the morning.

Usually one or two employees would enter around 7.00am – 7.15am and have generally left by 7:30am – 7:45am. It is common for these two employees to not return to the site again until the following morning. However, two employees live further away within the Lockyer Valley such that they usually collect their stock in the afternoon prior, or just attend later in the day as they are usually assigned jobs out near to their place of residence in order to save on fuel and travel time. Some days, due to their distance, they may not need to visit the application property if they have sufficient stock.

In addition, on page 254 of Council's committee report (via submissions made to the application), Council also refer to the '*time the traffic occurs (early mornings and late nights)*'. We refute very strongly, the statement that the activity associated with the business per se, results in '*late nights*', given that the non-resident employees only visit the premises usually once in the morning around 7am and again, sometimes, in the afternoon or at the end of the working day. The '*early mornings and late nights*' could possibly be in reference to the applicant Rick MacAndrews who, due to COVID-19 and a drop in self-employment income, has recently contracted himself out to the Meatworks in Communya (who operate 24 hours), operating as a shift worker. Consequently, Rick MacAndrews has been working on a shift basis, resulting in him entering and leaving his residential property at times early in the morning and late in the evening. However, this solely relates to Rick MacAndrews himself, and to no other person and is in no way any different to any other normal household going to and from work, who may be employed in shift work. As such, this should not be considered as being in breach of the operating hours that Council sought to impose.

It should also be noted that Council in applying condition 4, have not imposed any limitations on the number of times that the non-resident employees can enter the property, and hence, must not have any real or perceived concerns regarding activity associated with these members of staff. If the applicant has less staff (as required by condition 4), the two permitted staff (and the resident employee) will have to enter the site more often due to the amount of restocking that is required, due to workload increase per employee and rostered days off being removed. By allowing an increased number of staff (i.e. 4 and the resident) to enter the premises, would



actually **reduce** the number of vehicular movements associated with the home based business then they have current permitted by condition 4.

The applicant does not wish to be forced into the decision of making the 3 apprentices redundant, particularly given that the Government currently contributes to 50% of their salary, and are able to continue to be employed by the business, especially during this current COVID-19 pandemic. For information, two of the apprentices are nearly completion, with one qualifying in November, the other qualifying in January.

Furthermore, the size of the block being 2ha, is of considerable size to enable the home based business to take place in its proposed form, without impact upon the amenity of neighbouring properties nor on the amenity of the wider area. If the block were that of a suburban block, then the concerns that Council have, and the conditions imposed, are not consistent with the proposed operations on a large semi-rural block.

We wish to reiterate the comments already made, that the employees visiting the site do so, only minimal times, usually once (twice maximum) per day and not as Council (and submitters) have eluded to.

The applicant wishes to remain firm on its original submission details, in that they wish to retain 4 non-resident members of staff that are able to visit the premises (excluding the applicant Leah MacAndrews who does not reside permanently at the property, and also is not 'actively' engaged in the business in the form of 'coming and going' in company vehicles. For information, the applicant Leah MacAndrews has been residing at the property for the last week and can confirm that only 2 members of staff have entered between 7.15am and 7.30am, and have not returned for the rest of the day. Therefore, there is no one entering and exiting except the applicant Rick MacAndrews during the day.

As a compromise and in support of the applicant's knowledge that activity is limited at the site, they are committed to installing motion sensor cameras to record vehicular movements in and out of the property, to provide evidence of compliance with the condition.

#### Condition no. 5 - Use Requirements:

*The Home Based Business (Electrical Services) must only operate during the following hours:*

- *Monday to Friday 7am – 5pm; and*
- *Saturday 8am – 12noon*

#### Comments on Condition 5:



Whilst the applicant has no objection to the operating hours per se, we wish to seek an amendment to the condition, insofar as the home office is concerned (which also forms part of this approval). From the above wording of the condition, it would imply that even the home office is bound by these conditions. Given that the home office is contained within the dwelling house itself, of which only the applicant uses, it would be unreasonable to apply the same operating hours for the home office, given that the storage use forms the main thrust of this approval, given there is no impact whatsoever on the amenity of adjacent residents, nor the wider area, if the home office were to be used outside of the above hours.

We also wish to seek clarification in terms of the operating hours and seek clarification (and amendment if necessary) that the condition would not preclude the applicant/resident to enter and leave his property in his business vehicle outside of these hours and that the operating hours relate only to the non-resident employees.

**Condition no. 7 – Use Requirements:**

***No more than three (3) vehicles (one for each employee) and three (3) trailers are to be utilised for the Home Based Business (Electrical Services).***

**Comments on Condition 7:**

The applicant wishes to seek an amendment to this condition on the grounds that additional vehicles are essential for the business, particularly taking account of the requested amendment to condition 4 in relation to the number of non-resident employees. This information has already previously been provided to Council and is considered essential to the viability of the business.

The applicant wishes to increase the number of vehicles to be used in association with the home based business to 6. This number of vehicles are essential to the business, and are required for the following employees:

- Rick MacAndrews (owner)
- 1 F/T qualified electrician
- 3 apprentices
- 1 spare vehicle

The applicant requires the additional vehicle due to regular mechanical maintenance of the vehicles to ensure employee safety and in the event of vehicles breaking down or not able to be used due to a specific issue. By having the availability of a spare vehicle, alleviates disruption to the working day and also allows the employees to still work during these breakdowns. For information, one of the vehicles was involved in an accident last week, and is currently being repaired. Therefore, one of the employees is still able to use one of the spare vehicles kept at the site.

Notwithstanding the above, only the applicant’s vehicle and the spare vehicle is kept at the property, the others being kept at the employee’s residence.



Based on the above, it is requested that condition 7 is amended to allow for 6 vehicles to be used in the business, notwithstanding the fact that only 2 vehicles will be stored at the application premises. Furthermore, it is considered that the drafting of the condition is unreasonable, in that it limits 3 vehicles to be used with the home based business, notwithstanding the fact that the majority are not even stored at the premises. It would be unreasonable for Council to limit vehicles utilised within the business when they are not even stored at the premises.

We therefore seek to amend the condition to reflect the follows:

***No more than two (2) vehicles and three (3) trailers are to be stored at the property to be utilised for the Home Based Business (Electrical Services). The exception being when staff are on leave/sick and vehicles are stored at the application site for that particular duration, for security reasons.***

**Condition no. 8 – Use Requirements:**

***Loading and unloading of vehicles is permitted only during operating hours. Loading and unloading of vehicles must only occur within the property boundaries in the designated area as per the approved plans.***

**Comments on Condition 8:**

We wish to make comment that condition 8 should only be applicable to the non-resident employees, given that any other tradesperson residing at home, would not be restricted in its loading and unloading at any particular time. This is no different to any other tradespersons living at his/her particular residence.

We therefore request that this condition is amended to relate only to non-resident employees.

**Condition no. 9 – Use Requirements:**

***No more than 1 delivery vehicle at any one time.  
No more than 2 deliveries per day.***

**Comments on Condition 9:**

On the basis of the above, it would appear that the condition would permit 12 deliveries per week (given operating days are Monday to Saturday), when in fact the applicant in their documentation to Council, confirmed that the actual number of deliveries is considerably less. We submit that two deliveries of items per day (which are not limited by time), and in larger



vehicles than the ones used in the home business, have the potential to have a much greater impact upon the amenity of neighbouring properties and the area, than small ute-style vehicles used in the business and who arrive at the property, just once in the morning and sometimes once in the afternoon, for brief periods.

It should be noted that when deliveries are made, it is usually always impossible to schedule a specific delivery time (as one is dependent upon the couriers used), and hence, the applicant has concerns that in the unlikely event that there is overlap in deliveries, they would be in breach of the condition. Whilst the number of visits per week is only extremely limited, they do not wish to run the risk of being in breach of the condition, given they usually have no control over times of deliveries. We believe this very issue was addressed by one of the Councillors at the Committee meeting, who themselves, mentioned that this is unreasonable and a matter that is completely out of the hands of the applicant. Furthermore, it is not possible to keep a log as to times of delivery (to ensure there is no overlap), as there is usually no person at home during the day, hence impossible to even know the time of arrival and even if they came on the correct day. There is also no consistency from an operational perspective, in the number of deliveries that take place, and is heavily dependent upon the type of jobs being undertaken at that particular time, and the amount of staff that are working.

On the basis of the above, and to address concerns of deliveries and prevent any potential breach of condition, we would request that the number of deliveries are limited to those associated with the business and no more than 10 per week. The applicant is happy to maintain a log in terms of items ordered on what particular day, and the date upon which they were delivered.

***No more than 1 delivery vehicle at any one time.  
No more than 10 deliveries per week for the purposes of the business.***

**Condition no. 11 – Car Parking, Access & Driveway:**

***All vehicular access, parking and manoeuvring areas must be designed and constructed in accordance with AS/NZS2890 & AS1741 & AS1742.2.***

**Comments on Condition 11:**

We strongly believe that the requirements of condition 11 are far too onerous given the small scale nature of the business. The condition is more akin to a larger scale, commercial operation, where large number of vehicles, deliveries, visitors etc, utilise the site. This is clearly not the case, given the limited number of employees and vehicles that visit the site per day (reinforced by conditions).

Furthermore, given the extent of the site, and length of driveway from the parking/storage area to Woodlands Road itself, it is extremely unlikely that any debris will be carried onto the public



road from the site. Notwithstanding this, we believe that it would be reasonable for the access, parking and manoeuvring areas to be finished in bound gravel, which is more than satisfactory given the scale of the proposed development. In fact, the driveway is currently constructed in gravel from the crossover up to the storage area and therefore, no further works should be considered necessary for this.

We therefore request an amendment to the condition by way of deletion of parts a) – h) of condition 11, and replace it with the following:

***All vehicular access, parking and manoeuvring areas must be finished in bound gravel.***

***Timing:***

Furthermore, the applicant needs an appropriate period of time upon which to seek quotes from relevant suitable companies able to carry out the works, consider those quotes, engage their services, and carry out the works. There is obviously a lead time in engaging those services and having the works carried out. Given that the use is already operational, it would be unreasonable for Council to require that the business ceases to operate (particularly in this current COVID-19 economic climate) until the works are carried out.

Taking all the above into reasonable account, we propose that the timing is amended to: **‘Within 6 months of the approval’**.

**Condition no. 12 – Car Parking, Access & Driveway:**

***Construct an imperviously sealed vehicular crossover in accordance with Council’s Use of Roads Policy.***

**Comments on Condition 12:**

We strongly believe that the requirements of condition 12 are far too onerous given the small scale nature of the business. The condition is more akin to a larger scale, commercial operation, where large number of vehicles, deliveries, visitors etc, utilise the site. This is clearly not the case, given the limited number of vehicles that visit the site per day, i.e. 4 members of staff and minimal deliveries (reinforced by condition 7 & 9) which limits the number of vehicles visiting the site per day/week. There are no customers/clients that visit the site, nor do they advertise on the property.

Notwithstanding this, we believe that it would be reasonable for the crossover to be finished in bound gravel, which is more than satisfactory given the scale of the proposed development and is the same product that Council have laid to the front of the property on the service road for the other properties that continue on from the entrance to this application site.

We therefore request an amendment to the condition as follows:



***The vehicular access must be finished in bound gravel (or other suitable material submitted to and approved by Council).***

***Timing:***

Furthermore, the applicant needs an appropriate period of time upon which to seek quotes from relevant suitable companies able to carry out the works, consider those quotes, engage their services, and carry out the works. There is obviously a lead time in engaging those services and having the works carried out. Given that the use is already operational, it would be unreasonable for Council to require that the business ceases to operate (particularly in this current COVID-19 economic climate) until the works are carried out.

We propose that the timing is amended to: ***'Within 6 months of the approval'***.

**Condition no. 13 – Car Parking, Access & Driveway:**

***Obtain a permit to Undertake Works within a Road Reserve (for traffic management) prior to the construction of the vehicular access)***

***Timing:***

***Prior to commencement of works with the road reserve.***

**Comments on Condition 13:**

For the reasons noted in relation to condition 12, the crossover is already finished in bound gravel, which we feel is sufficient to cater for the proposed use. Therefore, condition 13 in respect of the requirement for a permit to undertake works within the road reserve, is not required.

We propose that **condition 13 is deleted.**

**Condition no. 14 – Car Parking, Access & Driveway:**

***The car parking and manoeuvring areas must facilitate the largest anticipated design vehicle to enter and exit the site in a forward gear.***

***Timing:***

***Prior to commencement of use.***



**Comments on Condition 14:**

Whilst there are no objections to the condition per se, we wish to seek an amendment to the 'timing' of the condition which requires compliance with the condition **'prior to commencement of use'**.

Furthermore, the applicant needs an appropriate period of time upon which to seek quotes from relevant suitable companies able to carry out the works, consider those quotes, engage their services, and carry out the works. There is obviously a lead time in engaging those services and having the works carried out. Given that the use is already operational, it would be unreasonable for Council to require that the business ceases to operate (particularly in this current COVID-19 economic climate) until the works are carried out.

We propose that the timing is amended to: **'Within 4 months of the approval'**.

**Condition no. 15 – Car Parking, Access & Driveway:**

***Provide a minimum of two (2) car parking spaces and a designated loading/unloading space, generally in accordance with the approved plans.***

***Timing:***

***Prior to commencement of use.***

**Comments on Condition 15:**

Whilst there are no objections to the condition per se, we wish to seek an amendment to the 'timing' of the condition which requires compliance with the condition **'prior to commencement of use'**.

Furthermore, the applicant needs an appropriate period of time upon which to seek quotes from relevant suitable companies able to carry out the works, consider those quotes, engage their services, and carry out the works. There is obviously a lead time in engaging those services and having the works carried out. Given that the use is already operational, it would be unreasonable for Council to require that the business ceases to operate (particularly in this current COVID-19 economic climate) until the works are carried out.

We propose that the timing is amended to: **'Within 4 months of the approval'**.



**Condition no. 16 – Stormwater Management:**

*All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.*

**Timing:**

*Prior to commencement of use and to be maintained thereafter.*

**Comments on Condition 16:**

Whilst there are no objections to the condition per se, we wish to seek an amendment to the 'timing' of the condition which requires compliance with the condition '**prior to commencement of use.....**'.

Given that the use is already operational, it would be unreasonable for Council to require that the business ceases to operate (particularly in this current COVID-19 economic climate) until the works are carried out. Furthermore, whilst it would appear that no actual physical works are required to be carried out (just adherence with no impact upon the stormwater), this condition will need to correspond with any works to the parking, crossover, and raising of the containers as per condition 17.

We therefore propose that the timing is amended to: '**Within 6 months of the approval**'.

**Condition no. 17 – Stormwater Management:**

*The containers are to be raised a minimum of 300mm from the existing ground level.*

**Timing:**

*Prior to commencement of use and to be maintained thereafter.*

**Comments on Condition 17:**

Whilst there are no objections to the condition per se, we wish to seek an amendment to the 'timing' of the condition which requires compliance with the condition '**prior to commencement of use**'. Given that the containers are already in situ and the use is operational, it would be unreasonable to require the applicant to cease operations of the home based business use, whilst approvals for the containers etc are sought and the works carried out.



Furthermore, the applicant needs an appropriate period of time upon which to seek quotes from relevant suitable companies able to carry out the works, consider those quotes, engage their services, and carry out the works. There is obviously a lead time in engaging those services and having the works carried out. Given that the use is already operational, it would be unreasonable for Council to require that the business ceases to operate (particularly in this current COVID-19 economic climate) until the works are carried out.

We therefore propose that the timing is amended to: *'Within 6 months of the approval'*.

**Condition no. 21 – Building Works:**

*Development Approval for Building Work is required prior to the commencement of any building work and a Certificate of Classification (final certificate) must be issued prior to the occupation/use of any new buildings/structures (including containers).*

**Timing:**

*Prior to commencement of any building work.*

**Comments on Condition 21:**

Whilst there are no objections to obtaining Building Approval and Certificate of Classification, we would request that the condition is varied to allow 6 months to comply with the condition.

We therefore request an amendment to the condition as follows:

*Development Approval for Building Work and obtaining a Certificate of Classification, is required to be obtained within 6 months of this approval.*

We also propose that the timing is amended to: *'Within 6 months of the approval'*.

**Condition no. 22 – Waste Storage and Collection:**

*Refuse storage, removal and collection facilities must be provided in accordance with the following:*

- a) Provision of a minimum of two (2) 240L wheelie bins;
- b) Provision of separate bins for general and recyclable waste;
- c) Provision of a hardstand impervious area for the permanent storage of the bins, having minimum dimensions of 0.36m<sup>2</sup> (600mm x 600mm) per bin;



- d) Bin area is to be fully enclosed or screened such that the bins are not visible from the street frontage or adjoining properties; and
- e) Bin collection by service vehicles from the kerbside.

**Timing:**

*Prior to commencement of use and at all times.*

**Comments on Condition 22:**

The applicant has an enclosed area close to the storage containers (identified with a  below, that was previously used as an enclosed kennel. This is proposed to be utilised for waste storage and is considered to meet condition 22.





**Condition no. 24 – Landscaping Plan:**

*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.*

**Timing:**

*Prior to commencement of use and to be maintained thereafter.*

**Comments on Condition 24:**

Whilst there are no objections to the condition per se, we wish to seek an amendment to the 'timing' of the condition which requires compliance with the condition '**prior to commencement of use.....**'.

Given that the use is already operational, the existing operations are already in conflict with the condition by virtue of its drafting.

We propose that the timing is amended to: '**Within 3 months of the approval**'.

**N.B Please also see comments at the end of this submission in regards an amendment to the landscaping plan.**

**Condition no. 27 – Lighting:**

*The provision of security and flood lighting is to be designed, constructed, located and maintained in accordance with Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting) and so as not to cause nuisance to the occupants of nearby properties or passing traffic.*

**Comments on Condition 27:**

Whilst there are flood lights on the front and rear of the residential property, as is often the case with many other residential properties, there are no security or flood lights on the business use containers, and so **this condition can be deleted.**



<b>Condition no. 29 – Dust Control:</b>
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> .
<b>Comments on Condition 29:</b>
There are no construction works to be carried out, and therefore, <b>this condition should be deleted.</b>

In addition to the above, an amended landscape plan is provided with this submission, which reflects the current manner in which vehicles enter and exit the container storage area, i.e. traversing through the parking area and in between the two containers, and exiting back out around the back of the containers. As a consequence, the landscaping plan as originally submitted to Council, is proposed to be amended to be moved slightly in a westerly manner from the parking area, to allow the vehicles to manoeuvre back to the driveway.

Also in support of this Negotiated Decision Notice application, we wish to make comment on approvals granted by Council for similar home based business uses, particularly MCU20160002 and MCU20190062.

MCU201660002 relates to a residential dwelling house, situated within a 3,000m<sup>2</sup> block (smaller than this application site), with residential properties adjoining all three sides. The application related to the sale of baby and children’s retail items from the residential property. As part of that approval, visitors are permitted to visit the property to purchase items for sale. The images below show the location of the property within a residential area, and an image of where visitor parking would take place, which is immediately to the front of the property on the driveway, in full view from the street and nearby residential dwellings.



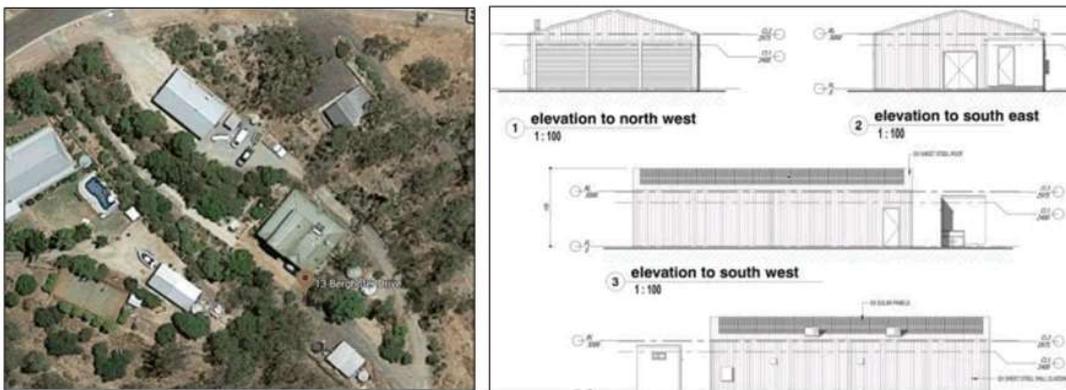
The location of the home-based business within a much more, dense residential area, and the parking area for the business located immediately on the driveway of the street frontage.

Whilst Council imposed a condition limiting only one customer at the site at any one time, Council did not see fit to impose any conditions that would limit the number of visitors that could attend the property **each day**. It is submitted that as there is no upper limit to the number of visitors permitted



to attend every day, and with visitors arriving and parking immediately to the front of the property, this home based business use could have a much greater impact on the amenity of neighbouring properties and the wider area, than the home based business proposed as part of this current NDN process, of which proposes **NO VISITORS ATTENDING THE SITE AT ANY TIME** other than non-resident employees.

Furthermore, MCU20190062 granted recently in December 2019, related to a home based business – audio visual installation and repair services. Whilst the repairs themselves take place away from the residential property, the application approved floor area of some 143m<sup>2</sup> for warehousing/storage use to be used in connection with the business. This is a 78% greater floor area than the application the subject of this negotiated decision notice application, and which has the potential to have a much greater impact on the amenity of neighbouring properties and the wider residential area.



The position of the home-based business building located to the frontage of the site and the visual dominance of the building used for the operation.

Also, in line with the approval MCU201660002, again, the only condition imposed in terms of visitors attending the residential property was condition no. 7 which allowed **one customer to visit the site at any one time**. Again, there is no upper limit in terms of the actual number of visitors that are permitted to attend per day and therefore, visitors could attend frequently, all day long, provided that there was only one visitor at any one time. Given that the business operates 7am – 5pm Monday to Friday, and 8am – 12 noon on Saturday (identical to this current NDN application), there is a much greater potential for vehicles to come and go from the site, compared with the proposal the subject of this application, which ultimately generates **NO VISITORS TO THE SITE, OTHER THAN STAFF**.

On the basis of the above two approvals, we submit that the manner in which the applicant the subject of this application operates their business, which generates NO VISITORS to the site other than employees, would create a much lesser impact on the amenity of neighbouring properties and the wider area, than the two approvals referred to above. This is on the basis that the non-resident employees only visit the site once in the morning and *sometimes* again in the afternoon, compared with the potential for as many visitors the applicants wish to attend at the above two sites, daily, as they so desire.

The applicant the subject of the application has proposed a number of mitigation measures in order to monitor and limit the number of non-resident employees attending the site and during approved times, which should be sufficient for Council to accept and approve this negotiated decision notice. Furthermore, they are happy to accept a condition that restricts non-employee visitors to the site, other than for deliveries. This should be sufficient to satisfy Council that the operations can be



appropriately managed and conditioned, to ensure that there would be no adverse impact upon the amenity of the adjacent residential properties and the wider amenity of the area.

The above information responds to the issues raised within the conditions imposed on Council's decision notice dated 22 May 2020. We submit that the issues raised within this submission are wholly relevant to the proposed development and their amendment or deletion would result in conditions that are reasonable and relevant, thereby according with Section 65 of the Planning Act.

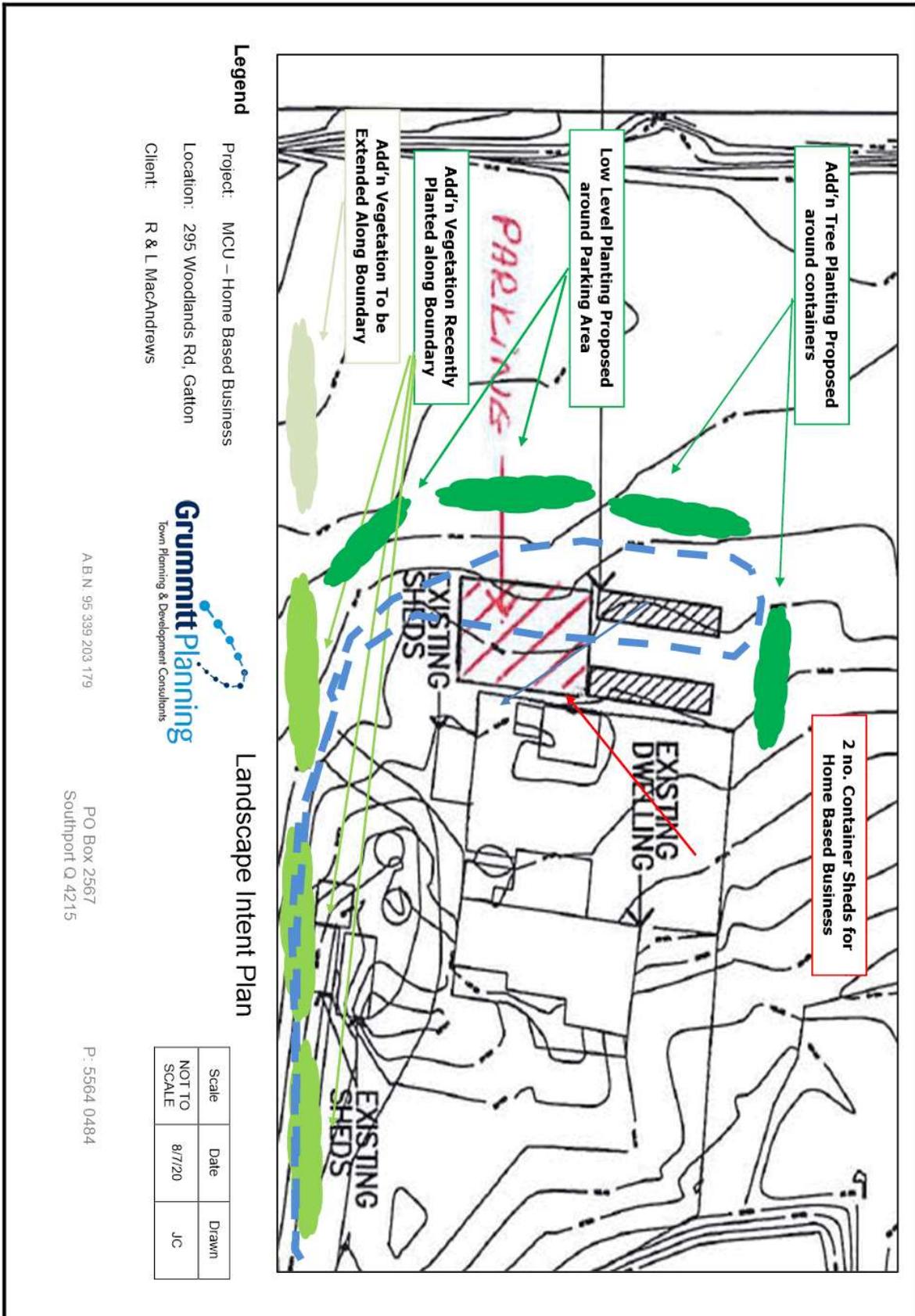
On that basis, we duly request that Council reassess the application on the merits of the proposal and amended conditions, which would still provide for a development that is wholly appropriate for its setting, and would not result in an unacceptable impact upon the amenity of adjoining residential properties, nor to the wider, surrounding area. By allowing the proposed development, would bring it in line with other Home Based businesses that operate within the area, some of which operate at a much greater intensity than permitted by this approval.

Yours faithfully

Julie Cary  
Senior Town Planner  
**Grummitt Planning Pty Ltd**

**Encs:**

**Att. 1: Amended Landscape Intent Plan**



Cr Milligan declared a perceived conflict of interest in relation to “Item 12.6 - Application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots)”, based on the fact that her son’s partner’s family property adjoins the development. Cr Milligan left the meeting the time being 10:21am while the matter was debated and voted upon.

The Deputy Mayor, Cr Jason Cook assumed the Chair.

**12.6 Application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots)**

**Date:** 12 August 2020  
**Author:** Miriam Sharp, Senior Planner  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to consider an application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) at Hannant Road, Hatton Vale (Lot 3 RP890810).

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

**Officer’s Recommendation:**

**THAT the application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) at Hannant Road, Hatton Vale (Lot 3 RP890810) be approved subject to conditions as follows:**

**APPROVED PLANS**

The following plans are Approved Plans for the development:

**Approved Plans**

Plan No.	Rev.	Plan Name	Date
Job No. 62858/A Sheet 1 of 4	A	<i>Plan of Development</i> , prepared by Murray & Associates as amended by Council in red	19/06/2020
Job No. 62858/A Sheet 2 of 4	A	<i>Diagram A</i> , prepared by Murray & Associates	19/06/2020
Job No. 62858/A Sheet 3 of 4	A	<i>Diagram B</i> , prepared by Murray & Associates	19/06/2020
Job No. 62858/A Sheet 4 of 4	A	<i>Diagram C</i> , prepared by Murray & Associates	19/06/2020

**REFERENCED DOCUMENTS**

The following documents are referenced in the assessment manager conditions:

**Referenced Documents**

Document No.	Rev.	Document Name	Date
R199201	-	<i>Groundwater Impact Assessment – Hannant Road, Hatton Vale</i> , prepared by GroundWater Assessment & Solutions	02 July 2020
1-22123	2	<i>Geotechnical Investigation – Proposed Subdivision (Stage 2)</i> , prepared by Soil Surveys Engineering Pty Limited	30/01/2020

The following documents must be amended prior to becoming referenced documents:

Document No.	Rev.	Plan Name	Date
219221	3	Engineering Report for 42 Lot Rural Residential Sub-divisional Development (Stage 2), prepared by Farr Engineers	26 July 2020
<b>Amendments</b>	1. Amend the report in accordance with condition 47 of this permit		

**VARIATION APPROVAL**

Not Applicable.

**FURTHER PERMITS REQUIRED**

- Development Permit for Operational Work

**CURRENCY PERIOD OF APPROVAL**

The currency period for this development approval is four (4) 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*).

It is noted that this development approval will remain in effect for an additional six (6) months from the day the development would ordinarily have lapsed, as per the extension notice made under Section 275R of the *Planning Act 2016* by the Honourable Cameron Dick MP, Treasurer, Minister for Infrastructure and Planning on 8 July 2020.

**RECOMMENDATION**

**APPROVE WITH CONDITIONS** Application No. RL2020/0006 for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) situated at Hannant Road HATTON VALE QLD 4341 as identified in the attached details recommended for the Decision Notice.

**ASSESSMENT MANAGER CONDITIONS**

No.	Condition	Timing
<b>GENERAL</b>		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to lodgement of a request for sealing of survey plan.
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.
<b>ALTERATIONS AND/OR RELOCATIONS</b>		
3.	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	At all times.

	other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.	
4.	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 during construction works for the subdivision.	At all times.
5.	All works, services, facilities and/or public utility alterations required by this approval or stated conditions/s whether carried out by Council or otherwise, must be at no cost of Council unless otherwise specified in subsequent development approvals.	At all times.
<b>SURVEY MARKERS</b>		
6.	Install a minimum of two (2) permanent survey marks (PSM) and connect to Australian Height Datum. Ensure that the PSMs are located and installed in accordance with the <i>Survey and Mapping Infrastructure Act 2003</i> .	Prior to lodgement of a request for sealing of survey plan.
7.	Submit a certificate signed by a licensed surveyor, stating that after the completion of all works associated with the development, permanent survey marks are in their correct position and in accordance with the plan of survey.	Upon lodgement of a request for sealing of survey plan.
8.	Provide copies of Permanent Sketch Plans (Form 6) of new permanent survey marks installed as part of the development.	Upon lodgement of a request for sealing of survey plan.
<b>WORKS WITHIN ROAD RESERVE</b>		
9.	No works will be permitted within the Hannant Road road reserve except for the footpath connection with the existing footpath on Fairway Drive.	At all times.
<b>LAND DEDICATION</b>		
10.	Dedicate to Council as road reserve sufficient land to accommodate a 1.5m wide footpath along the northern side boundary of Lot 43 to connect the cul-de-sac of Road 04 with the Hannant Road road reserve.	Upon lodgement of a request for sealing of survey plan.
<b>EASEMENTS</b>		
11.	Dedicate at no cost to or compensation by Council a stormwater drainage easement having a minimum width as determined in any approval for operational works, to the benefit of Council that includes: <ul style="list-style-type: none"> <li>a) all areas within the proposed lots within the subdivision impacted by the design 1% AEP;</li> <li>b) any drainage infrastructure capturing/conveying stormwater runoff from an upstream catchment, which are located within private properties;</li> <li>c) any catch drains proposed to capture any overland flows from created lots or to provide inter-allotment drainage;</li> <li>d) any stormwater main proposed to traverse the land centrally located within the easement; and</li> <li>e) all stormwater flow paths downstream of the outlet to lawful point of discharge.</li> </ul>	Prior to lodgement of a request for sealing of survey plan.
<b>LOCATION OF SERVICES</b>		
12.	All services (i.e. water, electricity, telecommunications) must be wholly contained within the lot it serves.	Prior to lodgement of a request for sealing of

		survey plan.
13.	Remove any services made redundant as a result of the development and reinstate the land.	Prior to lodgement of a request for sealing of survey plan.
<b>PUBLIC UTILITIES</b>		
14.	Underground power must be provided to serve each allotment.	Prior to lodgement of a request for sealing of survey plan.
15.	All utilities must be installed within the relevant utility corridor in accordance with the Institute of Public Works Australasia's standard drawing number RS-100 <i>Public utilities typical service corridors and alignments</i> and RS-101 <i>Public utilities typical service conduit sections</i> .	Prior to lodgement of a request for sealing of survey plan.
16.	Kerb markers must be installed to identify the location of cross road services e.g. water, electricity, telecommunications, gas.	Prior to lodgement of a request for sealing of survey plan.
17.	Provide a Certificate of Supply confirming that a telecommunications service has been provided to all lots.	Upon lodgement of a request for sealing of survey plan.
18.	Telecommunication conduits (ducts) and pits including trenching and design, are to be provided to service the development in accordance with the NBN Co Installing Pit and Conduit Infrastructure Guidelines for Developers. Provide documentary evidence to Council which confirms the NBN Co requirements, where necessary, have been satisfied and the infrastructure has been installed and are fibre ready.	Prior to lodgement of a request for sealing of survey plan.
19.	Provide the Certificate of Supply demonstrating that electricity supply has been provided to each allotment.	Upon lodgement of a request for sealing of survey plan.
20.	Provide a Connection Certificate from the distributor-retailer, trading as Urban Utilities, that each allotment has been connected to the reticulated water supply.	Upon lodgement of a request for sealing of survey plan.
21.	Provide appropriate road crossing conduits for all services.	Prior to lodgement of a request for sealing of survey plan.
22.	Construct road crossings for utility services, where required under any existing roads, to service the development by thrust boring.	Prior to On Maintenance inspection.
23.	Obtain a permit for 'works within Council road reserve'.	Prior to commencement of works within Council road reserve.
<b>ROADWORKS</b>		
24.	<b>NEW ROADS – Roads 04, 05 &amp; 06 (within a minimum of 20m wide road reserve)</b> Design the new roads identified on the approved plans of development generally in accordance with the Lockyer Valley Regional Council Road Hierarchy Table, relevant Austroads Standards and more specifically to include the following: a) concrete mountable kerb and channel; b) minimum truncation of 6m with three chords of equal length	In conjunction with a development application for operational works.

	<p>at intersections or truncations to accommodate design vehicle (HRV) movement;</p> <ul style="list-style-type: none"> <li>c) a minimum carriageway width of 7.5 metres;</li> <li>d) constructed using a compacted gravelled pavement and asphalt concrete (AC) surface;</li> <li>e) provision for stormwater drainage, line marking, signage, street lighting associated with the required road works;</li> <li>f) a minimum 1.5 metre wide footpath within the road verge coincident with the location of street lights as applicable and which connects into any existing paths to the southeast (Fairway Drive) and northeast (south of Fairway Drive/Scott Place roundabout) of the site;</li> <li>g) disabled compliant kerb ramps at appropriate locations to provide connectivity to other footpaths; and</li> <li>h) cul-de-sac ends with a minimum 9 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.</li> </ul>		
<p>25.</p>	<p><b>INTERSECTION OF NEW ROAD WITH FAIRWAY DRIVE</b></p> <ul style="list-style-type: none"> <li>a) Design the intersection of the new road (Road 4) with Fairway Drive to provide a signalised intersection including the design of associated traffic islands, pavement works, 1.5 metre wide footpath, disabled compliant kerb ramps at appropriate locations line marking, traffic signage and lighting in accordance with AUSTRROADS Guide to Road Design, Part 4A – Un-signalised and Signalised Intersections, unless it is otherwise demonstrated that a roundabout could be located with appropriate geometry and constructed to accommodate the turning movement of a 19 metre semi-trailer, drainage, verge with existing services/infrastructure, 1.5 metre wide footpath, disabled compliant kerb ramps at appropriate locations line marking, traffic signage, lighting and address design criteria in accordance with AUSTRROADS Guide to Road Design Part 4B: Roundabouts.</li> <li>b) Design the intersection in accordance with relevant sections of AUSTRROADS Guide to Road Design, and more specifically to include the following: <ul style="list-style-type: none"> <li>i. carriageway constructed using a compacted gravelled pavement and asphalt concrete (AC) surface;</li> <li>ii. disabled compliant kerb ramps and refuge islands at appropriate locations to provide connectivity to existing foot paths in Fairway Drive;</li> <li>iii. concrete mountable kerb and channel;</li> <li>iv. provision for stormwater drainage, line marking, traffic signage, street lighting associated with the required road works;</li> <li>v. relocation of existing infrastructure and utility services to provide clearances to new works in accordance with relevant authority standards; and</li> <li>vi. smooth transitions to road pavements.</li> </ul> </li> </ul>	<p>In conjunction with a development application for operational work.</p>	

26.	<p><b>INTERSECTIONS (INTERNAL ROADS – Roads 04, 05 &amp; 06)</b> Design intersections within the subdivision in accordance with relevant sections of AUSTRROADS Guide to Road Design, more specifically to include the following:</p> <ul style="list-style-type: none"> <li>a) minimum truncation of 6m with three chords of equal length or truncations to accommodate design vehicle (HRV) movement;</li> <li>b) carriageway constructed using a compacted gravelled pavement and asphalt concrete (AC) surface;</li> <li>c) a minimum 1.5 metre wide footpath within the road verge connecting to existing footpaths as applicable;</li> <li>d) disabled compliant kerb ramps at appropriate locations to provide connectivity to existing foot paths;</li> <li>e) concrete mountable kerb and channel;</li> <li>f) provision for stormwater drainage, line marking, traffic signage, street lighting associated with the required road works;</li> <li>g) road reserve transitions between existing and proposed roads; and</li> <li>h) smooth transitions to road pavements.</li> </ul>	In conjunction with a development application for operational work.
27.	Dedicate land for a minimum 3.5m wide emergency access between the cul-de-sac heads of new roads 05 and 06 along the southern boundary of the subject land, which contains a 1.5m wide footpath that connects to the footpaths within these roads.	Upon lodgement of a request for sealing of survey plan.
28.	Install a fencing log barrier at each end of the emergency access path referred to in condition 27 to prevent vehicles using the path in accordance with IPWEAQ standard drawing no. GS-042.	In conjunction with a development application for operational work.
29.	An 800mm wide continuous strip of turf with additional filter strips at 5 metre spacing must be provided behind all new kerb and channel. The remaining unsealed verge area must be filled, graded and either fully turfed or grassed and seeded to achieve a minimum of 80% grass coverage.	Prior to On Maintenance inspection.
<b>STREET SIGNS AND SAFETY</b>		
30.	Design traffic signs and/or line marking in accordance with the Manual of Uniform Traffic Control Device (MUTCD).	In conjunction with a development application for operational work.
31.	Obtain written approval from Council for any works involving the removal or relocation of existing infrastructure, services and traffic signs.	Prior to commencement of works.
32.	Provide all new signage with Class 1 retro-reflective material in accordance with Australian Standard 1743 – Road Signs – Specification.	Prior to On Maintenance inspection.
33.	Install signage for all works on or near roadways in accordance with the “Manual for Uniform Traffic Control Devices – Part 3, Works on Roads”.	Prior to On Maintenance inspection.
34.	Install new or relocated signage using the V-Lok installation system.	Prior to On Maintenance inspection.
35.	Maintain safe pedestrian access along existing Council's footpaths.	At all times.

36.	Install guide posts at appropriate locations to improve safety of the road users.	Prior to On Maintenance inspection.
37.	Construct all roadworks in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>PAVEMENT DESIGN</b>		
38.	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 commencement of construction.
39.	Construct all roads in accordance with the approved pavement design.	Prior to On Maintenance inspection.
<b>STREET LIGHTING</b>		
40.	Submit to Council for endorsement street light design plans showing the proposed public lighting system.	In conjunction with a development application for operational works.
41.	Install street lighting for the new road section in accordance with AS/NZS1158 and the road classifications contained within this approval.	Prior to On Maintenance inspection.
42.	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.
43.	Ensure that any new street light poles required on external streets are of a consistent standard to street light poles within the immediate vicinity of the development.	Prior to On Maintenance inspection.
44.	Install street lighting in all road reserves on the same side of the road that accommodates any footpath or shared path.	Prior to On Maintenance inspection.
<b>ROAD NAMING</b>		
45.	Submit to Council a list of preferred street names for any new streets for its consideration (in accordance with Council's Policy for the naming of new streets). Street names proposed must not be the same or similar to other street names within the Region. Council retains the right to name one (1) street within the Development.	Prior to lodgement of a request for sealing of survey plan.
<b>STORMWATER GENERAL</b>		
46.	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.
47.	Provide stormwater management generally in accordance with 'section 5: Stormwater' of the ' <i>Engineering Report for 42 Lot Rural Residential Sub-divisional Development (Stage 2)</i> ' prepared by Farr Engineers Associates Pty Ltd, revision 3, dated 26 July 2020 subject to following amendments: a) Provision of drainage works to accept external catchment flows from Lot 4 on SP200670 and lots 6 & 7 on RP866676 and convey to lawful point of discharge; b) Remove rain water tanks from the 'MUSIC' model.	Prior to lodgement of a request for sealing of survey plan.
48.	Submit to Council amended final stormwater management plan prepared and certified by a suitably qualified RPEQ.	In conjunction with a development application for operational works.

49.	Design stormwater drainage to ensure no nuisance or interference to current use or potential future use of all downstream/upstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20, Q50 and Q100.	In conjunction with a development application for operational works.
50.	The stormwater management system must be designed and constructed as follows: a) The minimum pipe size to be used within a drainage network, apart from inter-allotment drainage, is 375mm diameter (minimum pipe class is Class 2); b) Inter-allotment drainage must be provided where an allotment does not have direct access to road stormwater infrastructure or a drainage easement; c) The RPEQ must ensure the evaluation of flood flows within, along and across the road and drainage network complies with the flood hazard and risk assessment requirements in accordance with QUDM; d) No ponding or redirection of stormwater must occur onto adjoining land; and e) Carry out the approved development ensuring that the adjoining properties and roads are protected from ponding or nuisance from stormwater as a result of the works.	In conjunction with a development application for operational works.
51.	Provide a roof water connection located at the lowest corner(s) of each lot draining towards the road where a footpath is present along the frontage and discharge via two kerb adapters.	In conjunction with a development application for operational works.
52.	Provide standard kerb adapters in the kerb frontage located at the lowest corner(s) of each lot draining towards the road which are not fronted by a concrete footpath.	In conjunction with a development application for operational works.
53.	Design stormwater drainage for the development incorporating recommendations of the letter report with subject heading ' <i>Groundwater Impact Assessment – 4341 Hannant Road, Hattonvale</i> ', prepared by Ground Water Assessment and Solutions, dated 02 July 2020, unless modified by the Water Management Plan required by condition 66 of this permit.	In conjunction with a development application for operational works
54.	Design stormwater drainage that provides: a) for stormwater infrastructure (excluding stormwater quality management) to be included in easements where the infrastructure is located in downstream properties; b) connections to the upstream catchment and works to capture, convey and discharge external catchment flows to lawful point of discharge; c) inter-allotment drainage that complies with the Queensland Urban Drainage Manual (QUDM); d) catch drains to capture and discharge cumulative flows from upstream lots (within the subdivision) to lawful point of discharge; e) drainage outlets to open drain where allotment is falling away from the road; and f) discharge via kerb adapters to the kerb and channel where allotment is falling towards the road.	In conjunction with a development application for operational works
55.	Provide 1:4 batter in all open channels and 1:6 batters for	In conjunction with a

	stormwater retention structures.	development application for operational work
56.	Demonstrate that 1% AEP flows could be contained with minimum 150mm free board within any proposed open channel using 2d hydraulic modelling and submit digital data files for Council review.	In conjunction with a development application for operational work
57.	Provide scour protection and long-term stability to ensure no transportation of silt and top soil in channel beds of all open channels.	In conjunction with a development application for operational work
58.	Construct stormwater drainage in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>VEGETATION MANAGEMENT AND FAUNA PROTECTION</b>		
59.	Vegetation clearing on the subject site is limited to the greatest extent possible.	At all times.
60.	Ensure vegetation and rubble piles are not left to serve as a refuge for displaced or roaming wildlife through the implementation of the following measures: a) immediately (within 12 hours) remove or destroy such materials; or b) ensure old (>12 hours) piles of felled vegetation are treated as potential wildlife habitat and inspected by a wildlife spotter catcher prior to removal or destruction.	At all times.
61.	Ensure all vegetation cleared as a result of this development approval and requiring disposal is disposed of: a) on the premises for landscaping and sediment and erosion control purposes (for example as mulch); and/or b) at a waste disposal facility operated by Council provided that the waste is delivered to the waste disposal facility in a manner and form which allows it to be mulched at the facility; and/or c) in such other environmentally responsible manner as meets with the written approval of the Council; and d) ensure any vegetation cleared as a result of this development approval is not burnt or incinerated.	At all times.
<b>STORMWATER QUALITY</b>		
62.	Submit to Council for approval the following information in relation to proposed stormwater quality treatment train and devices, prepared and certified by a suitably qualified and experienced person: a) Demonstrate that only flow to be treated from the development and any external catchments will be entering the treatment devices; and b) Maintenance plan for proposed water quality management system that satisfies the requirements of the approval.	Prior to submission of any development application for operational works.
63.	Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining properties or stormwater systems, at no cost to Council.	At all times until works are taken off maintenance
64.	Submit to Council an Erosion and Sediment Control Plan designed in accordance with:	In conjunction with a development application

	<ul style="list-style-type: none"> <li>a) Recommendations in the 'Geotechnical Investigation', version 2, prepared by Soil Surveys, dated 30 January 2020;</li> <li>b) Recommendations in the 'Ground Water Impact Assessment report' prepared by Ground Water Assessment and Solutions', dated 02 July 2020; and</li> <li>c) the International Erosion Control Association (Australasia) Best Practice Erosion and Sediment Control Guidelines.</li> </ul>	for operational works.
65.	Construct stormwater quality management system in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>WATER MANAGEMENT</b>		
66.	<p>Submit for approval a Water management Plan (WMP) prepared and certified by a suitably qualified and experienced person. The purpose of the plan is to examine and establish the appropriate engineering and environmental management controls relating to the treatment of water from the proposed development.</p> <ul style="list-style-type: none"> <li>a) The objective of the plan is to ensure that the following outcomes are achieved: <ul style="list-style-type: none"> <li>i) No net worsening of outflows of salt or other contaminants off the site – either in soluble or solid form;</li> <li>ii) Management of water quality within the ground water and above ground within and off the site so there is no worsening over current conditions;</li> <li>iii) Management of water quality within the ground water and above ground within and off the site so in accordance QLD State Government Water Quality Regulations in relation to proposed uses;</li> <li>iv) Management of ground water so that the water table is kept below the surface, and that there are no adverse impacts on the surface on the site or as a result of the site works off site (i.e. salt damage);</li> <li>v) All elements of the water management system will remain stable under operating conditions e.g. high flows, chemical stability (dispersive soils), saline conditions. The suitability of any materials and methodology proposed to stabilise/waterproof any proposed ponds or filter forests and swales to minimise, manage or maintain the conditions required by the WMP must be demonstrated;</li> <li>vi) Meet objectives during the range of expected events low/no flow to large flood events. It must be demonstrated that any proposed ponds have adequate capacity and management of flows during high flow situation;</li> <li>vii) Any proposed plant species and soil configurations have adequate capacity to absorb design flows entering to the treatment train and survive during low rainfall periods;</li> <li>viii) Plants species are able to tolerate the saline conditions expected by the WMP; and</li> <li>ix) Relevant National, Council and State Government regulations in relation to any proposed</li> </ul> </li> </ul>	In conjunction with a development application for operational works.

	<p>treatment/management system including safety, environmental and engineering requirements are satisfied;</p> <p>b) The plan must establish a water management system that satisfies the objectives;</p> <p>c) The plan must ensure that groundwater recharge is minimised, managed or maintained to pre-existing conditions occurring across the site as recommended in 'Ground Water Impact Assessment report' prepared by Ground Water Assessment and Solutions, dated 02 July 2020 unless varied by the approved WMP;</p> <p>d) The plan must ensure that stormwater systems are designed to keep groundwater recharge to levels consistent with or less than pre-development conditions unless varied by the approved WMP;</p> <p>e) The plan must establish monitoring and reporting systems to ensure the objectives of the plan are maintained. The plan must provide for management interventions in relation to short-term and long-term scenarios e.g. plan non-conformances, flood events, drought events in order that operations can be managed and restored to meet the objectives. It is expected that a water balance will need to be established for the site considering real inflow data for the various sources over an extended period of time to demonstrate achievement of the objectives;</p> <p>f) The plan must establish the details, amount/s and operation of the Establishment Bond;</p> <p>g) The plan must establish the mechanisms for satisfactory operation of the WMP and ongoing certainty of management e.g. may entail the placement of easements or covenants over portions of the land; and</p> <p>h) The Water Management Plan report (along with the relevant requirements) of the conditions must as a minimum address the following in the report structure:</p> <ul style="list-style-type: none"> <li>• Cover page and declaration of accuracy</li> <li>• Document version control</li> <li>• Table of contents</li> <li>• Executive summary/introduction</li> <li>• Conditions of approval reference table</li> <li>• Project description and objectives</li> <li>• Environmental management roles and responsibilities</li> <li>• Reporting</li> <li>• Environmental and other training</li> <li>• Emergency contacts and procedures</li> <li>• Potential safety, environmental and engineering impacts and risks <ul style="list-style-type: none"> <li>○ Risk assessment</li> </ul> </li> <li>• Safety, environmental and engineering management measures <ul style="list-style-type: none"> <li>○ Management activities, controls and performance</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>○ targets <ul style="list-style-type: none"> <li>○ Management strategies, drawings, maps and diagrams</li> <li>○ Monitoring and monitoring system</li> <li>○ Corrective actions</li> </ul> </li> <li>● Audit and review <ul style="list-style-type: none"> <li>○ Safety, environmental and engineering auditing</li> <li>○ Management plan review</li> </ul> </li> <li>● Glossary</li> </ul>		
67.	Construct the water management system in accordance with the approved Water Management Plan.	Prior to On Maintenance inspection.	
68.	Maintain the approved water management system in accordance with the approved Water Management plan.	At all times.	
69.	The Establishment Bond must be lodged prior to plan sealing and be maintained as required under the approved Water Management Plan.	At all times.	
<b>EARTHWORKS AND RETAINING WALLS</b>			
70.	Design all works necessary to ensure the finished ground levels of all new lots impacted by the 1% AEP has sufficient area to locate a dwelling that achieves minimum 300mm freeboard to the 1%AEP level.	In conjunction with a development application for operational works.	
71.	Unless otherwise approved by the Council, design allotment earthworks such that stormwater runoff from lots will be collected by: <ol style="list-style-type: none"> <li>a) an allotment drainage system at the rear for lots falling away from the street; and/or</li> <li>b) a road drainage system for lots falling towards the street.</li> </ol>	In conjunction with a development application for operational works.	
72.	Do not place earth fill on any existing adjoining parkland, road reserve or land required by Council as parkland unless otherwise approved by Council in writing.	At all times.	
73.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed in accordance with: <ol style="list-style-type: none"> <li>a) Recommendations in the '<i>Geotechnical Investigation</i>', version 2, prepared by Soil Surveys, dated 30 January 2020;</li> <li>b) Laidley Shire Planning Scheme <i>Filling and Excavation Code</i>;</li> <li>c) Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision);</li> <li>d) Australian/New Zealand Standard AS/NZS1170 <i>Structure design actions</i>; and</li> <li>e) Australian Standard AS4678 <i>Earth-retaining structures</i> and include relevant drainage.</li> </ol>	In conjunction with a development application for operational works.	
74.	Any existing dam proposed to be filled must be drained and filled to Level 1 standard controlled fill in accordance with Australian Standard AS3798 – Guidelines on Earthworks for Commercial and Residential Developments. It is noted that part of the existing dam on the southern side of the development is located within the adjoining property (Lot 54 RP890810). Any proposed filling of the dam on the adjoining	Prior to On Maintenance inspection.	

	property will require a separate operational works application.	
75.	<p>Any retaining walls greater than 1m in height or with a surcharge loading must be designed and certified by a Registered Professional Engineer Queensland (RPEQ) and in accordance with relevant Australian standards and relevant building code requirements and must comply with the following at a minimum:</p> <ul style="list-style-type: none"> <li>a) The minimum Design Life (the period assumed in design for which a structure or structural element is required to perform its intended purpose without replacement or major structural repairs) for the earth retaining structures is that specified in Table 3.1 of Australian Standard AS4678;</li> <li>b) Earth retaining structures within the land and around areas of cut on or near the boundaries of the site must be designed to allow for live and dead loads associated with the use of adjoining land;</li> <li>c) All proposed retaining walls and embankment must be provided with a sub-soil drainage system that discharges into existing or proposed stormwater drainage;</li> <li>d) Provide temporary safety fencing to all earth retaining structures over 1.0 metre in height; and</li> <li>e) Provide written certification from a suitably qualified and experienced RPEQ that the works comply with this condition.</li> </ul>	In conjunction with a development application for operational works.
76.	<p>Design all retaining walls and associated footings:</p> <ul style="list-style-type: none"> <li>a) without encroachment onto adjoining properties or public land;</li> <li>b) with the retaining wall wholly located within the allotment being retained; and</li> <li>c) with provisions for drainage where required to capture, manage and discharge any external catchment flow to be wholly located within the allotment being retained.</li> </ul>	In conjunction with a development application for operational works.
77.	<p>Design all cut or fill batters:</p> <ul style="list-style-type: none"> <li>a) without encroachment onto adjoining properties or public land;</li> <li>b) with the toe of fill batter or the top of cut batter wholly located within the allotment being retained;</li> <li>c) batters no steeper than 1V:4H be provided unless otherwise approved by Council;</li> <li>d) with the toe of fill batter or the top of cut batter provided with a minimum setback distance of 1.0 metre from the property boundary, where the slope of the batter is steeper than 1V:6H; and</li> <li>e) with provisions for drainage where required to capture, manage and discharge any external catchment flow to be wholly located within the allotment being retained.</li> </ul>	In conjunction with a development application for operational works.
78.	All batter slopes and disturbed areas must be protected from erosion and scour by the installation of appropriate drainage and re-establishment of ground cover. Top soiling and hydromulching must be applied to all exposed surfaces immediately after completion of works of each section.	At completion of earthworks for section.

79.	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.
80.	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. The treatment must address the varying soil conditions present on the site to ensure long-term stability depending on the proposed use. All infrastructure as a minimum must be similarly provided with the same capping layer. In the case of pipes and trenches, treatment to ensure stability relating to the soil conditions present must be undertaken e.g. in the case of dispersive soils.	Prior to On Maintenance inspection.
81.	All unlined open drains must be turfed to a level at 300mm above the 1% AEP storm event level as soon as practicable after construction and regular watering must occur to ensure required establishment. Additional measures to stabilise drains must be required if flow velocities exceed 1.5m/s.	Prior to On Maintenance inspection.
82.	The finished surface level of allotments must be graded to a minimum fall of 0.5% to prevent ponding. The grading must be towards the road or towards a roof water and allotment drainage system.	Prior to On Maintenance inspection.
83.	Ensure that turf or the grass seeding proposed to be used is tolerant to soil, salinity and water conditions of the subject site.	At all times.
84.	Disturbed areas on newly created lots and balance areas must be seeded to achieve a minimum of 80% grass coverage at the time of acceptance off maintenance. <u>Note:</u> 80% ground cover could be a combination of grass cover and mulch to the satisfaction of Council's environmental department.	Prior to lodgement of a request for sealing of survey plan.
85.	Construct all earthworks in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>EARTHWORKS WITHIN FLOODPLAIN</b>		
86.	Design earthworks on-site in accordance with an approved Flood impact assessment and this approval.  Areas on the site that have been disturbed or that have had a change in flood exposure necessitating improvements to provide satisfactory resilience under the new operating conditions must be treated in accordance with this approval. This includes areas of the road reserve. The maintenance requirements in this approval applies equally to these areas.	In conjunction with a development application for operational works.
87.	Submit to Council, a Compliance Certificate issued by a licensed Surveyor certifying that all earthworks on-site have been carried out in accordance with the conditions of this development approval in respect to the: a) approved location of filling and excavation; b) approved volumes of filling and excavation; c) finished ground levels; and	Prior to lodgement of a request for sealing of survey plan.

	d) a Contour Plan showing the finished ground levels that the above has been based on.	
<b>VEGETATED COVER</b>		
88.	Re-establish ground cover to all areas that are cleared during construction.	Immediately upon completion of any surface disturbance.
<b>ENGINEERING CERTIFICATES</b>		
89.	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.
90.	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 lodgement of a request for sealing of survey plan.
91.	Construction supervision and inspections of approved works must be conducted by a suitably experienced and qualified RPEQ.	At all times.
<b>REQUIREMENTS FOR OPERATIONAL WORKS APPLICATIONS</b>		
92.	<p>Submit a development application and obtain approval for Operational Works for Roadworks, Earthworks and Stormwater Drainage, Stormwater Quality Management, Traffic Signage &amp; Line Marking, Street Lighting, Water Management, and Erosion and Sediment Control addressing the requirements of this development approval. The application must include as a minimum the following:</p> <ul style="list-style-type: none"> <li>a) Development application form/s;</li> <li>b) Application fees (design checking as well as inspection) in accordance with Council's Fees and Charges schedule current during the time of lodgement;</li> <li>c) Detailed design drawings addressing the requirements of this development approval that have been prepared and signed by a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) with their name and registration number;</li> <li>d) Roadworks drawings must detail existing infrastructure, proposed new infrastructure as well as any rectification/tie in works;</li> <li>e) Stormwater drainage design must include (but not limited to): <ul style="list-style-type: none"> <li>• Location and details, including hydraulic design, of all proposed drainage;</li> <li>• Stormwater catchment plan/s;</li> <li>• Stormwater calculation table/s; and</li> <li>• Details of any diversion banks or drains;</li> </ul> </li> <li>f) Erosion and sediment control measures in accordance with "Best Practice Erosion and Sediment Control" published by</li> </ul>	Prior to the commencement of construction works.

	<p>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>	
93.	<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 individual.</p>	<p>In conjunction with a development application for operational works.</p>
<b>STREET TREES</b>		
94.	<p>Provide a minimum of one (1) street tree per allotment. A suitable species must be selected giving consideration to the suitability for the Regions' climate.</p> <p><u>Note:</u> It is recommended one or more of the following species be used for street trees:</p> <ul style="list-style-type: none"> <li>• Buckinghamia celsissima 'Ivory Curl'</li> <li>• Cupaniopsis anacardiodes 'Tuckeroo'</li> <li>• Harpullia pendula 'Tulip Wood'</li> <li>• Xanthostemon chrysanthus 'Golden Penda'</li> </ul>	<p>Prior to lodgement of a request for sealing of survey plan.</p>
95.	<p>Obtain Operational Works approval for Landscaping (Street Trees). The following must be included in the application at a minimum:</p> <p>a) Landscape plan identifying:</p> <ol style="list-style-type: none"> <li>i. the location of any existing and/or proposed street trees, including their species; and</li> <li>ii. the location of underground and overhead (if any) services; and</li> </ol> <p>b) Planting schedule and maintenance plan identifying the</p>	<p>Prior to the commencement of construction works.</p>

	<p>following:</p> <ul style="list-style-type: none"> <li>i. Botanical names, mature heights and widths of plants, pot sizes, different key symbols and number of plants;</li> <li>ii. Planting bed preparation details including topsoil depth, subgrade preparation, mulch type and depth, type of turving used, stakes, and water saving devices; and</li> <li>iii. Ongoing maintenance of plants during the On-Maintenance period.</li> </ul> <p><u>Note:</u> Tree surrounds/garden edging are not to be provided.</p>	
96.	Maintain the street trees for the first twelve (12) months. Any plant that dies or is damaged or in the opinion of a Local Government Officer is likely to die, is to be replaced and maintained for a further six (6) months or to the end of the twelve (12) months maintenance period, whichever is the greatest. This will occur at the developers' expense.	At all times during the "On Maintenance" period.
<b>PLAN SEALING REQUIREMENTS</b>		
97.	All conditions must be complied with prior to the plan of survey being sealed by Council.	Prior to lodgement of a request for sealing of survey plan.
98.	Submit an assessment to Council detailing the development's compliance with each condition of this approval or agreed variation.	Upon lodgement of a request for sealing of survey plan.
99.	Provide certification from a Licensed Surveyor that the lots created accord with the approved plan.	Upon lodgement of a request for sealing of survey plan.
100.	Pay all outstanding rates and charges applicable to the subject land.	Upon lodgement of a request for sealing of survey plan.
101.	Pay Infrastructure Charges in accordance with the <i>Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution</i> in effect at time of payment. The actual amount will be calculated at time of payment. <u>Note:</u> A separate infrastructure charge will be applicable from the water retailer/distributor.	Upon lodgement of a request for sealing of survey plan.

**ADVISORY NOTES**

- (i) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to sealing of the survey plan.
- (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) A file note will be placed against the individual lots advising the terms of the development approval in relation to vehicular access, approved building envelopes, and fauna friendly and fauna exclusion fencing requirements.

**(v) Fauna protection**

It is recommended an accurate inspection of all potential wildlife habitats be undertaken prior to removal of any vegetation on site. Wildlife habitat includes trees (canopies and lower trunk) whether living or dead, other living vegetation, piles of discarded vegetation, boulders, disturbed ground surfaces, etc. It is recommended that you seek advice from the Queensland Parks and Wildlife Service if evidence of wildlife is found.

**(vi) Flora protection**

Under the *Nature Conservation Act 1992* protected flora in high risk areas and that are classed as endangered, threatened or vulnerable may trigger the submission of a floral survey map. It is recommended to confirm the requirements of [Department of Environment and Science for Protected Flora](#).

**(vii) Federal Environmental Protection**

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) ensures that 'nationally significant' animals, plants, habitats and places are protected, and any potential negative impacts are carefully considered. It applies to any group or individual whose actions may have a significant impact on a matter of national environmental significance. Please refer to the [website](#) for more information.

**(viii) Flying Fox roosts**

Some locations within Lockyer Valley Regional Council are mapped as an Urban Flying Fox Mapped area, and/or are locally known as regular/occasional roost sites. Unauthorised disturbance to flying fox roosts is not permitted under Section 88C of the *Nature Conservation Act 1992*. Any works in the vicinity will need to be confined to the period from February to August to avoid conflict with the breeding season. The state publishes relevant advice in the [Flying-Fox Roost Management Guideline 2013](#).

If any disturbance is proposed, the owner will need to obtain a Damage Mitigation Permit from the state Department of Environment and Science.

Grey-Headed Flying Foxes have been observed in Lockyer Valley Regional Council. Any proposed disturbance of this species needs to be referred to the Commonwealth Department of Environment as the species is classified as Vulnerable under the *Environment Protection and Biodiversity Conservation Act* (EPBC).

**(ix) Fire ants**

Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials 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](#). <http://www.daf.qld.gov.au/fireants>

**(x) Biosecurity**

Ensure all invasive pest weed species under the *Biosecurity Act 2014* are removed appropriately

prior to removing trees on site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

**(xi) Cultural heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the [Department of Aboriginal and Torres Strait Islander Partnerships](#) (DATSIP) website.

The DATSIP has established a [register and database](#) of recorded cultural heritage matters, which is available on the Department's website.

Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

**RESOLUTION**

**THAT the application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) at Hannant Road, Hatton Vale (Lot 3 RP890810) be approved subject to conditions as follows:**

**APPROVED PLANS**

The following plans are Approved Plans for the development:

**Approved Plans**

Plan No.	Rev.	Plan Name	Date
Job No. 62858/A Sheet 1 of 4	A	<i>Plan of Development</i> , prepared by Murray & Associates as amended by Council in red	19/06/2020
Job No. 62858/A Sheet 2 of 4	A	<i>Diagram A</i> , prepared by Murray & Associates	19/06/2020
Job No. 62858/A Sheet 3 of 4	A	<i>Diagram B</i> , prepared by Murray & Associates	19/06/2020
Job No. 62858/A Sheet 4 of 4	A	<i>Diagram C</i> , prepared by Murray & Associates	19/06/2020

**REFERENCED DOCUMENTS**

The following documents are referenced in the assessment manager conditions:

**Referenced Documents**

Document No.	Rev.	Document Name	Date
R199201	-	<i>Groundwater Impact Assessment – Hannant Road, Hatton Vale</i> , prepared by GroundWater Assessment & Solutions	02 July 2020
1-22123	2	<i>Geotechnical Investigation – Proposed Subdivision (Stage 2)</i> , prepared by Soil Surveys Engineering Pty Limited	30/01/2020

The following documents must be amended prior to becoming referenced documents:

Document No.	Rev.	Plan Name	Date
219221	3	Engineering Report for 42 Lot Rural Residential Sub-divisional Development (Stage 2), prepared by Farr Engineers	26 July 2020
<b>Amendments</b>	1. Amend the report in accordance with condition 47 of this permit		

**VARIATION APPROVAL**

Not Applicable.

**FURTHER PERMITS REQUIRED**

- Development Permit for Operational Work

**CURRENCY PERIOD OF APPROVAL**

The currency period for this development approval is four (4) 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*).

It is noted that this development approval will remain in effect for an additional six (6) months from the day the development would ordinarily have lapsed, as per the extension notice made under Section 275R of the *Planning Act 2016* by the Honourable Cameron Dick MP, Treasurer, Minister for Infrastructure and Planning on 8 July 2020.

**RECOMMENDATION**

**APPROVE WITH CONDITIONS** Application No. RL2020/0006 for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) situated at Hannant Road HATTON VALE QLD 4341 as identified in the attached details recommended for the Decision Notice.

**ASSESSMENT MANAGER CONDITIONS**

No.	Condition	Timing
<b>GENERAL</b>		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to lodgement of a request for sealing of survey plan.
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.
<b>ALTERATIONS AND/OR RELOCATIONS</b>		
3.	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	At all times.

	to be carried out with the development and at no cost to Council.	
4.	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 during construction works for the subdivision.	At all times.
5.	All works, services, facilities and/or public utility alterations required by this approval or stated conditions/s whether carried out by Council or otherwise, must be at no cost of Council unless otherwise specified in subsequent development approvals.	At all times.
<b>SURVEY MARKERS</b>		
6.	Install a minimum of two (2) permanent survey marks (PSM) and connect to Australian Height Datum. Ensure that the PSMs are located and installed in accordance with the <i>Survey and Mapping Infrastructure Act 2003</i> .	Prior to lodgement of a request for sealing of survey plan.
7.	Submit a certificate signed by a licensed surveyor, stating that after the completion of all works associated with the development, permanent survey marks are in their correct position and in accordance with the plan of survey.	Upon lodgement of a request for sealing of survey plan.
8.	Provide copies of Permanent Sketch Plans (Form 6) of new permanent survey marks installed as part of the development.	Upon lodgement of a request for sealing of survey plan.
<b>WORKS WITHIN ROAD RESERVE</b>		
9.	No works will be permitted within the Hannant Road road reserve except for the footpath connection with the existing footpath on Fairway Drive.	At all times.
<b>LAND DEDICATION</b>		
10.	Dedicate to Council as road reserve sufficient land to accommodate a 1.5m wide footpath along the northern side boundary of Lot 43 to connect the cul-de-sac of Road 04 with the Hannant Road road reserve.	Upon lodgement of a request for sealing of survey plan.
<b>EASEMENTS</b>		
11.	Dedicate at no cost to or compensation by Council a stormwater drainage easement having a minimum width as determined in any approval for operational works, to the benefit of Council that includes: <ul style="list-style-type: none"> <li>a) all areas within the proposed lots within the subdivision impacted by the design 1% AEP;</li> <li>b) any drainage infrastructure capturing/conveying stormwater runoff from an upstream catchment, which are located within private properties;</li> <li>c) any catch drains proposed to capture any overland flows from created lots or to provide inter-allotment drainage;</li> <li>d) any stormwater main proposed to traverse the land centrally located within the easement; and</li> <li>e) all stormwater flow paths downstream of the outlet to lawful point of discharge.</li> </ul>	Prior to lodgement of a request for sealing of survey plan.
<b>LOCATION OF SERVICES</b>		
12.	All services (i.e. water, electricity, telecommunications) must be wholly contained within the lot it serves.	Prior to lodgement of a request for sealing of survey plan.

13.	Remove any services made redundant as a result of the development and reinstate the land.	Prior to lodgement of a request for sealing of survey plan.
<b>PUBLIC UTILITIES</b>		
14.	Underground power must be provided to serve each allotment.	Prior to lodgement of a request for sealing of survey plan.
15.	All utilities must be installed within the relevant utility corridor in accordance with the Institute of Public Works Australasia's standard drawing number RS-100 <i>Public utilities typical service corridors and alignments</i> and RS-101 <i>Public utilities typical service conduit sections</i> .	Prior to lodgement of a request for sealing of survey plan.
16.	Kerb markers must be installed to identify the location of cross road services e.g. water, electricity, telecommunications, gas.	Prior to lodgement of a request for sealing of survey plan.
17.	Provide a Certificate of Supply confirming that a telecommunications service has been provided to all lots.	Upon lodgement of a request for sealing of survey plan.
18.	Telecommunication conduits (ducts) and pits including trenching and design, are to be provided to service the development in accordance with the NBN Co Installing Pit and Conduit Infrastructure Guidelines for Developers. Provide documentary evidence to Council which confirms the NBN Co requirements, where necessary, have been satisfied and the infrastructure has been installed and are fibre ready.	Prior to lodgement of a request for sealing of survey plan.
19.	Provide the Certificate of Supply demonstrating that electricity supply has been provided to each allotment.	Upon lodgement of a request for sealing of survey plan.
20.	Provide a Connection Certificate from the distributor-retailer, trading as Urban Utilities, that each allotment has been connected to the reticulated water supply.	Upon lodgement of a request for sealing of survey plan.
21.	Provide appropriate road crossing conduits for all services.	Prior to lodgement of a request for sealing of survey plan.
22.	Construct road crossings for utility services, where required under any existing roads, to service the development by thrust boring.	Prior to On Maintenance inspection.
23.	Obtain a permit for 'works within Council road reserve'.	Prior to commencement of works within Council road reserve.
<b>ROADWORKS</b>		
24.	<b>NEW ROADS – Roads 04, 05 &amp; 06 (within a minimum of 20m wide road reserve)</b> Design the new roads identified on the approved plans of development generally in accordance with the Lockyer Valley Regional Council Road Hierarchy Table, relevant Austroads Standards and more specifically to include the following: a) concrete mountable kerb and channel; b) minimum truncation of 6m with three chords of equal length at intersections or truncations to accommodate design	In conjunction with a development application for operational works.

	<p>vehicle (HRV) movement;</p> <p>c) a minimum carriageway width of 7.5 metres;</p> <p>d) constructed using a compacted gravelled pavement and asphalt concrete (AC) surface;</p> <p>e) provision for stormwater drainage, line marking, signage, street lighting associated with the required road works;</p> <p>f) a minimum 1.5 metre wide footpath within the road verge coincident with the location of street lights as applicable and which connects into any existing paths to the southeast (Fairway Drive) and northeast (south of Fairway Drive/Scott Place roundabout) of the site;</p> <p>g) disabled compliant kerb ramps at appropriate locations to provide connectivity to other footpaths; and</p> <p>h) cul-de-sac ends with a minimum 9 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.</p>		
<p>25.</p>	<p><b>INTERSECTION OF NEW ROAD WITH FAIRWAY DRIVE</b></p> <p>a) Design the intersection of the new road (Road 4) with Fairway Drive to provide a signalised intersection including the design of associated traffic islands, pavement works, 1.5 metre wide footpath, disabled compliant kerb ramps at appropriate locations line marking, traffic signage and lighting in accordance with AUSTRROADS Guide to Road Design, Part 4A – Un-signalised and Signalised Intersections, unless it is otherwise demonstrated that a roundabout could be located with appropriate geometry and constructed to accommodate the turning movement of a 19 metre semi-trailer, drainage, verge with existing services/infrastructure, 1.5 metre wide footpath, disabled compliant kerb ramps at appropriate locations line marking, traffic signage, lighting and address design criteria in accordance with AUSTRROADS Guide to Road Design Part 4B: Roundabouts.</p> <p>b) Design the intersection in accordance with relevant sections of AUSTRROADS Guide to Road Design, and more specifically to include the following:</p> <ul style="list-style-type: none"> <li>i. carriageway constructed using a compacted gravelled pavement and asphalt concrete (AC) surface;</li> <li>ii. disabled compliant kerb ramps and refuge islands at appropriate locations to provide connectivity to existing foot paths in Fairway Drive;</li> <li>iii. concrete mountable kerb and channel;</li> <li>iv. provision for stormwater drainage, line marking, traffic signage, street lighting associated with the required road works;</li> <li>v. relocation of existing infrastructure and utility services to provide clearances to new works in accordance with relevant authority standards; and</li> <li>vi. smooth transitions to road pavements.</li> </ul>	<p>In conjunction with a development application for operational work.</p>	
<p>26.</p>	<p><b>INTERSECTIONS (INTERNAL ROADS – Roads 04, 05 &amp; 06)</b></p>	<p>In conjunction with a</p>	

	<p>Design intersections within the subdivision in accordance with relevant sections of AUSTRROADS Guide to Road Design, more specifically to include the following:</p> <ul style="list-style-type: none"> <li>a) minimum truncation of 6m with three chords of equal length or truncations to accommodate design vehicle (HRV) movement;</li> <li>b) carriageway constructed using a compacted gravelled pavement and asphalt concrete (AC) surface;</li> <li>c) a minimum 1.5 metre wide footpath within the road verge connecting to existing footpaths as applicable;</li> <li>d) disabled compliant kerb ramps at appropriate locations to provide connectivity to existing foot paths;</li> <li>e) concrete mountable kerb and channel;</li> <li>f) provision for stormwater drainage, line marking, traffic signage, street lighting associated with the required road works;</li> <li>g) road reserve transitions between existing and proposed roads; and</li> <li>h) smooth transitions to road pavements.</li> </ul>	development application for operational work.
27.	Dedicate land for a minimum 3.5m wide emergency access between the cul-de-sac heads of new roads 05 and 06 along the southern boundary of the subject land, which contains a 1.5m wide footpath that connects to the footpaths within these roads.	Upon lodgement of a request for sealing of survey plan.
28.	Install a fencing log barrier at each end of the emergency access path referred to in condition 27 to prevent vehicles using the path in accordance with IPWEAQ standard drawing no. GS-042.	In conjunction with a development application for operational work.
29.	An 800mm wide continuous strip of turf with additional filter strips at 5 metre spacing must be provided behind all new kerb and channel. The remaining unsealed verge area must be filled, graded and either fully turfed or grassed and seeded to achieve a minimum of 80% grass coverage.	Prior to On Maintenance inspection.
<b>STREET SIGNS AND SAFETY</b>		
30.	Design traffic signs and/or line marking in accordance with the Manual of Uniform Traffic Control Device (MUTCD).	In conjunction with a development application for operational work.
31.	Obtain written approval from Council for any works involving the removal or relocation of existing infrastructure, services and traffic signs.	Prior to commencement of works.
32.	Provide all new signage with Class 1 retro-reflective material in accordance with Australian Standard 1743 – Road Signs – Specification.	Prior to On Maintenance inspection.
33.	Install signage for all works on or near roadways in accordance with the “Manual for Uniform Traffic Control Devices – Part 3, Works on Roads”.	Prior to On Maintenance inspection.
34.	Install new or relocated signage using the V-Lok installation system.	Prior to On Maintenance inspection.
35.	Maintain safe pedestrian access along existing Council's footpaths.	At all times.
36.	Install guide posts at appropriate locations to improve safety of	Prior to On Maintenance

	the road users.	inspection.
37.	Construct all roadworks in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>PAVEMENT DESIGN</b>		
38.	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 commencement of construction.
39.	Construct all roads in accordance with the approved pavement design.	Prior to On Maintenance inspection.
<b>STREET LIGHTING</b>		
40.	Submit to Council for endorsement street light design plans showing the proposed public lighting system.	In conjunction with a development application for operational works.
41.	Install street lighting for the new road section in accordance with AS/NZS1158 and the road classifications contained within this approval.	Prior to On Maintenance inspection.
42.	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.
43.	Ensure that any new street light poles required on external streets are of a consistent standard to street light poles within the immediate vicinity of the development.	Prior to On Maintenance inspection.
44.	Install street lighting in all road reserves on the same side of the road that accommodates any footpath or shared path.	Prior to On Maintenance inspection.
<b>ROAD NAMING</b>		
45.	Submit to Council a list of preferred street names for any new streets for its consideration (in accordance with Council's Policy for the naming of new streets). Street names proposed must not be the same or similar to other street names within the Region. Council retains the right to name one (1) street within the Development.	Prior to lodgement of a request for sealing of survey plan.
<b>STORMWATER GENERAL</b>		
46.	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.
47.	Provide stormwater management generally in accordance with 'section 5: Stormwater' of the ' <i>Engineering Report for 42 Lot Rural Residential Sub-divisional Development (Stage 2)</i> ' prepared by Farr Engineers Associates Pty Ltd, revision 3, dated 26 July 2020 subject to following amendments: a) Provision of drainage works to accept external catchment flows from Lot 4 on SP200670 and lots 6 & 7 on RP866676 and convey to lawful point of discharge; b) Remove rain water tanks from the 'MUSIC' model.	Prior to lodgement of a request for sealing of survey plan.
48.	Submit to Council amended final stormwater management plan prepared and certified by a suitably qualified RPEQ.	In conjunction with a development application for operational works.
49.	Design stormwater drainage to ensure no nuisance or	In conjunction with a

	interference to current use or potential future use of all downstream/upstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20, Q50 and Q100.	development application for operational works.
50.	The stormwater management system must be designed and constructed as follows: a) The minimum pipe size to be used within a drainage network, apart from inter-allotment drainage, is 375mm diameter (minimum pipe class is Class 2); b) Inter-allotment drainage must be provided where an allotment does not have direct access to road stormwater infrastructure or a drainage easement; c) The RPEQ must ensure the evaluation of flood flows within, along and across the road and drainage network complies with the flood hazard and risk assessment requirements in accordance with QUDM; d) No ponding or redirection of stormwater must occur onto adjoining land; and e) Carry out the approved development ensuring that the adjoining properties and roads are protected from ponding or nuisance from stormwater as a result of the works.	In conjunction with a development application for operational works.
51.	Provide a roof water connection located at the lowest corner(s) of each lot draining towards the road where a footpath is present along the frontage and discharge via two kerb adapters.	In conjunction with a development application for operational works.
52.	Provide standard kerb adapters in the kerb frontage located at the lowest corner(s) of each lot draining towards the road which are not fronted by a concrete footpath.	In conjunction with a development application for operational works.
53.	Design stormwater drainage for the development incorporating recommendations of the letter report with subject heading ' <i>Groundwater Impact Assessment – 4341 Hannant Road, Hattonvale</i> ', prepared by Ground Water Assessment and Solutions, dated 02 July 2020, unless modified by the Water Management Plan required by condition 66 of this permit.	In conjunction with a development application for operational works
54.	Design stormwater drainage that provides: a) for stormwater infrastructure (excluding stormwater quality management) to be included in easements where the infrastructure is located in downstream properties; b) connections to the upstream catchment and works to capture, convey and discharge external catchment flows to lawful point of discharge; c) inter-allotment drainage that complies with the Queensland Urban Drainage Manual (QUDM); d) catch drains to capture and discharge cumulative flows from upstream lots (within the subdivision) to lawful point of discharge; e) drainage outlets to open drain where allotment is falling away from the road; and f) discharge via kerb adapters to the kerb and channel where allotment is falling towards the road.	In conjunction with a development application for operational works
55.	Provide 1:4 batter in all open channels and 1:6 batters for stormwater retention structures.	In conjunction with a development application

		for operational work
56.	Demonstrate that 1% AEP flows could be contained with minimum 150mm free board within any proposed open channel using 2d hydraulic modelling and submit digital data files for Council review.	In conjunction with a development application for operational work
57.	Provide scour protection and long-term stability to ensure no transportation of silt and top soil in channel beds of all open channels.	In conjunction with a development application for operational work
58.	Construct stormwater drainage in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>VEGETATION MANAGEMENT AND FAUNA PROTECTION</b>		
59.	Vegetation clearing on the subject site is limited to the greatest extent possible.	At all times.
60.	Ensure vegetation and rubble piles are not left to serve as a refuge for displaced or roaming wildlife through the implementation of the following measures: a) immediately (within 12 hours) remove or destroy such materials; or b) ensure old (>12 hours) piles of felled vegetation are treated as potential wildlife habitat and inspected by a wildlife spotter catcher prior to removal or destruction.	At all times.
61.	Ensure all vegetation cleared as a result of this development approval and requiring disposal is disposed of: a) on the premises for landscaping and sediment and erosion control purposes (for example as mulch); and/or b) at a waste disposal facility operated by Council provided that the waste is delivered to the waste disposal facility in a manner and form which allows it to be mulched at the facility; and/or c) in such other environmentally responsible manner as meets with the written approval of the Council; and d) ensure any vegetation cleared as a result of this development approval is not burnt or incinerated.	At all times.
<b>STORMWATER QUALITY</b>		
62.	Submit to Council for approval the following information in relation to proposed stormwater quality treatment train and devices, prepared and certified by a suitably qualified and experienced person: a) Demonstrate that only flow to be treated from the development and any external catchments will be entering the treatment devices; and b) Maintenance plan for proposed water quality management system that satisfies the requirements of the approval.	Prior to submission of any development application for operational works.
63.	Remove and clean-up the sediment or other pollutants in the event that sediment or other pollutants are tracked or released onto adjoining properties or stormwater systems, at no cost to Council.	At all times until works are taken off maintenance
64.	Submit to Council an Erosion and Sediment Control Plan designed in accordance with: a) Recommendations in the 'Geotechnical Investigation',	In conjunction with a development application for operational works.

	<p>version 2, prepared by Soil Surveys, dated 30 January 2020;</p> <p>b) Recommendations in the 'Ground Water Impact Assessment report' prepared by Ground Water Assessment and Solutions', dated 02 July 2020; and</p> <p>c) the International Erosion Control Association (Australasia) Best Practice Erosion and Sediment Control Guidelines.</p>	
65.	Construct stormwater quality management system in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>WATER MANAGEMENT</b>		
66.	<p>Submit for approval a Water management Plan (WMP) prepared and certified by a suitably qualified and experienced person. The purpose of the plan is to examine and establish the appropriate engineering and environmental management controls relating to the treatment of water from the proposed development.</p> <p>a) The objective of the plan is to ensure that the following outcomes are achieved:</p> <ul style="list-style-type: none"> <li>i) No net worsening of outflows of salt or other contaminants off the site – either in soluble or solid form;</li> <li>ii) Management of water quality within the ground water and above ground within and off the site so there is no worsening over current conditions;</li> <li>iii) Management of water quality within the ground water and above ground within and off the site so in accordance QLD State Government Water Quality Regulations in relation to proposed uses;</li> <li>iv) Management of ground water so that the water table is kept below the surface, and that there are no adverse impacts on the surface on the site or as a result of the site works off site (i.e. salt damage);</li> <li>v) All elements of the water management system will remain stable under operating conditions e.g. high flows, chemical stability (dispersive soils), saline conditions. The suitability of any materials and methodology proposed to stabilise/waterproof any proposed ponds or filter forests and swales to minimise, manage or maintain the conditions required by the WMP must be demonstrated;</li> <li>vi) Meet objectives during the range of expected events low/no flow to large flood events. It must be demonstrated that any proposed ponds have adequate capacity and management of flows during high flow situation;</li> <li>vii) Any proposed plant species and soil configurations have adequate capacity to absorb design flows entering to the treatment train and survive during low rainfall periods;</li> <li>viii) Plants species are able to tolerate the saline conditions expected by the WMP; and</li> <li>ix) Relevant National, Council and State Government regulations in relation to any proposed treatment/management system including safety,</li> </ul>	In conjunction with a development application for operational works.

	<p>environmental and engineering requirements are satisfied;</p> <p>b) The plan must establish a water management system that satisfies the objectives;</p> <p>c) The plan must ensure that groundwater recharge is minimised, managed or maintained to pre-existing conditions occurring across the site as recommended in 'Ground Water Impact Assessment report' prepared by Ground Water Assessment and Solutions, dated 02 July 2020 unless varied by the approved WMP;</p> <p>d) The plan must ensure that stormwater systems are designed to keep groundwater recharge to levels consistent with or less than pre-development conditions unless varied by the approved WMP;</p> <p>e) The plan must establish monitoring and reporting systems to ensure the objectives of the plan are maintained. The plan must provide for management interventions in relation to short-term and long-term scenarios e.g. plan non-conformances, flood events, drought events in order that operations can be managed and restored to meet the objectives. It is expected that a water balance will need to be established for the site considering real inflow data for the various sources over an extended period of time to demonstrate achievement of the objectives;</p> <p>f) The plan must establish the details, amount/s and operation of the Establishment Bond;</p> <p>g) The plan must establish the mechanisms for satisfactory operation of the WMP and ongoing certainty of management e.g. may entail the placement of easements or covenants over portions of the land; and</p> <p>h) The Water Management Plan report (along with the relevant requirements) of the conditions must as a minimum address the following in the report structure:</p> <ul style="list-style-type: none"> <li>• Cover page and declaration of accuracy</li> <li>• Document version control</li> <li>• Table of contents</li> <li>• Executive summary/introduction</li> <li>• Conditions of approval reference table</li> <li>• Project description and objectives</li> <li>• Environmental management roles and responsibilities</li> <li>• Reporting</li> <li>• Environmental and other training</li> <li>• Emergency contacts and procedures</li> <li>• Potential safety, environmental and engineering impacts and risks <ul style="list-style-type: none"> <li>○ Risk assessment</li> </ul> </li> <li>• Safety, environmental and engineering management measures <ul style="list-style-type: none"> <li>○ Management activities, controls and performance targets</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>○ Management strategies, drawings, maps and diagrams</li> <li>○ Monitoring and monitoring system</li> <li>○ Corrective actions</li> <li>● Audit and review <ul style="list-style-type: none"> <li>○ Safety, environmental and engineering auditing</li> <li>○ Management plan review</li> </ul> </li> <li>● Glossary</li> </ul>	
67.	Construct the water management system in accordance with the approved Water Management Plan.	Prior to On Maintenance inspection.
68.	Maintain the approved water management system in accordance with the approved Water Management plan.	At all times.
69.	The Establishment Bond must be lodged prior to plan sealing and be maintained as required under the approved Water Management Plan.	At all times.
<b>EARTHWORKS AND RETAINING WALLS</b>		
70.	Design all works necessary to ensure the finished ground levels of all new lots impacted by the 1% AEP has sufficient area to locate a dwelling that achieves minimum 300mm freeboard to the 1%AEP level.	In conjunction with a development application for operational works.
71.	Unless otherwise approved by the Council, design allotment earthworks such that stormwater runoff from lots will be collected by: <ul style="list-style-type: none"> <li>a) an allotment drainage system at the rear for lots falling away from the street; and/or</li> <li>b) a road drainage system for lots falling towards the street.</li> </ul>	In conjunction with a development application for operational works.
72.	Do not place earth fill on any existing adjoining parkland, road reserve or land required by Council as parkland unless otherwise approved by Council in writing.	At all times.
73.	Unless otherwise required by conditions of this approval, earthworks associated with this development must be designed in accordance with: <ul style="list-style-type: none"> <li>a) Recommendations in the <i>'Geotechnical Investigation'</i>, version 2, prepared by Soil Surveys, dated 30 January 2020;</li> <li>b) Laidley Shire Planning Scheme <i>Filling and Excavation Code</i>;</li> <li>c) Australian Standard AS3798 <i>Guidelines for Earthworks for Commercial and Residential Developments</i> (Level 1 Supervision);</li> <li>d) Australian/New Zealand Standard AS/NZS1170 <i>Structure design actions</i>; and</li> <li>e) Australian Standard AS4678 <i>Earth-retaining structures</i> and include relevant drainage.</li> </ul>	In conjunction with a development application for operational works.
74.	Any existing dam proposed to be filled must be drained and filled to Level 1 standard controlled fill in accordance with Australian Standard AS3798 – Guidelines on Earthworks for Commercial and Residential Developments. It is noted that part of the existing dam on the southern side of the development is located within the adjoining property (Lot 54 RP890810). Any proposed filling of the dam on the adjoining property will require a separate operational works application.	Prior to On Maintenance inspection.

75.	<p>Any retaining walls greater than 1m in height or with a surcharge loading must be designed and certified by a Registered Professional Engineer Queensland (RPEQ) and in accordance with relevant Australian standards and relevant building code requirements and must comply with the following at a minimum:</p> <ul style="list-style-type: none"> <li>a) The minimum Design Life (the period assumed in design for which a structure or structural element is required to perform its intended purpose without replacement or major structural repairs) for the earth retaining structures is that specified in Table 3.1 of Australian Standard AS4678;</li> <li>b) Earth retaining structures within the land and around areas of cut on or near the boundaries of the site must be designed to allow for live and dead loads associated with the use of adjoining land;</li> <li>c) All proposed retaining walls and embankment must be provided with a sub-soil drainage system that discharges into existing or proposed stormwater drainage;</li> <li>d) Provide temporary safety fencing to all earth retaining structures over 1.0 metre in height; and</li> <li>e) Provide written certification from a suitably qualified and experienced RPEQ that the works comply with this condition.</li> </ul>	In conjunction with a development application for operational works.
76.	<p>Design all retaining walls and associated footings:</p> <ul style="list-style-type: none"> <li>a) without encroachment onto adjoining properties or public land;</li> <li>b) with the retaining wall wholly located within the allotment being retained; and</li> <li>c) with provisions for drainage where required to capture, manage and discharge any external catchment flow to be wholly located within the allotment being retained.</li> </ul>	In conjunction with a development application for operational works.
77.	<p>Design all cut or fill batters:</p> <ul style="list-style-type: none"> <li>a) without encroachment onto adjoining properties or public land;</li> <li>b) with the toe of fill batter or the top of cut batter wholly located within the allotment being retained;</li> <li>c) batters no steeper than 1V:4H be provided unless otherwise approved by Council;</li> <li>d) with the toe of fill batter or the top of cut batter provided with a minimum setback distance of 1.0 metre from the property boundary, where the slope of the batter is steeper than 1V:6H; and</li> <li>e) with provisions for drainage where required to capture, manage and discharge any external catchment flow to be wholly located within the allotment being retained.</li> </ul>	In conjunction with a development application for operational works.
78.	<p>All batter slopes and disturbed areas must be protected from erosion and scour by the installation of appropriate drainage and re-establishment of ground cover. Top soiling and hydromulching must be applied to all exposed surfaces immediately after completion of works of each section.</p>	At completion of earthworks for section.
79.	<p>All earthworks must include erosion and sediment control</p>	At all times during

	measures in accordance with the International Erosion Control Association's <i>Best Practice Erosion and Sediment Control 2008</i> .	construction.
80.	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. The treatment must address the varying soil conditions present on the site to sure long-term stability depending on the proposed use. All infrastructure as a minimum must be similarly provided with the same capping layer. In the case of pipes and trenches, treatment to ensure stability relating to the soil conditions present must be undertaken e.g. in the case of dispersive soils.	Prior to On Maintenance inspection.
81.	All unlined open drains must be turfed to a level at 300mm above the 1% AEP storm event level as soon as practicable after construction and regular watering must occur to ensure required establishment. Additional measures to stabilise drains must be required if flow velocities exceed 1.5m/s.	Prior to On Maintenance inspection.
82.	The finished surface level of allotments must be graded to a minimum fall of 0.5% to prevent ponding. The grading must be towards the road or towards a roof water and allotment drainage system.	Prior to On Maintenance inspection.
83.	Ensure that turf or the grass seeding proposed to be used is tolerant to soil, salinity and water conditions of the subject site.	At all times.
84.	Disturbed areas on newly created lots and balance areas must be seeded to achieve a minimum of 80% grass coverage at the time of acceptance off maintenance. <u>Note:</u> 80% ground cover could be a combination of grass cover and mulch to the satisfaction of Council's environmental department.	Prior to lodgement of a request for sealing of survey plan.
85.	Construct all earthworks in accordance with the development permit for operational works.	Prior to On Maintenance inspection.
<b>EARTHWORKS WITHIN FLOODPLAIN</b>		
86.	Design earthworks on-site in accordance with an approved Flood impact assessment and this approval.  Areas on the site that have been disturbed or that have had a change in flood exposure necessitating improvements to provide satisfactory resilience under the new operating conditions must be treated in accordance with this approval. This includes areas of the road reserve. The maintenance requirements in this approval applies equally to these areas.	In conjunction with a development application for operational works.
87.	Submit to Council, a Compliance Certificate issued by a licensed Surveyor certifying that all earthworks on-site have been carried out in accordance with the conditions of this development approval in respect to the: a) approved location of filling and excavation; b) approved volumes of filling and excavation; c) finished ground levels; and d) a Contour Plan showing the finished ground levels that	Prior to lodgement of a request for sealing of survey plan.

	the above has been based on.	
<b>VEGETATED COVER</b>		
88.	Re-establish ground cover to all areas that are cleared during construction.	Immediately upon completion of any surface disturbance.
<b>ENGINEERING CERTIFICATES</b>		
89.	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.
90.	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 lodgement of a request for sealing of survey plan.
91.	Construction supervision and inspections of approved works must be conducted by a suitably experienced and qualified RPEQ.	At all times.
<b>REQUIREMENTS FOR OPERATIONAL WORKS APPLICATIONS</b>		
92.	<p>Submit a development application and obtain approval for Operational Works for Roadworks, Earthworks and Stormwater Drainage, Stormwater Quality Management, Traffic Signage &amp; Line Marking, Street Lighting, Water Management, and Erosion and Sediment Control addressing the requirements of this development approval. The application must include as a minimum the following:</p> <ol style="list-style-type: none"> <li>a) Development application form/s;</li> <li>b) Application fees (design checking as well as inspection) in accordance with Council's Fees and Charges schedule current during the time of lodgement;</li> <li>c) Detailed design drawings addressing the requirements of this development approval that have been prepared and signed by a suitably experienced and current Registered Professional Engineer Queensland (RPEQ) with their name and registration number;</li> <li>d) Roadworks drawings must detail existing infrastructure, proposed new infrastructure as well as any rectification/tie in works;</li> <li>e) Stormwater drainage design must include (but not limited to): <ul style="list-style-type: none"> <li>• Location and details, including hydraulic design, of all proposed drainage;</li> <li>• Stormwater catchment plan/s;</li> <li>• Stormwater calculation table/s; and</li> <li>• Details of any diversion banks or drains;</li> </ul> </li> <li>f) Erosion and sediment control measures in accordance with "Best Practice Erosion and Sediment Control" published by the International Erosion Control Association (Australia) for</li> </ol>	Prior to the commencement of construction works.

	<p>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>	
93.	<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 individual.</p>	<p>In conjunction with a development application for operational works.</p>
<b>STREET TREES</b>		
94.	<p>Provide a minimum of one (1) street tree per allotment. A suitable species must be selected giving consideration to the suitability for the Regions' climate.</p> <p><u>Note:</u> It is recommended one or more of the following species be used for street trees:</p> <ul style="list-style-type: none"> <li>• Buckinghamia celsissima 'Ivory Curl'</li> <li>• Cupaniopsis anarcardiodes 'Tuckeroo'</li> <li>• Harpullia pendula 'Tulip Wood'</li> <li>• Xanthostemon chrysanthus 'Golden Penda'</li> </ul>	<p>Prior to lodgement of a request for sealing of survey plan.</p>
95.	<p>Obtain Operational Works approval for Landscaping (Street Trees). The following must be included in the application at a minimum:</p> <p>a) Landscape plan identifying:</p> <ol style="list-style-type: none"> <li>i. the location of any existing and/or proposed street trees, including their species; and</li> <li>ii. the location of underground and overhead (if any) services; and</li> </ol> <p>b) Planting schedule and maintenance plan identifying the following:</p>	<p>Prior to the commencement of construction works.</p>

	<p>i. Botanical names, mature heights and widths of plants, pot sizes, different key symbols and number of plants;</p> <p>ii. Planting bed preparation details including topsoil depth, subgrade preparation, mulch type and depth, type of turfing used, stakes, and water saving devices; and</p> <p>iii. Ongoing maintenance of plants during the On-Maintenance period.</p> <p><u>Note:</u> Tree surrounds/garden edging are not to be provided.</p>	
96.	Maintain the street trees for the first twelve (12) months. Any plant that dies or is damaged or in the opinion of a Local Government Officer is likely to die, is to be replaced and maintained for a further six (6) months or to the end of the twelve (12) months maintenance period, whichever is the greatest. This will occur at the developers' expense.	At all times during the "On Maintenance" period.
<b>PLAN SEALING REQUIREMENTS</b>		
97.	All conditions must be complied with prior to the plan of survey being sealed by Council.	Prior to lodgement of a request for sealing of survey plan.
98.	Submit an assessment to Council detailing the development's compliance with each condition of this approval or agreed variation.	Upon lodgement of a request for sealing of survey plan.
99.	Provide certification from a Licensed Surveyor that the lots created accord with the approved plan.	Upon lodgement of a request for sealing of survey plan.
100.	Pay all outstanding rates and charges applicable to the subject land.	Upon lodgement of a request for sealing of survey plan.
101.	Pay Infrastructure Charges in accordance with the <i>Lockyer Valley Regional Council Adopted Infrastructure Charges Resolution</i> in effect at time of payment. The actual amount will be calculated at time of payment. <u>Note:</u> A separate infrastructure charge will be applicable from the water retailer/distributor.	Upon lodgement of a request for sealing of survey plan.

**ADVISORY NOTES**

- (i) Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to sealing of the survey plan.
- (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) A file note will be placed against the individual lots advising the terms of the development approval in relation to vehicular access, approved building envelopes, and fauna friendly and fauna exclusion fencing requirements.

(v) **Fauna protection**

It is recommended an accurate inspection of all potential wildlife habitats be undertaken prior to removal of any vegetation on site. Wildlife habitat includes trees (canopies and lower trunk) whether living or dead, other living vegetation, piles of discarded vegetation, boulders, disturbed ground surfaces, etc. It is recommended that you seek advice from the Queensland Parks and Wildlife Service if evidence of wildlife is found.

(vi) **Flora protection**

Under the *Nature Conservation Act 1992* protected flora in high risk areas and that are classed as endangered, threatened or vulnerable may trigger the submission of a floral survey map. It is recommended to confirm the requirements of [Department of Environment and Science for Protected Flora](#).

(vii) **Federal Environmental Protection**

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) ensures that 'nationally significant' animals, plants, habitats and places are protected, and any potential negative impacts are carefully considered. It applies to any group or individual whose actions may have a significant impact on a matter of national environmental significance. Please refer to the [website](#) for more information.

(viii) **Flying Fox roosts**

Some locations within Lockyer Valley Regional Council are mapped as an Urban Flying Fox Mapped area, and/or are locally known as regular/occasional roost sites. Unauthorised disturbance to flying fox roosts is not permitted under Section 88C of the *Nature Conservation Act 1992*. Any works in the vicinity will need to be confined to the period from February to August to avoid conflict with the breeding season. The state publishes relevant advice in the [Flying-Fox Roost Management Guideline 2013](#).

If any disturbance is proposed, the owner will need to obtain a Damage Mitigation Permit from the state Department of Environment and Science.

Grey-Headed Flying Foxes have been observed in Lockyer Valley Regional Council. Any proposed disturbance of this species needs to be referred to the Commonwealth Department of Environment as the species is classified as Vulnerable under the *Environment Protection and Biodiversity Conservation Act* (EPBC).

(ix) **Fire ants**

Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials 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](#). <http://www.daf.qld.gov.au/fireants>

(x) **Biosecurity**

Ensure all invasive pest weed species under the *Biosecurity Act 2014* are removed appropriately prior to removing trees on site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

**(xi) Cultural heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the [Department of Aboriginal and Torres Strait Islander Partnerships](#) (DATSIP) website.

The DATSIP has established a [register and database](#) of recorded cultural heritage matters, which is available on the Department's website.

Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

**Moved By: Cr Vela**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0120**

**CARRIED  
6/0**

*Cr Milligan returned to the meeting, the time being 10:25am and resumed the Chair.*

**Executive Summary**

The purpose of this report is to consider an application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) at Hannant Road, Hatton Vale (Lot 3 RP890810).

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

**Finance and Resource Implications**

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

**Corporate Plan**

Corporate Plan Theme

Lockyer Planned

Outcome

4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

## Consultation

### Proposal

#### Overview

#### 1. Introduction

On 19 February 2020 Council received an application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) at Hannant Road, Hatton Vale (Lot 3 RP890810).

#### 2. Background

On 19 February 2020 Council received an application for a Development Permit for Reconfiguring a Lot for Subdivision (1 Lot into 45 Lots) at Hannant Road, Hatton Vale (Lot 3 RP890810). An Information Request was issued on 18 March 2020. The applicant responded to the Information Request on 25 June 2020, however the response was incomplete. Further information was received from the applicant over time, with the final response provided on 27 July 2020.

#### 3. Assessment

##### Subject Site

The following details apply to the site:

<b><i>SITE AND LOCALITY DESCRIPTION</i></b>	
<b>Land Area:</b>	23.76ha
<b>Existing Use of Land:</b>	Vacant (formerly Hatton Vale Golf Course)
<b>Road Frontage:</b>	Hannant Road (unconstructed), Fairway Drive
<b>Topography:</b>	Falls generally from south to north
<b>Surrounding Land Uses:</b>	(Rural) Residential

##### Proposed Development

The following details apply to the proposed development:

<b><i>RECONFIGURING A LOT</i></b>	<b><i>DEVELOPMENT PARAMETERS</i></b>
<b>Number of Proposed Lots</b>	43 residential lots, 1 drainage reserve lot (Lot 300) and 1 balance lot ( Lot 200)
<b>Size of Proposed Lots</b>	Residential lots between 3,000m <sup>2</sup> and 3,274m <sup>2</sup> Lot 200: 7.675ha



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

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

<b>PLANNING REGULATION 2017 DETAILS</b>	
<b>Assessment Benchmarks:</b>	State Planning Policy: <ul style="list-style-type: none"> <li>• Water Quality (Water resources catchments)</li> <li>• Natural Hazards Risk and Resilience (Flood hazard area – local government mapping; Bushfire hazard – potential impact buffer)</li> </ul>
<b>SEQ Regional Plan Designation:</b>	Rural Living Area

#### State Planning Policy (SPP)

##### *Water Quality*

The subject land is mapped as being in a Water Resource Catchment. The development is required to meet the applicable benchmarks under the SPP, including water quality and must avoid negative impacts on surface and groundwater to protect the drinking water supply. The applicant provided a Stormwater Management Plan (SMP) which outlines how water quality is maintained. Given the dispersive nature of the soils and the presence of sodic and saline soils in the area it is particularly important to ensure water management strategies are implemented to avoid erosion, salinity and impacts on the water table. Further, a Groundwater Assessment was provided, which demonstrates in principle that by utilising protective measures, the impacts of the proposed development on groundwater are within acceptable limits. Further detailed information on the proposed stormwater strategy and management of groundwater will be provided as part of the Operational Works application. Conditions are recommended that the development is to be carried out generally in accordance with the SMP and the Groundwater report.

##### *Natural Hazards Risk and Resilience*

The south-western corner of the subject land is mapped as being in a Potential Impact Buffer. There is existing vegetation on the adjoining properties to the south, which may pose an impact hazard in the event of a bushfire. The subject land itself does not contain substantial vegetation in this mapped area. The subject land is not included in Council's bushfire hazard mapping. The subject site will be connected to the reticulated water network, and the development will be connected to the existing road network to provide an escape route. Any subsequent dwelling on the proposed lots will be assessed in relation to the bushfire hazard at the time of a building application and be required to comply with the bushfire requirements (e.g. provide water tanks, be constructed of appropriate materials). No further assessment in relation to bushfire is considered necessary at this time.

The SPP mapping also indicates that the subject land is included in the Local Government flood mapping. Council's mapping indicates that the land contains several overland flowpaths. A further assessment of the Temporary Local Planning Instrument – Flood Regulation 01/2019 (TLPI) is provided below.

### Assessment Benchmarks Pertaining to the Planning Scheme

The applicable planning scheme for the application is *Laidley Shire Planning Scheme 2003*.

<b>Planning Scheme:</b>	<i>Laidley Shire Council Planning Scheme 2003</i>
<b>Zone:</b>	Open Space and Reserves
<b>Assessment Benchmarks:</b>	<ul style="list-style-type: none"> <li>• Reconfiguring a Lot Code</li> <li>• Open Space and Reserves Area Code</li> <li>• Areas of Natural and Environmental Significance Overlay Code</li> <li>• <i>Temporary Local Planning Instrument – Flood Regulation 01/2019</i></li> </ul>

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:

Overlay Code

*Areas of Natural and Environmental Significance Overlay Code*

The road reserve along Hannant Road (unconstructed) along the northern boundary of the subject land is contained within the High Ecological Significance Overlay. This existing vegetation is considered to be an important habitat, wildlife corridor and food source. As the proposed development does not include the construction of Hannant Road and does not propose any residential lots in the vicinity, it is considered that the habitat is sufficiently protected. It is considered that the development meets the requirements of the code. The site itself is not mapped as containing vegetation of any biodiversity significance.

Development Codes

*Reconfiguring a Lot Code*

The proposed development is to be provided with all the relevant infrastructure (reticulated water supply, electricity and NBN) and each lot will be able to sustain an on-site waste water disposal system. The Reconfiguring Code does not include a minimum lot size for land zoned Open Space and Reserves however the applicant is proposing lot sizes that Council has historically accepted for Rural Residential development, where they can support a residential use without further issues. In this instance, the lots are all above 3,000m<sup>2</sup> and it has been demonstrated that the lots are adequately able to accommodate a dwelling house and associated structures. It is considered that the development satisfies the requirements of the code.

*Open Space and Reserves Area Code*

The overall outcomes sought for the Open Space & Reserve Area are the following;

- *The environment, and places that are of significance for their biodiversity, vegetation, recreational, historic or scenic value are protected;*
- *Open Space and Reserve Areas provide adequate public open space areas, including a diverse range of parkland and facilities for passive recreation, active sporting recreation, and related community uses.*

The specific outcomes sought for the Open Space & Reserve Area are the following;

- *The open space network, comprising areas with high scenic quality, remnant vegetation, core habitat areas and open space linkages, are provided;*
- *Open Space and Reserve Areas protect places and/or environments that are of importance to the Shire's non-indigenous or indigenous heritage, their recreational, historic, scientific, architectural, cultural and/or social value;*
- *Biological diversity is retained through the protection, management and enhancement of nature conservation areas, such as areas of native vegetation, wildlife systems, conservation corridors and areas otherwise identified as having conservation value;*
- *Open space and reserve areas effectively link each other and residential areas through pedestrian walkways and cycleways;*
- *An open space network is established, comprising areas with high scenic quality, remnant vegetation, core habitat areas and existing open space linkages;*
- *Open space and reserve areas are designed and maintained in a safe and secure manner to ensure community safety.*

The overall and specific outcomes sought for the Open Space and Reserves Area Code seek to protect areas that are of significance for their biodiversity and vegetation values and that an open space network that comprises areas of high ecological significance and links between these areas is provided. Further, the outcomes seek to provide for adequate public open space including parkland and recreation facilities, and that the areas are effectively linked through pedestrian and cycle ways.

The subject land does not contain any biodiversity or vegetation that is mapped as being of significance at the Local Government level or at the State Government level. Further, the subject site is privately owned and does not allow public access. Although previously in use for a golf course, this was a private enterprise and did not form part of any Council parkland, recreational or community facility. The land does not contribute to the open space network, rather it is located within an established (rural) residential area. It is therefore considered that the development meets the requirements of the Open Space and Reserves Area in so far as they are relevant to the site characteristics and ownership.

It is noted that any future intended residential development of the proposed lots will require impact assessment for Material Change of Use in accordance with Table 15 of the Planning Scheme. The applicant has acknowledged this issue and provided the following in response.

It is proposed to lodge one (1) Material Change of Use application which encompasses all the new residential lots, rather than applying for each lot separately. As part of this application, each lot will be provided with a building envelope. The building envelopes will ensure that all lots are able to accommodate a dwelling and associated structures and infrastructure which comply with the relevant requirements for boundary setbacks and any other site constraints that would affect the lots (e.g. flood prone land). This provides Council with an opportunity to impose reasonable and relevant conditions that would be imposed on a dwelling house on each individual lot.

The proposed solution is considered an acceptable approach in this instance to ensure the lots can be effectively utilised for residential purposes.

#### Internal Referrals

The application was referred to Council's Plumbing Officer, Environment Officer, and Development Engineering and Infrastructure Group.

The Plumbing officer stated that each lot is able to accommodate a dwelling and associated infrastructure such as an on-site wastewater disposal system and therefore did not have any requirements.

The Environment Officer assessed the proposed development and provided conditions for an approval.

The application was assessed by the Development Assessment Engineer and Infrastructure Services section, who recommended approval of the proposed development subject to conditions. These conditions are included in the recommendation of the report.

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

*Temporary Local Planning Instrument – Flood Regulation 01/2019*

The subject land contains a number of overland flowpaths (natural waterway) and several dams. The site has been subject to inundation from overland flow in the past and the Q100 floodline affects the development. The applicant proposes to undertake earthworks to ensure that the lots that are created will each have a sufficient area that is outside of the Q100 floodline. The applicant provided a Hydraulic Assessment and Geotechnical Investigation to support this solution. The assessment has given consideration to the dispersive soils of the area and the salinity and sodicity of the soils. Conditions are recommended to ensure the proposed solution is carried out in accordance with the reports, which will be reinforced in a subsequent Operational Works application.

**CONSULTATION:**

**Referral Agencies**

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

**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
<b>PROPOSED DEMAND</b>				
Charge	New Lots	44	\$12,500.00	\$550,000.00
TOTAL PROPOSED DEMAND				\$550,000.00
<b>EXISTING DEMAND</b>				
Credit	Existing Allotment	1	-\$12,500.00	-\$12,500.00

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TOTAL EXISTING DEMAND CREDIT	-\$12,500.00
<b>TOTAL PAYABLE</b>	<b>\$537,500.00</b>

**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.

Legal Implications

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

Policy Implications

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

Risk Considerations

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community  
Environment and the community, including sustainable development, social and community wellbeing, relationships, public health, recreation, regional profile and identity

Previous Council Resolutions

Nil

Related Documentation

The proposal plans are attached to this report.

Critical Dates

The decision making period for the application finishes on 19 August 2020.

Implementation

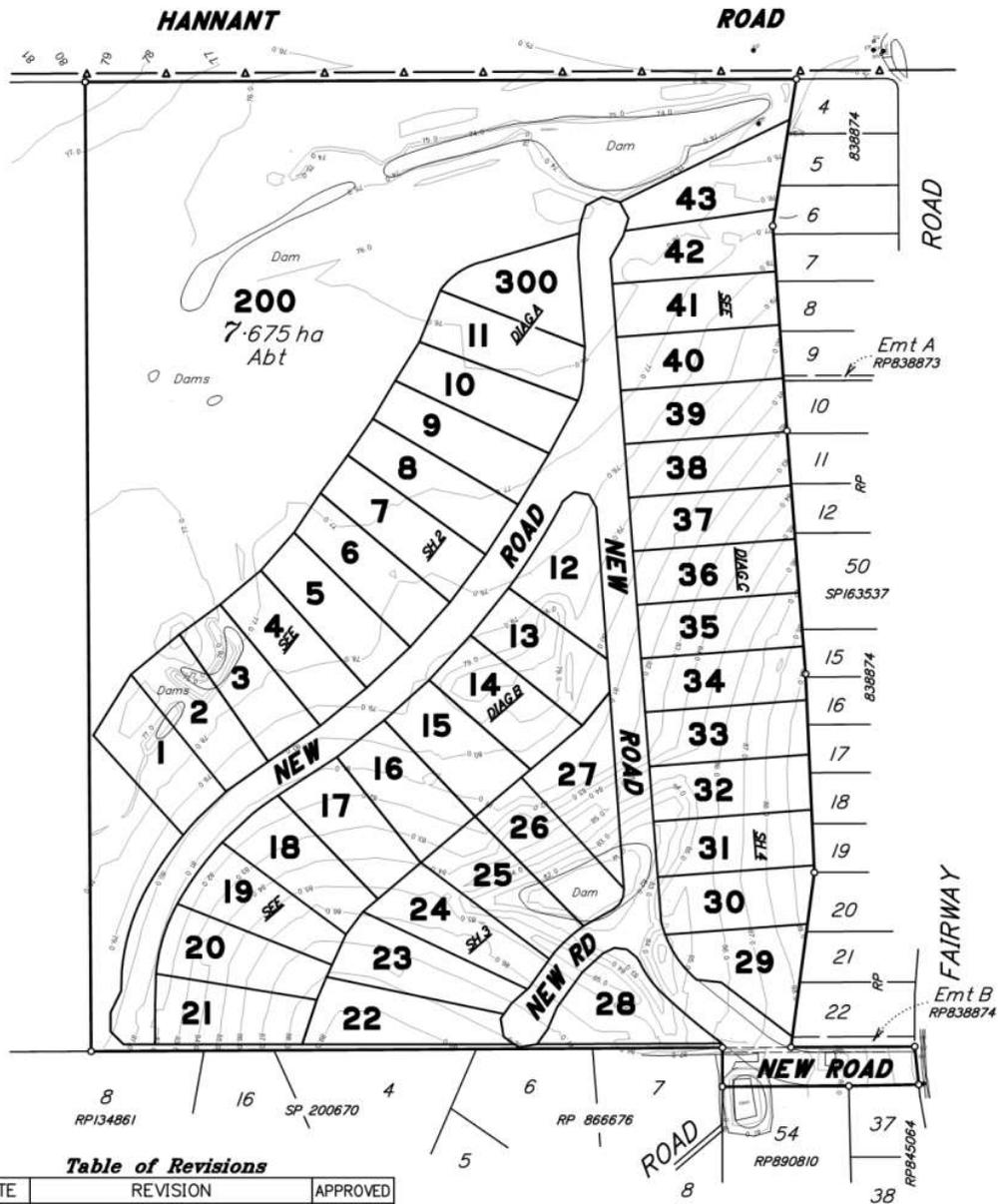
The decision of Council will be formally communicated to the applicant in accordance with the requirements of the *Planning Act2016*.

**Attachments**

[1](#) [↓](#) RL2020 0006 Plan of Development 8 Pages

Sheet 1 of 4

Areas and dimensions are approximate only and subject to final Survey and Council approval. Contours are DTM derived.

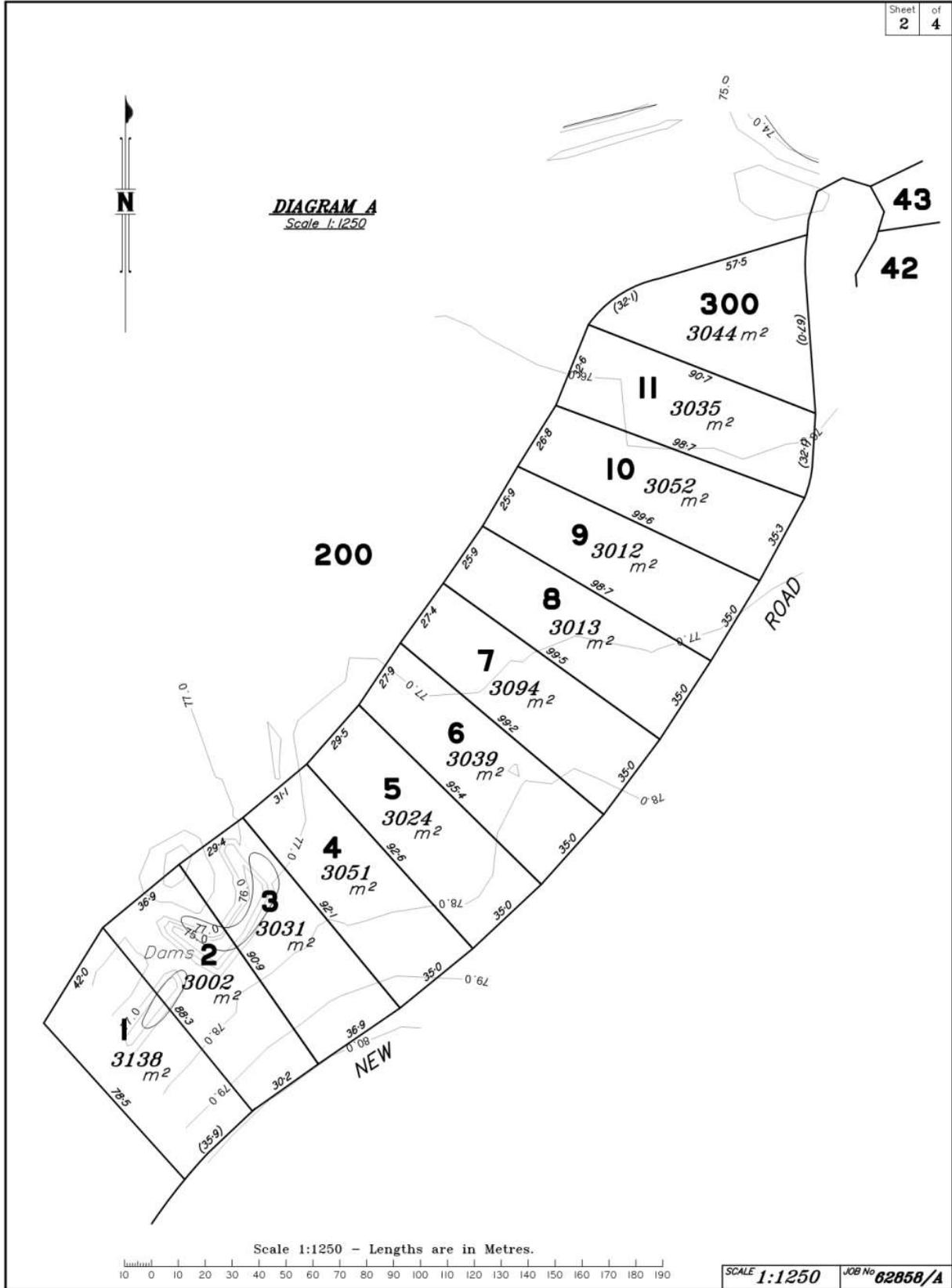


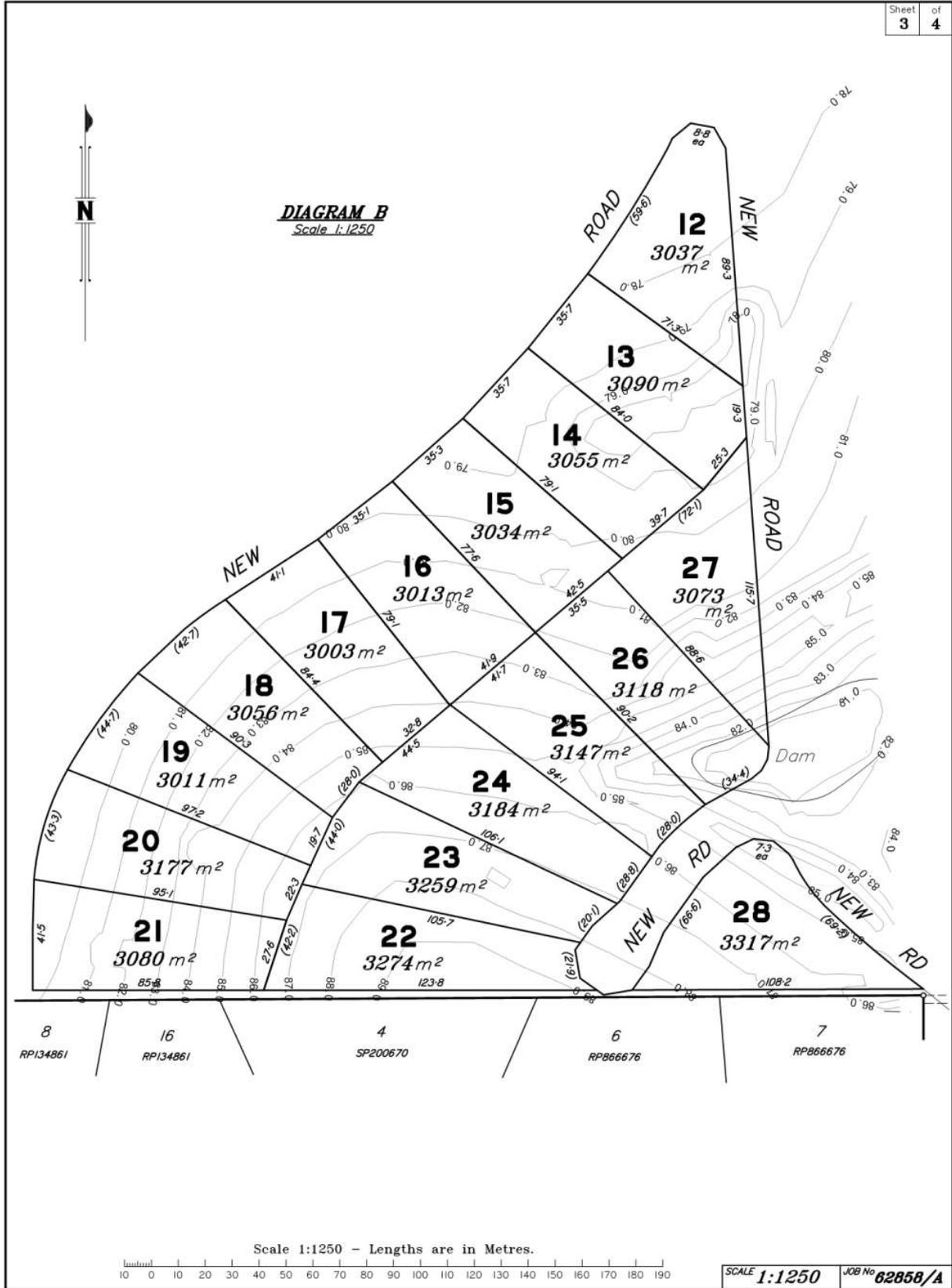
Rv.	DATE	REVISION	APPROVED
A	19/06/20	Additional Lot included.	BWB

Scale 1:2500 - Lengths are in Metres.  
 20 0 20 40 60 80 100 120 140 160 180 200 220 240 260 280 300 320 340 360 380

<b>MURRAY &amp; ASSOCIATES</b> SURVEYORS & TOWN PLANNERS <small>ACN 070 543 124</small> Murray Building 15-17 Currie St. Nambour Pt. (07)5441 2188 P.O. Box 246 Branch Offices at Caboolture Chinchilla Roma Gympie & Emerald CADASTRAL SURVEYOR	<b>PLAN OF DEVELOPMENT</b>  <b>Proposed Subdivision of Lot 3 on RP890810</b>		CLIENT <b>Bickle</b>
	LOCALITY Hatton Vale		MAP REF. 9342-1112
	DATE 10/12/2019		LEVEL DATUM ASSUMED
	FILE 62858_(Proposal A)_Bickle.dwg		
LOCAL AUTHORITY: LOCKYER VALLEY REGIONAL COUNCIL		DRAWN BY EWB	CHECKED ORIGINAL PORS 99 & 104
		SCALE <b>1:2500</b>	JOB No <b>62858/A</b>

Sheet 2 of 4







Sheet 1 of 4

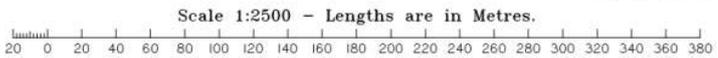
Areas and dimensions are approximate only and subject to final Survey and Council approval. Contours are DTM derived.



**Table of Revisions**

Rv.	DATE	REVISION	APPROVED
A	19/06/20	Addition of Lot included.	BWB

AERIAL IMAGE SUPPLIED BY [nearmap](#)



**MURRAY & ASSOCIATES**  
SURVEYORS & TOWN PLANNERS  
ACN 070 543 124  
Murray Building 15-17 Currie St, Nambour Pt, (07)5441 2188 P.O. Box 246  
Branch Offices at Caboolture Chinchilla Roma Gympie & Emerald

**PLAN OF DEVELOPMENT**  
**Proposed Subdivision of Lot 3 on RP890810**

LOCAL AUTHORITY: **LOCKYER VALLEY REGIONAL COUNCIL**

CLIENT: **Bickle**

LOCALITY: **Hatton Vale** MAP REF: 9342-1112

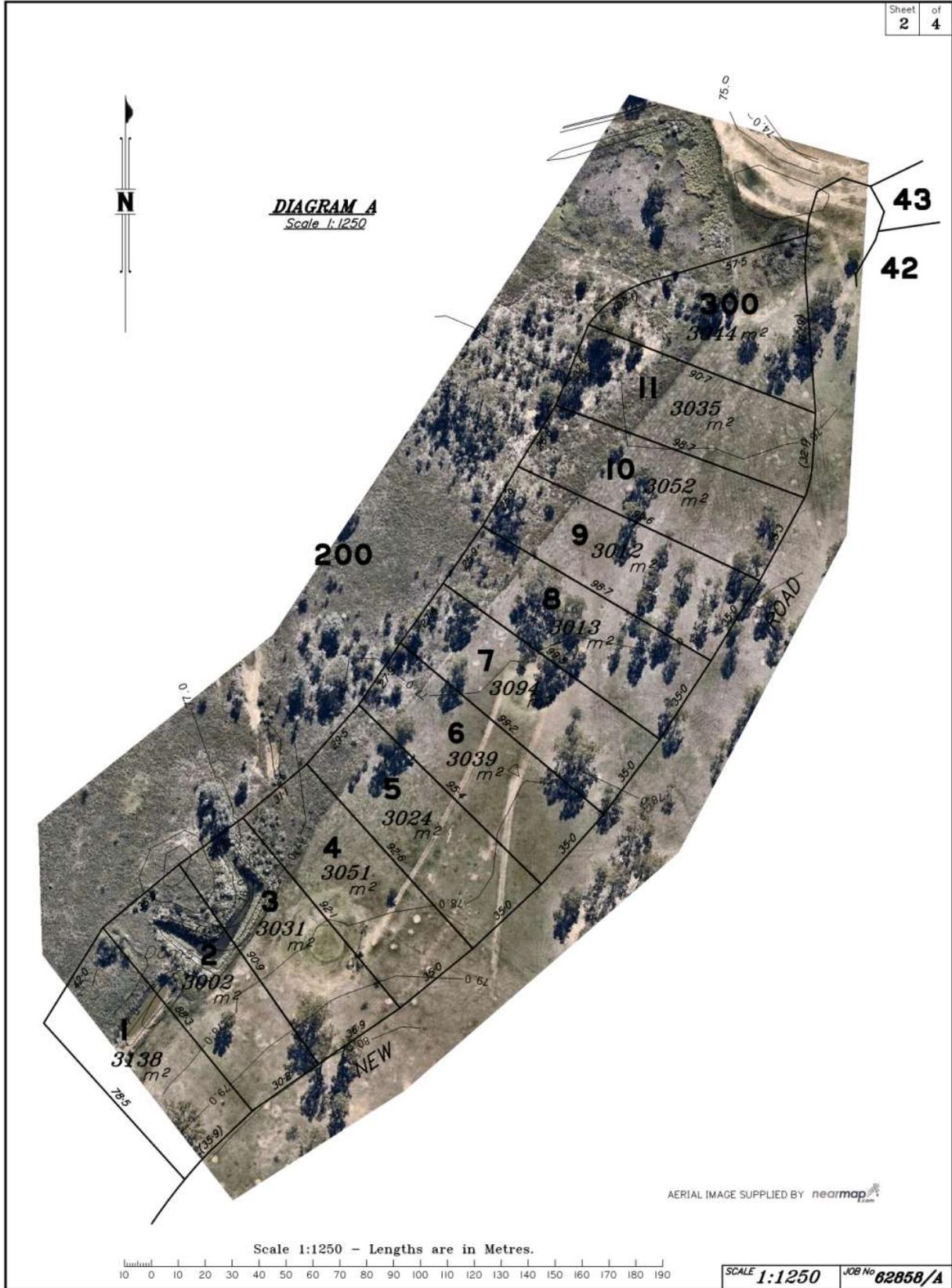
DATE: 10/12/2019 LEVEL DATUM: ASSUMED

FILE: 62858\_(Proposal A)\_Bickle.dwg

DRAWN BY: CHECKED BY: ORIGINAL: POR5 99 & 104

SCALE: **1:2500** JOB No: **62858/A**

Sheet 2 of 4









### **1.2.2 Public Parks Strategy Implement stage one recommendations**

A working group has been formed to implement elements of the Strategy such as the opportunity for park rationalisation at locations across the region.

#### ***Lockyer Business, Farming and Livelihood***

### **2.4.1 Delivery of Drought Communities Programme**

#### Footpath renewal programme

Preliminary designs completed and undergoing review.

#### Forest Hill skatepark upgrade

Request for quote documents have been developed and will be released shortly for submission of quotations.

#### ***Lockyer Nature***

### **3.5.1 New lease and contract arrangements for Gatton Material and Recyclable Facility (MRF)**

Preliminary discussions continue to manage the lease arrangement which will link into the contract. External assistance being sourced to assist in the drafting of the new contract.

### **3.5.2 Site Study for new Resource Recovery Centre (RRC) to service Eastern area**

Site study will be progressed once the new Co-ordinator Waste has commenced with Council.

### **3.6.1 Council principal buildings and facilities Energy Management Plan**

Development of the Plan will be managed through the Energy Efficiency Management Panel. Membership of the Panel currently being reviewed and finalised.

#### ***Lockyer Planned***

### **4.2.1 Deliver the Council funded Infrastructure capital works program**

Delivery of Council funding capital works program has commenced. Updates on specific projects are noted within the report.

### **4.2.2 Deliver the external funded infrastructure program of work**

Delivery of external funded capital program has commenced. Updates on specific projects are noted within the report.

### **4.2.3 Creation of defect backlog work packages for Council facilities within Technology One**

Defect identification, recording and scheduling is underway and ongoing. Inputting of maintenance schedules into the TechOne System for regular ongoing maintenance activities such as servicing air conditioners being progressed.

### **4.2.4 Develop and implement a future capital works and design process to determine a six month schedule**

Review of currently underway to assist in development of improved future process.

### **4.4.1 Inland Rail project designs**

Project design reviews along with advice on commercial and contractual agreements are currently being provided on an as needs basis.

***Lockyer Leadership and Council***

**5.1.5 Revision of plant and fleet utilisation**

Work is yet to recommence as focus is on Council's funded projects which are progressing.

**5.8.3 Implementation of mobile defect logging and task management**

Increased use of the mobile technology within the Civil Operations and Community Facilities Branches for maintenance activities is occurring. Further development and implementation ongoing.

**COMMUNITY FACILITIES BRANCH**

The Community Facilities Branch has undertaken the following key activities during the month:

**Parks, Garden and Cemeteries**

Maintenance Works

Project	Updates
Mowing	<ul style="list-style-type: none"> <li>Mowing of areas across the park network.</li> </ul>
Playgrounds	<ul style="list-style-type: none"> <li>Topping up aeration of soft fall in playground areas across the region.</li> <li>Repairs to the kerb at Johnson Drive Park, Lockrose.</li> <li>Davey Park, Gatton playground has been damaged by a car. Site secured and waiting advice from playground companies to determine if original playground can be repaired.</li> </ul>
Furniture Maintenance/Landscaping	<ul style="list-style-type: none"> <li>Spraying of weeds in parks throughout the Region.</li> <li>Footpath cleaning in Gatton and Laidley streets.</li> <li>Painting of seats in the Helidon main street.</li> <li>New gardens installed around the Helidon ANZAC memorial.</li> <li>Sprinklers installed around the Withcott ANZAC memorial.</li> <li>Installation of irrigation at Lake Apex.</li> <li>Grave preparation in new expansion areas at Gatton Cemetery.</li> <li>Replacing of bollards at Central Oval Laidley.</li> </ul>
Funerals/Ashes Interments	<ul style="list-style-type: none"> <li>7 held during the month of July.</li> </ul>

Capital Works

Project	Update	Next Step
Gatton Waste Facility Fence	Removal of existing timber and barbed wire fence completed. Locating for services completed.	Commence installation of new boundary fence.
Laidley Cemetery Seam Strip Renewal	Site meeting occurred to determine schedule of works.	Works to commence.

Project	Update	Next Step
Lockyer Valley Cultural Centre Heat, Ventilation, Air Condition (HVAC) and roof rectification work	Currently out to tender. Closing 13 August 2020. Evaluation reporting to be completed by 28 August 2020.	Currently out to tender. Closing 13 August 2020. Evaluation reporting to be completed by 28 August 2020.
Gatton Showgrounds Masterplan Works	<p>Concrete block installation programmed 3 – 6 August for the Equestrian Waste Disposal Point.</p> <p>Relocation of concrete blocks to the cattle judging area programmed 11 August. Includes re-construction of the animal waste disposal point adjacent to the loading ramp.</p> <p>Meeting with engineer to inspect retaining walls on Friday 31 July.</p>	<p>Completion of the concrete block relocation and animal waste compounds.</p> <p>Draft design to be submitted for approval for the Way Finding Signage</p> <p>Scope the Request for Quote for a new roof and insulation to the old pavilion.</p> <p>Retaining walls design to be developed by Engineer.</p>
Lake Apex Playground upgrade	Order has been placed for the A frame swing and wear pad – 6 to 8 weeks lead time.	Schedule works for preparation of site in coordination with the swing installation.
Bore Assessment	<ul style="list-style-type: none"> <li>• Grantham bore – supplied and installed 25,000L water tank and pad.</li> <li>• Mulgowie bore – scope document being reviewed.</li> <li>• Laidley Showgrounds (Hayes Street) bore – meeting onsite with Park and Facilities to scope fencing works.</li> </ul>	<ul style="list-style-type: none"> <li>• Grantham - program the connection of bore pump and associated fittings for the water tank.</li> <li>• Mulgowie – release for quotes.</li> <li>• Laidley Showgrounds (Hayes St) bore – supply and installation of fencing by Parks staff upon completion of Gatton Landfill Facility fence.</li> </ul>

## **Facilities**

### **Buildings**

- Preparation for reopening of the Region’s pools was conducted. Gatton pool reopened on 1 August 2020 and Laidley is to reopen on 19 September 2020.
- Scopes of work being prepared for trade services. Priority are Security Services, Test and Tag, Pest Control and Fire equipment. To be tendered in August/September 2020.
- Bus shelter maintenance and repairs are continuing.
- Safety shields were installed in the Gatton Library. Shields will be installed at the Das Neumann House in early August.
- Storage tank for Grantham bore installed.

### **Plumbing**

- Replaced damaged fixtures at Murphys Creek Hall.

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Electrical

- Upgraded the emergency lighting system at the Lockyer Valley Cultural Centre.

Waste

- Compliance audits at all 8 facilities were completed with only minor housekeeping items noted.
- Construction at the Gatton Waste Facility commenced on 14 July 2020. Works are progressing well.
- The annual calibration, verification, jack and grease of the Laidley Weighbridge was undertaken on 9 July 2020 – inspection and test reporting confirm compliance.
- The total MSW (Municipal Solid Waste) data submitted for 2018-2019 was verified and calculations submitted to the DES (Department of Environment and Science) for consideration. Total tonnes for this period calculate the advanced waste levy payments provided to Council's to ensure the waste levy does not impact domestic households
- Waste Levy Data successfully submitted to Department of Environment and Science.

**TECHNICAL SERVICES BRANCH**

The Infrastructure Planning Branch has undertaken the following key activities during the month:

**Infrastructure Planning**

2019/2020 Capital Project Designs

- Postmans Ridge Road (Stage 2) – IFC drawings complete and approved.
- Cooper Street Drain – Design on hold as further flood modelling is undertaken to understand impacts of latest design work.
- Woodlands Road Stage 2 – IFC drawings complete and approved.
- Preliminary work on the *Unite and Recover Community Stimulus Package* projects.
  - Whittle Street Drainage Upgrade - Detailed design complete, now under construction review.
  - Railway Street Stormwater Renewal – Design scope being confirmed.

2021/22 Blackspot Road Safety Program Funding Applications

2021/2022 Blackspot applications were prepared for submission in mid-July, with the following specific locations submitted for funding consideration:

1. Intersection of Adare Road, Fords Road and Redbank Creek Road, Gatton - roundabout
2. Intersection of Gehrke Road and Lorikeet Road, Regency Downs – intersection upgrade
3. Intersection of North Street and East Street, Gatton – roundabout
4. Intersection of East Street and Spencer Street, Gatton – Intersection upgrade
5. Intersection of Spencer Street and Maitland Street, Gatton – intersection upgrade

**Asset Management**

- Level 2 bridge inspections have begun, which include the use of Remotely Piloted Aircraft Systems (RPAS).
- 2020 asset valuation data has been reviewed and adjustments made to the asset register.
- Final capitalisation work undertaken to finalise 2019/2020 financial year asset creation.

**CIVIL OPERATIONS BRANCH**

The Civil Operations Branch has undertaken the following key activities during the month:

Capital Works

Toowoomba Second Range Crossing (TSRC) Haulage Roads Package of Works

Work underway, repairing failures, shoulder grading, reinstatement of drainage, surface correction and patching in preparation for bitumen resealing



Dolleys Road, Withcott – Upgrade

Drainage and earthworks completed. Carting of gravel for the construction of the pavement will commence at the beginning of August.



Woodlands Road Stage 3 - Road Widening

Culvert extensions have been constructed, however this crew was re-deployed to the Waste Cell 4 expansion due to the sensitivity of the waste project to wet weather and the need to complete before the start of the wet season. Works will recommence on the Woodlands Road Project at the completion of the waste cell works.



Gatton Landfill Facility - Waste Cell 4 Expansion Works

Work is progressing on the expansion of the existing waste cell 4 at the Gatton Landfill site. Work currently underway includes exposing the liner of the previous cell and establishing a 1 on 3 batter for cell 4.



Bitumen Reseal Program 2020-21

Program of works has been created. A package of works, which includes approximately 218,000 m<sup>2</sup> of bitumen resurfacing have been released for pricing to procure the services of a bitumen spraying contractor. Works are programmed to be completed by early November, weather permitting.

Gravel Re-sheet Program 2020-21

The following list of roads have been identified for gravel resheeting in 2020/21:

ROAD NAME	START CHAINAGE	END CHAINAGE	LENGTH (m)
Kherim Road, Murphys Creek	0	1080	1080
Carey Road, Blanchview	520	4300	3780
Jones Road, Withcott	4730	6700	1970
Browns Springs Road, Mulgowie	0	650	650
Palmer Lane	0	850	850
Duncans Road, Ma Ma Creek	700	2350	1650
Thomas Road, Upper Lockyer	420	3300	2880
Mill Road, Upper Lockyer	0	1300	1300
Gittins Road, Postmans Ridge	2650	2850	200

Maintenance Works

Activity	Suburb	
Gravel Road Grading	<ul style="list-style-type: none"> <li>Dwyers Road, Gatton</li> <li>Osbornes Road, Gatton</li> </ul>	<ul style="list-style-type: none"> <li>Prince Road, Gatton</li> </ul>
Road spraying	<ul style="list-style-type: none"> <li>Minimal roadside spraying undertaken due to seasonal condition</li> </ul>	
Road pavement repairs	<ul style="list-style-type: none"> <li>Church St, Forest Hill</li> <li>Crowley Vale Road, College View</li> <li>Dodt Rd, Forest Hill</li> </ul>	<ul style="list-style-type: none"> <li>Gill St, Forest Hill</li> <li>Logan Road, College View</li> <li>QAC Connection Road, College View</li> </ul>
Drainage works	<ul style="list-style-type: none"> <li>Railway Street, Grantham</li> </ul>	<ul style="list-style-type: none"> <li>Dry Gully Road, Mount Whitestone</li> </ul>
Road patching works	<ul style="list-style-type: none"> <li>Withcott</li> </ul>	<ul style="list-style-type: none"> <li>Regency Downs</li> </ul>
Traffic signs and linemarking works	<ul style="list-style-type: none"> <li>Regency Downs</li> <li>Hatton Vale</li> </ul>	<ul style="list-style-type: none"> <li>Morton Vale</li> <li>Laidley Heights</li> </ul>

Road and Drainage Defects

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

The overall Maintenance Priority Level (MPL) has seen a reduction this month with a return to focus on balancing capital works with planned maintenance.

**EXTERNAL FUNDING UPDATES**

Successfully funded projects

Program	Project	Funding Amount (Excl. GST)	Status
<b>2020/21 Blackspot Road Safety Program</b>	Woodlands Drive/Rangeview Intersection Upgrade	\$138,500	Detailed design complete. In undertaking detailed design review significant variations were found worthy of consideration into the project scope. Further funding is being sought to achieve the best possible result for the location.
	Spa Water Road Upgrade	\$223,000	Detailed design 90% complete Further impact assessments are being undertaken prior to finalising design to better understand the catchment prior to work commencing.
<b>2018/19 Cycle Network Local Government Grants</b>	Gatton North South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	Extension of time has been granted for the project to 30 June 2021.
<b>2019-21 Local Government</b>	Installation of new LED street	\$150,000	Project being progressed with

Program	Project	Funding Amount (Excl. GST)	Status
<b>Grants and Subsidies Program</b>	lighting in Laidley CBD		external consultant, expecting to finalise in August.
<b>Building Better Regions</b>	Gatton Shire Hall Compliance Upgrade	\$439,350	Final design review and developing tender documents
	Fairways Park Stage 1	\$800,000	Final design review and developing tender documents
	Gatton Shire Hall Functional & Economical Improvements	\$866,714	Final design review and developing tender documents
<b>Building Our Regions</b>	Amos Road Withcott – Upgrade	\$654,000	Detailed design 98% complete. IFC drawings expected to be ready mid-August.
<b>Drought Communities Program</b>	Footpath Renewal Program	\$110,000	Preliminary designs complete, undergoing review.
	Fairway Drive footpath	\$290,000	Detailed designs complete, undergoing final reviews.
	Laidley Saleyards awning structure	\$20,000	Awaiting final procurement review and release of the request for quote.
	Bugler Park Shade Sail	\$18,500	Awaiting final procurement review and release of the request for quote.
	Littleton Park Shade Sail	\$5,300	Awaiting final procurement review and release of the request for quote.
	Springbrook Park Fence Renewal	\$17,600	Awaiting final procurement review and release of the request for quote.
	Forest Hill Skate Park Repairs	\$44,000	Awaiting final procurement review and release of the request for quote.
	Laidley Cultural Centre acoustic ceiling panels and baffle curtains	\$117,000	Refer to update in body of report under Community Facilities Branch.
<b>Australia Government Local Road and Community Infrastructure Program</b>	Laidley Recreation Reserve Road and Carpark upgrade (Whites Road)	\$250,000	Design at concept stage. Preliminary designs yet to be undertaken.
	Murphys Creek Footpath (Ch 10,700- 11,00) plus one culvert	\$200,000	Detailed design 70% complete.
	Laidley Cultural Centre acoustic ceiling panels and baffle curtains	\$117,000	Refer to detailed update in body of report under Community Facilities Branch.
<b>Transport Infrastructure Development Scheme</b>	Safe Schools Project	\$30,000	Work yet to commence.
	Flagstone Creek Road pavement renewal (Ch 587 - 2,009)	\$240,000	Concept design 50% complete. Service location, geotechnical investigation and surveying has been completed.
	Brightview Road Pavement renewal (Ch 389 - 1,288)	\$180,000	Project scoping underway, expecting concept designs to be ready mid/late August. Service location and survey are underway.
	Summerholm Road	\$131,250	Project scoping underway,

Program	Project	Funding Amount (Excl. GST)	Status
	pavement renewal (Ch 4,798 - 5,547)		expecting concept designs to be ready late August. Survey has been completed.
	Road widening and sealing of Lake Clarendon Way (east of Main Greenswamp Road)	\$124,196	Project scoping underway, expecting concept designs to be ready mid/late August. Service location and survey have been completed.
<b>Works for Queensland program</b>	Gatton Waste Facility upgrade - expansion of Cell 4 and boundary fence	\$406,000	Refer to body of report under Civil Operations Branch for update and images.
	Playground and Park improvements - Gatton CBD park and Lake Apex	\$60,000	Refer to body of report under Community Facilities Branch for update.
	Gatton Urban Footpath program - install missing sections in the Gatton network	\$169,000	Project scoping underway, expecting preliminary designs to be ready mid August.
	Gatton Shire Hall Roof Restoration	\$250,000	Final design review and developing tender documents in coordination with the BBRF and BoR funding programs.
	Laidley Saleyards - upgrade of timber pens	\$64,000	Refer to body of report under Community Facilities Branch for update.
	Gatton Showgrounds Master Plan improvement works - horse warm up arena, retaining walls, way finding signage, disability compliant pathways, gymnastics pavilion repairs, animal waste points	\$176,000	Refer to body of report under Community Facilities Branch for update.

Submitted Funding Applications

The 10 projects listed below were submitted under the Department of Local Government, Racing and Multicultural Affairs *Unite and Recover Community Stimulus Program (URCSP)* on 01 July 2020. The Program was developed to fast-track SEQ Council investment in new infrastructure and community assets that creates jobs and delivers economic stimulus to assist local communities to recover from the COVID-19 pandemic. If successful, the 100% funded projects must be delivered by 30 June 2021.

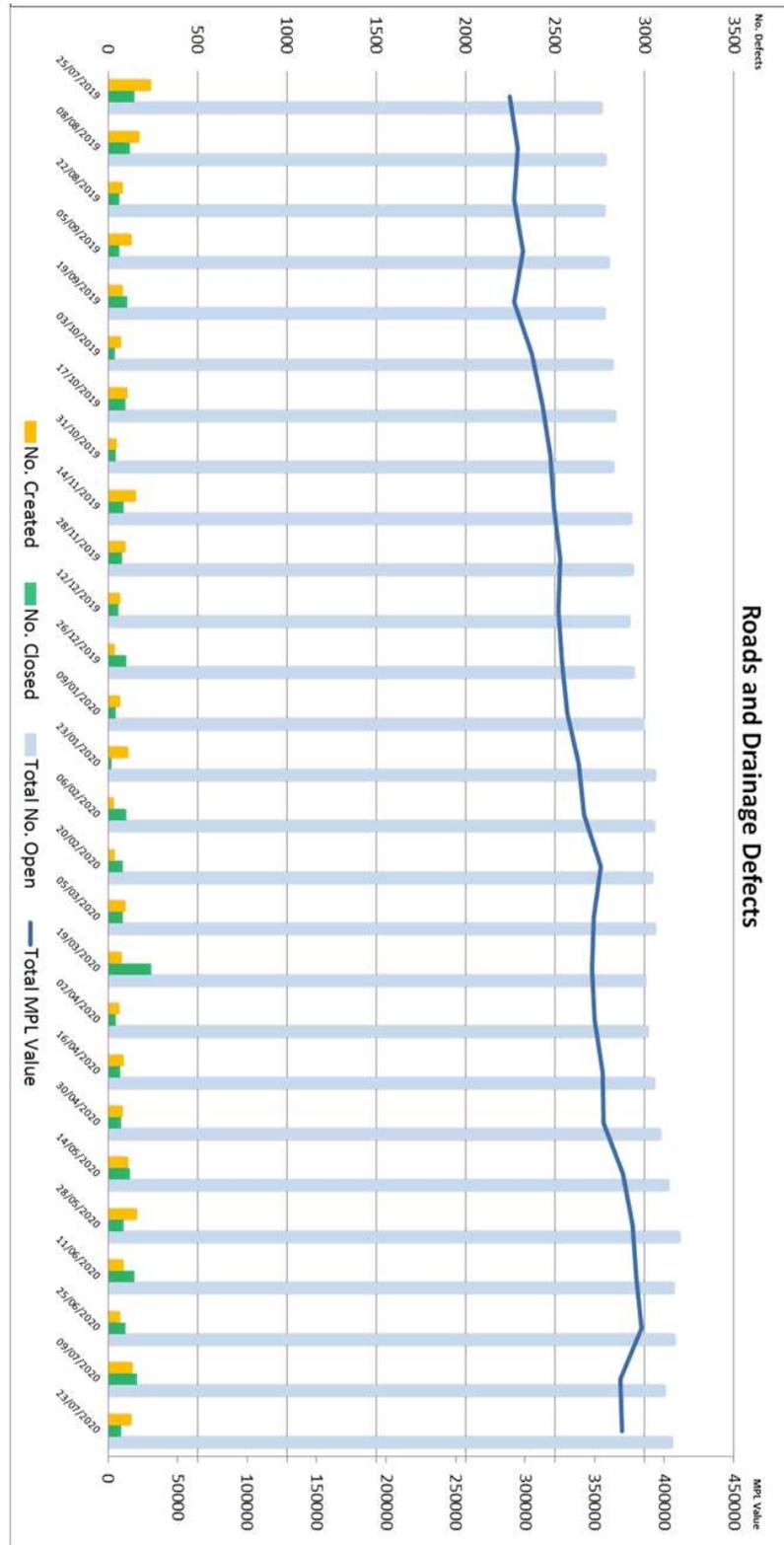
Program	Project	Funding Amount (Excl. GST)
<b>Unite and Recover Community Stimulus Program</b>	Fairways Park Stage 1c	\$1,000,000
	Fairways Park - Stage 1b and 1d	\$1,740,000
	Whittle Street Gatton Drainage Upgrade	\$600,000
	Railway Street Helidon Stormwater Upgrade	\$100,000
	Laidley Transfer Station Fence Upgrade	\$50,000
	Laidley LED Lighting Upgrade	\$105,000

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Program	Project	Funding Amount (Excl. GST)
	Laidley Pool Upgrade	\$50,000
	Gatton Cemetery Upgrades	\$65,000
	Laidley Cultural Centre PA System	\$15,000
	Cochrane Street Footpath missing link	\$15,000

**Attachments**

1 [↓](#) Road and Drainage Defect Report 1 Page





As per the Council's Strategic Policy – *Sealing of Gravel Roads*, the landholder was given the opportunity to make a 50% contribution towards the cost of sealing a 200 metre section of East Egypt Road.

A further review of the site has indicated that it would be beneficial to seal an additional 290 metres of the road from the end of the existing bitumen seal to join the 200 metre of seal proposed adjacent to lot 64 CH312236, with the landholder prepared to make a co-contribution on the condition that Council seals the entire 490 metres.

### **Finance and Resource Implications**

The cost to construct and seal 200 metres of East Egypt Road is \$36,000 (Inc. GST) (depicted as segment 2 in the attached drawing). This would require a 50% contribution of \$18,000 (Inc. GST) from the landholder.

To alleviate ongoing maintenance issues on East Egypt Road it would be logical for Council to construct and seal an additional 290 metres of road from the existing end of bitumen to connect with segment 2 (depicted as segment 1 in the drawing attached).

The cost of constructing and sealing segment 1 is estimated at \$52,000 (Inc. GST). If Council were to agree as per the *Sealing of Gravel Roads Policy*, to the application from the landholder to seal the requested section and then construct the resulting 'missing link', the financial exposure for Council would be estimated at \$70,000 (Inc. GST), with a co-contribution of \$18,000 (Inc. GST) from the landholder towards segment 2.

The total cost for the works is \$88,000 including GST or \$80,000 excluding GST. This will form part of the 2020-2021 capital works program and will reduce available cash by \$70,000. Further, the addition of a sealed road will increase the ongoing maintenance and renewal program of sealed roads.

If approved by Council, the landholder would like to arrange scheduled based instalments of \$10,000 (Inc. GST) (initial payment) and a final payment/s of \$8,000 (Inc. GST). The establishment of a payment plan to be delegated to the Chief Financial Officer to negotiate with the landholder, with the option for interest to be waived for the period of the payment up to 30 June 2021 at which time full payment is to have been made.

### **Corporate Plan**

#### Corporate Plan Theme

4 – Lockyer Planned

#### Outcome

4.2 - Provision of fit-for-purpose infrastructure which meets the current and future needs of the region.

### **Consultation**

#### Portfolio Councillor Consultation

Portfolio Councillor has been briefed on this report.

Internal Consultation

The Chief Financial Officer has been consulted on the matter.

External Consultation

Council's Manager Civil Operations has discussed the 50% contribution payment arrangement as per *Sealing of Gravel Roads* Policy with the landholder of lot 64 CH 312236.

Community Engagement

Other surrounding residents of East Egypt Road will need to be notified of the works prior to commencement.

**Proposal**

Overview

The landholder of lot 64 CH312236 approached Council about issues he was having with dust from the road which is impacting his residence.

Council currently maintenance grades this road on an annual basis, or as required due to latent conditions, such as inclement weather and changes to the road surface that create a safety risk for motorists.

Councillor Holstein (Infrastructure Portfolio) and the Manager Civil Operations met with the landholder to review the site and to discuss options to alleviate the issues. Council's *Sealing of Gravel Roads* Policy was discussed. The landholder is in favour with Council undertaking the work to segment 2 of the road and is willing to contribute the required 50% being \$18,000 (inc GST).

A further review of the site has indicated that it would be beneficial to seal a further 290 metres of road (segment 1 - \$52,000 inc GST) from the end of the existing bitumen seal on East Egypt Road to join onto the 200 metre of seal that is proposed (segment 2 - \$36,000 inc GST). This would allow a continuity of bitumen seal from the existing sealed road for approximately 490 metres and alleviate the need to have a 'missing link', 290 metres long in between two sealed sections. It would also alleviate ongoing maintenance issues on the road. There is currently no capacity within the Capital Delivery Program budget and additional funding would need to be made available to undertake these works.

Legal Implications

There are no legal implications.

Policy Implications

There are no policy implications. All consultation undertaken with the landholder was done in accordance with Council's existing *Sealing of Gravel Roads* Policy.

Risk Considerations

IA1 – Infrastructure and Assets – Planning, managing and maintaining assets for the future.

Previous Council Resolutions

There are no previous Council Resolutions regarding this matter. There have been other instances where Council has co-contributed towards the sealing of sections of road for dust suppression.

Related Documentation

There is no related documentation for this report

Critical Dates

There are no critical dates associated with this report.

Implementation

Council officers to finalise payment agreement with landholder and commence project works.

**Attachments**

1 [📄](#) Drawing 1 - Segment 1 and 2 - East Egypt Road, Mount Whitestone 1 Page



**13.3 Advertising Laidley Saleyards and Amendment to the 2020/2021 Register of Fees & Charges**

**Date:** 08 June 2020  
**Author:** Kerry Wicks, Coordinator Community Facilities Business  
**Responsible Officer:** Angelo Casagrande, Group Manager Infrastructure

**Purpose:**

The purpose of this report is to consider the opportunity to sell advertising space at the Laidley Saleyards to generate income to support capital improvements at the Facility.

**Officer's Recommendation:**

**THAT with respect to the provision of advertising at the Laidley Saleyards situated at lot 4 SP288143 Rosewood-Laidley Road, Laidley, Council resolve to offer advertising space to primary production businesses and local businesses that support the livestock industry;**

**And further:**

**THAT Council adopt the following amendments to the 2020/2021 Register of Fees and Charges to take effect from 15 July 2020:**

**2.6 – Saleyards – Gatton & Laidley**

**2.6.3 – Advertising Fees**

Name	Year 2020/21 Fee (incl. GST)
Style one – height (peak 900mm, sides 600mm) x width 4,800mm	\$1,320.00
Style two – height 810mm x width 950mm	\$605.00
Style three – height 900mm x width 2,700mm	\$880.00

**RESOLUTION**

**THAT with respect to the provision of advertising at the Laidley Saleyards situated at lot 4 SP288143 Rosewood-Laidley Road, Laidley, Council resolve to offer advertising space to primary production businesses and local businesses that support the livestock industry;**

**And further:**

**THAT Council adopt the following amendments to the 2020/2021 Register of Fees and Charges to take effect from 15 July 2020:**

**2.6 – Saleyards – Gatton & Laidley**

**2.6.3 – Advertising Fees**

Name	Year 2020/21 Fee (incl. GST)
Style one – height (peak 900mm, sides 600mm) x width 4,800mm	\$1,320.00
Style two – height 810mm x width 950mm	\$605.00
Style three – height 900mm x width 2,700mm	\$880.00

**Moved By: Cr Cook**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0123**

**CARRIED**  
**7/0**

### **Executive Summary**

The purpose of this report is for Council to formally consider and resolve its position in relation to the opportunity to sell advertising space at the Laidley Saleyards situated at lot 4 SP288143 Rosewood-Laidley Road, Laidley.

The Laidley Saleyards Management Committee meet on a quarterly basis and have identified several short and long-term capital works projects at the facility. To alleviate the financial burden on Council it was suggested to offer advertising space in the Sale Ring, on the Auctioneer's building and in the skillion area.

### **Finance and Resource Implications**

If there is interest in advertising at the Saleyards, there is potential for the revenue to be applied to smaller capital works projects such as shade for pens, planting of boundary trees and sprinklers for the pens.

Fees will be charged annually in advance per advertising space, fees vary dependant on size of sign. Council will need to endorse a fees and charges structure to allow Council to charge applicants a fee for displaying their signs at the Saleyards.

To generate an interest amongst the primary producers and local businesses within the livestock industry information will be released on Council's social media platforms and website.

As a consequence of the addition of the Advertising Space, the Fees and Charges schedule 2020-2021 will need to be amended. It is recommended that 2.6.2 – Other Fees on page 59 of 80, be altered as follows:

- Style one – height (peak 900mm, sides 600mm) x width 4,800mm, \$1,320 GST incl.
- Style two – height 810mm x width 950mm, \$605 GST incl.
- Style three – height 900mm x width 2,700mm, \$880 GST incl.

### **Corporate Plan**

#### Corporate Plan Theme

Lockyer Community

#### Outcome

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

### **Consultation**

#### Internal Consultation

Consultation with the Planning, Environment and Regulatory Services Branch has occurred, and it has been confirmed *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011* does not require an approval if the signs are displayed and are not visible from a road or other public place. Note, the Rosewood-Laidley Road is a State Controlled road and is under the control of the Department of Transport and Main Roads.

The Community Facilities Branch will be responsible for the application approval process and ensure signs are installed to Council requirements.

The Communication and Engagement team will be relied upon during the application approval process to review the content prior to installation.

The Manager of Business Performance consulted with the Chief Financial Officer regarding the fees and charges proposed in this report.

## **Proposal**

### Overview

Laidley Saleyards are located at lot 4 SP288143 Rosewood-Laidley Road, Laidley and have a road frontage of approximately 54 metres. Space that is suitable for advertising includes the Sale Ring; Auctioneer's building; skillion area; and external side of the pens adjacent to the State Controlled Laidley-Rosewood Road.

Further investigation into the placement of the signs on the pens facing Laidley-Rosewood Road deemed the location inappropriate due to planning application costs and the potential for visual pollution.

Cattle sales are held on a fortnightly basis and the average number of head sold is 600. On the second Saturday of each month horse sales have an average of 75 head at each auction.

Primary production businesses and businesses that support the livestock industry will have the opportunity to advertise at the Saleyards. The conditions on the application would have set criteria being:

- Signage is to be maintained by the applicant and must be kept in a legible and clean condition.
- All artwork proofs for signage are to be approved by Council prior to printing and installation.
- Advertising of alcohol, tobacco and material deemed offensive will not be permitted.
- Aluminium is the preferred sign material with a thickness of 0.080 gauge.
- Signs to be installed by the Lockyer Valley Regional Council (installation fees will apply).

Fees will be charged annually in advance per advertising space, fees vary dependant on size of sign. Council will need to endorse a fees and charges structure to allow Council to charge applicants a fee for displaying their signs at the Saleyards.

During investigations it was identified Southern Downs Regional Council offer advertising space at the Warwick Saleyards (this Report is based on their model). The Roma Saleyards operated by the Maranoa Regional Council also offer advertising space with four differing sizes ranging from \$600 per annum to \$1,200 with the ability for advertising up to two signs by each entity.

Management of the advertising space will be undertaken by the Community Facilities Branch whom will also install the signs. The owner of the signs will be required to maintain the signs.

Discussions were held with Council's Governance and Strategy Officer regarding insurance impacts and it was advised if Council installs the signage and in the event any damage or injury occurs then it may trigger a claim under Council's public liability insurance.

Under the Laidley Planning Scheme advertising signs that are visible from a road are considered code assessable and require an Operational Works Application. Application fee is \$400 per sign and must be smaller than 5m<sup>2</sup>. The fee is a one-off fee and not required to be paid each time there is a change in advertiser so long as the dimensions remain the same, therefore Council would be responsible for the Operational Works application and payment of applicable fees.

**Dimensions of Advertising Space Available**

At the Saleyards Management Committee meeting on 2 January 2020 it was agreed that three sizes would be sufficient for listed advertising. Potential sizes being:

Style One - Height (Peak 900mm, Sides 600mm), Width 4,800mm (proposed minimum annual fee \$1,200 + GST)



Style Two (suitable for single holding pen) – Height 810mm x Width 950mm (proposed minimum annual fee \$550 + GST)



Style Three - Height 900mm x Width 2,700mm (proposed minimum annual fee \$800 + GST)



**Plan of Advertising Spaces Available**

The attached PowerPoint presentation displays photos of advertising space available (these spaces are an indication only) the quantity of each size and preferred locations to be determined by Council ensuring Town Planning compliance.

**Projected Annual Income (excl. GST)**

To test the market, it is suggested that Council approves 12 signs and indicate the preferred location at the Saleyards. If there is a significant take-up by advertisers Council would then need to consider how many more spaces, they wish to make available. By indicating an upper limit, it will prevent the impacts of visual pollution.

The below prices are indicative only and not listed in current fees and charges, they are comparable with the Warwick and Roma Saleyards current fees and charges.

Style One - \$1,200 (1 sign)

Style Two – 810 H x 950 W - \$550 (6 signs)

Style 3 – 900 H x 2,700 W - \$800 (5 signs)

MINIMUM TOTAL PROJECTED ANNUAL INCOME **\$8,500** plus GST for 12 signs.

Installation/removal fee per sign is \$105.00 this includes wages, on-costs, travel and allowances for two facilities trades personnel for the installation/removal of the signs.

***Application Process***

Application will be made by the sign owner on the approved form outlining the business name, address and contact details, preferred location of sign (from available space), dimensions, artwork and declaration application conditions will be complied with.

The application will be considered, in consultation with the Communication and Engagement team, and approved if:

- There is allocated advertising space available;
- Annual fees have been paid;
- Installation fees have been paid;
- Application completed correctly.

When sign owner is advised of approval Building and Facilities will contact them to arrange a date to install the sign.

One month prior to the anniversary date of the sign display the owner will be contacted by the Community Facilities Business Coordinator to confirm if they wish to readvertise for a subsequent 12 months.

The Recommendation made in this Report will enable Council to offer advertising space (in the Sale Ring, on the Auctioneer’s building; and skillion area) to primary producers and local businesses that support the livestock industry.

Legal Implications

*Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011* does not require an approval if the signs are displayed and are not visible from a road or other public place. A road is defined as a State-controlled road in the *Local Government Act 2009*.

Under the Laidley Planning Scheme advertising signs that are visible from a road are considered code assessable and require an Operational Works Application. Application fee is \$400 per sign and must be smaller than 5m<sup>2</sup>.

Operational Works application fee is a one-off fee and not required to be paid each time there is a change in advertiser so long as the dimensions remain the same.

Rosewood-Laidley Road is a state-controlled road, the Department of Transport and Main Roads would have to be advised as a courtesy as approval from the State is not required.

Policy Implications

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

Risk Considerations

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Descriptor: Infrastructure and Assets

Planning, managing and maintaining assets for the future

Key Corporate Risk Code and Category: EC1

Key Corporate Risk Descriptor: Environment and Community  
Environment and the community, including sustainable development,  
social and community wellbeing, relationships, public health,  
recreation, regional profile and identity

Previous Council Resolutions

This matter has not been previously presented at a Council Meeting.

Related Documentation

Photos of the facility are attached as a PowerPoint presentation.

Critical Dates

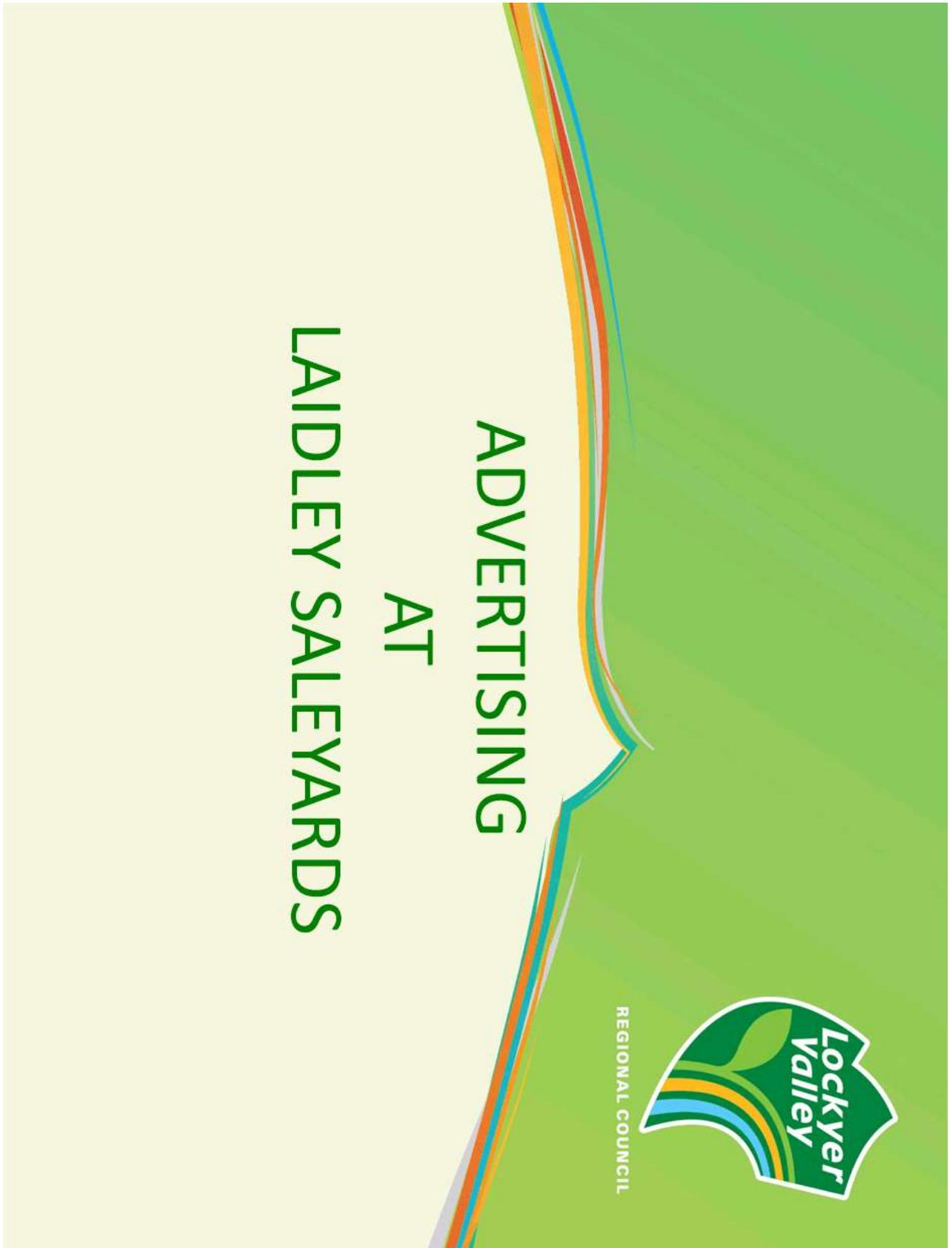
There are no critical dates associated with the content of this report.

Implementation

1. Develop application forms
2. Add approved advertising fee to the current Fees and Charges
3. Liaise with Community Engagement and Events branch to ensure the advertising space at the Saleyards is advertised appropriately.

**Attachments**

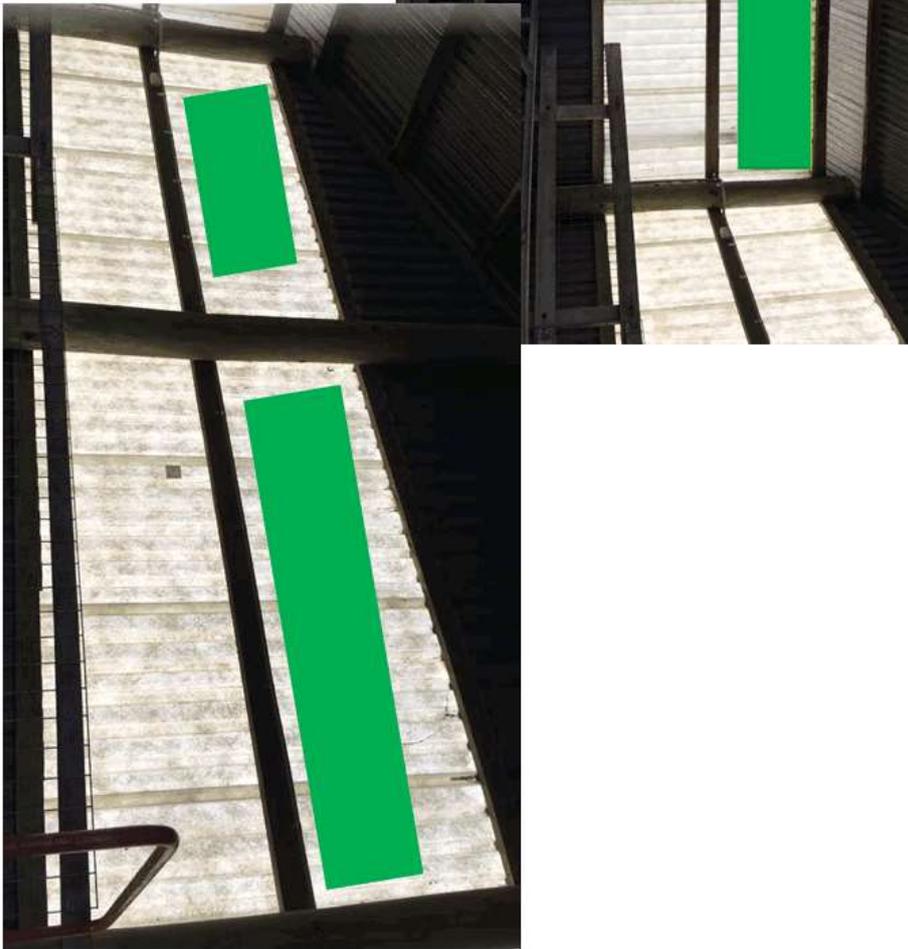
1 [↓](#) PowerPoint Laidley Saleyards 14 Pages







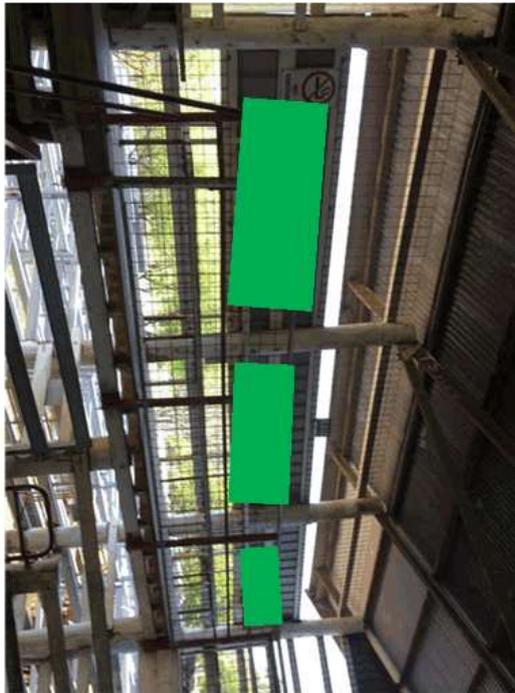
# SALE RING - INTERNAL



SALE RING - INTERNAL



SALE RING - INTERNAL



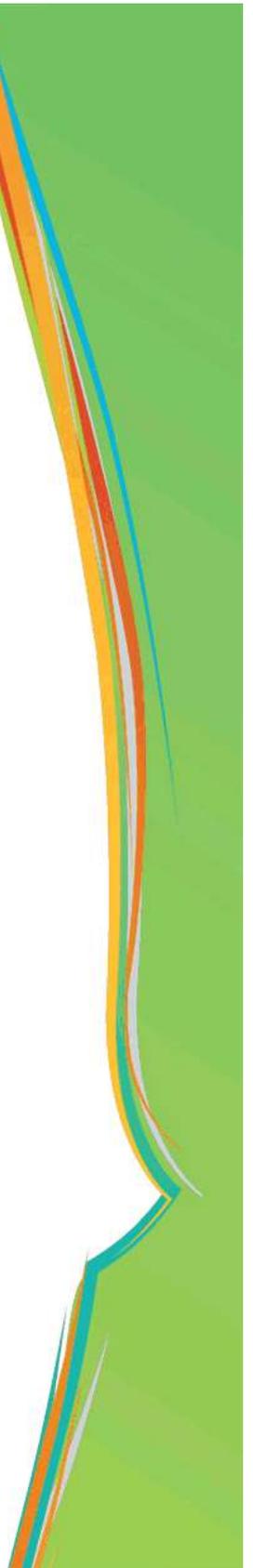
SALE RING - INTERNAL

# BOUNDARY PENS – LAIDLEY-ROSEWOOD ROAD





# BOUNDARY PENS – LAIDLEY-ROSEWOOD ROAD

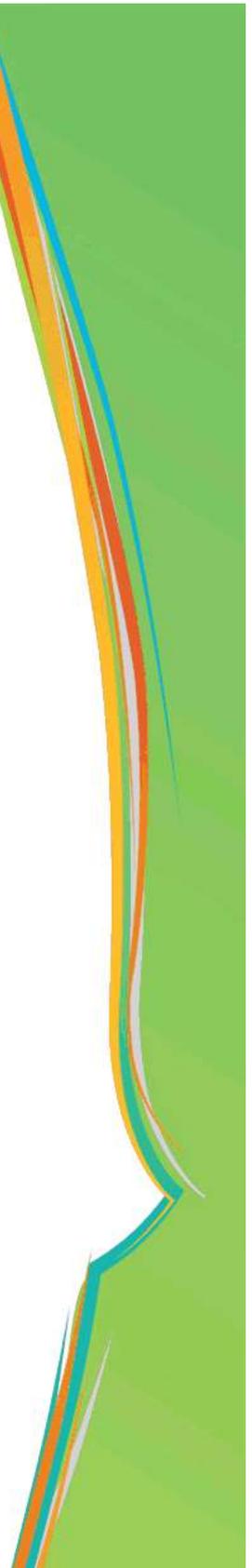


# BOUNDARY PENS – INTERNAL REAR





# BOUNDARY PENS – INTERNAL REAR



# AUCTIONEERS OFFICE & TOILET BLOCK



# AUCTIONEERS OFFICE & TOILET BLOCK



# AUCTIONEERS OFFICE & TOILET BLOCK





SKILLION AREA

**14.0 ITEMS FOR INFORMATION**

**GENERAL BUSINESS**

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

- **14.1 - Group Manager People and Business Performance Monthly Report – July 2020**
- **14.2 – Group Manager Community and Regional Prosperity Monthly Report - July 2020**
- **14.3 - Darling Downs-Moreton Rabbit Board Report on Operations 1 April - 30 June 2020**
- **14.4 - Urban Utilities Monthly Report - June 2020**
- **14.5 - Urban Utilities Monthly Report - July 2020**
- **14.6 - Urban Utilities 2020/21 Annual Operational Plan**

**Moved By: Cr Cook**

**Seconded By:**

**Cr Wilson**

**Resolution Number: 20-24/0124**

**CARRIED**

**7/0**

**14.1 Group Manager People and Business Performance Monthly Report - July 2020**

**Date:** 12 August 2020

**Author:** Anna Hebron, Group Manager People and Business Performance

**Responsible Officer:** Anna Hebron, Group Manager People and Business Performance

**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the People and Business Performance Group during July 2020.

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

**Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the People and Business Performance Group during July 2020.

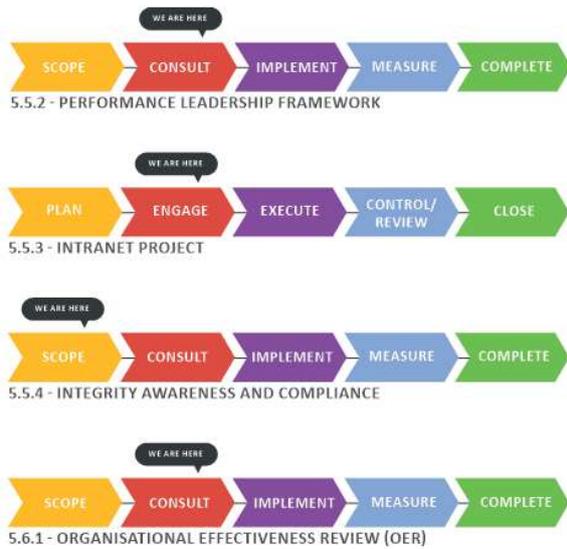
**Proposal**

That this report be received and noted.

**Attachments**

[1](#) People and Business Performance Monthly Group Report - July 2020 6 Pages





## BUSINESS PERFORMANCE

### DISASTER MANAGEMENT

**PROJECT UPDATES**

- Get Ready QLD 2020/21 program- in planning phase
- Joint Community Development Officer (Bushfire Recovery & Resilience) position with Somerset Regional Council is in the recruitment phase.
- Joint Flexible Funding Program to integrate Queensland Emergency Risk Management Framework into Lockyer Valley and Somerset Regional Councils Local Disaster Management Group – in planning phase

**LOCAL DISASTER MANAGEMENT GROUP**

- Lockyer Valley Local Disaster Management Group and District Disaster Management Group activation levels remains at Lean Forward for the COVID-19 response.
- Local Disaster Management Plan Annual Assessment completed.
- Laidley Flood Gate Barrier tested in pre-season preparedness activities.

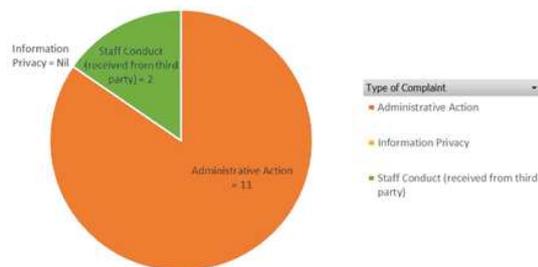


**TRAINING**

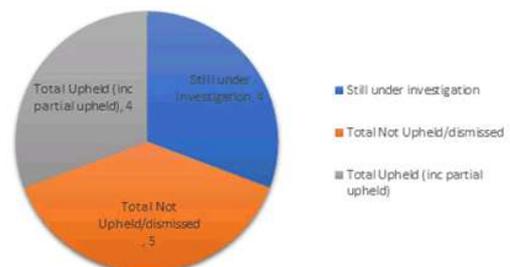
Evacuation Training was delivered by QFES on 16/07/2020 with 17 participants from the Local Disaster Management Group and Council officers.

## GOVERNANCE AND PROPERTY

**COMPLAINTS MANAGEMENT SYSTEM 2019-20**



**OUTCOME/STATUS OF COMPLAINTS 2019-20**



\*\*There were no complaints recorded for July 2020

## KNOWLEDGE MANAGEMENT AND BUSINESS IMPROVEMENT

### PROJECT UPDATES

- Disposal of Physical Records

**Purpose of Project:** Identify and digitise physical records which qualify for disposal in line with the Queensland State Archives Retention Schedule.

**Update:** The Knowledge Management Team are currently developing an internal process to digitise and audit the record. A process will then be developed to authorise the disposal of the physical record by the appropriate Manager.

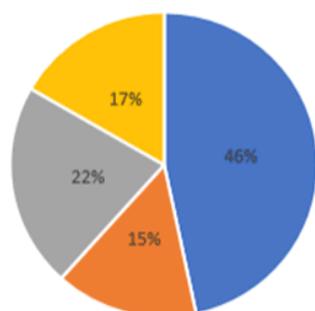
### RIGHT TO INFORMATION APPLICATIONS

	2020	2019	2018	2017
Number of applications received	6	2	8	11



## PROCUREMENT

### PROCUREMENT REVIEW RECOMMENDATIONS STATUS



■ In Progress ■ On Hold ■ Not Yet Started ■ Completed

### JULY 2020 HIGHLIGHTS:

- Simplified templates have been developed and implemented
- Flow charts outlining processes have been drafted
- Interim delegations agreed

## RISK, AUDIT & CORPORATE PLANNING

### AUDIT REGISTER

INTERNAL AUDIT	TOTAL NUMBER OF RECOMMENDATIONS MADE	IN PROGRESS	COMPLETED
Infrastructure Charges Process Review	23	0	23 <i>(3 awaiting endorsement by the Audit Committee)</i>
Tendered Contracts Review	17	11	6
Project Management Practices	11	11	0
Capital Project Planning	6	2	4
Legislative Compliance Review	6	0	0

### RISK REPORTING

Council's Key Corporate Risk Register and associated Branch Registers are currently under review to realign to the new organisational structure.

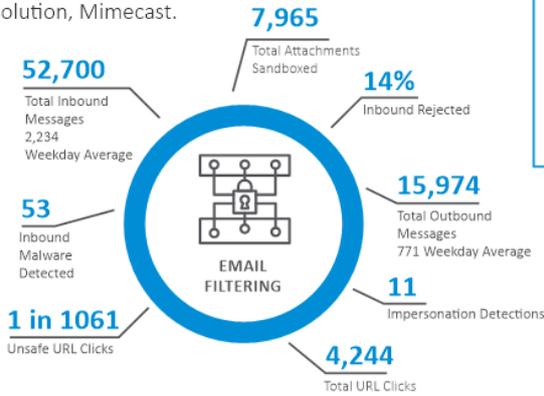
### CORPORATE PLANNING

The 2019-20 Annual Report drafting has commenced.

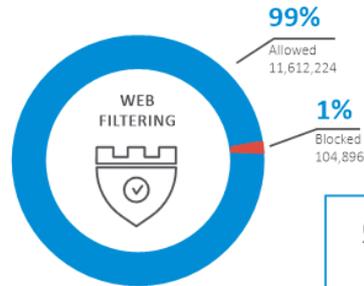
## INFORMATION COMMUNICATION TECHNOLOGY

### EMAIL AND WEB PROTECTION

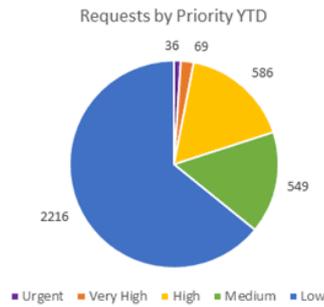
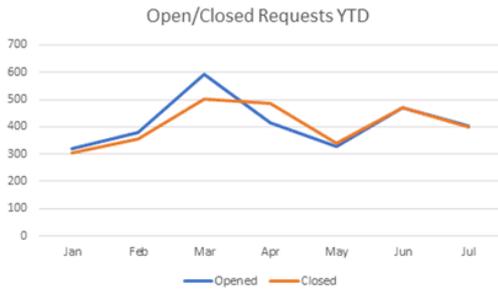
July has been the first month of implementation of our new cyber security email and web filtering solution, Mimecast.



### NETWORK PERFORMANCE INFORMATION SNAPSHOT



### ICT SERVICE DESK SUPPORT REQUESTS



### CYBER SECURITY



## PEOPLE, CUSTOMER CONTACT AND COMMUNICATIONS

### ORGANISATIONAL DEVELOPMENT AND PAYROLL

<p><b>Full Time Equivalent</b> <b>289</b></p>	<p><b>Headcount</b> <b>317</b> EMPLOYEES</p>	<p><b>Recruitment Campaigns</b> <b>16</b> ACTIVE CAMPAIGNS</p> <ul style="list-style-type: none"> <li>• Visitor Information Centre Officer</li> <li>• Grants Officer</li> <li>• Development Engineer</li> <li>• Coordinator Waste</li> <li>• Local Drought Support Officer</li> <li>• Senior Financial Planner</li> <li>• Cleaner</li> <li>• Trainee (3 x Business Administration; 3 x Civil Construction)</li> <li>• Procurement Liaison Officer</li> <li>• Manager Community Activation</li> <li>• Manager Planning, Policy and Community Wellbeing</li> </ul>
<p><b>Average Time to Hire</b> <b>25</b> DAYS</p>	<p><b>Early Turnover Rate</b> <b>3.6%</b></p>	
<p><b>Voluntary Turnover Rate</b> <b>4%</b></p>	<p><b>Absenteeism Rate</b> <b>3.6%</b></p>	
<p><b>Training Participation Rate</b> <b>67%</b></p>	<p><b>Training Events</b> <b>3</b></p>	<p><b>CORPORATE TRAINING</b></p> <ul style="list-style-type: none"> <li>• Corporate Induction (Day 1)</li> <li>• Corporate Induction (Day 2)</li> <li>• LMS Toolbox Talk (COVID-19 Safe Return to Work)</li> </ul>

CUSTOMER CONTACT

TELEPHONE

**2,409** CALLS RECEIVED

Decrease by 327 calls from last month

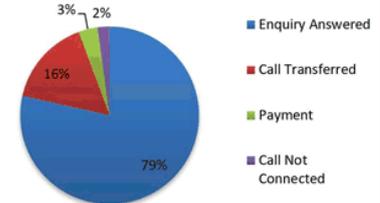
**4:30** AVERAGE HANDLING TIME

MINUTES  
Increase from 4:16 minutes recorded last month

SERVICE LEVELS - TARGET 75%



BREAKDOWN OF CALL TYPES



**55** TOTAL WEB CHATS

Decrease by 10 chats from last month

**546** TOTAL eREQUESTS

Increase by 5 eRequests from last month

**957** TOTAL CRM RECEIVED

Decrease of 47 requests from last month

QGAP PERFORMANCE

**88.60HRS**

Total time taken for all transactions

**472**

Total number of transactions

**11:26**

Total average time for all transactions

**9:43** WEBCHAT HANDLING TIME

MINUTES  
Decrease of 2 minutes from last month

**453** TOTAL RECEIPTS

Decrease by 424 receipts from last month

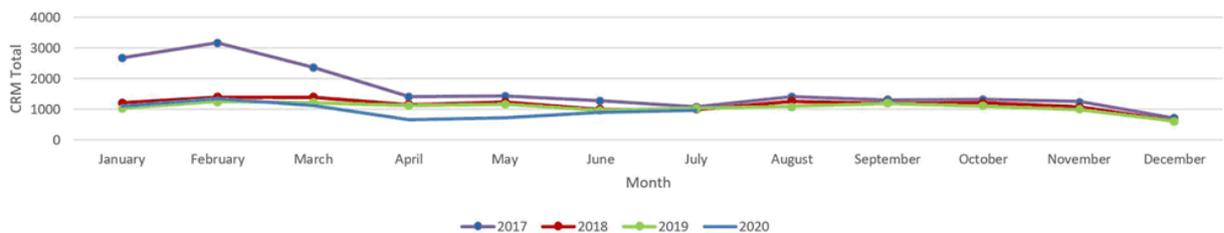
COUNCILLOR REQUESTS

**27** RECEIVED

**35** OPEN

Increase of 8 received requests from last month

CRM MONTH COMPARISON



COMMUNICATIONS

INTERNAL COMMUNICATIONS

*Need 2 Know & In the Loop* article themes for July 2020:

**3** SAFETY

**15** PEOPLE

**4** ICT

**8** WELLBEING

**2** FINANCE

**10** OTHER STAFF REMINDERS

**2** FROM THE CEO

**3** INTERNAL VIDEOS

**13** IN-HOUSE DESIGN PROJECTS

EXTERNAL COMMUNICATIONS

**6** MEDIA RELEASES **3** MEDIA ENQUIRIES **7** VIDEOS PROJECTS

Council Highlights content this month:

PUBLISHED	TOPICS
20 July 2020	Budget edition
27 July 2020	Interactive online Story Time, Bushfire support, New exhibit at QTM, Geraniums on display in Laidley, Visit our Story Paths.

ONLINE ENGAGEMENT

**28** CORPORATE FACEBOOK POSTS

HIGHEST PERFORMING POST

**Current Vacancies**

Reach: 18,468. Post clicks: 2228. Reactions, comments, shares: 352

PAID PROMOTIONS

**Budget Media Release**

Reach: Organic-2552, Paid- 6677, Total- 9229. Post clicks: 908. Reactions, comments, shares: 238

**Budget Portfolio Highlight Video**

Reach: Organic-3108, Paid- 5290, Total- 8398. Post clicks: 783. Reactions, comments, shares: 77

**10** YOUTH FACEBOOK POSTS

HIGHEST PERFORMING POST

**Scooter and Skate Competition winners**

Reach: 202. Post clicks: 38. Reactions, comments, shares: 3

**10** INSTAGRAM STORIES

**2** INSTAGRAM GRID POSTS

HIGHEST PERFORMING POST  
**Story Paths**  
(with 435 accounts reached and 17 likes)

**17** TWITTER POSTS

HIGHEST PERFORMING POST  
**Story Path** (499 impressions)

COUNCIL'S CORPORATE WEBSITE

Most visited page was **current vacancies** with 4,557 views.

**11,720** TOTAL WEBSITE USERS

**71.1%** NEW WEBSITE USERS

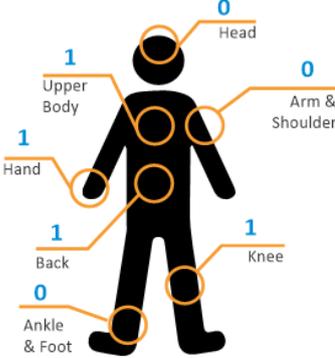


**WORK HEALTH AND SAFETY**



**MEASURING OUR SAFETY PERFORMANCE**

**JULY 2020**

<p><b>4</b></p> <p><b>INJURIES OCCURRED</b></p> 	<p><b>INJURIES BY CLASSIFICATION TYPE</b></p> <ul style="list-style-type: none"> <li> <b>1</b> LOST TIME</li> <li> <b>1</b> MEDICAL ONLY</li> <li> <b>0</b> FIRST AID</li> <li> <b>2</b> REPORTABLE ONLY</li> <li> <b>0</b> NEAR MISS</li> </ul>		<p><b>AREAS OF THE BODY MOST AFFECTED</b></p> 	
	<p><b>8</b></p> <p><b>ASSET INCIDENTS OCCURRED</b></p> 			
<p><b>KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS</b></p> <ul style="list-style-type: none"> <li> <b>1</b> PROPERTY DAMAGE</li> <li> <b>7</b> PLANT VEHICLE/INCIDENT</li> <li> <b>0</b> ANIMAL STRIKE</li> <li> <b>0</b> FIRE</li> </ul>				
<p><b>0</b></p> <p><b>ENVIRONMENTAL INCIDENTS OCCURRED</b></p> 				
<p><b>KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS</b></p> <ul style="list-style-type: none"> <li> <b>0%</b> SPILLS</li> <li> <b>0%</b> CONTAMINATION</li> </ul>				

	July 2020	July 2019
Injury related incidents	3	5
Asset related incidents	6	4
Environment related incidents	0	0
Total days lost due to ongoing injuries	19	27

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**14.2** **Group Manager Community and Regional Prosperity Monthly Report - July 2020**

**Date:** 11 August 2020  
**Author:** Amanda Pugh, Group Manager Community & Regional Prosperity  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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**Purpose:**

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

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

**Executive Summary**

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

**Proposal**

That this report be received and noted.

**Attachments**

1 [↓](#) Community and Regional Prosperity - Monthly Group Report - July 2020 11 Pages



PERFORMANCE REPORTING COMMUNITY AND REGIONAL PROSPERITY

KEY GROUP PROJECTS



**PROPOSED AMENDMENTS TO GATTON SHIRE AND LAIDLEY SHIRE PLANNING SCHEMES**

Council adopted the amendments at its 15 July 2020 Council Meeting. The amendments took effect on 20 July 2020. **This project is now completed.**



**DRAFT TEMPORARY LOCAL PLANNING INSTRUMENT 2020 (FLOOD REGULATION)**

Council adopted the TLPI at its 15 July 2020 Council Meeting. The TLPI took effect on 20 July 2020. **This project is now completed.**



**PLAINLAND STRUCTURE PLANNING**

Infinitem Partners Pty Ltd are finalising the draft Plainland Structure Plan and a final version of the report is due August 2020.



**GATTON NORTH (MEIA) PROJECT**

Infinitem Partners Pty Ltd have provided the final draft of the Gatton North MEIA Study and a final version of the report is due August 2020.



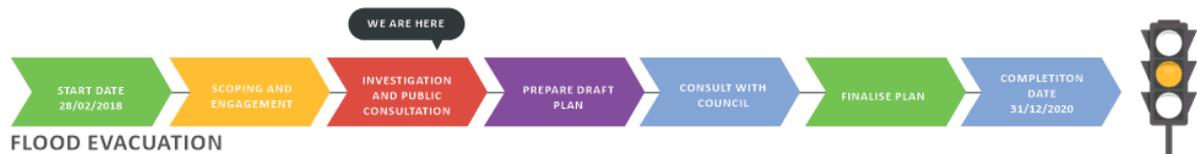
**NATURAL RESOURCE MANAGEMENT (NRM) PLAN**

The Natural Resource Management (NRM) Strategy was adopted by Council in January 2020. The more detailed NRM Plan was drafted in conjunction with the community working group in February 2020. The NRM Plan was due to adoption by Council in June 2020, however internal Council consultation and broader community consultation were delayed due to COVID-19. Internal consultation is due to recommence in September in parallel with consultation for an Environment Policy identified in the 2020-21 Operational Plan and the draft Planning Scheme.



**FLOOD MODELLING**

The Tenthill Creek and Laidley Creek projects (lead-in projects for the Lockyer Creek project and Lockyer Flood Modelling Project (LFMP)) have been delayed in the calibration stage (i.e. matching the model to the actual observed flow and flood heights in 2011, 2013 and 2017). This is normally the most difficult part of a flood modelling project, but due to the complex nature of the region's creek systems (i.e. perched creeks and managing actual catchment rainfall/flow anomalies) this has taken more than the usual amount of time - some models take three or four days to run each time to check a new configuration. The overarching Lockyer Creek project has been similarly impacted. This work is now in peer review stage, and staff are working with the consultants to reduce the design event stage to reduce the timeframe for the completion of the project. Design rainfall data was only recently received from the multi-council Brisbane City Council regional project, which has corrected large anomalies in the BOM design rainfall grids, particularly on the high country on Laidley Creek.



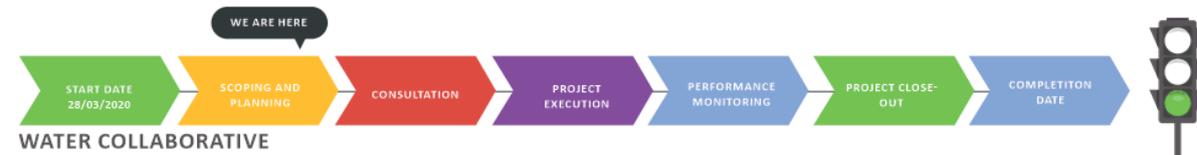
**FLOOD EVACUATION**

The project is anticipated to be practically completed in November 2020, with final completion expected 31 December 2020.



**FLOODPLAIN MANAGEMENT PLAN**

The project is anticipated to be practically completed in November 2020, with final completion expected 31 December 2020.



**WATER COLLABORATIVE**

Jacobs Consulting have completed Round 2 of the Expression of Interest (EOI) process for the demand assessment. Although aiming for 45,000 ML of likely demand, the current demand process has indicated a likely demand of 34,000 ML (maximum 42,000 ML). The slight drop in likely demand may be due to potential water users gaining a better understanding of the project and the impacts of flow rates of a 330-day delivery scheme and additional costs associated with storage capacity. The Water Collaborative Working Group has been investigating potential options with Jacobs to better understand flow rates.

Growcom will be presenting the draft final report on the Water Use Efficiency Study undertaken for the 'Water for Lockyer' Project to Government stakeholders in early August. This will allow a timeframe for final comments, implications and guidance to assist in achieving desired outcomes.

The Water Collaborative has committed to becoming a non-financial partner in the One Basin CRC (Cooperative Research Centre) bid.

The next Water Collaborative meeting is scheduled for **6 August 2020**.

Round 2 Demand	
Minimum	25,000 ML
Likely	34,000 ML
Maximum	42,000 ML

## COMMUNITY ACTIVATION

### COMMUNITY ACTIVATION

#### RSIS PROJECT

- The RSIS Project has received approval from the Department of Employment, Small Business and Training (DESBT) to subsidise 48 hospitality and primary industry workers to obtain their First Aid and CPR certificate. Due to drought conditions and COVID-19 restrictions, local businesses have advised that spending on staff training in areas such as first aid has been reduced, and only a minimum number of staff are able undertake training. This lack of training in first aid increases the risk of increased response times and appropriate medical attention when an incident occurs. Through the RSIS Project, training will be scheduled locally, and workers will be subsidised \$80 for training cost to help support our regional businesses.
- The RSIS Project has also received approval from DESBT to contract a Hospitality Expert to engage with local hospitality businesses, quickly identify any core operational issues, and support industry recovery. Skills gaps identified through this process will be addressed through the expanded range of training available for the tourism and hospitality sector.
- Two horticultural businesses have collaborated in order to have a Registered Training Organisation facilitate Forklift Training at a local farm. Four local growers attended and completed the training, gaining their forklift tickets.
- The RSIS Coordinator undertook an audit meeting with DESBT to ensure the project is meeting the agreed milestones. The Department is happy with the progress and impact that the Lockyer Valley RSIS is making.



There are five active users of Neilsen's Place, including a retail Incubator operating Thursday, Friday and Saturday morning, and service providers operating by appointment. The tenant in Shop 1 has advised that they will not be renewing their lease.

Council staff are currently processing a new application for a retailer, and the real estate agent has received an application from another prospective new tenant.

### TOURISM

The Lockyer Valley was featured in a full page QWeekend story in the Courier Mail on Saturday, 25 July 2020. This feature was a result of the March famil conducted by Tourism and Events Queensland with Alastair McLeod.

#### YEAR OF INDIGENOUS TOURISM

The Year of Indigenous Tourism has been officially extended into 2021. Aboriginal and Torres Strait Islander experiences are a fast-growing part of Queensland's tourism industry - more tourists want a cultural experience when they travel. It is expected that cultural experiences will be integral to a resurgence in international tourism as the recovery kicks in following COVID-19.

An Indigenous family-owned business in the Lockyer Valley has lodged an application for funding under the new \$10m Indigenous tourism program. They wish to continue to develop their core business offering as growers of bush food plants and makers of bush food products for distribution/retail sales and would like to deliver Indigenous Cultural and Food Tourism Experiences onsite at their farm.

Tourism Events Queensland (TEQ) has been continuing with their #Goodtogo campaign. On 9 July 2020, Mayor Milligan appeared on the Caravan Show Podcast with Roy Wyss to promote the region.



**TOURISM** 

**VISITOR INFORMATION CENTRE (VIC)**

**781** Visitor interactions this month

Some of the trends noticed by staff include:

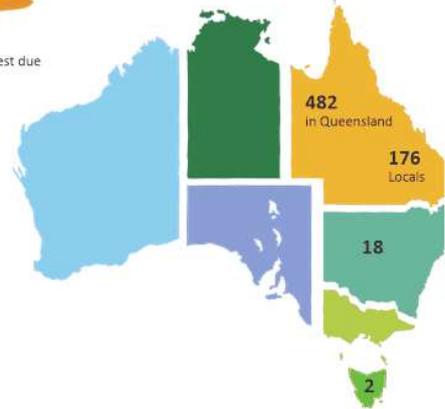
- Coastal travellers looking to spend money in rural communities
- Day trippers to the region that are staying at Esk Caravan Park

The VIC volunteers have recommenced providing support 13 July 2020. Recruitment is underway online for new volunteers. Our volunteers provide incredible support to staff who operate our VIC.

**QUEENSLAND TRANSPORT MUSEUM(QTM)**

The QTM is in the running to be one of the RACQ's 150 Must-Do Experiences. Staff from the VIC entered a photograph of the QTM in the competition and it made the short list. Voting is open until 10 August 2020, using [RACQ's website](#).

An old Brisbane City Bus, Bus 80 is currently on display for 12 months. The addition of Bus 80 to the QTM has gained the facility lots of media attention and creating great publicity for the QTM and the region.



**363 people**  
visited the  
QTM  
in July 2020

**QTM Facebook page:**

 **3,972** likes  Up **69** from July 2020

 **25** Posts

**Highest performing post:**

Brisbane City Bus **80** arrival - reach 1,800 and 165 engagements

 **19** Instagram grid posts  **133** likes

**TOP 5 LUVYALOCKYER WEB SEARCHES FOR THE MONTH OF JULY 2020**

	LUVYA LOCKYER	854
	WHAT'S ON	282
	QUEENSLAND TRANSPORT MUSEUM (QTM)	258
	LAKE DYER CAMPING GROUND	283
	MARKETS	209



**7,948** Views on the LockyaLockyer website.

'Visit Lockyer Valley' Facebook: **2,742** likes up **280** **24** posts

Visit Lockyer Valley Instagram: **711** likes **21** posts

**The highest performing post:**

German Bake & Wurst House - reach of **2,780** and **176** engagements



COMMUNITY ENGAGEMENT AND EVENTS



Council staff are developing a Facebook page for the Laidley Spring Festival. There are 13 community groups involved in delivering the festival, and all are working with us to provide content for the Facebook page and website. After recent meetings, they are out filming videos, taking snaps and learning how to upload using Sharefile. The website will include a virtual tour via a map that will showcase a page per venue.

**EVENTS**

Limited events are being conducted during Seniors Week (15-23 August 2020)

- 18 August - Gatton Seniors Social Day
- 18-20 August - Garden Tea Party and soft opening of the new Sensory Garden.
- 21 August - Laidley Pioneer Village & Museum 'Revamped' featuring Vintage Car display

Information and links provided on Council's webpage. Advice has been received from Queensland Police that social dances are not to take place under COVID restrictions. Dance classes are still able to proceed.

**8 COMMUNITY GROUPS GIVEN ASSISTANCE IN RELATION TO COVID-19 SAFE PLANS AND CONDUCTING COVID SAFE EVENTS**

-  Laidley Pioneer Village
-  Ma Ma Creek Dirt Kart Racking Club
-  Glenore Grove Hall Committee
-  Postmans Ridge Hall Committee
-  Murphys Creek Chilli, Chocolate and Cheese Festival
-  Gatton COTA Seniors
-  Glenore Grove Country Music Association

Other community groups that have been provided assistance include:

- Gatton Showgrounds Users
- Laidley Spring Festival Committee
- Lockyer Antique Motor Association

**SPORT AND RECREATION**

In July the focus was on assisting sporting clubs with understanding the changing COVID-19 restrictions and COVID-Safe arrangements to re-open activities. The majority of sporting clubs have been contacted directly to discuss opportunities and challenges, including making them aware of grant funding available from the Queensland Government. Provided assistance to 20 different sporting clubs in applying for the Active Restart Recovery Infrastructure Fund.

Community groups that were successful in the most recent round of Council Community Grants have also been contacted to ensure they understand the requirements of the grant including acknowledgement of Council. This grant round was weighted towards event equipment that would increase community group capacity to respond to future opportunities such as events, markets and fundraising. Currently 50% of successful applicants have received their funding and we are waiting on the remaining groups to submit the required documents for processing and payment.

Research is underway for an online platform that will streamline community group governance, grant access and development processes so they are better able to meet the opportunities and challenges of the future. The right platform will decrease Council administrative processes and allow for more developmental support to be facilitated.

The development of the Sport Ground Maintenance Policy and Fund is almost complete with a report to be tabled to Council in the near future. This Policy will assist Council in providing financial and maintenance support on an equitable and transparent framework to the region's sporting groups.



COMMUNITY ENGAGEMENT AND EVENTS



ENGAGEMENT SUPPORT

Engagement support has been provided to Council’s Community Facilities Branch for several projects in relation to Parks, Gardens and Cemeteries, Road design and delivery and the Gatton Childcare Centre. Engagement assistance is being provided across a range of projects in receipt of government funding. It’s great to see the organisation engaging with our Community Activation staff to keep our community informed.

PUBLIC ART AND PLACEMAKING

Planning is underway to deliver a series of hip-hop dance workshops in the September school holidays following COVID-related postponement from April.

DISASTER RECOVERY

In July Council hosted a quarterly meeting of the Lockyer Valley Drought Support Interagency with 11 people representing eight agencies, including the Regional Recovery Officer South East Queensland from the Department of the Prime Minister and Cabinet. Council’s new Local Drought Support Officer will work closely with this network to coordinate more accessible support for local drought affected

farmers.

Council assisted two landholders in Lefthand Branch to access external funding to recover from the damage from the September to December 2019 bushfires. Some landholders are only recently seeking assistance, and others have been trying unsuccessfully for several months.

Council participated in the Combined Ipswich and Toowoomba District Human and Social Recovery Committee meeting, which is chaired by the Department of Communities.

LOCAL DROUGHT SUPPORT OFFICER

Council’s Local Drought Support Officer will commence with Council on Monday, 3 August 2020. This is a temporary position until 31 December 2020, and is funded through the Federal Government’s Drought Communities Program. The Officer will be working with the Community Activation Team. His role will involve working with drought-affected farmers and businesses, coordinating drought support agencies, delivering a substantial portion of the Lockyer Valley Livestock Farming Drought Action Plan, and delivering an Adverse Events Plan.

LIBRARIES AND GALLERIES



73,317  
ITEMS IN OUR  
COLLECTION

5,430 ITEMS ISSUED

276 WITHDRAWALS

276 ITEMS RENEWED

3,428  
PHYSICAL  
LOANS

636 ACQUISITIONS

75.6% ITEMS ISSUED VIA  
SELF-SERVICE

Library staff produced another picture book rap, this time to I’m a Dirty Dinosaur. Staff enjoy creating these videos and they have a fabulous reach. Over 572 people have watched this video.



FACEBOOK	10	960	14	992	10
PROGRAMS AND EVENTS	EVENT REACH	EVENT RESPONSES	TOTAL FACEBOOK LIKES	NEW FACEBOOK PAGE LIKES	

eRESOURCES	PLATFORM	JUNE 2020		JULY 2020		VARIANCE FROM APRIL 2020 TO MAY 2020
		2020	2020	2020	2020	
	eAudiobooks (Borrowbox)	906	962			+6.2%
	eBooks (Borrowbox)	860	967			+12.4%
	eAudiobooks (RB Digital)	66	73			+10.6%
	Kanopy (Movies)	66	115			+75%

ERESOURCE

Variance in loans from July 2019 to July 2020  
**+13.9%**

Library staff have been involved in the ‘Together 4 Lockyer’ and ‘Lockyer Valley Early Years Network’. Both of these programs focus on children’s development from aged zero to primary school. These are fabulous opportunities to discover what is occurring in our early years community as well as promoting library resources to teachers and educators, who often get to talk to parents who haven’t been connecting with the library.

The library continues to operate with restricted opening hours of 9.00am-4.00pm, Monday to Friday. Loans of physical items are still lower than expected. The ‘JP in the Community’ service was re-introduced this month resulting in 4 volunteer sessions. People requiring JPs were very pleased that this service has recommenced.

ART GALLERY

With the planned upgrade to the HVAC system of the Cultural Centre, and COVID-19 restrictions, it was decided to postpone the next two scheduled exhibitions in the Art Gallery. The travelling exhibition, “Artistic Endeavour” was planned for the end of September, however this exhibition has now been rescheduled until mid-next year.

If/when the gallery space becomes available prior to the next scheduled exhibition (January 2021), Library Staff will create another interactive kids exhibition in this space.

The Gallery is currently used to store library furniture and returned library items undergoing a 72-hour quarantine period.

Regional Arts Development Fund (RADF)

The RADF Committee nomination package has been drafted and nominations will be called towards the end of this month. Prior to nominations being called, a RADF meeting will occur with existing committee members to provide an update on the Terms of Reference and Committee nomination process.

38 NEW LIBRARY MEMBERS FOR 2020-2021

14,224 ACTIVE LIBRARY MEMBERS

**CHILDCARE**

# 85% OCCUPANCY RATE

A couple of enrolments were cancelled since the reintroduction of childcare fees, however a lot of enquiries have been received regarding new enrolments. Most enquiries relate to places in the nursery room. Staff are currently looking at transitioning children to other rooms to free up some space enabling us to accept more bookings.

Lots of improvements are being made at the childcare centre.

Staff have been working together to identify problems and issues, making suggestions for improvements, and implementing changes. Even the smallest improvements are making such a big difference, and many compliments have been received from parents about how much better the centre is looking and feeling. The staff are to be commended on what they are achieving; they really are living out the Council values of Communication, Accountability, Customer Focus, Leadership, Integrity, Teamwork and Collaboration. The improvements include:

**QUALITY IMPROVEMENT PLAN (QIP)**

A QIP is being prepared which will assist in self-assessment of performance and delivering quality education and care. Having a QIP is a requirement of the Australian Children’s Education and Care Quality Authority.

**CHILDREN’S MEALS**

Staff had raised concerns about the lack of variety, quality and nutritional value of the sandwiches that were being provided to the children. Since then, the children have tried wraps with ham, cheese and tomato which were a huge hit with the children and staff. Some great feedback was received from parents saying their children loved the wraps. A survey has also been prepared with the help of the Community Activation Team to get some feedback from parents/guardians to help improve the menu.



**CLUTTER AND AESTHESIS**

Staff have been cleaning up the rooms, store rooms and shed at the centre and getting rid of any broken and/or equipment that is no longer usable.

**ROOM REDESIGNS**

Staff have been evaluating the setups of their room and creating new spaces for the children.

**BEDDING FOR THE CHILDREN**

The sheets that have been provided to children for sleep time have become very worn, so it has been decided that the centre will no longer be providing bedding, with children to bring their own bedding which will be sent home at the end of the week for washing.



**DISPLAYS**

A new display area has been created in the foyer which has received lots of compliments from parents. Photographs of children’s activities are shared on a photo wall, and the children and parents love looking at what experiences they have been involved in.

**STORY TIME**

Julie-Anne from the library visited this week to read to the children. The children were very excited and had a lot of fun.



**FACEBOOK**

The centre’s Facebook page is back up and running which is getting great responses from staff and parents. The Communications Team will be working with childcare staff on the Facebook page and also other forms of media.

**FUNDRAISER**

The centre is conducting a fundraiser during August, with money raised going to purchase new toys and equipment, and also some new plants for the outdoor area. The fundraiser is for cookie and biscuit dough.



## PLANNING, POLICY AND COMMUNITY WELLBEING

### GROWTH AND POLICY

#### PLAINLAND STRUCTURE PLAN AND THE GATTON NORTH MEIA STUDY

Infinitem Partners, Council’s consultants for the Plainland Structure Plan and the Gatton North MEIA Study, presented to Councillors at a workshop on 7 July 2020. The consultants sought Councillors’ feedback regarding their findings and recommendations for these projects prior to finalising their drafts. The final Draft Gatton North MEIA Study was provided to Council officers on 30 July 2020, with the draft Plainland Structure Plan still to be finalised. The Plainland project has been delayed slightly due to further discussions being held with Urban Utilities and Queensland Health. A discussion was held with West Moreton Health on 27 July 2020 regarding the findings of the Plainland project and Queensland Health’s strategic planning for future services in this area. It is anticipated that the findings of the Plainland Structure Plan will be used to inform the master planning project West Moreton Health will be undertaking in the near future.



#### DRAFT DEVELOPMENT MANUAL

Complete Urban have been engaged to conduct a review of the draft Development Manual. Following the review, it is intended to present the document to Council for adoption as a Council policy. Consultation will be held with members of the development industry to advise them of the implementation of the Development Manual, and request their feedback regarding the document so improvements can be made before the Development Manual is incorporated into the Lockyer Valley Planning Scheme as a Planning Scheme Policy.

### DEVELOPMENT ASSESSMENT

ACTIVITY	CURRENT MONTH	2020 YTD	2019 SAME YTD PERIOD
<b>DEVELOPMENT APPLICATIONS</b>			
RECEIVED	13	112	133
DECIDED	13	91	111
<b>EXEMPTION CERTIFICATES</b>			
RECEIVED	8	58	46
DECIDED	8	59	45
<b>FORM 19s</b>			
RECEIVED	62	235	225
COMPLETED	25	194	214
PRELODGE MEETINGS HELD	1	26	17

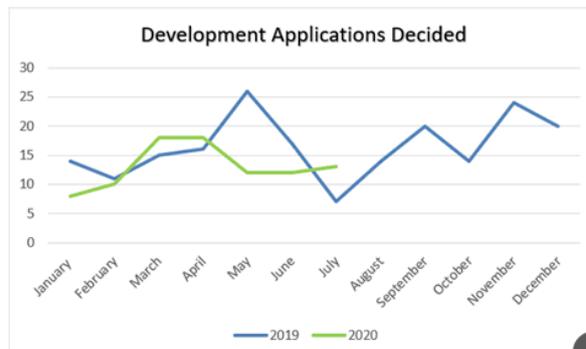
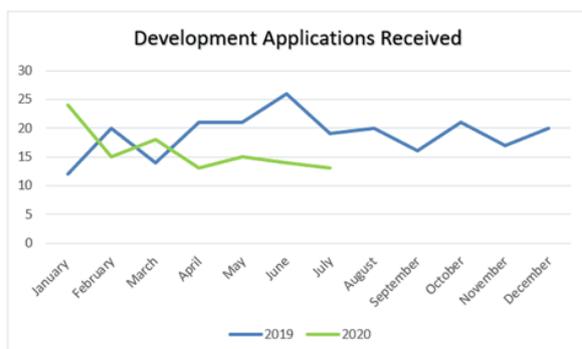
The number of Form 19 received and finalised during the last 2 months (June and July) exceed the number of Form 19 received and finalised during the preceding 5 months (January to May 2020).

#### DEVELOPMENT COMPLIANCE

- 10**  COMPLAINTS RECEIVED THIS MONTH
- 13**  COMPLAINTS RESOLVED THIS MONTH
- 2**  SHOW CAUSES ISSUED THIS MONTH

**100%**  
 RESOLVED WITHOUT LEGAL ACTION 

**ZERO**  
 ENFORCEMENT NOTICES ISSUED THIS MONTH

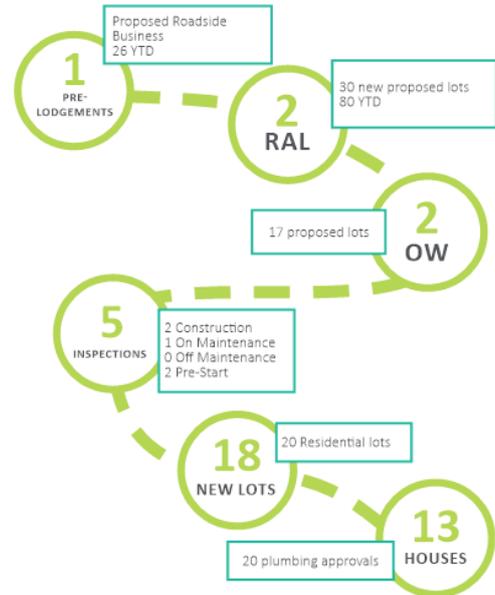


DEVELOPMENT ASSESSMENT

“MORE THAN DOUBLE THE NUMBER OF COMPLAINTS RESOLVED LAST MONTH HAVE BEEN RESOLVED THIS MONTH.”

<b>11</b> <b>DECISION NOTICES ISSUED</b> (100% in statutory timeframes)	<b>27</b> <b>BUSINESS DAYS AVERAGE TIME FOR APPLICATIONS IN DECISION STAGE THIS MONTH</b>
<b>13</b> <b>DECISIONS MADE</b> (83% in statutory timeframes)	<b>0</b> <b>NEGOTIATED DECISIONS THIS MONTH</b>
<b>54%</b> <b>DECISIONS MADE WITHOUT ADDITIONAL INFORMATION REQUESTS</b>	

LAND DEVELOPMENT PIPELINE



INFRASTRUCTURE CHARGES PAID YTD = \$355,964.08

INFRASTRUCTURE CHARGES OUTSTANDING YTD = \$121,398.92

BUILDING AND PLUMBING

BUILDING APPROVALS ISSUED BY PRIVATE CERTIFICATION AND LVRC CERTIFICATION

Total Building approvals issued in July = 74 with 21 issued by LVRC in an average of 5.95 days. Building Finals issued by Council in July 2020 was 8.

**74** **BUILDING APPROVALS DURING JULY**

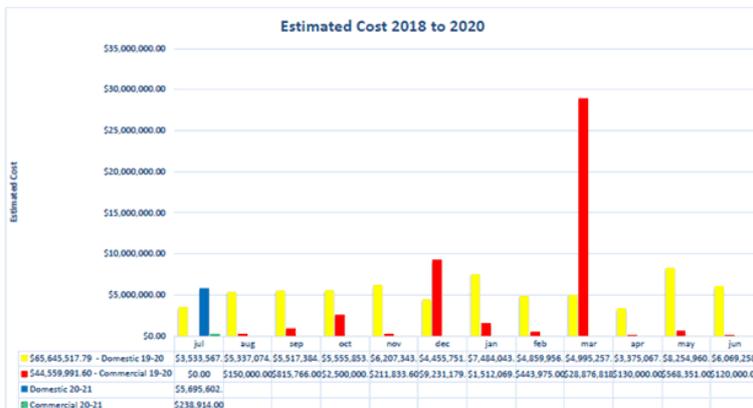
PLUMBING

20 plumbing approvals issued in July in an average of 3.05 days  
Total number of inspections during June = 169 with 123 being plumbing inspections.  
Plumbing Finals issued in July 2020 was 12

**20** **PLUMBING APPROVALS DURING MAY**

ESTIMATED COST 2018 TO 2020

The graph below of approved building work has being simplified to reduce down to 2 years of data.



COMMUNITY WELLBEING 

**“Local Laws officers have been on the lookout for weeds and advising the Pest Management officers of any weeds they see in their travels around the Region. It’s great to see the Community Wellbeing Team working together for better environmental outcomes.”**

**RESILIENT RIVERS**

On going maintenance of the revegetation sites at Beavan Street and Cahill Park. An annual monitoring inspection has been completed at these sites with the contractor, with an annual report to be prepared by the contractor.



*Alice Creek Nature Refuge*

Alice Creek Nature Reserve is 308 ha property located along Alice Creek in Seventeen Mile. It was purchased by Council with additional funding from Energex and has been managed as a nature refuge since 2009. It forms an important habitat link between surrounding National Parks. It contains habitat for koalas, brush tailed rock wallaby’s, glossy black cockatoos and three vulnerable plants Koala Fern (*Caustis blakei* subsp. *macrantha*), Helidon Hills Phebalium (*Leionema obtusifolium*), *Paspalidium grandispiculatum* as well as many more species. Its breathtaking cliff faces and cave means it is also likely a site of indigenous cultural significance.

Previously privately owned and subjected to years of vegetation clearing, rubbish dumping, grazing and inappropriate fire regimes, Council set about improving the quality of habitat and assisting with weed and pest management. Council were fortunate to receive a State Government Nature Refuge Landholder Grant in 2019 to the value of \$9,900 and combined with the annual budget of \$13,667, engaged specialist contractors to treat 13ha of Lantana infestation.

These efforts combined with monitoring and management of wild dog and feral pig populations are proving successful. In addition, Council is working closely with Qld Parks and Wildlife (QPWS) on feral animal monitoring and hazard reduction burns; Qld Trust for Nature on opportunities to restore koala habitat and surveying and; flora experts researching rare and threatened plant species.

Through collaboration, management and forward planning, the management and environment officers are achieving positive environmental outcomes through protection and restoration.

**STEWARDSHIP OF NATURAL ASSETS**

**Land for Wildlife (LFW)**

Interest in the program continues to grow with an additional four landholders enquiring to join the program.

Interaction in the LFW program has assisted officers with the Matters of Local Environmental Significance data, recording almost 2,300 species of significant local fauna and flora!

Site assessments for the land for wildlife program have commenced with members looking forward to the free native plant program due to start in August.



WEED SURVEYS ON LOCAL ROADS & RESERVES =	29.4753 ha
WEED TREATMENT ON LOCAL ROADS & RESERVES =	0.2528ha
FOCUS OF PEST MANAGEMENT ENQUIRIES =	Mother of Millions, Climbing Asparagus, Fireweed
FOCUS OF ENVIRONMENTAL ENQUIRIES =	Land of Wildlife

**DROUGHT COMMUNITIES**

*Creek Reserve Weed Management*

*Riparian Rangers – Creek Reserve Weed Management Program*

*The riparian rangers’ program funding package is intended to achieve a series of beneficial outcomes to the greater community, including but not limited to:*

- Increase employment opportunities for local people and farm labourers and/or enables on-farm labour to retain their employment,
- Provide contract opportunities for local business who undertake weed management,
- A means of rapid relief and economic stimulus locally through project expenditure,
- Landholders are upskilled in weed management and the benefits of improving the riparian area to support naturalised water movement intended to aid in the recharging of aquifers in direct response to drought conditions,
- The riparian area improvements achieve goals set by Council as part of the resilient rivers catchment action plan; and,
- The reduction of weed species reduces down-stream impacts on infrastructure and water quality.

**10** Private property weed inspections and property Pest Management plans have been completed comprising a total area of 330.89ha.

**8** HERBICIDE SUBSIDY VOUCHERS ISSUED

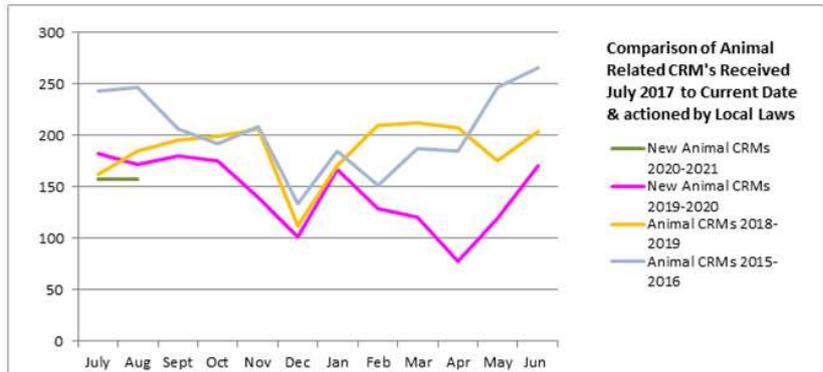
**SKILLING QLD WORKERS**

Council is currently working with Skilling Queenslanders for Work program, training a group of eager participants towards their Certificate 3 in Conservation Land Management. The team are undertaking projects at Lake Apex, Brightview reserve and other sites to manage weeds, plant native trees and improve native habitat.

REGULATORY SERVICES 

**250**   
 NUMBER OF CUSTOMER  
 REQUESTS RECEIVED YTD

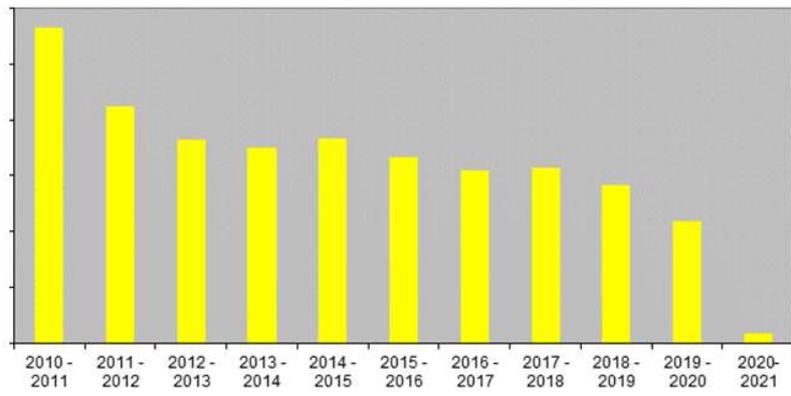
**242**   
 NUMBER OF CUSTOMER  
 REQUESTS RESOLVED YTD



**18**   
 TOTAL NUMBER  
 OF INFRINGEMENT  
 NOTICES ISSUED YTD

**6,850**   
 NUMBER OF DOGS  
 REGISTERED CURRENT  
 RENEWAL PERIOD

Total Dogs impounded June 2010 - July 2021



 **8,055**  
 2019/2020

 **6,850**  
 2020/2021

THE FOLLOWING HAVE BEEN ISSUED YEAR TO DATE

- 174** Environmental Health Related Licence / Permit Renewal Notices were issued 23 July 2020
- 160** were issued via email and 14 were issued via post
- 52** Environmental Health Related Licence / Permit Renewal Documents have since been received back from customers to date

Council's Environmental Health Officer is continuing to liaise with West Moreton Health in relation to COVID-19 restrictions and protocols.

 **5** LOCAL LAWS PERMITS YTD

 **175** FOOD RELATED LICENCES YTD

 **5** PERSONAL APPEARANCE SERVICES LICENCES YTD

 **4** CARAVAN

 **0** EVENTS

 **1** ROADSIDE STALL

 **1** CAMPING

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**14.3 Darling Downs-Moreton Rabbit Board Report on Operations 1 April - 30 June 2020**

**Date:** 20 July 2020  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

Council has received an update from the Darling Downs-Moreton Rabbit Board (DDMRB) which provides highlights for the period 1 April 2020 to 30 June 2020.

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

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**Executive Summary**

Lockyer Valley Regional Council maintains an ongoing working relationship with the DDMRB. The Board's role is to maintain the fence in rabbit-proof condition and to monitor compliance with the *Biosecurity Act 2014*. The Board provides technical and other advice to landholders in the Board operational area to assist with rabbit eradication.

Eight local authorities (Western Downs Regional Council, Toowoomba Regional Council, South Downs Regional Council, Ipswich City Council, Logan City Council, Scenic Rim Regional Council, City of Gold Coast and Lockyer Valley Regional Council) pay annual precepts to the Land Protection Fund to provide funding for the operational requirements of the Darling Downs-Moreton Rabbit Board.

**Proposal**

The report is presented in three areas:

1. Fence Maintenance
2. Rabbit Control and Eradication
3. Finance and Governance

**1. Fence Maintenance (1 April to 30 June 2020)**

Since the last Board meeting, the Inspector has supervised field staff, inspected sections of the fence, attended meetings with various stakeholders, repaired equipment, co-ordinated fence and cottage maintenance and ordered materials and equipment.

**Darling Downs Division**

- The Darling Downs Division Patrolmen, as part of their normal patrol duties, have been replacing footnetting, cleaning drains and floodgates, and carrying out vegetation control e.g. slashing, brushcutting and spraying.
- The maintenance team have been replacing old style tin/wooden floodgates with floodways on the Millmerran patrol – *ongoing*
- Some Darling Downs Division staff have been involved in harbour destruction at Dalveen as part of the SQ Landscapes funding.

- The installation of 32km of dog height topnetting at Karara partially funded by the Goondiwindi Shire Council is well under way, with stage 2 commenced. This involves the installation of steel strainer posts and stays using the Board's new post driver.
- Some of the DD division staff have been involved in clearing the fence line through the burnt sections of rabbit fence in the Moreton Division, which is now completed.

Footnetting installed in the darling Downs Division in the last 8 week period:  
300mm footnetting – 1,231 metres

#### Moreton Division

- The Moreton Division patrolmen, as part of their normal patrol duties, have been replacing footnetting and posts, cleaning drains and floodgates, and carrying out vegetation control e.g. slashing, brushcutting and spraying.
- A fence replacement program has commenced in the Lindsay Creek area. Some of the strainer posts have been installed – *ongoing*.
- Work has commenced on a footnetting replacement program in the Mt Lindsay area – *ongoing*.
- A footnetting replacement program has been undertaken at White Swamp/Mt Phillips – *ongoing*.
- The Moreton Division staff have also been involved in clearing the fence line through the burnt sections of rabbit fence in the Moreton Division – *ongoing*.
- Some of the burnt sections of fence near the Mt Lindsay Crossing have been temporarily replaced to contain cattle in the area.

Footnetting installed in the Moreton Division in the last 8 week period:  
300mm PVC footnetting – 347 metres

#### General

- Meetings/Field days/Training
  - Meeting with NSW Department of Primary Industries (Cattle Tick Division) regarding assistance with mapping the burnt sections of the Tick Fence which runs parallel with the Rabbit Fence in places (from Palen Creek through to Wilson's Peak)
  - Worked in with the Qld Police Service regarding the Qld/NSW border closures due to Covid-19. Many of these closures occurred along the Rabbit Fence – *ongoing*.
  - Meeting with a landholder in the Cottonvale area to discuss the installation of a pipeline along the fence at Cottonvale.
  - Installation of new penalty stickers for all roadside rabbit signage – *awaiting quotations for the signage renewal*.
  - Fulcrum mapping of the Rabbit Proof Fence – *ongoing*.
  - Quickspray Unit and Boom Sprays have been installed on the spare work utility to enable easier spraying along the fence – *the majority of the fence has now been sprayed*.

- The Munro Post Driver which has been fitted to one of the Board's John Deere tractors has been utilised in the Stage 2 Goondiwindi Shire Council cluster fence upgrade at Karara.
- Tree pear control has been carried out on the Board's Millmerran property paddock in response to a pest notice issued by the Toowoomba Regional Council – *ongoing*.
- Damage has been inspected on a section of fence on The Head side of Wilson's Peak where cattle had been entering NSW through the forestry.
- End of year stocktakes have been carried out at the Brigalow and Warwick depots, accompanied by a representative of the Auditors.

#### Moreton Section Fire Damage

Three (3) fencing contractors have now been taken through the burnt sections of fence from Palen Creek to Wilson's Peak (27km of damaged fence in total) and the Board is now waiting for them to supply quotations to replace them. Once these have been received, the quotes can be assessed, and a recommendation made to the Board.

#### Forward Planning

- Installation of 32km of dog height topnetting at Karara in conjunction with the Goondiwindi Shire Council (partially funded project). *Stage 2 has commenced.*
- Installation of topnetting to the cluster fencing project in the Goldfields/Karara areas – SDRC. *The contract with SDRC has now been finalised and the project will commence in due course.*
- Installation of a new pipeline gateway near the Condamine Highway on the Brigalow patrol.
- Upgrading camping accommodation at key locations along the fence (ablutions, etc)
- Fulcrum upgrade – map the fence as part of the Board's 10 year plan.
- Darling Downs Division – grading and slashing along the Millmerran, Karara, Cottonvale, Cullendore, Killarney, Brigalow, Braemar, Kumbarilla and Chinchilla sections – drain clearing, vegetation & sucker removal, track upgrades - *ongoing and seasonal project.*

## **2. Rabbit Control and Eradication**

Easing COVID-19 restrictions has coincided with an increase in reports of rabbits and an increase in requests for assistance or advice. Some restrictions have not been lifted and the RFS in Walloon is one organisation which still have restrictions in place. This restriction will have an impact on harbour removal in that area.

#### Summary

One hundred and nine (109) properties were inspected during the reporting period (59 in the Lockyer Valley, 18 in Toowoomba, 15 in the Southern Downs, 13 in the City of Ipswich and 4 in the City of Gold Coast). Of these 4 were new sites reported by the public, 40 were initiated by DDMRB compliance staff and 58 are ongoing, 1 recurrence and 6 are completed. Twenty-four (24) rabbit breeding sites were identified during property inspections across 10 properties and 50 breeding sites were removed.

One (1) report of a pet rabbit was received in the Toowoomba Regional Council area during the reporting period. The rabbit was seized and transferred to the RSPCA for rehoming in NSW.

### Updates

#### City of Gold Coast Survey

Follow up inspections were conducted on properties in Ormeau to confirm that harbour removal had been completed. The property identified as being the main breeding site within the survey area has completed the work required and no sign of rabbits was located during the inspection. Seven (7) breeding sites have been removed, reducing the breeding capacity by 45 offspring per month.

#### City of Ipswich Survey

Burns planned for the Walloon area once COVID-19 restriction were lifted have not occurred due to a directive from the QFES coordinator for the Walloon RFS. Unfortunately, RFS volunteers are not allowed to conduct burns on private property and landholders will be required to conduct the burns by themselves. Harbour removal has continued with a total of 32 sites removed across 11 properties, with a reduction of 240 offspring per month in the Ipswich Survey area.

#### Southern Downs Survey

Harbour removal has continued in Dalveen and Killarney during the reporting period with 222 breeding sites removed across 12 properties. The harbour removal completed during the reporting period has reduced the rabbit breeding capacity by 1080 offspring per month. In the Southern Downs survey area, there has been a total of 1427 breeding places removed across 39 properties, reducing the rabbit breeding capacity by 9400 offspring per month. Rabbit Board staff are continuing to assist landholders burn timber stacks while fire permits are being issued.

#### Barrier Fence Trial Survey

A trial survey of both sides of the Barrier Fence was conducted to locate rabbit activity along the fence. Information collected can identify areas to prioritise maintenance to help prevent incursions and identify land adjoining the Barrier Fence which requires surveying to locate breeding places on the clean side of the fence. The trial included 150km of fence from Stonehenge to Killarney. The results have shown that there is more land inhabited by rabbits on the southern side of the Barrier Fence than there is on the northern side. Of the 150km surveyed 26% has sign of rabbits on the southern side of the Barrier Fence compared to 19% on the northern side. Most infestations along both sides of the Barrier Fence can be attributed to land management practices, land use and in a few places suitable soil types.

#### Virus Update

There have been reports of natural outbreaks of Myxomatosis and RHDV over the last two months in the Southern Downs Region. Rabbit Board staff have positively identified Myxomatosis in the Dalveen area and collected a sample from a rabbit for testing which was suspected to have succumbed to RHDV. A landholder in the Amiens area of the Southern Downs also reported finding quite a few dead rabbits on their property.

#### Meetings, Field Days and Training

28/05/2020 – Roadside rabbit harbour meeting with TRC, Oakey Meringandan Road Highfields to discuss options for roadside burrows.

03/06/2020 – Roadside rabbit harbour removal inspection with (TMR), New England Highway corridor at Highfields.

**Darling Downs Moreton Rabbit Board  
Statement of Income and Expenditure  
for the period 1 July 2019 to 30 June 2020**

(100% of year)

Particulars	Budget \$	YTD Actual \$	YTD %	Last Year \$
<b>Income</b>				
Precept Contributions	1,784,795	1,784,795	100%	1,741,264
Sundry Recoveries		24,612		69,993
Interest Earned	20,000	25,791	119%	33,082
Miscellaneous receipts	3,378	190	6%	3,273
Project 5 - Rabbit BioControl				260,000
Insurance Claims	100,000	49,170	49%	115,785
SQL Funding		24,000		
GRC Contribution (Top Netting)		36,480		
Private Works (Gates)		5,200		
Top Netting - Local Authorities	15,435	15,898	103%	15,511
Paddock Leases and House Rents	660	662	100%	646
Telephone recoveries	930	9		624
Uniforms Recovery	200	22	11%	242
Fence Contributions		97		4,700
Misc. Income Fence		500		
Capital Funding (Contra)	413,635	347,187	84%	
	<b>2,339,033</b>	<b>2,314,613</b>	<b>98%</b>	<b>2,245,120</b>
<b>Expenses</b>				
Fence Materials and Maintenance Expenses	786,436	622,629	79%	784,115
Wages and Salaries On costs	211,166	227,777	108%	221,180
Rabbit Eradication and Compliance	202,561	206,569	102%	90,097
General Administration	325,236	307,264	94%	258,059
Plant, Equipment and Buildings	293,999	173,778	59%	287,643
Capital	6,000			320
Insurance Claim - Fence	100,000			
Capital Funding (Contra)	413,635	347,187	84%	
Project 5 – Rabbit Biocontrol				338,332
	<b>2,339,033</b>	<b>1,885,204</b>	<b>81%</b>	<b>1,979,746</b>
Depreciation		<b>379,640</b>		
<b>Total Cash Operating Surplus</b>	<b>0</b>	<b>49,769</b>		<b>265,374</b>

### 3. Finance and Governance

Actuals for last year are taken as at 29 June 2019, which were prior to capitalisation of fence improvements, materials and plant purchases and prior to the calculation of depreciation. Figures for the current year have been adjusted for all of those matters, as a draft set of financial statements were required to be submitted to the Auditors by 15 June 2020.

Key items of interest to the Board include:

- **Precept receipts** – All budgeted funds were received during the year.
- **Sundry Recoveries** – The majority of funds received are for Workers' Compensation Reimbursements to the Board in 2019/20.
- **Insurance Claims** – Payment received for stolen items – Trailer \$9,600 and Quickspray Unit \$12,485 plus 2018/19 fence expenditure \$27,085 (\$49,170).
- **Southern Qld Landscapes (SQL) Funding** – Payment received for contribution to harbour removal works in the Dalveen area (\$24,000)
- **Fence Contribution** – Payment received from Goondiwindi Regional Council for materials for part of the 32km wild dog exclusion fence addition to be completed in 2021/22. (\$36,480) Private Gates (\$5,200)
- **Employee Costs**  
There are 27 fortnights in the 2019/20 financial year which has caused over expenditure in a number of areas.  
This has affected expenditure in a number of on cost areas including sick pay, annual leave, and long service leave. Superannuation expenses includes salary sacrificing contributions made by employees, and the overrun is not a Board expense.
- **Rabbit Eradication and Compliance**  
Employee costs include the Board's costs in finalising the BioControl Project after June 30 and wages on control works in the Dalveen area funded by SQ Landscapes.  
**General Administration** – The four items where expenditure is in excess of budget are
  - i. Electricity and Gas – includes solar power installation
  - ii. Advertising – Biosecurity program was advertised in the Qld Country Life and the Rural Weekly.
  - iii. Insurance and registration – A general increase plus an increase reflecting our claims history (stolen items and burnt fence replacement) is responsible for the large increase this year.
  - iv. Uniforms – Partly reflects change to financial year purchasing instead of calendar year.
- **Plant Equipment and Buildings** – Expenditure has been capitalised as at 30/04/2020 in preparation for audit. Capitalised expenditure net of trade-ins is \$145,582, including the purchase of items stolen at the start of the year.
- **Machinery, Tractors, Implements** – capitalised and included in Plant & Equipment.
- **Capital Purchases – Property** – Expenditure has been capitalised as at 30/04/2020. Payments to date are for: Millmerran \$96,960; White Swamp \$139,785; Karara \$110,442 (\$347,187).
- **Board Budget for 2020/21** – Advice has been received that the Minister has approved our budget for 2020/21 and arrangements have been made to invoice the Department for one quarter of the precept as per current arrangements.

**Cash Balances**

Cash balances held by the Board as at 30 June amount to \$1,596,882 compared with \$1,682,506 as at 30 June 2020.

**Attachments**

There are no attachments for this report.

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**14.4 Urban Utilities Monthly Report - June 2020**

**Date:** 17 July 2020  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

Council has received an update from Urban Utilities (UU) Board which provided highlights from their Board Meeting for the month of June 2020.

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

**Executive Summary**

Lockyer Valley Regional Council maintains an ongoing working relationship with UU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to UU for Council's information.

Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked to deliver drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.
- Responsible for delivering water to customers, collecting, transporting and treating sewage, as well as charging and billing for water and waste water services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

**Proposal**

The Board had its meeting on 15 June 2020. As part of that meeting, the Board had the opportunity to meet with the Mayor, Councillors and Chief Executive Officer. Urban Utilities aim to host one Board meeting annually in each of their shareholder's regions, however, current COVID-19 restrictions have precluded this.

As an alternative, Urban Utilities Board members met with Council via video conference to discuss a range topical issues, including development in the Lockyer Valley region and drought management.

Urban Utilities look forward to meeting with their other participating councils over the next six months.

At the June meeting, the following items were discussed.

**Foundational Success**

Post-COVID-19 Transition

The Board received an update on Urban Utilities' recovery from COVID-19. While the pandemic remains an active health risk to the community, they are well advanced in their planning and implementation of post- COVID-19 working arrangements.

During and post COVID-19, Urban Utilities will adopt a model where their non-field-based employees work either remotely, in the corporate office or a hybrid of both. This will allow them to optimise how they use their corporate office space, while attending to the needs of the business and their employees.

The Board was also updated on impacts arising from their residential, commercial and developer customer segments. For example, they have seen a significant decrease in developer cash contributions, with a forecast \$15M reduction this year; they are seeing a decline in consumption from a number of large commercial customers, while other segments have stabilised or increased; and it is expected that residential hardship cases will increase as government stimulus is withdrawn.

#### FY20 Participation Return

The Board is acutely aware of the need to ensure their long-term financial sustainability, given the essential public health services they deliver to their shared communities. In attending to this, they must balance the requirement for capital investment to support growth and renewals, delivering returns to shareholders and maintaining service levels. To help safeguard their financial future, they have invested significantly in a number of transformation programs, including, but not limited to, their Target Operating Model, Enterprise Asset Management Program and Program Management Approach for capital delivery.

As communicated in a separate letter, the Board is committed to meeting participation returns in FY20 and FY21 as forecast, being \$79M and \$159M, respectively. They also invite shareholders to contribute to capital structure discussions through our Commercial Reference Group.

#### Biosolid Procurement Strategy

Urban Utilities produces 160,000 tonnes of biosolids annually and there is an ongoing need for them to collect, transport and apply or dispose of this treated waste stream. This month, the Board supported a procurement strategy for the application and transport of biosolids for the next 12 months.

#### Utilita Water Solutions

The Board approved a procurement strategy for their planned maintenance services, currently performed by Utilita Water Services.

By way of background, since 2016, Urban Utilities has delivered scheduled maintenance for mechanical, electrical and civil assets through an outsourced service delivery partner model.

This has been both an effective and efficient way to deliver these services and has performed well as an operating model.

#### Insurance Placement Program - 2020/21

Following consideration by the Audit and Risk Committee, the Board approved Urban Utilities' Insurance Program for 2020/21.

Similar to many businesses, they have seen the hardening of a number of our insurances, as well as the introduction of new restrictions. Due to our favourable risk profile and proactive mitigation programs in place, the price increase applied to a range of their insurance products was lower than the industry norm.

#### Asset Valuation

This month, the Board noted and accepted the recent valuation of Urban Utilities' assets.

The fair value model has been prepared consistent with previous financial years and results in a range between \$5.6B and \$6.6B for their water and wastewater assets. This is not materially different to the estimated carrying value of assets of \$6.1B.

Following an independent review by PWC and a recommendation from management, the Board approved maintaining the existing carrying value of assets as \$6.1B as at 30 June 2020.

#### Centenary Rising Main

The Board considered and approved a procurement submission to award the delivery of a replacement of a sewer rising main on the Centenary Highway.

This project has been brought forward following a recent major burst in early 2020. The large rising main is a critical asset that traverses approximately 750m of the Centenary Highway.

Urban Utilities has worked closely with Brisbane City Council and The Department of Transport and Main Roads, as well as the local Councillor who is very supportive of the project.

#### Managed Service Provider Update

This month, management updated the Board on the procurement process for their managed service provider who manages and supports all ICT services, including, but not limited to, IT service management, telecommunications, help desk, application support, cyber security and end-user computing.

#### Enterprise Asset Management System

Urban Utilities continue to make good progress on the deployment of their Enterprise Asset Management Solution that goes live in early July. This represents the most significant ICT transformation since their formation and will enhance how they deliver their services and manage their vast network of water and wastewater assets.

In the past month, they have transitioned into the final stages of their employee training, which is being conducted both face-to-face and through online learning, due to COVID-19.

The Board has continued to receive regular updates from management on this important project, as well as assurance from their two audit partners, KPMG and Velocity Partners.

#### Selective Inspection Program

Urban Utilities utilises active management approaches, such as smoke testing, to improve asset performance and to defer or avoid capital investments.

This month, the Board approved the continuation of the fourth selective inspection program for a further six months to identify issues such as illegal stormwater connections.

#### Water and Wastewater Capital Delivery Program Update

The Board received an update on the implementation of their network's capital delivery program. The program forms part of their Program Management Approach, which is transforming how they deliver their infrastructure investment program.

The Board noted that the supporting governance frameworks are in place and their partners are well advanced in their planning and delivery of strategically important capital projects, including 1.3km of water mains in the Brisbane Central Business District and a further 10km of water mains in the greater Brisbane area.

Information, Communication and Technology Capital Portfolio

An update was provided on the 2018/20 Information, Communication and Technology Program. This program has seen Urban Utilities invest in modern ICT systems that are improving how they deliver their services, interact with their customers and manage their assets. For example, they have successfully implemented their Customer Relationship Management System and have significantly enhanced their Enterprise Asset Management and SCADA environments.

**Constructive Culture**

Golden Rule – Driving Safely

Following discussion at the People and Safety Committee, the Board considered a report back from management on the transition of the 'golden rule' of driving safely to a high-risk management activity.

Enterprise Agreement Update

The Board noted that negotiations on the SAS Laboratory Employees' Enterprise Agreement have almost concluded, following delays due to COVID-19. Key elements of the Enterprise Agreement include that it is a one-year agreement with no wage increase for the life of the EA. However, a one-off payment of \$700 has been negotiated to recognise that these employees have not received a salary increase since mid-2018.

**Attachments**

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**14.5 Urban Utilities Monthly Report - July 2020**

**Date:** 27 July 2020  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

Council has received an update from Urban Utilities (UU) Board which provided highlights from their Board Meeting for the month of July 2020.

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

**Executive Summary**

Lockyer Valley Regional Council maintains an ongoing working relationship with UU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to UU for Council's information.

Urban Utilities is:

- A statutory body, created on 1 July 2010 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked to deliver drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.
- Responsible for delivering water to customers, collecting, transporting and treating sewage, as well as charging and billing for water and waste water services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

**Proposal**

This month represents a significant milestone for Urban Utilities. Ten years ago, on 1 July 2010, five local government water and sewerage businesses amalgamated to become Urban Utilities, one of Australia's largest water retailers. Over the past decade, Queensland Urban Utilities have faced their fair share of challenges, including floods, fires, drought and, most recently, a global health pandemic and economic crisis. They have also realised innumerable achievements, including investing \$2.4b in infrastructure to support economic and population growth across their five service territories; significantly upgrading their ICT systems, including SCADA, CRM and EAMS; and developing a multi-award-winning Innovation and Research and Development Program that has garnered international recognition.

These challenges and achievements have moulded the organisation into the Urban Utilities we are today – an agile, customer-centric and innovative organisation that remains steadfast in its commitment to enriching quality of life.

COVID-19 remains an ongoing concern for the Board and they are closely monitoring the financial, customer and team member impacts from this crisis. They are aware of the need to continually monitor the external environment and understand the implications on their strategic direction. Over the next twelve months, they will consider if these implications materially impact their strategic direction and, if required, will work with their shareholders to refresh their five-year strategic direction.

At the July meeting, the following items were discussed.

## **Foundational Success**

### Risk management

This month, the Board considered Urban Utilities' Risk Management Policy and supporting risk management procedure. As core elements of their risk management framework, they guide decision making across the business and set their organisational risk appetite.

The policy and procedure, which align to international standard ISO31000, had previously been considered and endorsed by the Audit and Risk Committee, and were approved by the Board.

### Protective Security Policy

As an essential service provider delivering public health services to our community, it is vital that they maintain the integrity of their critical ICT, capital and operational assets, as well as their infrastructure and people. One way they achieve this is through their protective security program, which comprises physical, virtual and cultural programs.

This month, following consideration by the Audit and Risk Committee, the Board approved Urban Utilities' Protective Security Policy. This policy sets out the framework and governance arrangements for the management of security risks to Urban Utilities' people, infrastructure, operations, information, customers and stakeholders.

### Annual Operational Plan

The Annual Operational Plan sets out how they intend to operationalise their Statement of Strategic Intent over the next twelve months and is required to be produced and issued to shareholders by July 31 each year. The plan also outlines their five-year financial forecast, capital investment profile, customer service standards and strategic risks.

Due to COVID-19, there are many uncertainties they face as a business. As such, they are committed to working closely with shareholders where COVID-19 impacts result in changes to their strategic, operational and financial forecasts.

The Board approved the Annual Operational Plan, which was subsequently issued to council.

### Internal Audit Program

As a Statutory Authority, Urban Utilities is required to have an Internal Audit Program in place.

This month, following endorsement by the Audit and Risk Committee, the Board approved the 2020/21 Internal Audit Program, which is delivered by KPMG. The program reports quarterly to the Audit and Risk Committee, which maintains close oversight of their financial, customer, asset and people assurance, and our compliance and control environments.

### Energy Procurement Strategy

The transportation of water and treatment of wastewater are both energy-intensive processes that represent a significant cost to Urban Utilities.

With their current energy contract soon due to expire, management recommended an Energy Procurement Strategy. This will allow the business to leverage favourable market conditions, resulting in financial efficiencies over the short-to-medium term for small-to-large sites.

The Board approved the proposed Energy Procurement Strategy.

### Expansions and adjacencies

This month, the Board discussed strategic growth opportunities, and compared their core business of the future with their core business of today.

A number of the strategic opportunities that might be considered are underpinned by their internationally recognised Research and Development Program, which allows them to work closely with leading partners to advance Australian- and world-first technologies and innovations.

Since formation, Urban Utilities have considered and taken advantage of several growth opportunities, including waste-to-energy solutions, food and liquid co-digestion and laboratory services, to name a few. They have also considered other organic and inorganic growth opportunities, but chosen not to proceed, as they were deemed to be of little to no commercial value.

Urban Utilities are maintaining a close watching brief across a range of opportunities, such as sewer mining, chemical recovery by stripping ammonia from centrate and phosphorus from wastewater, and hydrogen production.

The Board requested management to continue to actively identify and consider opportunities that are commercially viable and add shareholder value for further consideration of the Board.

Where opportunities arise, Urban Utilities will engage with shareholders, particularly where opportunities might allow to work in partnership with council to deliver shared value.

### Strategic risk review

The Board annually reviews Urban Utilities' strategic risks to ensure they are reflective of their current operational environment. This month, following consideration by the Audit and Risk Committee, the Board approved Urban Utilities' strategic risk profile.

Each strategic risk is owned by an accountable executive. Further, each strategic risk has a series of controls and mitigations, with the Board sub-committees regularly performing deep dives with management on these risks.

### Customer Strategy update

The Board received a presentation from management on the progress made in the first 12 months of implementing their enterprise Customer Strategy. The Board was also informed of the planned activities for FY21.

### Enterprise Asset Management Solution

This month, Urban Utilities migrated to its new Enterprise Asset Management Solution (EAMS), representing their largest ICT transformation to date.

By changing the way they service their assets and customers, EAMS will deliver significant financial and customer benefits, as well as better insights on asset performance.

With COVID-19 restrictions in place, the majority of their office and field employees are required to complete their EAMS training virtually. Despite this unforeseen challenge, all training was successfully completed, allowing for an on-time transition.

Capital structure review

As mentioned in previous correspondence, Urban Utilities intend to review their capital structure and invite Council to contribute to this review.

This month, the Board considered the proposed objectives and scope of the review.

**Attachments**





## 2020/21 OPERATIONAL PLAN

## FOREWORD

The COVID-19 outbreak has inflicted health and economic devastation across the globe. It has also tested and proven our resilience and agility as a business and highlighted the unwavering dedication and professionalism of our people. While COVID-19 has transformed the way we operate and altered how we engage with our customers, we remain clear and focused on what we must achieve to realise our purpose and vision.

During a global health crisis, the essential public health service that Urban Utilities provides underscores our critical role in the community. To continue to provide this service into the future, we have a responsibility to our shareholders and customers to remain financially sustainable.

We are committed to operating as a lean and efficient business, with many of the strategic programs and initiatives outlined in this Annual Operational Plan aimed at allowing our business to respond to anticipated financial headwinds and the possible economic shock from COVID-19. This includes implementing our Target Operating Model, deploying our Program Management Approach and leveraging asset and customer benefits from the Enterprise Asset Management Solution, allowing us to proactively and predictively operate our vast network.

During the pandemic, we have seen – and are continuing to see – revenue reduction across all customer segments. This has undeniably impacted our financial position. At this time, it is not possible to assess with any certainty the implications of COVID-19 on our business, either in terms of how long the current crisis may continue or in terms of its impact, potential or actual. In light of this, the FY22 to FY25 financials within this report are indicative only and remain subject to potential material revision.

In response to this uncertainty, we have identified several operational efficiencies to help safeguard our financial future. In addition to the initiatives mentioned above, we have enacted a business-wide freeze on salaries, frozen the recruitment of non-essential roles and are working to ensure we have an optimal organisational structure.

Despite the challenges we are facing as a business, we are acutely aware of the financial pressure COVID-19 has placed on our customers. In recognition of this, we made the decision to freeze our water and sewerage prices for six months, effective 1 July, 2020. While this move wasn't echoed by all players in the supply chain, we saw it as an important gesture to support households and businesses during this volatile period.

We will continue to work closely and collaboratively with our shareholders, key government agencies and health authorities, and have enacted business resilience plans to ensure we are well-prepared in this rapidly changing environment.

While we are committed to delivering against our *2024 Statement of Strategic Intent*, we are acutely aware that we must remain flexible and that priorities may shift. Later in 2020, we will reflect on the external operating environment following COVID-19 and consider possible emerging strategic risks and opportunities in line with our *2024 Statement of Strategic Intent*. Should significant changes be required to the original Board- and shareholder-approved strategy, shareholders will be engaged in the development of the revised Statement of Strategic Intent.

This Annual Operational Plan has been endorsed by the Executive Leadership Team and approved by our Board. We believe it demonstrates our commitment to ensuring Urban Utilities continues to play a valued role in enhancing the liveability of our communities.



Bronwyn Morris AM  
Chair



Louise Dudley  
Chief Executive Officer

**2020/21 OPERATIONAL PLAN**

## **ABOUT THE ANNUAL OPERATIONAL PLAN**

In accordance with the requirements of the *Central SEQ Distributor/Retailer Participation Agreement*, Urban Utilities must prepare an Annual Operational Plan. It must be consistent with the Statement of Strategic Intent and include:

- initiatives for the relevant financial year to deliver the strategic priorities;
- service standards for the services to be delivered, consistent with our operating objectives;
- key operational risks;
- forecast Participation Returns for the relevant financial year, consistent with the Participation Return Policy; and
- a five-year financial forecast to help provide Participants with an insight into gross Participation Returns.

N.B. At this time, it is not possible to assess with any certainty the implications of COVID-19 on Urban Utilities, either in terms of how long the current crisis may continue or in terms of its impact, potential or actual. In light of this, the Board approved the FY21 budget, which is inclusive of the potential impacts arising from COVID-19, however FY22 to FY25 is provided as an indication of the financial results only.

Progress against this plan is reported to shareholders biannually, through the Mid-Year Performance Report issued in January and the Annual Report issued in August.

### **Purpose of this plan**

The purpose of the Annual Operational Plan is to detail how the strategies outlined in the Statement of Strategic Intent will be operationalised through our strategic initiative portfolio over the next 12 months.

Our portfolio of strategic initiatives for 2020/21 has three focus areas: Customers, Assets and Employees. Although we have identified Customers as a focus area, all initiatives within our portfolio maintain a consistent and embedded customer-centric view. Guided by our Customer Strategy, our focus on becoming truly customer-centric will be achieved by ensuring that customer insights inform all of our work, the success of which will be measured by our customers' satisfaction of our products and services.

As evidenced in this plan, our three strategic focus areas are delivering fewer but more strategically important outcomes for our shared communities.

### **Customers**

Through our customer initiatives, we are committed to operating in an ethical, trustworthy and sustainable manner. Having a positive impact on our customers will be seen through the way we attend to the most vulnerable in our community. Operationally, we will continue delivering improvements to our billing processes and systems to ensure an effortless customer experience and reduced operating costs.

### **Assets**

Our asset-focused initiatives look to the future through clearly defined integrated frameworks. With the impending go-live of our Enterprise Asset Management Solution, we will experience new business processes and capabilities at a magnitude not seen before at Urban Utilities. We will also achieve significant capital savings and efficiencies through the establishment of the Program Management Approach, and our long-term Servicing Strategy will provide strategic guidance on the transformation of the water-cycle and delivery of our services into the future.

### **Employees**

Through the employee-focused initiatives, we will see a phased implementation of the new operating model, incorporating organisational design with change management. The initiatives work collaboratively to bring positive cultural change to help realise the 'ideal workplace' where new ways of working and new capabilities bring opportunities for growth, development and the empowerment of our people, all while ensuring safety remains our priority.

2020/21 OPERATIONAL PLAN

# STRATEGIC GOALS, OBJECTIVES, MEASURES AND TARGETS

Our strategic goals enable us to focus on our day-to-day activities and strategic priorities.

Under each strategic goal, we have set the longer-term outcomes we need to deliver to ensure we are on track to achieve our purpose and vision. We use strategic success measures to assess our performance in this area.

To deliver our longer-term outcomes, we will focus on:

- the key day-to-day activities we will continue to undertake, including where we need to improve current capability to meet our strategic outcomes,
- where we need to develop new capability, for example, to meet new customer and community needs or to address external opportunities or threats, and
- where we need to undertake exploratory work to consider new opportunities or understand where we need to focus our efforts in the future.

The following table outlines the outcomes we aim to achieve in 2020/21.

<b>Constructive Culture</b> We inspire, create and sustain a constructive culture to deliver high performance.		
<b>Business objective</b>	<b>Measure</b>	<b>FY 2021</b>
<b>Embrace our leadership philosophy and create a work environment that delivers high performance</b>	Growth in constructive leadership behaviour	>4.0 Trust index >66%
	Serious Injury Frequency Rate	0
	<b>Enhance the efficient delivery of work through improved employee experience</b>	Qualitative comments in Employee Effectiveness Survey
	Employee experience index	>62%

2020/21 OPERATIONAL PLAN

# STRATEGIC GOALS, OBJECTIVES, MEASURES AND TARGETS

<b>Foundational Success</b>		
We know our business, we know our customers and we deliver value for both.		
<b>Business objective</b>	<b>Measure</b>	<b>FY 2021</b>
<b>Shape the way future services are provided to ensure we meet community requirements at the lowest sustainable cost</b>	Extent of improved operational and maintenance practices, demand management, and in-network wet weather management opportunities derived from integrated planning	Integrated solution packages developed for key projects from existing plans for CBD to Luggage Pt and Ripley/Bundamba; Oxley Creek adaptive plan completed
	System models are used to identify investment solutions and interventions at the lowest possible cost	Dynamic models developed and informed by operational performance analytics and used to identify investment solutions for Breakfast Creek, Perrin Creek and North Kedron Brook sub-catchments
<b>Deliver products and services that our customers prefer</b>	Quality of drinking water supplied to customers (Number of water quality incidents reported to regulator)	No more than 10 incidents
	Quality and reliability of recycled water	100%
	Fit-for-purpose biosolids product quality	100%
	Quality of effluent product	100%
	Quality of regional discharges	90%
<b>Deliver sustainable customer services through optimised planning and active risk management</b>	Extent of all critical assets with effective mitigation and contingency plans in place	Actionable mitigation and contingency plans in place for 100% of critical assets
	Extent of total asset base with reliability requirements defined and performance strategies in place	Asset reliability requirements defined and performance strategies developed for 100% of sewer network assets, water reservoirs & booster stations

2020/21 OPERATIONAL PLAN

# STRATEGIC GOALS, OBJECTIVES, MEASURES AND TARGETS

<b>Foundational Success (continued)</b>		
We know our business, we know our customers and we deliver value for both.		
<b>Business objective</b>	<b>Measure</b>	<b>FY 2021</b>
<b>Become a truly customer-centric business that delivers an effortless CX</b>	Customer at the table – evidence of increased use of actionable insights across the business	>50%
	Effortless customer experience (% of satisfied customers)	>71%
	Customer-centric mindset – leader survey to understand current levels of customer centricity (Score out of 10)	>5.5
<b>Harness technologies to improve the customer and employee experience and the use of digital systems that provide proactive and real-time monitoring of performance</b>	Easy to deal with for customers – % of customers that report Urban Utilities is “easy to deal with” via the available digital channels	>68%
	Digitally enabled workforce – % of Urban Utilities processes that are digitally enabled	20% uplift
	Digitally enabled workforce – % of employees who report they are confident in the use of Urban Utilities’ digital solutions (survey)	>60% of surveyed staff
	Predictive and proactive management of assets – proportion of near real-time data-driven insights being used	20% uplift
	Predictive and proactive management of assets – proportion of data driven insights that are based on predictive models	20% uplift
<b>Maintain affordable and transparent pricing for our customers</b>	Utility price increases	Average annual utility price increases not exceeding CPI in the medium term (FY20-26)

2020/21 OPERATIONAL PLAN

# STRATEGIC GOALS, OBJECTIVES, MEASURES AND TARGETS

<b>Environmental Leadership</b>		
We protect and enhance our environment for current and future generations through excellence in water cycle management.		
<b>Business objective</b>	<b>Measure</b>	<b>FY 2021</b>
<b>Reduce our environmental footprint</b>	Reduce emissions to water, air and land	No increase year on year for nutrient and greenhouse gas emissions  Developed a five-year emission reduction program
	<b>Reshape the water cycle by reusing and recycling to maximise the value of water</b>	Supply of recycled water in western catchments (% reuse of dry weather flow into STP's) >70%
<b>Partner locally to improve environmental liveability, sustainability and resilience in our communities</b>	Number of outcomes-based solutions planned for wet weather management	Outcome solutions developed for two sewerage network projects
	Indirect potable reuse accepted by the community	Maintain >60% community acceptance
	Evidence of partnerships with relevant shareholders, stakeholders and community	Develop partnerships with key stakeholders to support progression of catchment management, climate independent water sources, regional water security planning and sub-regional planning
	Improved perception as a trusted environmental custodian – corporate reputation index (score out of 100)	>57

2020/21 OPERATIONAL PLAN

# STRATEGIC GOALS, OBJECTIVES, MEASURES AND TARGETS

Social and Economic Value		
We advance the wellbeing and prosperity of society by leveraging our unique capabilities.		
Business objective	Measure	FY 2021
<b>Create societal value through our essential products and services</b>	Creation of human, social, financial and natural benefits	>\$35M
<b>Enhance community liveability by embracing circular economy practices and protecting the community from emerging contaminants</b>	Reduction of our cost of treatment through the commercial utilisation of capacity for co-digestion of organic waste	>20,000kL of high-strength organic waste under contract and being treated
<b>Enhance community prosperity and wellbeing by supporting vulnerable customers, minority groups and local business, and by creating employment and education opportunities</b>	Financial investment leading to measurable community benefits, including health, economic and training outcomes	>\$0.5M
	Drive reconciliation and improve the economic, health and social opportunities for Aboriginal and Torres Strait Islander people	Reflect Reconciliation Action Plan completed and Innovate Reconciliation Action Plan submitted

2020/21 OPERATIONAL PLAN

# STRATEGIC INITIATIVES

Our 2020/21 strategic initiatives will guide our strategic work and support the delivery of our strategic goals and objectives.

The following table outlines our strategic initiatives, with their overall objective and focus for 2020/21.

Performance Culture	
Overall Objective	Develop a culture, led by Urban Utilities’ leaders and aligned with the organisation’s purpose, vision, brand and values, that drives individual and business performance and ultimately delivers enhanced experiences for our people, our customers and our communities.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Develop and implement the fundamental elements and organisational framework to build and drive a high-performance culture.</li> <li>▪ Implement the People Experience Strategy to bring the organisation’s purpose, vision, brand and values to life, to enhance the Urban Utilities people experience and to, in turn, drive individual and business performance.</li> <li>▪ Continue to implement the Customer Experience Strategy (aligned to the People Experience Strategy) to embed a customer-centric culture and drive individual and business performance to ultimately deliver enhanced experiences for our people, customers and communities.</li> <li>▪ Rollout our new Human Resource Information System to enhance processes, analytics and reporting.</li> </ul>
Health & Safety	
Overall Objective	Ensure the health, safety and wellbeing of Urban Utilities’ workforce by delivering the necessary systems, maintaining the required culture, and empowering our people. This will ensure we can continue to engage in the essential work to supply drinking water, recycled water and sewerage services that support our customers and our communities.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Continue to execute our 2018-21 Health and Safety Strategy, through the following elements of work in FY21:                             <ul style="list-style-type: none"> <li>– Safety Culture &amp; Behaviours: We value people as the solution and enhance their potential, so that we achieve safe production outcomes and enhance the human condition for all employees, their families and the community.</li> <li>– Safety Management Systems &amp; Reporting: Safety systems are both intuitive, innovative and accessible with real-time data, which supports effective decision making and supports our safety aspirations.</li> <li>– Health &amp; Wellbeing: Empower people by providing knowledge, resources and support to live physically and mentally healthy lives.</li> </ul> </li> <li>▪ Develop a strategy and program of work for the next three years.</li> </ul>

2020/21 OPERATIONAL PLAN

# STRATEGIC INITIATIVES

Target Operating Model	
Overall Objective	Re-design our operating model to enable effective delivery of our <i>2024 Statement of Strategic Intent</i> .
Focus for 2020/21	<ul style="list-style-type: none"> <li>Complete a detailed design of all elements of the operating model.</li> <li>Commence a phased implementation across the organisation, following a consistent approach incorporating organisational design, change and project management elements.</li> </ul>
Digital	
Overall Objective	Uplift digital capabilities across the organisation to improve customer and employee experience, provide proactive and real-time monitoring of performance and operational efficiencies.
Focus for 2020/21	<ul style="list-style-type: none"> <li>Improve customer self-service via digital channel options.</li> <li>Increase workforce capability and empowerment through real-time data collection across networks and assets, providing insights and data for value creation within the business.</li> <li>Strengthen our essential digital foundations to ensure robustness, reliability and agility, as the organisation increases its digital profile.</li> <li>Leverage agile work processes and adaptive governance to assist in faster delivery and adoption of modern digital platforms and solutions, while demonstrating economic value.</li> <li>Implement and embed the Enterprise Asset Management Solution to deliver modern ways of working and improved asset, financial, scheduling and dispatch outcomes.</li> <li>Define a business process management framework and capability.</li> </ul>
Billing Transformation	
Overall Objective	Transform our customer account management proposition through simpler billing and pricing, payment channels of choice, better ways of working, and a focus on digital uplift.
Focus for 2020/21	<ul style="list-style-type: none"> <li>Implement the new approach for Simpler Billing to reduce the time between meter read date and bill date in Brisbane, Ipswich and Scenic Rim.</li> <li>Develop and deliver a revised approach for tariff reform, cognisant of the impacts of COVID-19.</li> <li>Implement flexible customer payment functionality to enhance the payment experience.</li> <li>Achieve better ways of working through improved structure, processes and systems.</li> <li>Achieve a rapid digital uplift to reduce costs and deliver "channel of choice".</li> </ul>

2020/21 OPERATIONAL PLAN

# STRATEGIC INITIATIVES

Enterprise Performance	
Overall Objective	Achieve financial sustainability through the delivery of our <i>2024 Statement of Strategic Intent</i> and drive future business performance.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Deliver our financial objectives and realise the benefits outlined in our <i>2024 Statement of Strategic Intent</i>.</li> <li>▪ Identify financial opportunities to drive business performance outcomes.</li> <li>▪ Deliver an uplift in our performance capability and enhance our strategic finance partnering model.</li> </ul>
Social Value	
Overall Objective	Operate in an ethical and sustainable manner, deliver products and services to our customers and deliver a positive impact on society to build trust and support long-term performance.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Deliver the 'Reflect' Reconciliation Action Plan and develop the 'Innovate' Reconciliation Action Plan, demonstrating Urban Utilities' commitment to reconciliation and to developing respectful relationships and creating meaningful opportunities with First Nation Peoples.</li> <li>▪ Create social value for our communities by identifying opportunities to support customers in hardship and by supporting health, liveability and community connectedness through our role in creating 'green' and 'blue' spaces.</li> <li>▪ Form collaborative partnerships to become an integral player in the circular economy.</li> </ul>
Servicing Strategy	
Overall Objective	Implement a circular approach to recycling and reusing our valuable water resources to ensure our water supply remains secure and able to support our growing communities into the future.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Increase maturity of implementation for CBD to Luggage Point Strategy.</li> <li>▪ Adopt integrated planning processes for planning investigations.</li> <li>▪ Embed wet weather management and effects-based approaches in integrated solution planning.</li> <li>▪ Establish strategic partnerships with external stakeholders and key agencies.</li> <li>▪ Adopt integrated plans for two priority focus areas and transition to implementation; deliver key strategic principles for remaining focus areas.</li> </ul>



2020/21 OPERATIONAL PLAN

# STRATEGIC INITIATIVES

Asset Management	
Overall Objective	Enable sustainable service delivery through optimised planning and management of assets to achieve the right balance between cost, risk and performance for our customers.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Optimise investment in water and sewer main renewals by shifting from rules-based renewal and upgrade criteria to performance-based investment.</li> <li>▪ Improve reliability of water and wastewater services by mitigating risk for critical assets.</li> <li>▪ Improve confidence in sustainable long-term service delivery, which supports an integrated planning approach through improved asset performance reporting and forecasting.</li> <li>▪ Enable delivery of the expected service standards by aligning customer requirements with asset management activities.</li> </ul>
Program Management Approach	
Overall Objective	Implement an integrated, program-based, benefits-driven approach to capital investment.
Focus for 2020/21	<ul style="list-style-type: none"> <li>▪ Fully implement benefits framework elements across Stages 2-5 of the capital project lifecycle.</li> <li>▪ Fully establish all four delivery frameworks for network assets and commence construction of planned work packages.</li> <li>▪ Fully establish Portfolio Management Office and Integrated Engineering Services to support other business areas.</li> <li>▪ Complete organisational change process for Infrastructure Delivery and transfer knowledge from our program delivery partner (KBR) to permanent roles.</li> <li>▪ Quantify and deliver efficiencies, cost savings and improved investment outcomes.</li> </ul>

## 2020/21 OPERATIONAL PLAN

## DELIVERING OUR SERVICES

### Our Customer Service Standards

The Urban Utilities Customer Charter, available on our website, outlines the commitments, responsibilities and standards our customers can expect from us in relation to water and sewerage services. The standards cover services across our service territory, including the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset areas.

Our current Customer Service Standards, shown below, became effective on 1 July 2017.

Water quality		
Drinking water quality	Safe and clean drinking water that continually complies with <i>Australian Drinking Water Guidelines</i>	
Water quality complaints	Less than or equal to six water quality complaints per 1000 properties per year	
Water supply		
Water pressure	Designated trickle feed areas and designated lower pressure areas where properties are likely to require a private pressure booster pump as part of their plumbing	Not less than 10 metres head
	All other areas	Not less than 21 metres head
Water flow	All areas except those designated as trickle feed	25 litres per minute
	Trickle feed areas	3.2 litres per minute
Water service reliability		
Water main breaks	Less than 39 water main breaks per 100 km of water main per year	
Unplanned water supply interruptions	Less than or equal to 100 unplanned water interruptions per 1000 connections per year	
Sewerage service reliability		
Sewerage main breaks and chokes	Less than 30 sewerage main breaks and chokes per 100 km of sewerage main per year	
Response to incidents and restoration of supply		
Response to urgent incidents	Respond to urgent incidents in less than one hour, on 80% of occasions	
Response to non-urgent incidents	Respond to non-urgent incidents in less than 24 hours, on 80% of occasions	
Restoration of supply after unplanned interruptions	Restore services in less than five hours on 90 percent of occasions	

## 2020/21 OPERATIONAL PLAN

## DELIVERING OUR SERVICES

### Our service delivery risks

Our risk framework developed and implemented in accordance with the *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*, enables a culture that continues to identify and respond to opportunities and threats in an agile and sustainable manner.

Our risks are managed at strategic, group and operational levels. They are also aligned to our strategic goals to enable all levels of the business to focus on achieving our purpose and vision.

Our group and operational risks include those risks that focus on the day-to-day delivery of our services, consistent with our Customer Charter. Those risks that relate directly to the delivery of our services are detailed in the table below.

Risk	Risk Description	Key controls and mitigation
Water security	Critical shortages in water supply to communities in service area	Drought Management Program, Operating Protocol with Seqwater
Quality of drinking water supplied to customers	Contamination of drinking water during the storage and transportation to the customer	Drinking Water Quality Strategy and Management Plan, Operating Protocol with Seqwater
Water pressure and flow	Water pressure and flow to customers below service standards	24/7 control centre, Responsive Asset Maintenance Program
Quality of recycled water	Presence of harmful contaminants in recycled water supplied to customers	Recycled Water Management Plan
Overflows from wastewater network	Release of untreated wastewater from the network affecting customer property and the environment	Strategic and Tactical Asset Management Program, 24/7 Control Centre, Responsive Asset Maintenance Program
Wastewater treatment quality	Impact of treated wastewater releases on the values of the receiving environment	Capital Investment Program, Strategic and Tactical Asset Management Programs
Disruption to community infrastructure	Impact of maintaining Urban Utilities' assets on co-located transport, energy, telecommunications and other infrastructure	Capital Investment Program, Strategic and Tactical Asset Management Programs and delivery partner contracts.
Cost to serve	Affordability of Urban Utilities' services	Tariff Reform Program, annual pricing review

2020/21 OPERATIONAL PLAN

## DELIVERING OUR SERVICES

Risk	Risk Description	Key controls and mitigation
Environmental nuisance	Impact of odour, noise or other emissions on the community from Urban Utilities' assets	Strategic and Tactical Asset Management Programs, Odour Management Program
Developer experience	Commercial and domestic developers do not receive a positive experience in making new connections to the Urban Utilities service network	Netserv Plan, Developer Services function, Service Standards and Capital Investment Program
Service outages	Impact on customers of unplanned service outages	24/7 Control Centre, Service Standards, Responsive Asset Maintenance Program and service delivery partners
Customer service experience	Customers do not receive a positive experience when using Urban Utilities' enquiry services	Customer Complaints Framework, customer enquiry facility, Urban Utilities' website, Key Customer Accounts function,
Customer billing	Customers receive inaccurate or late accounts	Daily Billing and supporting improvement programs, along with well-exercised business continuity plans and arrangements for billing incidents
Customer privacy	Keeping customers' personal information collected to deliver services secure and confidential	Privacy Management Framework

## 2020/21 OPERATIONAL PLAN

## OUR PARTICIPATION RETURNS

### Participation rights

Participation rights on issue	
Brisbane City Council	85.007%
Ipswich City Council	12.222%
Lockyer Valley Regional Council	0.903%
Scenic Rim Regional Council	1.042%
Somerset Regional Council	0.826%

### Our participation return policy

- The first two years' forecast returns, as set by the Board in any Annual Operational Plan are to be considered the minimum amount that the Authority will commit to paying, i.e. the Floor Return for each relevant year.
- The Board will have the ability to pay an additional return if profitability is greater than the Annual Operational Plan forecast. The additional return will be capped at an amount which is determined in each Annual Operational Plan to ensure that the total returns do not exceed the ceiling rate, which is set by the Board and noted in each Annual Operational Plan.
- The Floor Return will be paid in two parts; 50% will be paid on the last business day of January of the relevant Annual Operational Plan financial year (Interim Floor Return) and the remaining 50% will be paid on the last business day of September of the following year.

### Our forecasted transactions with Participants

Transactions with Participants (\$m)	FY20	FY21	FY22	FY23	FY24	FY25
Equity injections	-	-	-	-	-	-
Additional dividend cap	25%	0%	To be determined in preceeding year.			
Dividends	159.0	159.0	99.0	99.0	99.0	99.0
Forecast tax liability	88.9	62.1	78.5	78.8	84.6	91.7
Land tax	4.5	4.6	4.6	4.8	4.9	5.0
Interest on long term debt	2.1	1.8	2.1	2.2	2.3	2.4
<b>Total Return to Shareholders</b>	<b>254.5</b>	<b>227.4</b>	<b>184.3</b>	<b>184.8</b>	<b>190.8</b>	<b>198.1</b>

Note: Due to COVID-19 the FY22 to FY25 financials within this report are indicative only and remain subject to potential material revision.

## 2020/21 OPERATIONAL PLAN

**FIVE YEAR FINANCIAL FORECAST****Our key financial assumptions**

<b>Growth</b>	Growth is expected as per planning assumptions based on the latest State Government forecast, moderated in light of prior growth experience.
<b>Consumption</b>	Per capita demand is expected to remain stable at the 2019/20 level of 170 litres per person per day. A reduction has been made to non-residential demand in 2020/21 to reflect the potential impact from COVID-19, with demand then aligned with growth in the outer years.
<b>Prices</b>	Small increases broadly in line with inflation are forecast over the next five years, recovering at the maximum allowable revenue in line with the regulatory framework.
<b>Expenses</b>	The majority of our expenses are expected to increase in line with inflation and changes in usage. The exceptions to this are: <ul style="list-style-type: none"> <li>▪ bulk water charges – price changes as per the price path advised by the State Government,</li> <li>▪ operating costs including labour – no increase FY21, with indexation in line with inflation thereafter,</li> <li>▪ corporate costs – no expansion in operating capacity, and</li> <li>▪ taking into account benefits gained through the implementation of productivity and process improvements.</li> </ul>
<b>COVID impact</b>	At this time, it is not possible to assess with any certainty the implications of COVID-19 on Urban Utilities, either in terms of how long the current crisis may continue or in terms of its impact, potential or actual. In light of this, the Board approved the FY21 budget on 15 May 2020 which is inclusive of the potential impacts arising from COVID-19, however FY22 to FY25 is provided as an indication of the financial results only. The FY22 to FY25 position has not been approved.
<b>Rate of Return</b>	The current rate of return for which revenue is calculated is 5.52%. The Weighted Average Cost of Capital (WACC) is expected to remain reasonably stable over the forecast period given the long term calculation methodology used to estimate the rate of return. Interest expense is variable and aligns to the rates advised by Queensland Treasury Corporation over the forecast period.

Note: Changes to these assumptions may result in material impact to the forecast.

**Our key servicing statistics**

Statistic	Unit	FY20	FY21	FY22	FY23	FY24	FY25
Serviced dwellings		610,000	622,000	633,800	645,700	657,600	669,700
Volume of water purchased	ML	159,700	149,300	159,900	162,600	164,800	167,000
Volume of water billed	ML	142,200	132,900	142,300	144,700	146,700	148,600

**Our forecasted capital investment**

Capital investment by driver (\$m)	FY20	FY21	FY22	FY23	FY24	FY25
Growth	64.6	46.1	108.0	121.9	210.9	239.8
Efficiency	27.3	28.2	16.2	15.8	33.6	19.2
Service enhancements	17.6	19.6	27.0	33.2	9.7	5.9
Compliance	27.8	22.1	9.7	10.3	19.1	2.8
Renewal and rehabilitation	253.9	229.9	214.4	181.0	190.0	181.9
<b>Total investment</b>	<b>391.2</b>	<b>345.9</b>	<b>375.2</b>	<b>362.2</b>	<b>463.3</b>	<b>449.6</b>

Note: Amounts shown may not add to the correct totals due to rounding.

Note: Due to COVID-19 the FY22 to FY25 financials within this report are indicative only and remain subject to potential material revision.

## 2020/21 OPERATIONAL PLAN

**FIVE YEAR FINANCIAL FORECAST****Our forecasted financial statements**

<b>Income Statement (\$m)</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<b>Operating revenue</b>						
Utility charges	1,210.5	1,183.8	1,272.8	1,324.3	1,381.5	1,438.9
Bulk water	(480.2)	(466.2)	(514.7)	(541.4)	(568.0)	(595.7)
Developer charges	113.6	59.2	107.9	109.2	111.3	122.6
Donated assets	97.3	92.5	95.1	97.8	100.5	109.0
Interest revenue	1.1	1.1	1.1	1.2	1.2	1.2
Other recurrent revenue	27.6	28.6	29.9	30.5	31.2	31.8
<b>Net Revenue</b>	<b>969.9</b>	<b>899.0</b>	<b>992.2</b>	<b>1,021.5</b>	<b>1,057.7</b>	<b>1,107.8</b>
<b>Expenses</b>						
Labour costs	122.8	120.6	120.1	121.7	124.6	128.2
Contractors	68.4	73.8	75.6	77.4	79.1	80.9
Materials and services	33.9	25.0	17.8	23.0	23.5	24.3
ICT costs	26.4	28.5	27.3	27.5	28.0	28.4
Other operating costs	61.4	65.6	60.7	59.9	60.4	61.4
Capital program expensed	18.7	14.2	23.1	15.0	14.9	16.2
<b>Total Expenses</b>	<b>331.8</b>	<b>327.6</b>	<b>324.7</b>	<b>324.5</b>	<b>330.5</b>	<b>339.6</b>
<b>Earnings before interest, tax, depreciation &amp; amortisation</b>	<b>638.2</b>	<b>571.3</b>	<b>667.5</b>	<b>697.0</b>	<b>727.2</b>	<b>768.2</b>
Depreciation & loss on disposal	204.4	212.9	226.2	236.9	249.5	257.8
<b>Earnings before interest &amp; tax</b>	<b>433.8</b>	<b>358.5</b>	<b>441.3</b>	<b>460.1</b>	<b>477.6</b>	<b>510.5</b>
Net borrowing costs	94.2	93.6	107.5	112.5	120.2	130.8
<b>Operating profit before tax</b>	<b>339.5</b>	<b>264.9</b>	<b>333.8</b>	<b>347.6</b>	<b>357.4</b>	<b>379.6</b>
Tax equivalent expenses	101.9	79.5	100.1	104.3	107.2	113.9
<b>Operating profit after tax</b>	<b>237.7</b>	<b>185.4</b>	<b>233.7</b>	<b>243.3</b>	<b>250.2</b>	<b>265.8</b>

Note: Due to COVID-19 the FY22 to FY25 financials within this report are indicative only and remain subject to potential material revision.

## 2020/21 OPERATIONAL PLAN

**FIVE YEAR FINANCIAL FORECAST****Our forecasted financial statements (continued)**

<b>Balance Sheet (\$m)</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<b>Current assets</b>						
Cash	128.3	150.9	43.3	25.9	26.1	25.5
Receivables	27.9	28.2	29.3	30.5	31.7	33.0
Unbilled revenue	174.2	139.6	150.7	156.8	163.6	170.4
Other current assets	7.8	7.8	7.8	7.8	7.8	7.8
<b>Total current assets</b>	<b>338.2</b>	<b>326.5</b>	<b>231.2</b>	<b>221.0</b>	<b>229.3</b>	<b>236.8</b>
<b>Non-current assets</b>						
Infrastructure	6,053.6	6,271.7	6,507.5	6,731.2	7,048.5	7,351.2
Other non-current assets	91.2	91.2	91.2	91.2	91.2	91.2
<b>Total assets</b>	<b>6,482.9</b>	<b>6,689.5</b>	<b>6,829.9</b>	<b>7,043.5</b>	<b>7,369.0</b>	<b>7,679.2</b>
<b>Current liabilities</b>						
Payables and accruals	170.1	159.6	169.6	171.4	192.6	195.1
Short Term Working Capital Facility	39.4	39.4	39.4	39.4	39.4	39.4
Tax liability	22.2	15.5	19.6	19.7	21.1	22.9
Provision for dividend	79.5	79.5	49.5	49.5	49.5	49.5
Other provisions	61.8	61.8	61.8	61.8	61.8	61.8
<b>Total current liabilities</b>	<b>373.1</b>	<b>355.8</b>	<b>340.0</b>	<b>341.8</b>	<b>364.5</b>	<b>368.7</b>
<b>Non-current liabilities</b>						
Debt – Shareholders	43.2	43.2	43.2	43.2	43.2	43.2
Debt – other long term	2,251.7	2,431.7	2,431.7	2,473.7	2,602.7	2,719.7
Other non-current liabilities	296.6	314.0	335.6	361.0	383.6	405.8
<b>Total non-current liabilities</b>	<b>2,591.5</b>	<b>2,788.9</b>	<b>2,810.5</b>	<b>2,877.9</b>	<b>3,029.5</b>	<b>3,168.7</b>
<b>Total liabilities</b>	<b>2,964.6</b>	<b>3,144.7</b>	<b>3,150.4</b>	<b>3,219.7</b>	<b>3,394.1</b>	<b>3,537.4</b>
<b>Net assets</b>	<b>3,518.4</b>	<b>3,544.8</b>	<b>3,679.5</b>	<b>3,823.8</b>	<b>3,975.0</b>	<b>4,141.7</b>
<b>Equity and reserves</b>						
Equity	2,538.8	2,538.8	2,538.8	2,538.8	2,538.8	2,538.8
Retained earnings	825.6	852.0	986.6	1,131.0	1,282.2	1,448.9
Revaluation reserve	154.0	154.0	154.0	154.0	154.0	154.0
<b>Total equity</b>	<b>3,518.4</b>	<b>3,544.8</b>	<b>3,679.5</b>	<b>3,823.8</b>	<b>3,975.0</b>	<b>4,141.7</b>

Note: Due to COVID-19 the FY22 to FY25 financials within this report are indicative only and remain subject to potential material revision.

## 2020/21 OPERATIONAL PLAN

**FIVE YEAR FINANCIAL FORECAST****Our forecasted financial statements (continued)**

Cash flow (\$m)	FY20	FY21	FY22	FY23	FY24	FY25
<b>Cash flows from operating activities</b>						
Receipts from customers	1,262.3	1,239.3	1,290.2	1,347.1	1,404.3	1,462.3
Payments to suppliers and employees	(789.9)	(785.6)	(823.7)	(855.9)	(888.0)	(922.8)
Borrowing costs (net)	(92.3)	(90.8)	(103.4)	(109.3)	(117.0)	(127.7)
Tax equivalent payments	(67.1)	(68.8)	(74.4)	(78.8)	(83.2)	(89.9)
<b>Net cash from/used by operating activities</b>	<b>312.9</b>	<b>294.2</b>	<b>288.7</b>	<b>303.1</b>	<b>316.1</b>	<b>321.9</b>
<b>Cash flows from investment activities</b>						
Payments for capital program	(378.2)	(351.8)	(375.1)	(372.8)	(457.1)	(463.1)
Receipts from developers	113.9	59.2	107.9	109.2	111.3	122.6
<b>Net cash from/used by investing activities</b>	<b>(264.3)</b>	<b>(292.6)</b>	<b>(267.2)</b>	<b>(263.6)</b>	<b>(345.9)</b>	<b>(340.4)</b>
<b>Cash flows from financing activities</b>						
Movement in long-term debt	230.0	180.0	0.0	42.0	129.0	117.0
Dividend payments	(156.0)	(159.0)	(129.0)	(99.0)	(99.0)	(99.0)
<b>Net cash from/used by financing activities</b>	<b>74.0</b>	<b>21.0</b>	<b>(129.0)</b>	<b>(57.0)</b>	<b>30.0</b>	<b>18.0</b>
<b>Net increase/(decrease) in cash</b>	<b>122.7</b>	<b>22.6</b>	<b>(107.5)</b>	<b>(17.5)</b>	<b>0.2</b>	<b>(0.6)</b>
Cash at beginning of financial year	5.6	128.3	150.9	43.3	25.9	26.1
<b>Cash at end of financial year</b>	<b>128.3</b>	<b>150.9</b>	<b>43.3</b>	<b>25.9</b>	<b>26.1</b>	<b>25.5</b>

**Our forecasted financial measures**

Measure	FY20	FY21	FY22	FY23	FY24	FY25
Return on assets	6.7%	5.3%	6.4%	6.5%	6.5%	6.6%
Return on equity	6.8%	5.2%	6.4%	6.4%	6.3%	6.4%
EBITDA interest cover (times)	4.51x	4.48x	4.31x	4.34x	4.26x	4.07x
FFO to net debt	10.8%	10.9%	11.0%	11.5%	11.4%	11.1%
Net debt to fixed assets	36.4%	37.7%	38.0%	37.6%	37.7%	37.8%

Note: Due to COVID-19 the FY22 to FY25 financials within this report are indicative only and remain subject to potential material revision.





Regulation). Council must then commence the sale process within six months after Council gives the notice of intention to sell the land. Once the sale process commences, it cannot be stopped until the overdue rates and charges are paid in full or the auction completed.

**Officer's Recommendation:**

**THAT Council sell the following property for overdue rates and charges:**

Property ID	Legal Description
189470	L71 RP845563

**And further;**

**THAT Council authorise the Chief Executive Officer to:**

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

**RESOLUTION**

**THAT Council sell the following property for overdue rates and charges:**

Property ID	Legal Description
189470	L71 RP845563

**And further;**

**THAT Council authorise the Chief Executive Officer to:**

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

**Moved By: Cr Cook**

**Seconded By:**

**Cr Hagan**

**Resolution Number: 20-24/0127**

**CARRIED**

**7/0**







