



ORDINARY MEETING OF COUNCIL

AGENDA

18 JANUARY 2017



**ORDINARY MEETING OF
COUNCIL AGENDA
18 JANUARY 2017**

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1. MEETING OPENED

2. LEAVE OF ABSENCE

No Leave Of Absence

3. CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 11 January 2017
Author: Susan Boland, Council Business Support Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

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

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

4.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the councillor's material personal interest in the matter; 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 173 of the *Local Government Act 2009*, a councillor 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 councillor's personal interest in the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.



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5. MAYORAL MINUTE

No Mayoral Minute

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes of 14 December 2016

Date: 11 January 2017
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday, 14 December 2016 be taken as read and confirmed.

6.2 Receival of the Minutes Audit and Risk Management Committee held on 8 December 2016

Date: 21 December 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Officer's Recommendation:

THAT the reports of the Audit and Risk Management Committee held on 8 December 2016 be received and adopted as minutes of that meeting.

Attachments

1 [View](#) Meeting Minutes 8 December 2016



REGIONAL COUNCIL

AUDIT & RISK MANAGEMENT COMMITTEE

MINUTES

8 DECEMBER 2016



**AUDIT & RISK
MANAGEMENT COMMITTEE
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ATTENDANCE:

Councillor Members

- Cr Jason Cook
- Cr Chris Wilson

Independent External Members (Voting)

- Graham Webb (Chairperson)
- Alison D'Costa
- Mike McGovern

Attendees (non-voting)

- Ian Church, Chief Executive Officer
- David Lewis, Executive Manager, Corporate & Community Service
- Tony Brett, Manager Finance & Customer Service
- Marita Corbett, BDO (Internal Audit)
- Junaide Latif, William Buck (External Audit)
- Debra Stolz, Queensland Audit Office
- Madonna Brennan (Secretariat)

Apologies

- Cr Tanya Milligan (Mayor) (ex officio)

1.0 MEETING OPENED

The Chair, Graham Webb opened the meeting at 2.47pm welcoming all attendees.

2.0 APOLOGIES

The Mayor, Cr Tanya Milligan was an apology.

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 Audit and Risk Committee Charter and Code of Conduct, a member who has a material personal interest in an issue to be considered at a meeting of the committee must –

- (a) inform the meeting of the members material personal interest in the matter; 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.

3.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to Audit and Risk Committee Charter and Code of Conduct, a member who has a real or perceived conflict of interest in a matter to be considered at a meeting of the Audit and Risk Committee must inform the meeting about the members personal interest in the matter and if the member participates in the meeting in relation to the matter, how the member intends to deal with the real or perceived conflict of interest.

Independent Professional Member, Alison D'Costa advised the Committee that she is currently undertaking some work for the Health Sector in the Southern Downs Region and that she had raised this with the Chair and both agreed that it is not a conflict.



4.1 Confirmation of Meeting Minutes Audit and Risk Committee Thursday 25 August 2016

Date: 30 November 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Officer's Recommendation:
THAT the Minutes of the Lockyer Valley Audit and Risk Management Committee held on Thursday 25 August 2016 be taken as read and confirmed

THAT the Minutes of the Lockyer Valley Audit and Risk Management Committee held on Thursday 25 August 2016 be taken as read and confirmed.

Moved By: A D'Costa **Seconded By:** M McGovern
Resolution Number: ARMC/0014

CARRIED
5/0

Note: The Chair congratulated all involved in the production of Council's 2015/16 financial statements and the associated annual report.

No Business Arising from Minutes.



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6.0 AUDIT COMMITTEE REPORTS

6.1 QAO Sustainability Performance Audit

Date: 30 November 2016
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

In October 2016 the Queensland Audit Office (QAO) released a performance audit report on Forecasting Long Term Sustainability of Local Governments. The audit was undertaken to assess how well councils plan to be financially sustainable in the long term, and whether their plans indicate they are financially sustainable.

All 77 councils were surveyed and five (including Lockyer Valley Regional Council) were selected for a deeper examination. The audit also examined the role played by the Department of Infrastructure, Local Government and Planning (the Department) in the financial sustainability of councils.

Overall the audit concludes that most councils plan poorly for the long term and their asset management and financial plans lack substance and rigour. The audit report makes four recommendations relevant to Councils and a further five recommendations for action by the Department. While the recommendations have not been mandated, steps are being taken to address the ones applicable to Council.

Officer's Recommendation

THAT the report be received and noted.

The report on the QAO Sustainability Performance Audit was received and noted by the Committee.

Report

In 2012, the State Government removed the requirements on Councils to produce Long Term Financial Plans and Community Plans and the number of sustainability ratios were reduced from six to three. At the time the QAO agreed to undertake a sector wide performance audit on financial forecasting and planning once the amended legislation had been in place for a few years. The audit has now been completed with a survey sent to all 77 Councils with five councils selected for a more in depth review. Lockyer Valley Council was one of the five.

Whilst the findings of the audit were pretty damning of the ability of the sector to properly plan for the future, they were unsurprising in that a short term political cycle and minimal resources would of course lead to a short term, simplistic view of financial planning. Certainly the flood events of recent years also played a major part in making forward planning take a back seat to the realities of the present. In spite of all the potential excuses for poor performance in this area, the fact is that



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improvements are needed if Councils are to continue to provide appropriate services to their residents.

It is clearly the opinion of the QAO that there is a significant problem in forecasting future financial sustainability across the sector that needs to be addressed. The audit findings include:

- most councils plan poorly for the long term and have low confidence in their forecasts,
- many councils are not prudently managing long-life assets, with only eight Councils having up to date asset management plans,
- 67 Councils do not prepare a long term financial plan,
- most councils cannot judge if their present and proposed revenue and expenditure policies are financially sustainable,
- many councils cannot reliably conclude whether they are financially sustainable or not,
- almost 50% of Councils currently recording operating deficits, with 24 councils forecasting operating deficits over the 10 year horizon,
- the Department does not analyse financial forecasts to understand which Councils are in or facing financial stress,
- asset sustainability ratios indicate that 43 councils cannot afford to maintain their assets in a satisfactory condition, and
- 34 councils are relying primarily on grant funding to cover costs.

The full report can be accessed at <https://www.qao.qld.gov.au/reports-parliament/forecasting-long-term-sustainability-local-governments>. It contains a number of case studies and examples to illustrate QAO's findings. The report also includes a comparative assessment of each Council's sustainability (based on the 2016-25 long term forecast) by segment. LVRC is in the Rural/Regional Segment and is showing an improving trend over the ratios as reviewed by QAO.

To address the report's findings, the recommendations made by QAO are:

Councils should improve the quality of their long-term forecasts and financial planning by:

1. maintaining complete and accurate asset condition data and asset management plans
2. implementing a scalable project decision making framework for all infrastructure asset investments
3. engaging directly with their communities on future service levels
4. developing financial plans to explain their financial forecasts and how they intend to financially manage the council and its long-life assets.

The Department should:

5. allow councils to set their own financial sustainability targets where they can justify that a different target is more appropriate for their long-term sustainability
6. strengthen their governance role, including analysing long-term planning documents, to allow the Minister to identify councils in, or becoming, financially stressed
7. support councils to strengthen their strategic planning by building their capability and capacity to produce 10-year financial forecasts and asset management plans that can be relied on, and are integrated with their annual budgetary processes. They should be renewed and updated at least every four years
8. require councils to include in their annual budget or annual report statements:
 - the long-term financial forecasts for at least three subsequent years after the budget year



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- reporting analysis of actual to budget figures
- 9. broaden the number of ratios required to be calculated over 10 years to include the asset renewal funding ratio, once councils have improved their asset condition data.

In its response to the report, the Department agreed with recommendations 1, 3, 4, 5, 6 and 7, and it agrees in principle with recommendations 2, 8 and 9. Consultation will occur with Councils before major changes are implemented either to the legislation or the Sustainability Guideline.

The following table shows the action taken by Council in response to recommendations 1 to 4:

Recommendation	Status
1	Reviews are underway of all asset management plans to update the data and check for completeness in order to improve the linkage with the budget and financial forecast.
2	A prioritisation model was used for the first time for IWS projects in the 2016/17 budget and the Asset Management Panel has been tasked with further developing a model for use across all Council projects for the 2017/18 budget.
3	Engagement with the Community has been undertaken at Council's show stands and via an online "budget allocator" tool to determine community sentiment on service levels. Further consultation will be undertaken as part of the 2017/18 budget process.
4	A formal long term financial plan is being developed in line with the better practice criteria described in the QAO report. This plan will be used as part of the 2017/18 budget development.



Date: 01 December 2016
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

The attached report provides a briefing on the status of the external audit activity, including Council's closing report for the 2015/16 financial year.

THAT the Committee receive and note the 2015/16 Closing Report and Briefing Paper prepared by William Buck on behalf of the Queensland Audit Office.

THAT the items that have not yet been resolved from the issues raised by the External Audit in their closing report be included in the Audit Register for reporting and completion purposes.

Moved By: A D'Costa **Seconded By:** Cr Wilson
Resolution Number: ARMC/0015

CARRIED
5/0

Council's External Auditor, Junaide Latif from William Buck briefed the committee on this item.



Date: 30 November 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

This report is to provide the Audit and Risk Management Committee with an update on actions to date on all recommendations identified in Council's Audit Register.

THAT the Committee receive and note the progress update on Council's Audit Register;
And further;
THAT the Committee endorse the recommendations made by Council's Internal Auditor BDO Pty Ltd and accept the items that have been identified as completed and that these items be removed from the Audit Register.

THAT the Committee receive and note the progress update on Council's Audit Register;
Further;
THAT the Committee endorse the recommendations made by Council's Internal Auditor BDO Pty Ltd and accept the items that have been identified as completed and that these items be removed from the Audit Register.
And further:
THAT an amendment be made to Fuel Management Item No 15IAFM55 on the Audit Register, stating that compensatory controls are already in place and matter is now closed rather than this item being deleted from the Audit Register.
And further:
THAT item aging and root cause for findings be included in future reporting on the Audit Register.

Moved By: Cr Cook **Seconded By:** Cr Wilson
Resolution Number: ARMC/0016

CARRIED
5/0

Background



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The Audit Register captures and reports against recommendations made from audits that have been conducted within the organisation by the Internal and External Auditors. The revised register (accepted by the ARMC in June 2016) ensures that an emphasis is placed on the actioning of and reporting against recommendations that have been identified as high risk.

The Executive Leadership Team at its meeting held on 5 October 2016, requested that a review of the full audit register be presented to ELT as part of the Monthly Audit Register Update/Review in November 2016 in conjunction with the completion of the key actions, being:

- Finalise the engagement with responsible officers so all are aware of what is required of them.
- Finalise the arrangements for verification of completed items.
- Ensure Reporting is current and completed by 8 November 2016 to allow time for ELT Review prior to next ARMC 8 December 2016.

The Executive Leadership Team reviewed the full audit register and actions taken at its meeting held on the 16 November 2016 and all comments (ELT comments identified in RED) have been included in the Audit Register.

Report:

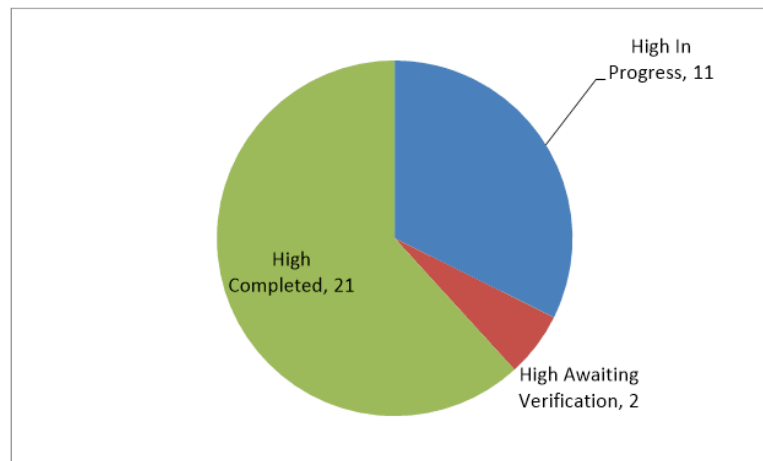
Included with this report is a detailed update on the action taken to date on recommendations made against high, medium and low risk items that have been identified as part of previously conducted internal audits. The report is provided for the Committee to review, make any necessary comments and accept the items that have been identified as completed (some of which the risk has been accepted by the organisation).

Council's Internal Auditor, BDO Pty Ltd conducted a review of Council Audit Register on 16 November 2016 and the comments are included for the Committee's acceptance.

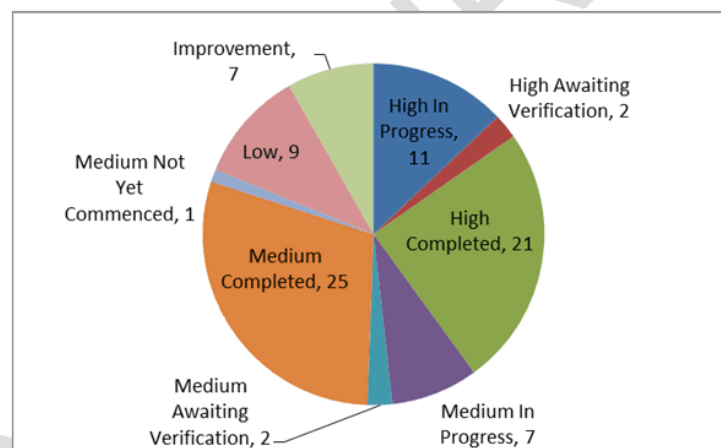
At present there are 34 high risk items on the Council's Audit Register of these items 21 are now completed for acceptance by the Committee, 11 are in progress and 2 are awaiting verification by Council's Internal Auditor (first graph).



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The graph below identifies the number of recommendations outstanding against each risk type with the high risk items being further detailed to their current status.





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6.4 Risk Register Update

Date: 30 November 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report provides the Committee with an update on the development of Council's revised risk register.

Officer's Recommendation

THAT the Committee receive and note the draft animal management risk register and the draft fraud risk register.

RESOLUTION

THAT the Committee receive and note the draft animal management risk register and the draft fraud risk register.

Moved By: M McGovern Seconded By: A D'Costa
Resolution Number: ARMC/0017

CARRIED
5/0

Report

Council commenced the revision of its Risk Register in the first half of this year, with the Draft Register presented to the Committee at its meeting on the 15 June 2016.

The Risk Register has been segmented into the following key risk focus groups:

- Financial and Economic (FE1) – Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.
- Financial and Economic (FE2) – Decision making governance, due diligence, accountability and sustainability.
- Infrastructure and Assets (IA1) – Planning, managing and maintaining assets for the future
- Infrastructure and Assets (IA2) – Delivering major projects (time, cost, scope and quality).
- Infrastructure and Assets (IA3) – Information and technology strategy
- Business Continuity and Systems (BC1)- Provision of core services now and into the future
- Environmental and Community (EC1) – Environmental health and protection
- Legal Compliance and Liability (LCL1) – Compliance management
- Political (P1) – Intergovernmental relationships/relationships with other key stakeholders
- Reputation (R1) – Reputation and goodwill

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- Staff (S1) – strategic workforce planning and management
- Workplace Health and Safety (WHS1) – health and safety

One key area where Council is exposed to significant risk is in the area of Animal Management and as such was the first area of focus for the development of specific risk registers.

Following a workshop between key officers involved in Council's animal management processes and Council's Internal Auditor a detailed risk register has been developed that reflects the key areas of risk in the area of animal management.

It is envisaged that all of Council's regulatory areas and areas of major risk will be subject to the development of a similar type of risk register.

These registers will inform future internal audit plans for Council.

A recommendation from a previous Internal Audit was that a Fraud and Corruption review be undertaken to develop a fraud risk register. Following a series of workshops between key council officers, the attached draft fraud risk register, which identifies the owner of key fraud components within Council has been developed and is included for the Committee's consideration.



Date: 30 November 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

The purpose of this report is to present the revised Internal Audit Plan 2016/17 – 2018/19, that has been prepared by Council's Internal Auditor, BDO Pty Ltd in conjunction with Council's Executive Leadership Team to the Audit and Risk Management Committee for endorsement.

THAT the Committee endorse the revised Internal Audit Plan for the 2016/17 – 2018/19.

THAT benchmarking be undertaken prior to the finalisation of year 2 of the Internal Audit Plan on the internal audit budget allocations for similar sized Council's.

Moved By: Cr Wilson **Seconded By:** Cr Cook
Resolution Number: ARMC/0018

CARRIED
5/0

The Audit and Risk Management Committee resolved at its meeting on 25 August 2016 to receive and note the draft Internal Audit Plan 2016/17 – 2018/19 and subsequently endorsed the first year program of work outlined in the plan.

The aim of Council's internal audit function is to help Council to achieve its objectives. It is concerned with evaluating and improving the effectiveness of risk management, control and governance processes and the proper conduct of business within Council.

Following a review of Council's financial position and the role of governance within the organisational structure; Council's Internal Auditor, BDO Pty Ltd in conjunction with Council's Executive Leadership Team reviewed Council's endorsed Internal Audit Plan 2016/17 – 2018/19 in November/December 2016.

Following the abovementioned review, a revised Internal Audit Plan 2016/17 – 2018/19 that reflects a best value spend for internal audit acknowledges Council's financial position and the spend on



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internal audit for like sized councils while allowing for the redirection of resources to key governance functions has been developed.

The revised plan that reflects the strategic direction and priorities of Council at this point in time is submitted to the Audit and Risk Management Committee for endorsement.

6.6 Proposed Committee Meeting Dates for 2017

Date: 30 November 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The proposed meeting dates for 2017 are submitted for the Committee's acceptance.

Officer's Recommendation

THAT the Committee accept the following proposed meeting dates and times for 2017:

The Committee accepted the proposed meeting dates and times for 2017, acknowledging an amendment to the 18 May 2017 to be an afternoon meeting.

Report

The following dates and times are proposed for the committee meeting schedule for 2017:

- Thursday 23 February 2017, 10.30am – 12.00pm
- Thursday 18 May 2017, 10.30am – 12.00pm
- Thursday 17 August 2017, 10.30am – 12.00pm (acceptance of financial statements)
- Thursday 7 December 2017, 10.30am – 12.00pm



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6.7 Independent Committee Chairman - Annual Report

Date: 30 November 2016
Author: Madonna Brennan, Business Improvement Officer
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The second Annual Report by the current Independent Chairman of the Audit and Risk Management Committee has been provided and presented to Council.

Officer's Recommendation

THAT the Committee receive and note the second Annual Report by the Independent Chairman of the Audit and Risk Management Committee.

The Committee received and noted the second Annual Report by the Independent Chairman of the Audit and Risk Management Committee.

Report

A copy of the Independent Chairman's Annual Report was provided for the Committee's information and noting.

6.8 Firewall Testing

Date: 30 November 2016
Author: Graham Cray, Manager Information Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

Graham Cray, Manager Information Services provided a verbal update to the Committee on Firewall Testing that has been conducted by Council.

7.0 MEETING CLOSED

The Chair, thanked the Committee for their attendance and wished them well for the festive season.

There being no further business the meeting closed at 4.26pm.



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7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes

8. COMMITTEE REPORTS

No Receival of Committee Reports as Minutes

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations

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10. EXECUTIVE OFFICE REPORTS

10.1 Chief Executive Officer Monthly Report

Date: 10 January 2017
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to update Council on:

- Key issues currently being actioned by Council's Executive Office
- Information relevant to Councillors and the organisation

Officer's Recommendation:

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

Report

1. Introduction

Refer summary above.

2. Background

This report covers actions and information relevant to Councillors and the Executive Office, including the key areas of Strategic Planning, Governance, Regional Development, Marketing, Communication and Engagement, Special Projects and Executive Services.

3. Report

Strategic Planning

Community Plan Review

The draft Community Plan content will be put on display from 16/01/2017 to 31/01/2017 in order to seek input from the broader community. The seven themes with their updated definitions and the accompanying objectives will be displayed in the Gatton Administration Foyer, Gatton Library and Laidley Library. The information will also be provided on Council's website for feedback and advertised in the Valley Voice and on social media. The intent of this engagement is to ensure that nothing has been missed from the aspirations of the community as developed by the Community Plan Reference Group.

Corporate Plan 2017 – 2022 Development

The new Vision, Mission & Values have been finalised and communicated to all staff. The draft Corporate Plan is being written. The Leadership Team and staff will be engaged to confirm the draft outcomes under each of the eight themes prior to seeking Council input and approval in mid-February.

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Councillor Priority Project List

Confirmation of priority projects was undertaken at the 6 December 2016 Councillor Workshop. To assist in linking these projects to the outcomes and strategies of the new Corporate Plan, a further workshop will be held with Councillors and the Executive Leadership Team.

Governance

Policies/Procedures/Guidelines

The following Policies, Procedures and Guidelines are currently under review and/or development:

- Related Party Disclosure Guideline
- Naming of Infrastructure Policy and Guideline
- Social Media Procedure
- Tree & Shrub Management Guideline
- Code of Meeting Practice
- CCTV and Audio Recording Policy and Procedure
- Cemeteries
- Flying Fox Management Policy
- Waste Management Policy

Finalised:

- Related Party Disclosure Policy – adopted by Council on 13/12/2016

A new register for policies/procedures/guidelines has been developed as a single source of truth for the organisation. All current statutory and strategic-governance policies are in the register and up to date or being updated. Responsible teams/units have been contacted to commence the review process for outdated policies or those due for review. The register will next be populated with information regarding the organisational policies, procedure and guidelines.

Delegations

An annual review of financial delegations is being undertaken to ensure compliance and that the appropriate delegations are in place to conduct Council business.

A review of administrative delegations is also underway to correctly document the officers that have authority to undertake actions on behalf of the CEO for the effective operation of Council business.

Fraud & Corruption Control

The Fraud & Corruption Risk Register was accepted by the Audit and Risk Committee in December 2016. The register and the updated Fraud Control Plan have been provided to the Leadership Team for information and discussion at the February Leadership Team meeting.

External Funding:

Building Better Regions Fund (BBRF)

ELT have been briefed on the Building Better Regions Fund and are to identify potential projects in accordance with the capital works program that are viable to be considered for funding.

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Regional Development

Lakeview Accommodation – Room Motels

The motel commenced trading on Friday 23 December 2016, with the formal opening scheduled for Friday 20 January and a public open day planned for the following day. Settlement on the land purchase has been completed and Council has been paid in full with Stage 1 of project close to full completion. A Material Change of Use application (MCU) has been lodged with Council to amend the Development Approval to change the design to remove the catering shops in stage 1 and include an additional 6 rooms which would increase the stage 1 development to 39 rooms in total.

Scotbar – UQ Business School Update

Regional Development initiated a request from UQ Business School 3 years ago seeking innovative local businesses with the capability and capacity to conduct research into sustainable business practices to participate in their Sustainable Business Program. Regional Development provided a number of potential businesses that would fit the criteria, including Scotbar. On Saturday 7 January 2017, the Manager Regional Development attended an onsite tour conducted by Scotbar in conjunction with the University, highlighting innovative, sustainable business practices which Scotbar have been developing for 3 years. As part of the program Scotbar is seeking to develop sustainable business models that will enable complete usage of the groups products. The UQ/University of Connecticut Sustainable Business Program has been a successful partnership that Council has helped facilitate to improve the sustainability and viability of a local business. An overview of the Sustainable Business Program is available should Councillors wish to gain further information.

Plainland Business Networking

The next meeting for the Plainland Business Networking group is scheduled for Tuesday 21 February and will be hosted at Porters Plainland Hotel. Discussions have been ongoing in relation to the Plainland highway signage and a number of suggestions have been submitted for consideration, however work is still in progress.

Regional Development Australia – Jobs Board: Matching Local Jobs to Local People

Marketing advertisements appeared in local press advertising promoting the Jobs Board in December and will run again next week. Career information sessions with local high schools for teachers and students will be scheduled once school returns for 2017.

GenR8 – Employment Pathway for Youth

Council was notified at the end of December 2016 that three students had provided expressions of interest for placement within Council. Interviews with students from local high schools will be conducted Thursday 19 January and successful applicants will commence training in February 2017 and work placements in April 2017.

Neilsen's Place – Laidley Business Incubator

Special rates for Christmas trading were advertised to promote opportunities for local 'home based' or cottage industries to have a physical retail presence in the lead up to Christmas. This offer has been extended until the end of January.

Neilsen's Place traders at the Incubator held 1st birthday celebrations on Saturday 17 December from 9am to 2pm, with lucky door prizes, goodie bags and lucky dips for children and Santa attended on the day.

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The real estate agent engaged to manage the lease on Shop 1 has confirmed that a new lease is scheduled to commence on 15 January.

Laidley Futures

The next Laidley Futures meeting is scheduled for Wednesday 8 February.

Town Proud Campaign

The Town Proud Campaign 2016 was once again a very successful community campaign, with 133 retailers participating across the Lockyer and Somerset regions, and more than 60,000 entries in the final draw at the Gatton Christmas Carnival. Retailers were reported as noting a spike in both foot traffic and purchases in the six week lead in period to Christmas. The message in the campaign this year was to enquire what was available locally before shopping out of town. This message was conveyed in advertising throughout the campaign.

The winners and place of their purchase are available should Councillors wish to see this information.

Active Transport Link UQ to Gatton – Tourism Demand Driver Infrastructure Fund

UQ Gatton have recently confirmed that their financial commitment to the project has been approved for the amount of \$300,000. Council submitted an application under the above fund to complete the 4 km link for a total of \$900,000, with contributions divided as a third each from UQ, LVRC and the funding body.

Grantham Butter Factory – Community Consultation re Activation

Following the Council workshop presentation with regard to activation on the Grantham Butter Factory, the Regional Development and Legal teams have commenced drafting the specification documents to proceed to Expression of Interest. At this stage we are aiming to go to public notification by the end of February 2017. The intent will be to ascertain the level of interest from the community and any private sector to operate and manage the facility as a positive return to the community.

Lockyer Chamber of Commerce and Industry (Lockyer Better Business)

No further updates from the previous month.

Mobile Blackspot Program

No further updates from the previous month.

Embracing 2018 Commonwealth Games

No further updates from the previous month.

Investment in Farm Workers Resort

Expressions of Interest for the development of 75 Philps Road were advertised on 21 December 2016, closing 24 January 2017. A meeting was also held to advise the present lease holders of the property of Council's intent to seek expressions of interest for the partial development of the property for farm workers. Evaluations of the Expressions of Interest will be conducted on 30 January 2017, should there be any, and a report submitted to the first Council meeting in February 2017. Independent valuations have been completed by AssetVal to assist with the evaluation of the Expressions of Interest.

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Single Point of Entry - Business Support

The following table highlights areas of enquiry from prospective developers and business operators that have been dealt with by the Regional Development team. The purpose of the Regional Development team being the first point of contact in these instances is to assist potential developers and business operators by “walking them through” Council processes and providing them with a single point of contact rather than multiple staff contacts. No details are provided as they are potentially commercial in confidence, however should any Councillor wish to ascertain more detail please do not hesitate to contact me or the Manager Regional Development.

Industry Sector	Level of interest	Notes:
Accommodation and Food Services	☆☆	Additional short term accommodation facilities.
Tourism	☆	Potential new tourism experience operation - both enquiries will take time to bring to fruition
Manufacturing	☆	Value Added Agricultural product distribution
Transport, Postal, Warehousing	☆☆☆☆	New business establishment project development
Arts & Recreational Services	☆	Establishment of new business, and relocation of existing business
Wholesale Land Development	☆☆☆☆	Support provided to potential and existing land developments
Retail Trade	☆☆	Information in relation to establishing new business
Electricity, Gas, Water & Waste	☆☆	Recycling operations
Rental, hiring & Real Estate Services	☆	Establishing new equipment hire business
Health care & Social Assistance	☆	New Medical practice

Marketing, Communication & Events

Human Resources/Employee Induction Video

As the process for inducting new employees is improved, the Marketing Communications and Events work group are filming a video incorporating a message from the CEO for all new staff. This will be completed prior to the end of January 2017.

Queensland Transport Museum (QTM)

A marketing strategy has been completed for the QTM and distributed to Councillors. Planning for the restructure of the facility is also underway and will be reported to Council in the near future.

New Tourism Video

Following the closure of one of the shops featured in the current production, the new video is being re-edited. The planned production is shorter in length (around 4 minutes as opposed to 7 minutes) and will be completed by the end of January 2017.

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Come and Try Sports Day

Promotion for the event is underway, which is planned for early February at the Laidley Sport and Recreation Centre. The event will promote participation in sports in the Lockyer region and high profile sports stars along with local sporting clubs will be in attendance to encourage people to participate.

Laidley Flood Mitigation Community Consultation

Community Engagement staff have been assisting Infrastructure staff with the community consultation required for the Laidley Flood Mitigation Project. Councillors will be aware that there are a number of one on one sessions with Infrastructure staff and consulting engineers, as well as a community session from 4.00 pm until 7.00 pm on Tuesday 17 January. Extensive media releases have also been used to promote the consultation sessions.

Australia Day Awards and Citizenship Ceremony

Letters have been sent to individuals being confirmed as citizens as well as relevant politicians inviting them to the Awards and Citizenship Ceremony. Preparations are underway for the day with the venue layout and program being finalised. Medallions and certificates have arrived and are ready for engraving.

Annual What's On Publication

Content for the updated "What's On Publication" is currently being collated and the design of the brochure is being finalised. The proposed completion date ready for distribution is the end of January 2017.

Backpacker Welcome Program

The program is undergoing review to ensure that it is meeting the community's needs. Further information will be provided to Council regarding this and the next Welcome event is due in February.

Tidy Towns

Applications are being completed for Forest Hill and Withcott to enter into the annual Tidy Towns competition. The applications are not due until June/July 2017 however, significant data must be gathered to inform them.

Special Projects

Gatton West Industrial Zone

No further updates from the previous month.

National Water Infrastructure Fund

Amendments to the Funding Deed have been agreed and the document has now been signed and returned to the State Government. The scope of works is currently being prepared to enable the project to be tendered.

Water Users Group

At the December Council meeting, it was agreed to provide \$8,000 towards the cost of a Socio-Economic impact Study to be prepared on behalf of the Water Users Group. Contact will be made with the group to ensure that the instructions included in the December Council meeting resolution regarding the study are fulfilled.

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Inland Rail

No further updates from the previous month.

Lockyer Valley Growers Group

No further updates from the previous month.

Industry Major Projects Forum

The Mayor and Special Projects Officer have discussed holding an Industry Major Projects Forum in the Lockyer in conjunction with the Department of State Development, most likely in April 2017. The idea is an exciting one for the region and will be further scoped and discussed with Council over the next 2 months.

Executive Business Services

Strategic Document Coordination (Policy, Legislation, Motions, Green/White papers etc)

COMSEQ Committee Meetings for 2016 were completed in December and the 2017 Calendar of meetings recommences in March following the AGM and visioning workshop.

Enhance Council Governance and Decision Making

There will be one Council Meeting in January 2017 and then the full program of Council Meetings, Tours and Workshops will be delivered from February as per the resolved program. Additional workshops may be programmed if calendars permit.

Property Administration

- The Woodlands Road tender process has proceeded and the broad terms of a contract have been agreed. As per the Council resolution, the connection road is to be excised and dedicated prior to contract settlement.
- Sale of 8 Tryhorn Street Grantham has finalised. That effectively completes Tranche 1 of the property sales and consideration is being given to the identification of surplus property for a second tranche of property sales.
- A number of leases are currently being drafted over properties at Grantham and Summerholm.

Legal Matters

- The LVRC claim through LGM for costs associated with the Grantham Floods Commission of Inquiry has been finalised.
- The Drywound Adare Motocross facility action is set down for late January 2017 in the Planning and Environment Court.

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10.2 Council of Mayors (CoMSEQ) Resilient Rivers Funding Initiative

Date: 11 January 2017

Author: Stephen Hart, Manager Executive Business Services; Richard Collins, Coordinator Environmental Planning

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Council of Mayors South East Queensland (COMSEQ) coordinates the Resilient Rivers Taskforce. The November 2016 meeting of the Taskforce considered an item relating to a catchment investment payment. COMSEQ has now referred this matter to SEQ Councils for consideration in 2017/18 budget deliberations.

Officer's Recommendation:

THAT Council resolve to support the Catchment Investment Program and advise COMSEQ that Council's 2017/18 budget development will consider the appropriate funding level.

Report

1. Introduction

The Chair of the Council of Mayors South East Queensland (COMSEQ) has written to all SEQ Mayors seeking support for the Resilient Rivers Taskforce proposal relating to funding for catchment investment.

2. Background

COMSEQ was established in September 2005 as an independent political advocacy organisation to represent the interests of one of the nation's fastest growing regions – South East Queensland.

The membership of the COMSEQ consists of the 11 Mayors representing the Councils of SEQ: Brisbane, Ipswich, Logan, Redland, and Gold Coast City Councils and Lockyer Valley, Scenic Rim, Somerset, Toowoomba, Moreton Bay and Sunshine Coast Regional Councils.

The Resilient Rivers Taskforce is a key component of the COMSEQ strategic approach. The Resilient Rivers Initiative launched in December 2014 is a partnership between COMSEQ, the Queensland Government, water utilities and catchment organisations and the community. It aims to improve the health of the region's waterways and Moreton Bay through coordinated catchment management.

The Initiative's goals are:

- To promote partnerships with strong leadership to deliver a coordinated approach to catchment management in SEQ;
- To keep soil on our land and out of our waterways;

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- To help protect our region's water security so it can support the current and future population of SEQ; and
- To improve the climate resilience of our region.

3. Report

Funding continues to be the most important 'missing piece' in the development and implementation of the goals of the Resilient Rivers Initiative; administrative and organisational structures are in place and well established, two catchment action plans have been developed and published with several more approaching completion and yet there is no established funding mechanism in place to fund the actions within the action plans.

At the Resilient Rivers Taskforce meeting of 18 November 2016 it was suggested that a catchment investment payment relative to the numbers of ratepayers within a local government area be considered in the short term for the Catchment Investment Program. Such a fund would enable a level of base funding to allow for planning and implementation of Resilient Rivers initiatives.

From a Lockyer Valley perspective, our local government area is relatively large but with a small rate base. It will therefore be necessary to rely upon money from outside of the region to address broader catchment management issues. It is anticipated that contributors from outside of the Lockyer will recognise the significance of its catchments to contribute silt to the Brisbane River and Moreton Bay with a corresponding loss of agricultural productive potential. In addition, the Lockyer Catchment Action Plan was, together with the Mid-Brisbane Action Plan, the first to be completed and published. There is an expectation within the community that the actions within the Action Plan will be 'seen' to be progressing.

All SEQ local governments have been approached to consider making a contribution in the 2017/18 financial year. It should be noted that whilst such funds would be administered by COMSEQ, the monies would be utilised for on ground works in keeping with the Catchment Investment Program. It should also be noted that COMSEQ have not indicated an amount per council. This is entirely a matter for each Council within the Region.

It is considered that the resilient Rivers Task Taskforce initiative relating to the Catchment Investment Program has considerable benefit for the catchment and the region. An appropriate funding contribution should be considered in the development of the 2017/18 budget.

4. Policy and Legal Implications

COMSEQ is established as the Council of Mayors (SEQ) Pty Ltd and has a Board comprised of Director representatives of each Member Local Government. Funding of Taskforce initiatives through COMSEQ is considered appropriate from a legal and policy perspective.

5. Financial and Resource Implications

Lockyer Valley Regional Council has committed to COMSEQ and has been an active participant in COMSEQ's activities. It is recognised that LVRC is a region with a relatively small population. The benefit to the catchment would be considerable if all Regional Councils were to contribute even modest per capita amounts. Considerable benefits may also arise for

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the Catchment Investment Program if some level of base funding also attracts co-contributions from other entities or other levels of government.

6. Delegations/Authorisations

No additional delegations/authorisations are required.

7. Communication and Engagement

There are no communications arising from this report other than to advise COMSEQ of the resolution.

8. Conclusion

Council plays an active role in COMSEQ and on the Resilient Rivers Taskforce. The Catchment Investment Program appears to be a real opportunity to establish base funding for this work from across the SEQ region. It is considered that the appropriate level of funding should be considered in the 2017/18 budget development.

9. Action/s

Council advise COMSEQ of the resolution to support the Resilient Rivers funding initiative.

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10.3 Request for Street Name

Date: 10 January 2017
Author: Vickie Wieland, EA to Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Council has received a request from a citizen for a Street to be named after her late father.

Officer's Recommendation:

THAT the applicant be advised that "Geiser Road" remains on the Road Naming Register and will be taken into consideration when future stages of the Grantham subdivision are developed.

Report

1. Introduction

Council has received recent enquiries regarding future street naming at Grantham. This dates back to correspondence received on the 4 November 2011 requesting a Street in the new Grantham Estate be named after the correspondent's late father. The reason for the request was to recognise his involvement in the Grantham Community.

2. Background

The applicant spoke with a Council Officer in 2011 regarding the possibility of having a street named after her later father, in the new Grantham Estate. A Council Officer wrote to the applicant in December 2011 advising that all streets within the Grantham subdivision had been allocated names. The proposed road name of Geiser Road has been placed on a Road Naming Register and would be taken into consideration when future stages of the Grantham subdivision are created.

Further correspondence was sent in December 2012 advising that her request is still on the register and would be considered in due course. Council records indicate that there was also a conversation wherein it was suggested that a park could possibly be named after her late father. An investigation revealed that all the Parks within the Grantham area were also already named.

3. Report

The applicant has again contacted Council in anticipation that her request can be accommodated and reiterates that it would be a great honour to have her late father recognised for his active involvement in the Grantham community for many years.

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Below is an extract from her request:

"To enlist in the First World War, Dad raised his age, served overseas, was wounded. Returning to Pittsworth he ran the RSL Club and in 1939 we moved to Grantham, where Dad was Postmaster until the early sixties, when ill health forced his retirement.

As Postmaster, he was most dedicated and conscientious. During the war, like most Postmasters he had to report on all planes flying over and identify them. I recall he had a huge chart with photos of all aircraft, so as to make the correct identification. He also had the unenviable task of having to deliver telegrams to loved ones of men who had been killed or wounded in action.

When Sandy Creek looked like flooding, people further up the creek would ring Dad, who in turn would contact towns folk to get their vehicles etc to the railway station. It was then all hands on deck to help a resident move the fuel drums to higher ground. Dozens of times we were evacuated in January, however, nothing on the scale of the devastating floods in 2011.

Dad was on the school committee and was very active with the RSL and organised ANZAC services for years.

He also coached the Grantham Cricket Team and was an enthusiastic billiard and snooker player and at times was the local barber".

The applicant has been advised that there are no plans at present for the next stage of the Grantham subdivision to commence and that her request for "Geiser Road" is still on the Road Naming Register.

It has been 6 years since Council received this request and she is very keen to ensure her late father is recognised for his community involvement. The latest request also raised the possibility of a plaque being installed in a park or at the Grantham Butter Factory in his honour.

It is considered that to install a plaque in a Park or at the Grantham Butter Factory may set a precedent with future implications for Council facilities and parks.

4. Policy and Legal Implications

No legal implications from this report.

5. Financial and Resource Implications

The applicant be advised, as Council pays for street signage then a plaque should also be funded by Council. Any other Budget implications will continue to be addressed through existing allocations.

6. Delegations/Authorisations

No further delegations are required to manage the issues raised in the report.

7. Communication and Engagement

Council will notify the applicant of the outcome.

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8. Conclusion

The gentleman has a strong connection to Grantham and is worthy of consideration for street naming. However at this time no appropriate street is available for consideration. His name should be considered in the future when subsequent streets at Grantham are developed.

9. Action/s

That Council adopts the resolution set out in the officer's recommendation.

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**10.4 Laidley-Walloon Quarter Horse & Performance Association Inc -
Application of Section 236 Local Government Regulation 2012
Exception for Renewal of Lease of Part of Lot 189 on CP2393**

Date: 11 January 2017
Author: Julie Millard, Property Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Lessee has requested a renewal of the lease for the purpose of a horse riding facility over part of Lot 189 on CP CC2393 located at Swan Road, Regency Downs. The purpose of this Report is to consider the request and apply the exception from tendering under Section 236(1)(c)(iii) of the *Local Government Regulation 2012* to enable a new lease to be offered.

Officer's Recommendation:

THAT with respect to the request for the renewal of the Lease over part of Lot 189 on CP CC2393 to the Laidley-Walloon Quarter Horse & Performance Association Inc., Council resolves to:-

- a) apply the exception contained in Section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and**
- b) authorise the Chief Executive Officer to negotiate a new trustee lease with the Laidley-Walloon Quarter Horse & Performance Association Inc. as existing lessee, on terms satisfactory to Council.**

Report

1. Introduction

The purpose of this Report is to discharge Council's statutory obligations to enable the lease arrangements with Laidley-Walloon Quarter Horse & Performance Association Inc. (**Lessee**) to continue.

2. Background

On 1 May 2007, Council entered into a Trustee Lease with the Lessee and The Cricket Road Riders Club as joint tenants over part of the Glenore Grove Cricket reserve land situated at 2 Cricket Road, Regency Downs (indicated in yellow on the attached plan). The lease term is due to expire on 1 May 2017.

During the lease term, the Cricket Road Riders Club dissolved and abandoned their use of the leased premises. The Lessee then extended their use to the whole of the leased premises and obtained an extension of their public liability insurance to cover the increased area being used. They have also kept the leased premises repaired and maintained at their own cost and expense since taking over the whole area.

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The Lessee has now requested a new lease of the leased premises to commence on expiry of the current lease term.

3. Report

The leased premises comprise approximately 8.5 hectares and are shown on the **attached** Aerial Plan. Access is via Swan Road.

The previous lease term was for 10 years and, being a trustee lease, did not contain any options. The annual rent was \$1.00 per annum.

In order to be consistent with trustee leases offered more recently to other clubs the following lease terms are proposed:

- (a) a lease term of 20 years.
- (b) an annual rent of \$119.00 (GST exclusive) with annual CPI increases.
- (c) all insurances and outgoings will be the Lessee's responsibility.
- (d) rates will be the Lessee's responsibility in the event Council adopts a policy applicable to rating of leased properties generally.
- (e) the Lessee will be responsible for all survey and lease registration costs.

The leased premises form part of a larger recreation reserve and any trustee lease will also be subject to the mandatory standard terms for trustee leases.

The Recommendation made in this Report will enable Council to apply the statutory exception from tendering and offer a new lease to the existing Lessee with the Chief Executive Officer being delegated authority to negotiate satisfactory lease terms consistent with those noted above.

4. Policy and Legal Implications

The proposed use of the leased premises for horse riding activities is consistent with the recreation purpose for which the reserve land was dedicated. In accordance with Written Authority No. 1 – Section 64 of the *Land Act 1994*, a land management plan and Ministerial approval for the trustee lease are not required.

The Trustee Lease will include Mandatory Standard Terms set by the Department of Natural Resources and Mines and is required to be registered on the title of the land at the Lessee's expense.

Section 236 (1)(c)(iii) provides an exception from the requirement to go to tender if the disposal is for the purpose of renewing a lease to the existing tenant.

5. Financial and Resource Implications

The rental, and annual CPI reviews, proposed for the new lease is consistent with the rental applied to other leases granted by Council to community organisations and clubs and is equivalent to the appropriate State lease rental category.

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The Lessee will be responsible for all repairs and maintenance to its improvements, as well as all survey and lease registration costs. The Lessee is entitled to apply for community grant and other funding to assist with covering these expenses.

No further financial implications are anticipated for Council as the lease documents can be prepared internally by Council's Property Officer.

6. Delegations/Authorisations

The Chief Executive Officer, through the Legal Services Team, shall be authorised to do all things necessary to negotiate a lease with the Club on the terms and conditions recommended in this Report.

7. Communication and Engagement

The Property Officer shall be primarily responsible for engaging with the Lessee and the Department of Natural Resources and Mines to finalise a new lease. The Chief Executive Officer and the Legal Services Coordinator will be involved as necessary to negotiate satisfactory lease terms and provide support to the Property Officer.

8. Conclusion

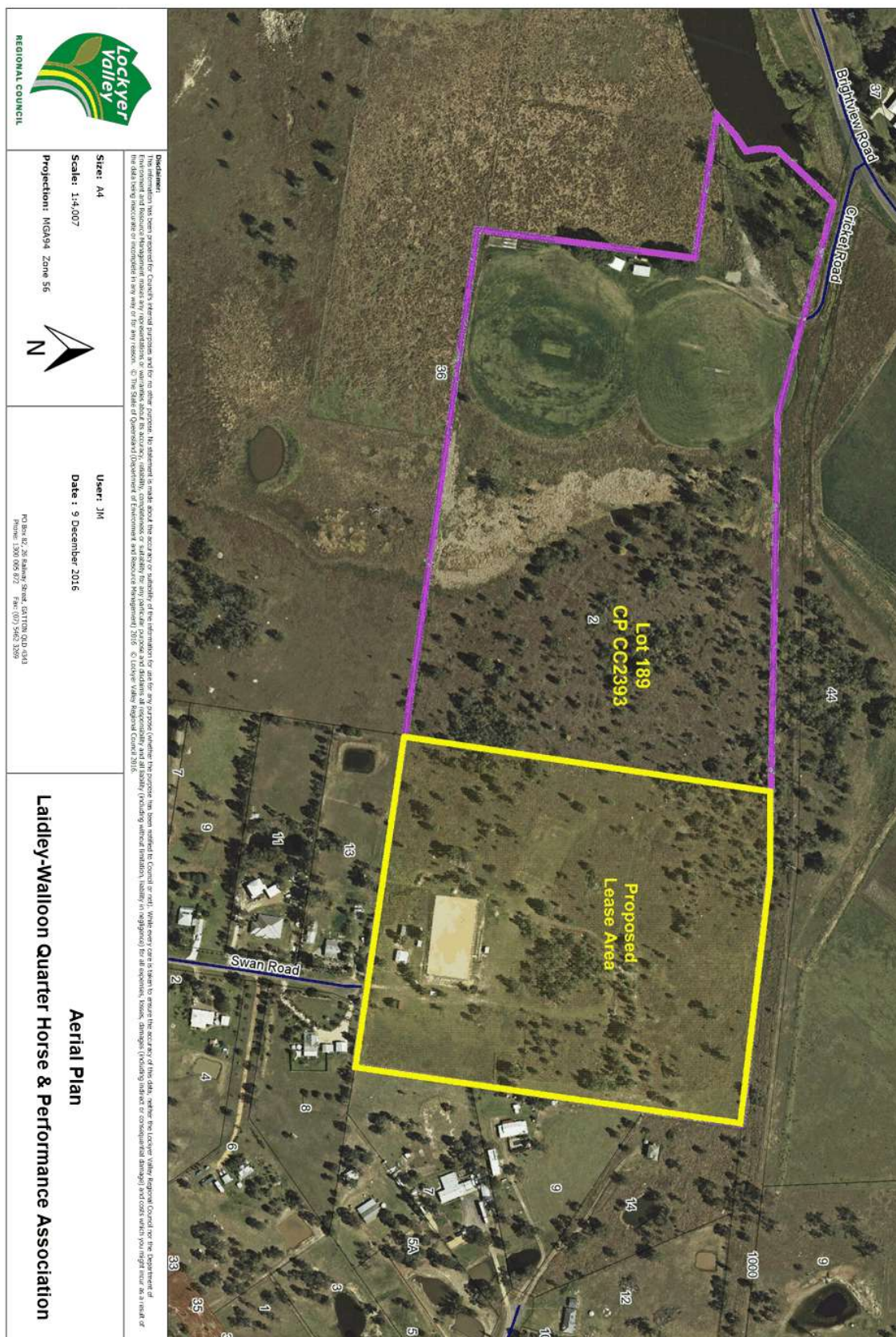
The Recommendation made in this Report will enable Council to meet its statutory obligations before offering a new trustee lease to the existing Lessee.

9. Action/s

1. Advise the Lessee of Council's resolution and proposed lease terms.
2. Arrange a survey of the leased area.
3. Prepare draft Trustee Lease.
4. Register the Trustee Lease with the Titles Registry.

Attachments

1 [View](#) Aerial Map 1 Page



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11. ORGANISATIONAL DEVELOPMENT AND PLANNING REPORTS

11.1 Application for Development Permit for Material Change of Use for Motel (Six Additional Units, Covered Area, Carports, Laundry) and Shop on Lot 1 SP258959 located at Lakeview Drive, Gatton

Date: 11 January 2017
Author: Trevor Boheim, Manager Planning and Environment
Responsible Officer: Dan McPherson, Executive Manager Organisational Development & Planning

Summary:

The application has been assessed in accordance with the requirements of the *Sustainable Planning Act 2009* and is recommended for approval subject to the conditions stated in the Officer's Recommendation.

Officer's Recommendation:

THAT the Application for Development Permit for Material Change of Use for Motel (Six Additional Units, Covered Area, Carports, Laundry) and Shop on Lot 1 SP258959 located at Lakeview Drive, Gatton be approved subject to the following conditions which shall be met prior to the commencement of the use unless otherwise indicated:

- 1. The development shall be undertaken generally in accordance with the following plans prepared by designtek and referenced as Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05:**

- (a) Drawing number MCU-04, Revision A, dated 9 December 2016;**
- (b) Drawing number MCU-05, Revision A, dated 9 December 2016;**
- (c) Drawing number MCU-06, Revision A, dated 9 December 2016; and**
- (d) Drawing number MCU-07, Revision A, dated 9 December 2016**

subject to the following amendments:

- (e) The proposed Shop use has 75% of the shop frontage to Lake Apex Drive as glazing;**
- (f) Motel units 34, 36, 37, 38 and 39 are to be setback 3m from the property boundary comprising the Lake Apex Drive frontage of the land; and**
- (g) The distance between points G and L on Drawing number MCU-18, Revision A, dated 9 December 2016 (Attachment 2) is to be reduced to 49.325m by setting motel units 37, 38 and 39 a further 0.205m back from boundary comprising the Railway Street frontage of the land.**

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2. The Relevant Period for this Development Permit is four (4) years.
3. The development is to occur in accordance with the Concurrence Agency Response from the State Assessment and Referral Agency dated 6 January 2017.
4. The laundry indicated on the approved plans is not to provide a service to persons other than guest or residents of the Motel use.
5. The applicant is to submit to Council for consideration and approval a detailed Colour and External Finishes Schedule and Plan. This condition is to be satisfied prior to building works approval.
6. The developer shall provide and keep available at all times the vehicle parking and manoeuvring areas shown on Drawing Number MCU-07, Revision B, dated 20 October 2015 for Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05 as modified by Drawing Number MCU-04 & MCU-06, Revision A, dated 9 December 2016 for Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05. This condition shall be satisfied at all times during which the relevant component of the development for which the parking is provided is in operation.
7. Infrastructure charges shall be paid in accordance with Council's Adopted Infrastructure Charges Resolution and as indicated the Infrastructure Charges Notice issued by Council.
8. No on-site works shall commence until approval for operational works has been obtained from Council.
9. All works, services, facilities and/or public utility alterations required by this approval or stated condition/s whether carried out by Council or otherwise, shall be at no cost to Council unless otherwise specified in subsequent development approvals or contractual arrangements between the developer and Council.
10. Replace existing Council infrastructure (including but not limited to street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.
11. 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.

Internal Road Works and Parking

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12. A total of 5 car parking spaces must be provided in accordance with Drawing Number MCU-04, Revision A, dated 9 December 2016 for Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05.
13. When the Shop is developed a total of 4 car parking spaces must be provided in accordance with Drawing Number MCU-06, Revision A, dated 9 December 2016 for Proposed Motel Development Lake Apex Drive, Gatton Qld 4343 - Project Number 1503-05.

Stormwater Management

14. Provide all necessary internal and external stormwater drainage to service the development. Such drainage works must be designed and constructed in accordance with Queensland Urban Drainage Manual 2013 (QUDM) and Council's planning scheme such that the overall drainage system caters for a storm event with a 1% AEP.
15. Provide a stormwater quality treatment facility for the proposed development in accordance with the requirements of State Planning Policy 2014 and South East Queensland Technical Design Guidelines for Water Sensitive Urban Design prior to discharge to downstream receiving areas.
16. The developer shall be responsible for obtaining approval and bearing all costs associated with registering in favour of Council all necessary stormwater drainage easements within to the subject land in order for drainage paths to reach a satisfactory point of legal discharge.
17. No ponding or redirection of stormwater shall occur onto adjoining land.

Landscaping

18. Submit an Operational Works application for approval of a Landscaping Plan that provides:
 - (a) Details of proposed landscaping works including plan and schedules of proposed plant species.
 - (b) For all trees to be installed with appropriate root barrier and deflector devices and sub soil drainage.
 - (c) That no plants within the Queensland Herbarium's 200 most invasive weeds list are to be utilised within any landscaping works.
19. All approved landscaping shall be maintained in perpetuity and any plants that die shall be replaced with a like species within three months. This condition is required to be met on an ongoing basis.

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Water Supply

20. The development shall be connected to the reticulated water supply.

Wastewater

21. The development shall be connected to the reticulated wastewater network.

Environmental Health

22. All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the Environmental Protection Act 1994 must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the Environmental Protection Act 1994 and Environmental Protection (Noise) Policy 2008.
23. All plant and equipment does not result in a level greater than L_{A90} 39 dB(A) when measured at 4m from the most exposed façade of the nearest residential uses.
24. The contribution from all varying noise sources associated with the development during night-time hours (10pm-7am) does not exceed a level of L_{AMAX} 50 dB(A), adjusted for tonality and impulsiveness, when measured at 4m from the most exposed façade of the nearest residential uses.
25. All mechanical plant and equipment, including but not limited to, air conditioning/refrigeration plant and ventilation exhausts/extracts shall be screened/shielded
26. The provision of security and flood lighting shall 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.
27. A suitable number and type of waste and recycling container/s shall be provided and serviced not less than once per week or as approved by Council. All waste and recycling services must take into consideration the Queensland Waste Strategy particularly the objectives, principles and waste hierarchy and Council's Waste Reduction and Recycling Plan.
28. Waste and recyclable materials produced on site shall be collected into designated bins and stored in a location that ensures:
- (a) All waste and recyclable material containers stand on an imperviously paved area; and

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- (b) There is a suitable form of enclosure to conceal and secure the waste and recyclable material disposal area.

29. Putrescible waste must be collected at least every seven days and disposed of at an approved/authorised disposal site.
30. Waste & Recycle containers are to be kept in a clean state and in good repair. Waste containers are to be provided with a tight fitting lid assembly designed to prevent ingress of pests and water.

Requirements for Operational Works

General

31. Submit operational works documentation in the form of detailed plans, drawings and calculations for Council review for compliance with the approval conditions and Council's general requirements. Submission of operational works documentation will include, but is not limited to:
- (a) All drawings must be checked, approved and signed by a current RPEQ with their registration number;
 - (b) Two full sets of the engineering drawings in A3 size; and
 - (c) Calculations supporting stormwater management proposals (quantity and quality) are to be included.
32. Footpaths and pathways are to be constructed in accordance with IPWEAQ Standard Drawing RS-065. Kerb ramps shall be provided at intersections in accordance with IPWEAQ Standard Drawing RS-090 and RS-094.

Public Utilities

33. All above and below ground services potentially affected by the proposed works shall have alignment and level determined prior to any detailed design work or construction works being undertaken. Any conflicts associated with proposed and existing services shall be forwarded to the appropriate controlling authority by the developer for decision.

Deliverables

34. On completion of the works, a certificate must be submitted to Council by a RPEQ certifying that the works have been constructed in accordance with Council's construction standards and in compliance with the approved plans and specification. It is expected that the RPEQ will undertake the necessary inspections to make this certification. This condition is required to be met prior to

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acceptance of works as on maintenance.

35. Submit satisfactory evidence to Council of construction costs associated with the provision of municipal infrastructure subject to an 'on maintenance' defect liability period for approval as a basis for determining the necessary security bonds. This condition is required to be met prior to acceptance of works as on maintenance.
36. Payment of security bonds to be held by Council for the duration of the defect liability period must be paid prior to acceptance of works as 'on maintenance'. This condition is required to be met prior to acceptance of works as on maintenance.

Fees and Charges

37. For designs prepared by a private consultant, a Design Checking Fee (approval of engineering drawings) based on Council's estimated cost of the works shall be payable. The fee is to be paid prior to design approval being given. Refer to Lockyer Valley Regional Council current Fees and Charges for calculation of the fee.
38. Should any works associated with the development be carried out by agencies other than Council an Inspection Fee based on Council's estimated cost of the municipal works shall be payable. This fee is valid for six months from the date of this approval. Refer to Lockyer Valley Regional Council current Fees and Charges for calculation.

ADVICE

1. 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 connection for the proposed development.
2. In carrying out the construction activity all reasonable and practicable measures must be taken to ensure that it does not harm Aboriginal Cultural Heritage (the "cultural heritage duty of care"). Compliance with the cultural heritage duty of care will occur if the contractor is acting in accordance with gazetted cultural heritage duty of care guidelines and the Cultural Heritage Act 2003.
3. In accordance with the Plant Protection Act 1989 and the Plant Protection Regulation 1990, a quarantine notice has been issued for the State of Queensland to prevent the spread of the Red Imported Fire Ant (ant species *Solenopsis invicta*) and to eradicate it from the State.

Under Queensland legislation, fire ants are a notifiable pest and suspected

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sightings must be reported to Biosecurity Queensland. To report suspect fire ants please complete the online form or contact Biosecurity Queensland on 13 25 23.

It should be noted that the movement of Fire Ants is prohibited, unless under the conditions of an Inspectors Approval. More information can be obtained from the Department of Agriculture, Fisheries & Forestry.

4. Hours of construction work shall be strictly in accordance with all relevant State legislation and policies in force at the time of the construction work.
5. Any noise or air pollution during construction shall be strictly in accordance with all relevant State legislation and policies in force at the time of the construction work.
6. Provision of suitable waste removal services and suitable number and type of waste containers, in accordance with the Environmental Protection Regulation 2008 and to the satisfaction of Council's Waste Reduction and Recycling Plan, for the storage of papers, plastics, cardboard, food scraps, used food containers and like wastes generated by workers on the site and Building construction and/or demolition wastes.

All waste collected/stored on site during construction shall be taken to an approved Waste Disposal Facility for disposal in accordance with current acceptance criteria and relevant fees and charges.

Note: In Lockyer Valley Regional Council Local Government area Gatton Landfill and Laidley Transfer Station are approved to accept building construction and demolition waste.

Report

1. Introduction

The application, which was lodged on 25 November 2016, seeks Material Change of Use approval for Motel (Six Additional Units, Covered Area, Carports, Laundry and Shop).

2. Background

In response to the pressing need in Gatton and the Lockyer Valley more generally for both additional motel rooms and student accommodation, Council has been keen for a number of years to facilitate the development of land in its ownership by the private sector for this purpose. The land at the corner of Railway Street (Western Drive) and Lake Apex Drive in Gatton was identified as being ideally suited to this purpose and a motel has now been developed on this land.

3.0 Assessment

3.1 Subject Land

The subject land comprises a single lot of 7 620.2m² located on the corner of Railway Street (Western Drive) and Lake Apex Drive, Gatton. The land has frontages to both of these streets and also to Hawck Street.

3.2 Proposed Development

The application seeks Material Change of Use approval for Motel (Six Additional Units, Covered Area, Carports, Laundry and Shop) and varies the mix of uses from that was approved as MCU2015/0041 on 9 March 2016.

The application results in a different outcome development from that approved as a Negotiated Decision by Council on 9 March 2016 by:

- deleting the Bin Store, Catering Shop (Kitchen, Served and Indoor Dining) and Alfresco Dining Area;
- relocating the Laundry and Store;
- relocating the Shop and proposing it as a future stage of the development; and
- including six additional Motel Units and associated car parking.

The plans and elevations approved on 9 March 2016 are provided as Attachment 1 and the plans and elevations submitted with the current application are provided as Attachment 2.

3.3 Assessment – Legislative Requirements

The application required to be assessed and determined under the *Sustainable Planning Act 2009* (SPA). The subject land is included in the Urban Residential Zone. In accordance with the SPA, the *Gatton Shire Council Planning Scheme 2007* and the Lakeview Accommodation Precinct Code, a development application for Material Change of Use for Motel and Shop requires code assessment.

3.4 Referral Agencies

As required by the *Sustainable Planning Regulation 2009* the application was referred by the applicant to the State Assessment and Referral Agency (SARA) as a result of the land having a frontage to a State Controlled Road. The application was referred to SARA and SARA provided its response on 6 January 2017, a copy of which is provided as Attachment 3.

3.5 Public Notification

As code assessable development the application was not required to be notified.

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3.6 Assessment – Gatton Shire Council Planning Scheme 2007 and Lakeview Accommodation Precinct Code

Development of the subject land is also regulated by the Lakeview Accommodation Precinct Code which has force and effect under a s.242 Preliminary Approval of Material Change of Use that was approved by Council on 28 August 2013.

The application seeks approval for Motel, Catering Shop and Shop. As a code assessable development, assessment of the application is restricted to the applicable codes, which are as follows:

- Lakeview Accommodation Precinct Code;
- Accommodation Units and Dual Occupancy Code;
- Advertising Devices Code;
- Building Work Code;
- Landscaping Code;
- Lighting Code;
- Services and Infrastructure Code; and
- Vehicle Access, Parking and On-Site Movement Code.

Lakeview Accommodation Precinct Code

The Lakeview Accommodation Precinct Code has force and effect under a s.242 Preliminary Approval of Material Change of Use that was approved by Council on 28 August 2013. The Lakeview Accommodation Precinct Code provides that where any inconsistency exists between requirements of the Lakeview Accommodation Precinct Code and the codes contained in the Gatton Shire Planning Scheme, the requirements of the Lakeview Accommodation Precinct Code prevail.

The proposed development satisfies all relevant Acceptable Solutions of this code with the exception of:

- AS4.3 which requires that *“Car parking for Catering Shop and Shop uses is to be provided on-site at no less than the rate of one space per 20m² of gross floor area”*;
- AS4.7 which requires for the Shop use that *“Clear glazing is provided for no less than 75% of the shop front presenting to the street and is glazed to a minimum height of 3m with window sills permitted to a maximum of 0.5m measured from the footpath”*;
- AS5.2 which for the Motel use requires that *“Minimum setbacks are as follows: Front setback to verandah 2m; Front setback to wall 4m and Side setback 3m”*;
- AS5.3 *“Buildings are designed to present an attractive street frontage to Railway Street and Lake Apex Drive and provide no less than 50% of the building frontage to these streets in the form of verandahs”*;
- AS5.4 which requires that *“Car parking for the Motel use is to be provided on-site at no less than the rate of one space per unit”*; and
- AS5.5 which for the Motel use requires that *“Provision is to be made for the on-site parking of buses at the rate of one bus space per 40 units or part thereof”*.

An assessment of the Acceptable Solutions that the proposed development does not satisfy is provided as follows.

- AS4.3 – No on-site car parking spaces are to be provided for the Shop use. The gross floor area of this building is 93.5m² and so requires 5 on-site car parking spaces. Instead 5 on-street spaces are to be provided in Lake Apex Drive.

**ORDINARY MEETING OF
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- AS4.7 – The proposed Shop use has 60% of the shop front as glazing. A condition requiring the amount of glazing to no less than 75% has been included in the Officers Recommendation.
- AS5.2 – Motel unit 34 is proposed to be setback only 1m from the property boundary forming the Lake Apex Drive frontage and motel units 36, 37, 38 and 39 are proposed to be setback only 1.9m from the same property boundary. This is not considered to be adequate and a condition requiring these setbacks to be increased to 3m has been included in the Officers Recommendation.
- AS5.2 – The total distance shown between points A and F on Drawing number MCU-18, Revision A, dated 20 October 2015 (Attachment 1) is 49.325m while the distance between points G and L on Drawing number MCU-18, Revision A, dated 9 December 2016 (Attachment 2) is 49.530m. A condition has been included in the Officers Recommendation requiring the total distance between points G and L on Drawing number MCU-18, Revision A, dated 9 December 2016 to be reduced to 49.325m by setting motel units 37, 38 and 39 a further 0.205m back from Railway Street.
- AS5.3 – The design of the proposed motel and student accommodation buildings does provide some articulation and variations in colour to the Railway Street frontage, however no verandahs are proposed. This is a result of the modular form of the proposed development. It is considered that the overall community benefits of the development justify supporting the proposal despite it not complying with this requirement.
- AS5.4 – While six additional motel units are proposed only four additional car spaces are proposed on-site with one of these to be lost when the Shop is developed. This is considered acceptable as the deletion of the Catering Shop use and the reduction in the size of the Shop use reduces parking demand by 6 spaces.
- AS5.5 – No on-site bus parking spaces are proposed; nor are any bus parking spaces proposed on the street frontages. The totality of the proposed development (MCU2015/0041 and the current application) comprises 60 motel units and so requires two on-site bus parking spaces. The availability of bus parking in the nearby Lockyer Valley Cultural Centre has been put forward as a suitable alternative.

Accommodation Units and Dual Occupancy Code

There are no provisions of this code that have relevance to the assessment of the development application.

Advertising Devices Code

The proposed signage satisfies all relevant provisions of this code.

Building Work Code

The Building Work Code regulates building setbacks and building height. The provisions of this code do not apply to the assessment of this application as the provisions of the Lakeview Accommodation Precinct Code prevail instead of the Building Work Code.

Landscaping Code

A landscaping plan has not been submitted with the development application. A condition has been included in the Officers Recommendation requiring a landscaping plan to be submitted as part of the operational works application for the development.

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Lighting Code

A lighting plan has not been submitted with the development application. A condition has been included in the Officers Recommendation requiring a lighting plan to be submitted as part of the operational works application for the development.

Services and Infrastructure Code

The subject land is supplied with all urban services and the proposed development satisfies all relevant requirements of this code.

Vehicle Access, Parking and On-Site Movement Code

The Vehicle Access, Parking and On-Site Movement Code regulates the provision of parking. The provisions of this code do not apply to the assessment of this application as the provisions of the Lakeview Accommodation Precinct Code prevail instead of the Vehicle Access, Parking and On-Site Movement Code.

3.6 Assessment – Adopted Infrastructure Charges Resolution

Council's Adopted Infrastructure Charges Resolution No.1 provides that infrastructure charges for the proposed uses are applicable as follows:

- Shop Commercial (Retail) Charge Category
- Motel Short Term Non-Permanent Accommodation Charge Category
- Commercial (Retail) Charge Category
 - LVRC Charge \$109.00/m² of gross floor area
 - LVRC Charge \$ 10.00/m² of impervious area
 - QUU Charge \$ 71.00/m² of gross floor area
- Short Term Non-Permanent Accommodation Charge Category
 - LVRC Charge \$5,400.00 per 1 or 2 bedroom unit
 - QUU Charge \$5,400.00 per 1 or 2 bedroom unit

In relation to the above parameters the proposed development comprises:

- Shop with a gross floor area of 93.5m²
- Motel comprising 6 additional x 1 bedroom units; and

The credit attached to the land was fully utilised in MCU2015/0041.

LOCKYER VALLEY REGIONAL COUNCIL CHARGES				
Charge Type	Description	Units	Rate	TOTAL
PROPOSED DEMAND		m²	\$/m²	
Charge	Commercial (Retail)	93.5	\$109.00	\$10,191.50

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Charge	Stormwater	93.5	\$10.00	\$935.00
PROPOSED DEMAND		units	\$/unit	
Charge	Room Motel - Short Term Non-Permanent Accommodation	6	\$5,400.00	\$32,400.00
TOTAL PROPOSED DEMAND				\$43,526.50
EXISTING DEMAND		lot	lot	
Credit	Nil	0	\$12,500.00	\$0.00
TOTAL EXISTING DEMAND CREDIT				\$0.00
TOTAL PAYABLE				\$43,526.50

QUEENSLAND URBAN UTILITIES CHARGES				
Charge Type	Description	Units	Rate	TOTAL
PROPOSED DEMAND		m²	\$/m²	
Charge	Commercial (Retail)	93.5	\$71.00	\$6,638.50
PROPOSED DEMAND		units	\$/unit	
Charge	Room Motel - Short Term Non-Permanent Accommodation	6	\$5,400.00	\$32,400.00
TOTAL PROPOSED DEMAND				\$39,038.50
EXISTING DEMAND		lot	lot	
Credit	Nil	0	\$12,500.00	\$0.00
TOTAL EXISTING DEMAND CREDIT				\$0.00
TOTAL PAYABLE				\$39,038.50

The development will be able to benefit from the discounts provided in the Development Incentives – Infrastructure Charges Policy that was adopted by Council on 10 February 2016.

3.7 Assessment – Engineering and Infrastructure Matters

Water and Wastewater

The proposed development will be required to be connected to both the QUU water supply and wastewater networks.

External Roadworks

Works have already been constructed under MCU2015/0041.

Internal Works

Construction of additional internal driveways, footpaths, car parking and manoeuvring areas, retaining walls and provision for service vehicle access and storage and manoeuvring of waste bins.

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Stormwater Management

Works have already been constructed under MCU2015/0041.

4. Policy and Legal Implications

There are no policy implications that arise from the recommendation provided in this report. The assessment and determination of this development application by Council are consistent with the terms of the contract between Council and the developer.

5. Financial and Resource Implications

In accordance with the terms of the contract between Council and the developer, the amount of infrastructure contributions payable by the developer to both Council and QUU will be reduced with the amount of this reduction being either foregone or paid for by Council. The reduction in infrastructure charges payable has been applied as a means of securing the development of additional accommodation that will have substantial ongoing benefits for the Lockyer Valley community that would otherwise not be delivered by the private sector.

6. Delegations/Authorisations

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

7. Communication and Engagement

The decision of Council will be formally communicated to the applicant in accordance with the requirements of the *Sustainable Planning Act 2009*.

8. Conclusion

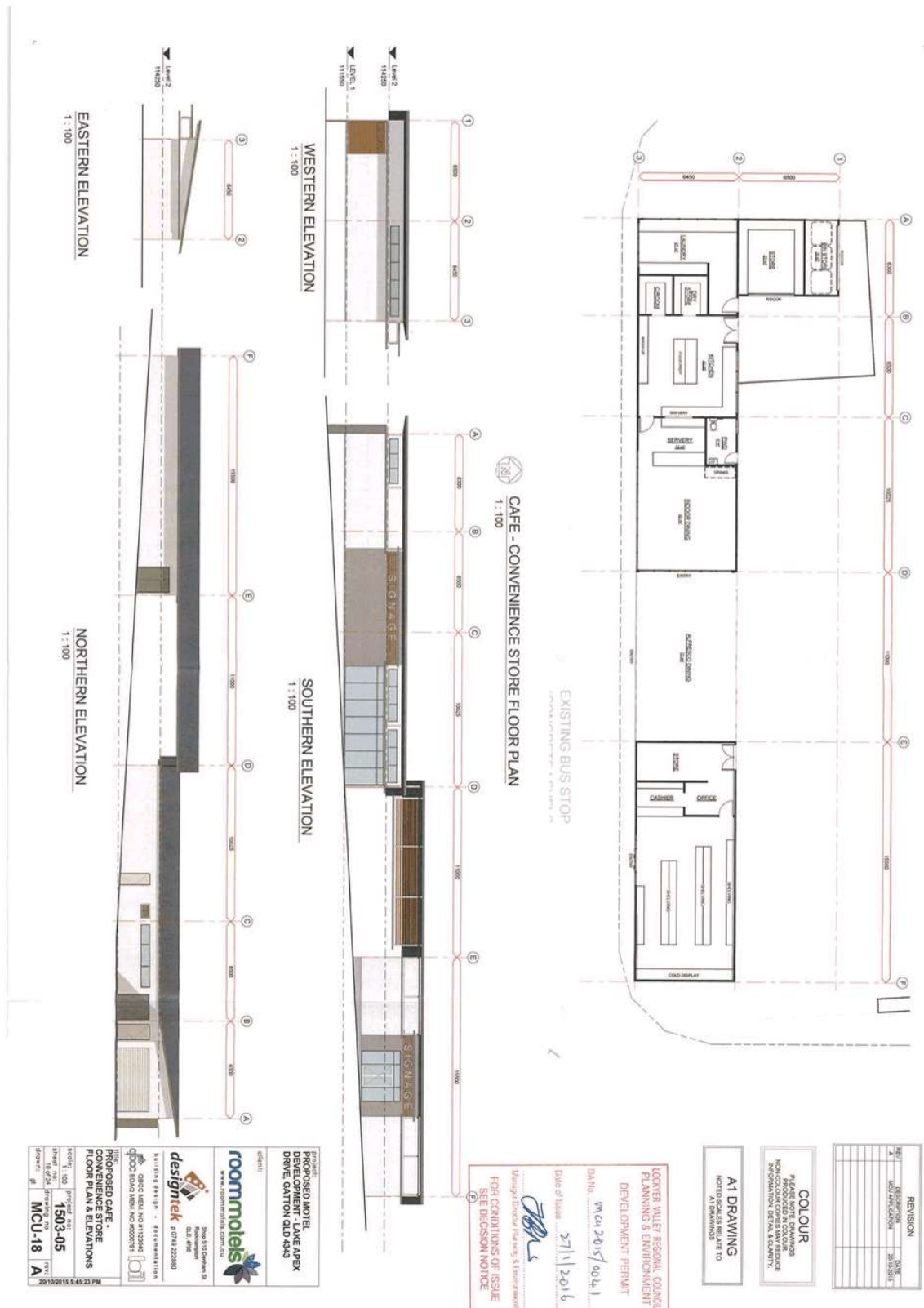
The proposed development is recommended for approval subject to the conditions provided in the Officer's Recommendation.

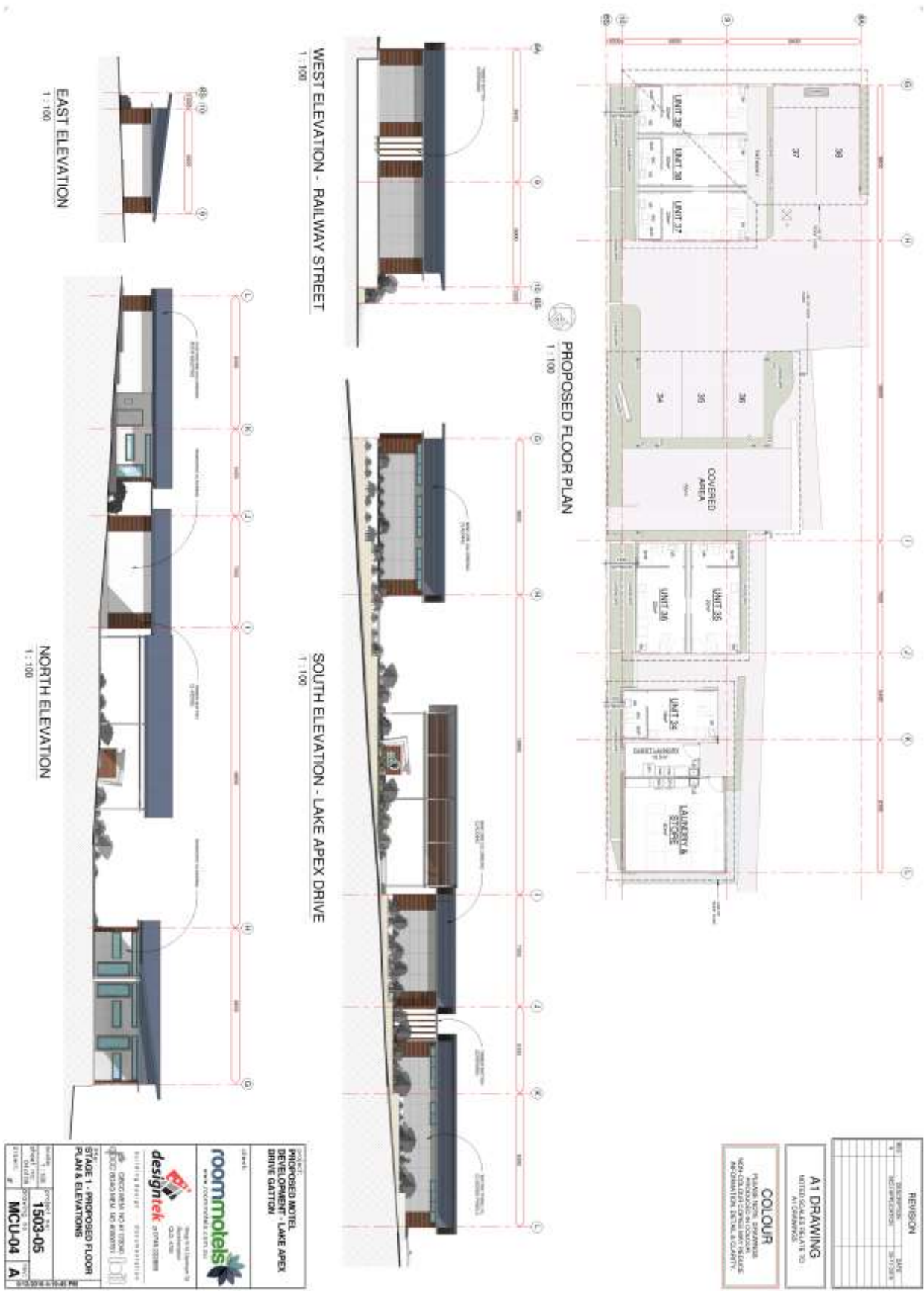
9. Action/s

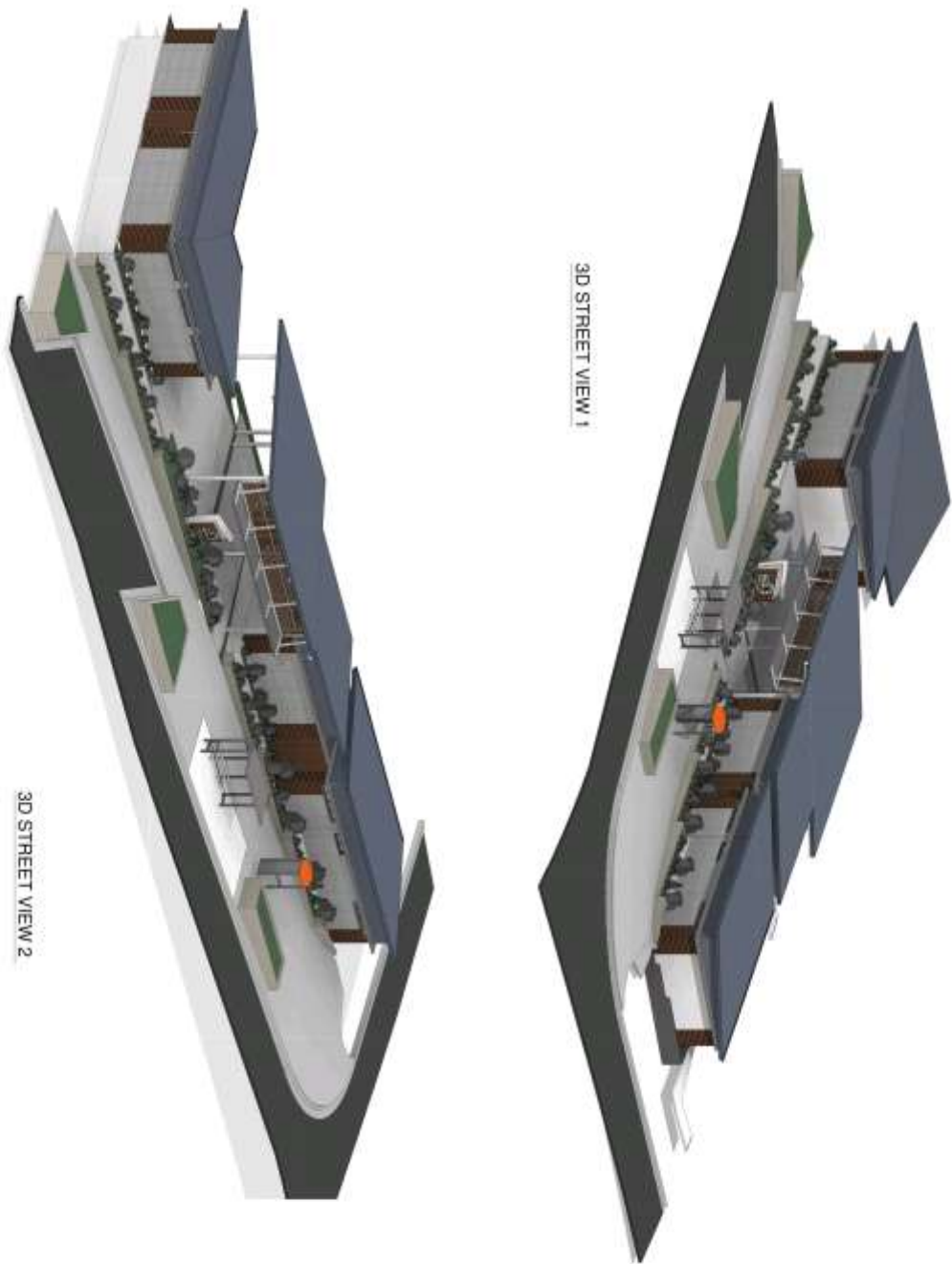
That the application be approved subject to the conditions provided in the Officer's Recommendation.

Attachments

- 1 [View](#) Attach 1 1 Page
2 [View](#) Attach 2 4 Pages
3 [View](#) Attach 3 7 Pages







REVISION	
NO.	DATE
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PROPOSED MOTEL
DEVELOPMENT - LAKE APEX
DRIVE GATTON

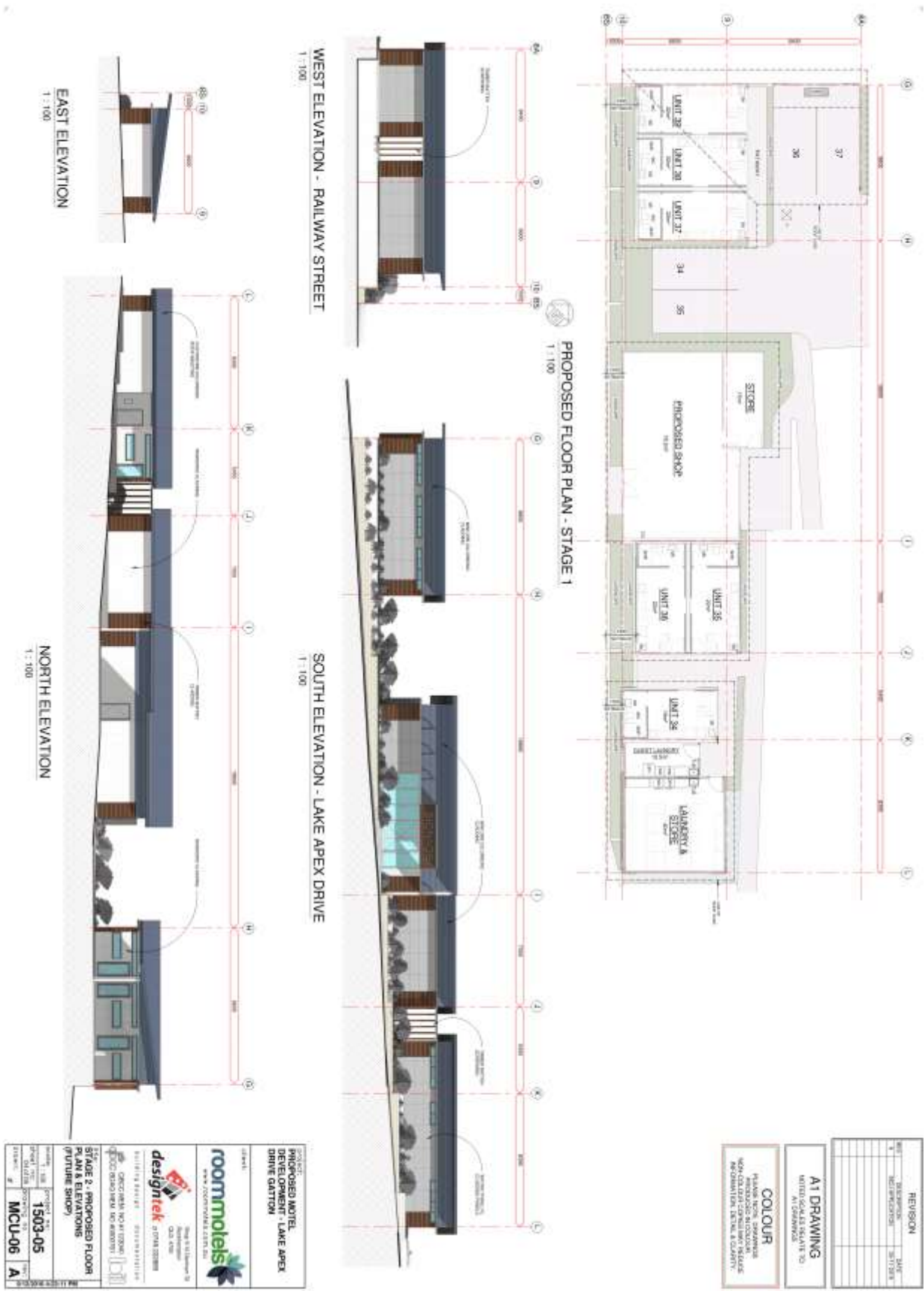
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Department of Infrastructure,
Local Government and Planning

Our reference: SDA-1216-035954
Your reference: MCU2016/0072

6 January 2017

The Chief Executive Officer
Lockyer Valley Regional Council
PO BOX 82
GATTON QLD 4343
mailbox@lvrc.qld.gov.au

Attention: Trevor Boheim

Dear Mr Boheim

Concurrence agency response—with conditions

1 Hawck Street, Gatton

(Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the Department of Infrastructure, Local Government and Planning under section 272 of the *Sustainable Planning Act 2009* on 21 December 2016.

Applicant details

Applicant name:	Super Turnkey Pty Ltd
Applicant contact details:	C/- Designtek PO Box 3371, Redhill North Rockhampton QLD 4701

Site details

Street address:	1 Hawck Street, Gatton
Lot on plan:	Lot 1 on SP284979
Local government area:	Lockyer Valley Regional Council

Application details

Proposed development:	Development Permit for Material Change of Use for Motel and Shop (6 motel rooms, motel laundry and shop)
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SDA-1216-035954

Aspects of development and type of approval being sought

Nature of Development	Approval Type	Brief Description of Proposal	Level of Assessment
Material Change of Use	Development Permit	Motel and Shop (Additional 6 motel rooms, motel laundry and shop)	Code Assessment

Referral triggers

The development application was referred to the department under the following provisions of the *Sustainable Planning Regulation 2009*:

Referral trigger: Schedule 7, Table 3, Item 1 – State-controlled road

Conditions

Under section 287(1)(a) of the *Sustainable Planning Act 2009*, the conditions set out in Attachment 1 must be attached to any development approval.

Reasons for decision to impose conditions

Under section 289(1) of the *Sustainable Planning Act 2009*, the department must set out the reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

Approved plans and specifications

The department requires that the following plans and specifications set out below and in Attachment 3 must be attached to any development approval.

Drawing/Report Title	Prepared by	Date	Reference no.	Version/ Issue
Aspect of development: Material change of use				
Overall Site Plan	Designtek	25 November 2016	1503-05 MCU-02	Revision B

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

For further information, please contact Natalie Deans, Senior Planner, SARA SEQ West on 3432 2420, or email lpsswichSARA@dlgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Kieran Hanna
A/Manager – Planning

SDA-1216-035954

enc: Attachment 1—Conditions to be imposed
Attachment 2—Reasons for decision to impose conditions
Attachment 3—Approved Plans and Specifications

cc: Super Turnkey Pty Ltd C/- Designtek, glenn@designtek.com.au
Department of Transport and Main Road, Downs.South.West.IDAS@tmr.qld.gov.au

SDA-1216-035954

Our reference: SDA-1216-035954

Your reference: MCU2016/0072

Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
Development Permit for Material Change of Use for Motel and Shop (6 motel rooms, motel laundry and shop)		
Schedule 7, Table 3, Item 1 State-controlled road —Pursuant to section 255D of the <i>Sustainable Planning Act 2009</i> , the chief executive administering the Act nominates the Director-General of the Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the state-controlled road.</p> <p>(b) Any works on the land must not:</p> <ul style="list-style-type: none"> (i) create any new discharge points for stormwater runoff onto the state-controlled road; (ii) interfere with and/or cause damage to the existing stormwater drainage on the state-controlled road; (iii) surcharge any existing culvert or drain on the state-controlled road; and (iv) reduce the quality of stormwater discharge onto the state-controlled road. <p>(c) RPEQ certification must be provided to the Darling Downs South West District within the Department of Transport and Main Roads, confirming that the development has been designed and constructed in accordance with parts (a) and (b) of this condition. constructed in accordance with parts (a) and (b) of this condition.</p>	<p>(a) & (b) At all times</p> <p>(c) Prior to the commencement of use</p>

SDA-1216-035954

Our reference: SDA-1216-035954

Your reference: MCU2016/0072

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

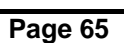
- To ensure that the impacts of stormwater events associated with development are minimised and managed to avoid creating any adverse impacts on the state-transport corridor.

SDA-1216-035954

Our reference: SDA-1216-035954

Your reference: MCU2016/0072

Attachment 3—Approved plans and specifications





ORDINARY MEETING OF COUNCIL AGENDA 18 JANUARY 2017

11.2 Request to Change Spelling of Geisman Road to Giesemann Road, Laidley North

Date: 11 January 2017
Author: Fiona Tallon, Business Support Coordinator
Responsible Officer: Dan McPherson, Executive Manager Organisational Development & Planning

Summary:

Consultation was conducted with all affected residents by letter with a survey form attached. Out of 20 residents, 13 have responded and the majority of the residents are not in support of changing the name.

The proposed change of road name is in conflict with Section 4.6 of the Australian/New Zealand Standard AS/NZS 4819:2011. Investigations show that the road was intended to be named Geisman Road.

Given the disruption and inconvenience for the residents to change their address, it is considered that the request to change the name of the road should not be supported.

Officer's Recommendation:

THAT Council receive and note the request to change spelling of Geisman Road to Giesemann Road, Laidley North;

And further;

THAT Council forward correspondence advising that Council does not approve the renaming of Geisman Road to Giesemann Road, Laidley North.

Report

1. Introduction

Council received a request on 13 September 2016 from descendants of a Laidley pioneering family requesting to correct spelling of Geisman Road to Giesemann Road. The reason for the request is to preserve historical integrity and accuracy. The descendants believe that the spelling of Geisman Road is incorrect and does not do justice to the memory of this integral pioneering family.

2. Background

The 19 lot subdivision application was approved in 1989 with the approved plan showing Geisman Road. In 1990 Council approved the survey plan which shows Geisman Road. This plan was submitted to Titles office and registered with the name Geisman.

3. Report

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From investigations of Councils records and minutes, it would appear that the road was intentionally named as Geisman due to both the subdivisional application approved plan and the registered survey plan both showing Geisman Road.

There are 20 properties that will be impacted by the change, 19 residential properties and 1 business, Darwalla Milling Company.



Supporting information is illustrated in the two images provided below which shows:

- the approved subdivision plan; and
- the approved registered plan.

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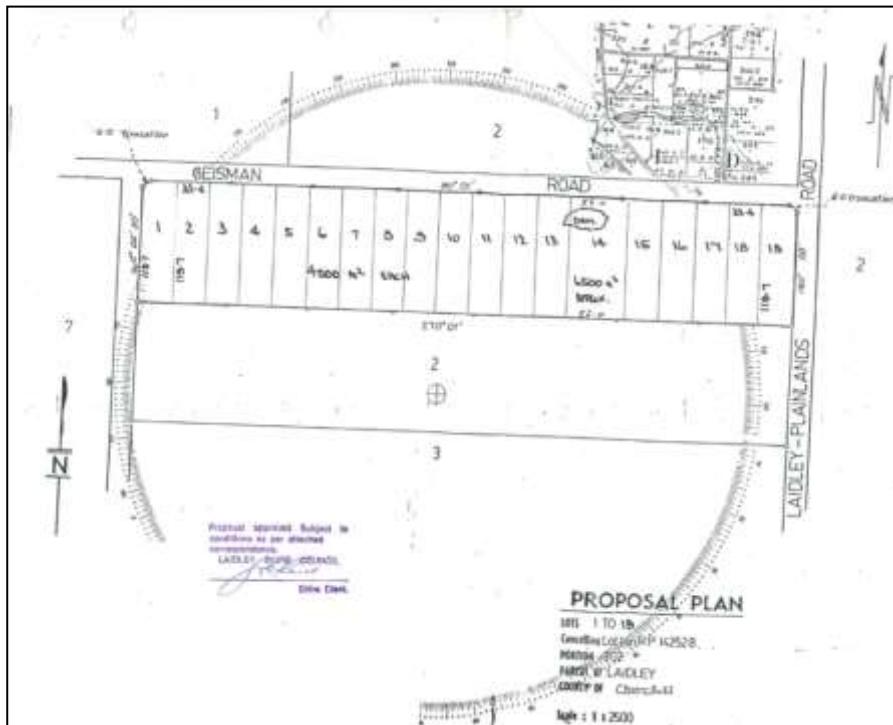


Figure 1 – Development Application Approved Plan

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Figure 2 – Registered Plan of subdivision.

4. Policy and Legal Implications

The renaming of roads under Section 4.6 of Australian/New Zealand Standard AS/NZS 4819:2011 states that road names are intended to be enduring, and shall only be changed only when necessary.

5. Financial and Resource Implications

Budget implications will continue to be addressed through existing allocations.

6. Delegations/Authorisations

Council officers do not have delegated authority to rename roads.

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7. Communication

Council posted a letter with a tear-off survey form to all residents of Geisman Road on 16 December 2016. 13 responses have been received:

8 do not support changing the name. A summary of comments is as follows:

- After 27 years – it's a bit late. A waste of money;
- Inconvenient and no Germans living in the street;
- As a pensioner the cost to us to make the changes via notifications would be unaffordable;
- The family should have raised the matter in 1989. Extra expense now to change a spelling mistake and more research should have been made at the time. Less costly alternative, put a sign or plaque at the start of the road;
- Everyone knows it as it is, leave it alone; and
- Should have been done correctly at the naming of the road, it costs people to change addresses with lost mail etc. Leave it as it is.

4 support changing the name. A summary of comments is as follows:

- Seeing as the road was named after a family, the name should be the same;
- Great request and we happily support the name change;
- The spelling of a person's name needs to be correct in honour of our pioneers; and
- No issues with correcting an error.

1 response was impartial with the comment as follows:

- Happy to support this for historical reasons BUT what are the implications for banks etc. (non govt. departments). It is a pain to change address.

Council also received advice on 10 January that the descendants have also consulted with some of the owners in Geisman Road and included 3 form letters of support. The 3 residents of support have responded to Council's survey and are included in the 13 received.

8. Conclusion

Following community consultation with affected residents, the majority of the responses received want the road name to remain as Geisman Road.

To change the road name will cause disruption and inconvenience to the residents who have been addressed as Geisman Road for over 27 years. All residents will be required to change their address for all their personal mail.

The change of road name is in conflict with Section 4.6 of the Australian/New Zealand Standard AS/NZS 4819:2011 which states that road names are intended to be enduring, and shall only be changed only when necessary. In this instance investigations show that the road was intended to be named Geisman Road and for this reason the change of road name should not be supported.

9. Action/s

That Council resolves in accordance with the Officer's Recommendation.

12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Local Disaster Management Plan - Bushfire Sub Plan Review

Date: 13 December 2016
Author: Peter Hillcoat, Disaster Management Coordinator
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

Lockyer Valley Regional Council (LVRC) is dedicated to the continuous improvement of Disaster Management through all levels including prevention, preparation, response and recovery. The Local Disaster Management Plan has been prepared by the Lockyer Valley Local Disaster Management Group for the LVRC under the provisions of *Section 57(1) of the Disaster Management Act 2003*. The annual review and amendment of the Lockyer Valley Local Disaster Management Plan (LDMP) is a part of this continuous improvement process.

Officer's Recommendation:

THAT Council adopt the Lockyer Valley Local Disaster Management Plan Bushfire Sub Plan (Version 2.0) Draft as endorsed by the Lockyer Valley Local Disaster Management Group on 8 December, 2016.

Report

1. Introduction

The Lockyer Valley Bushfire Sub-committee meets quarterly to discuss planning, preparation and response issues and strategies to better equip the region to cope with bushfires. An action item from the meeting which took place on 27 October 2016 was to review the Lockyer Valley LDMP Bushfire Sub Plan and to amend it as required.

2. Background

The existing Bushfire Sub Plan was reviewed by LVRC Disaster Management in conjunction with Rural Fire Service Qld (RFSQ). A copy of the amended Plan was distributed to members of the Bushfire subcommittee for comment on 23 November 2016, with two suggestions for minor amendment being received; one from RFSQ and one from the Queensland Government Explosives Reserve located at Helidon. Both of these suggested amendments have been incorporated into the Plan.

3. Report

As a result of the review of the Bushfire Sub Plan, on lessons identified from the quarterly subcommittee meetings and from the recent review and feedback received during this process, a revised draft Bushfire Sub Plan has been developed. In addition to the lessons learned, the main elements of the Plan have been tested throughout 2016 by means of actual responses to fires across the Lockyer Valley region. In particular the elements of the Plan that focus on communications and collaboration between LVRC and RFSQ were found to be particularly effective.

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In line with required processes, this Sub Plan was presented to the Local Disaster Management Group on 8 December, 2016 and was endorsed prior to it being presented to Council for formal adoption.

4. Policy and Legal Implications

LVRC and the Lockyer Valley LDMG are compliant with requirements under the Disaster Management act 2003.

5. Financial and Resource Implications

There are no financial and resource associated with this report. Any budget implications will continue to be addressed through existing budget allocations.

6. Delegations/Authorisations

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

7. Communication

Once the plans have been approved, communication will be through the channels outlined in the plans.

8. Conclusion

That Council review and adopt the Lockyer Valley Bushfire Sub Plan.

9. Action/s

Nil

Attachments

- | | | |
|------------------------|--|-------|
| 1 View | Lockyer Valley Local Disaster Management Group Bushfire Sub Plan Version 2.0 | 12 |
| | - DRAFT | Pages |



Bushfire Sub Plan

Lockyer Valley Local Disaster Management Group

Annexure to the Lockyer Valley Local Disaster Management Plan

Version 2.0

Endorsed by Council xx/xx/xxxx



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Authority

This document forms a sub-plan to the Lockyer Valley Local Disaster Management Plan (LDMP) and is developed under the authority of the Disaster Management Act 2003.

This Sub Plan will be managed in accordance with the administrative and governance processes outlined in the Lockyer Valley LDMP including approval, document control, distribution, amendments and review.

The controller of the document is the Lockyer Valley Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

Lockyer Valley Local Disaster Coordinator, Lockyer Valley Regional Council, Po Box 82, Gatton Qld 4343

Approval of Plan

This annexure to the Lockyer Valley Local Disaster Management Plan was endorsed by the Lockyer Valley Local Disaster Management Group (LDMG) on **date** and adopted by Lockyer Valley Regional Council (LVRC) on **date**.

Amendment Register

Version		Amendment		Comments	Plan Update	
No / Ref	Issue Date	No / Ref	Issue Date		Inserted by	Date
1.0	23/11/2011					
1.1						
2.0				Review & update	P Hillcoat	November 2016

Distribution

This sub plan is not publicly available, and is not for distribution and/or release to persons or agencies other than those identified in the Lockyer Valley LDMP.

Bushfire Committee

The Bushfire Committee shall convene upon the activation of this sub plan. The committee will also conduct business meetings as a minimum every six (6) months to perform planning, review and renew activities associated with the arrangements outlined within this sub plan.

The Bushfire Committee is chaired by the Lockyer Valley Regional Council Disaster Management Coordinator (or delegate) and consists of the following members or their nominated delegate:



Organisation	Position
Lockyer Valley Regional Council Local Disaster Management Group	Local Disaster Coordinator
Lockyer Valley Regional Council	Disaster Management Coordinator
Queensland Fire and Emergency Services (QFES)	<ul style="list-style-type: none"> • QFES Area Commander Lockyer Somerset Command • West Moreton Office Rural Fire Service Qld Area Director • West Moreton Office Rural Fire Service Qld Bushfire Safety Officer • South West IZone Officer for boundary management
Queensland Police Service	Officers in Charge – Gatton, Laidley and Helidon Stations
National Parks, Recreation, Sport and Racing	Senior Ranger, Qld Parks & Wildlife Service, Western Scenic Rim
Department of Transport and Main Roads	Senior Advisor Darling Downs District Infrastructure Management & Delivery
Queensland Rail	Asset Maintenance Coordinator
Ergon/Energex	<ul style="list-style-type: none"> • Senior Asset Engineer West (Energex) • Area Operations Manager (Ergon)
Department of Natural Resources and Mines	Manager, Helidon Explosives Reserve





Purpose

The purpose of this bushfire sub plan is to be an operational plan of Lockyer Valley LDMG.

The implementation of this plan will allow the LDMG to make informed, timely decisions regarding bushfires.

Activation

This bushfire sub plan may be activated through the Lockyer Valley LDMG on advice provided by lead agencies. This plan may also be activated without a convening of the LDMG.

Lead Agency - Queensland Fire and Emergency Services

Unlike other natural disasters, local government is not the lead response agency for fire. As legislated by the *Fire and Emergency Services Act 1990*, the Queensland Fire and Emergency Services – Rural Fire Service (QFES), is the lead response agency for fire events.

Wildfire Alert Level (WAL)

WAL is used by the QFES to notify changes in the level of preparedness required by regional and/or state personnel and resources required for a particular day, or period of time.

The WAL allows QFES regions to apply local knowledge to local conditions and review appropriate resource levels to determine preparedness activities.

Use of WAL

The use of WAL is a determination by senior management within QFES. The LDC must be alert to issues of bushfire threats so as to involve the activation process should the WAL be escalated that may warrant the activation of the LDMG.

LDMG Involvement

In addition to specific agency assistance being provided to QFES, components of the Local Disaster Management Plan (LDMP) may be activated to support operations.

Activation of the LDMP will be at the request off the QFES Incident Controller or otherwise as determined by LDMG Chair or LDC.

Depending on the severity or potential severity of the event, this may include the need for evacuations and the establishment of evacuation centres with associated personal services being provided.



LDMG Communication with QFES

QFES should notify the LDC immediately upon becoming aware of a major or potential major fire event within the Lockyer Valley region in order to establish appropriate communication and liaison links with the LDMG as deemed necessary.

The LDC should immediately upon becoming aware of a major or potential major fire event, request from QFES

- Sufficient detail of the event to determine the need for activation of the LDMG or LDCC
- the name and rank of the Incident Controller or Officer in Charge of the event
- the location and contact numbers for any established QFES Incident Control Centre and/or contact numbers for the Incident Controller or Officer in Charge of the event
- the provision of regular written updated situation reports of the event
- if deemed necessary by the LDC, a personal briefing from a senior relevant QFES Officer to the relevant LDMG meeting
- if the LDCC has been activated, the posting of a suitably qualified QFES liaison officer to the LDCC

Requests for Council support will be directed to the LDCC. In principle, resources must be near depletion before requesting additional resources from outside Council boundaries. When Council resources are almost fully committed, requests for additional support are directed to the DDC either by the LDC or through the LDMG.

Plant, Materials and other Requirements

Plant, materials and other requirements may be provided through the LDCC acting on behalf of the LDMG.

Human Resources

Human resources may be obtained through the LDCC, again acting on behalf of the LVRC LDMG. Additional resources may be requested through the DDMG.

LVRC Responsibilities

Under the *Disaster Management Act 2003*, Council has the primary responsibility for disaster management within its boundaries. However, in the event of a fire, QFES is the lead response agency. Consequently, Council operates to the extent of its capability and core function to support QFES in response and recovery activities.

Specific Council responsibilities with regard to response to a fire on Council occupied land are to

- Council must take all reasonable steps to extinguish or control the fire (must be within Council WH&S policy).

- must report the existence and location of the fire to QFES
- If requested, provide resources to assist QFES with combating the fire Coordination of any Council response that may be required
- Assist with providing immediate relief for persons affected by the fire.
- Activate the LDCC as required
- Activate the LDMG as required.
- Maintain liaison and communications with other agencies and local authorities through the LDC.

Should a fire escalate to the level where the LDMG has been activated and Council's resources are fully committed or exhausted, Council through the LDMG will elevate requests for assistance to the District Disaster Coordinator (DDC). The DDC will then source assistance from other local governments in the Disaster District and from State Government agencies to support the Council.

State Forests

State Forests have small estates within the Lockyer Valley Regional Council area. State Forest fire management mandate is established by the Forestry Act 1959, however due to the small and disconnected nature of the State Forest estate in LVRC the routine management of the State Forests has been handed to QPWS who hold larger and parcels of land sharing common borders.

Queensland Parks & Wildlife Service

The Queensland Parks and Wildlife Service, is the agency responsible for the management and maintenance of the Queensland parks and wildlife nature reserve system. Their roles and responsibilities are largely created via the *Forests Act 1959* and the *Nature Conservation Act 1992* which mandates them in areas of fire management upon their land tenure.

QPWS undertake fire management for protection of life, property and natural and cultural values by

- management of fire in parks and forests through a fire management program
- Develop a strategic approach to the protection of life and property, with particular emphasis on protecting neighbouring landholders and communities.
- Complete planned burn programs to reduce fuel loads, protect infrastructure and conserve natural systems and processes.
- Adequately maintain the QPWS network of roads and firebreaks.
- Ensure a trained and equipped workforce to respond to wildfire outbreaks.
- Foster a cooperative approach to fire management with other land management agencies, neighbours and the community.

Request for Council assistance may be made through the LDC

Unallocated State Lands (USL)

There are small and disconnected parcels of unallocated state land that comes under the jurisdiction of DNRM State Land Management Services. DNRM has fire management crews that are responsible for the management of fire upon USL. Due to the limited firefighting capability, DNRM partner with QFES teams and contractors to conduct larger prescription burns.

QFES is the first response agency for wildfire suppression, the initial response and suppression activities on USL. DNRM fire crews will assist where possible with mop-up and patrol of wildfires after the initial suppression activity has been completed by the primary response agency, QFES.

Land occupiers

All land occupiers in the Lockyer Valley, including all Government agencies, are legally obligated through the Queensland Fire and Rescue Act 1990 to:

- reduce the risk of fire occurring on the land;
- reduce the potential danger to persons, property and the environment in the event of a fire occurring on the land;
- follow any bushfire risk reduction notices given to them by the QFES; and
- Suppress any fires occurring on the land and alert appropriate authorities.

Fire Weather Warnings

The Bureau of Meteorology issue Fire Weather Warnings when weather conditions are conducive to the spread of dangerous bushfires. Warnings are generally issued within 24 hours of the potential onset of hazardous conditions. QFES determine Fire Danger Ratings. In Queensland, fire agencies declare fire bans based on a range of criteria including forecast weather provided by the Bureau.

The information contained in Fire Weather Warnings includes:

- The office which issued the warning;
- The local time, day and date that it was issued;
- A description of the relevant meteorological conditions and Fire Danger Rating;
- The area where weather conditions are conducive to the spread of dangerous fires; and
- The time period for which it will be in effect

The Bureau also incorporates Total Fire Ban Advices into warnings if one is being enforced at the time of issue and an action statement from local fire authorities detailing areas where the ban is in effect. Total Fire Bans may be put in place by the Area Director Regional Fire Service.

Fire Weather Warnings are distributed through the media, fire agencies and other key emergency service organisations. Warnings are normally issued in the afternoon for the following day so to be available for evening television and radio news broadcasts. Warnings are renewed at regular



intervals and generally at the same time major forecasts are issued. However, warnings may be issued or amended and reissued at any time if a need is identified. If there is a Fire Weather Warning current, the Bureau will mention this in State, Territory and District weather forecasts for that area.

National Fire Danger Rating

LVRC employs the National Fire Danger Rating Scale. The six level scale ranges used are:

- **Low-Moderate (FDI 0-11).** Fires can be easily controlled and post little or no risk to life or property.
- **High (FDI 12-24).** Fires can be controlled, loss of life is unlikely and damage to property will be limited. Embers and spot fires may be experienced.
- **Very High (FDI 25-49).** Fires can be difficult to control with flames that may burn into the tree tops. Some homes and businesses may be damaged or destroyed. Spot fires up to kilometres ahead of the fire front may occur.
- **Severe (FDI 50-74).** Fires may be uncontrollable and move quickly, with flames that may be higher than roof tops. A severe fire may cause injuries and some homes or businesses will be destroyed. Spotting distances up to 4km may occur.
- **Extreme (FDI 75-99).** Fires may be uncontrollable, unpredictable and fast moving. The flames will be higher than roof tops. People will be injured and hundreds of homes and businesses will be destroyed. Spot fires will start and move quickly and come from many directions up to 6km ahead of the fire.
- **Catastrophic (FDI 100+).** Fires may be uncontrollable, unpredictable and fast moving. The flames will be higher than roof tops. Many people will be injured and thousands of homes and businesses will be destroyed. Spot fires may occur up to 20km ahead of the fire.

FIRE DANGER RATING
Category
CATASTROPHIC (CODE RED)
EXTREME
SEVERE
VERY HIGH
HIGH
LOW – MODERATE

Community Messaging

Queensland Fire and Emergency Services uses the three level alert message approach to provide information to the community. This approach is used nationally and comprises the following levels:



- **Advice Message** - A Fire or other emergency has started in the area however there is no immediate threat.
- **Watch and Act Message** - There is a heightened level of threat, you need to be aware of your situation and take action to be prepared and protect yourself and your family.
- **Emergency Warning** - You are in danger and need to take immediate action recommended by the Fire Service.

There are a number of products or tools available to the QFES to enable effective and timely messaging to the community. They may be used individually or in conjunction with each other, dependent on the situation and available resources. Review timelines on Advice -

	Advice	Watch & Act	Emergency Warning
Door knocking	Optional	Yes	Yes
Road signs / barricades	Yes	Yes	Yes
Community meeting	Yes	Optional	No
TV & Radio	Yes	Yes	Yes
Print Media	Yes	No	No
Websites / Social Media	Yes	Yes	Yes
Emergency Alert	Optional	Optional	Yes
SEWS (with Emergency Alert, TV, & Radio)	No	No	Yes

**This information has been taken directly from QFES Standing Order SO-Q-OM-4.16 issued by QFES Commissioner.*

Warnings

Fire warnings are issued by the BoM, based on the Forest Fire Danger Index. When a code red (very high to extreme fire danger) is issued, an LDMG meeting is to be held.

Relocation/Evacuation Procedures

The QPS, in consultation with QFES, are the agencies responsible for the decision to evacuate residents affected by, or likely to be affected by, a fire. Council will provide support to the QPS and QFES within the terms of the Evacuation Sub Plan.

Communication (From/to the public)

All communications from the public are to be directed to the Call Centre. Communications to the public on the event will be made from the Mayor's Office via the LDCC.

The QFES and emergency services communicate with the public via the established media.



The Chair, LVRC LDMG (the Mayor) may also communicate directly with the public via media.

Media

On Scene

Control will remain with the responsible combatant agency. QFES Media will be the key contact of contact for "On Scene" media management. 07 3635 3110 – QFES Media are available 24/7. Local QFES authorised officers are empowered to deal directly with the Media if needed and able.

At LDMG Level

All media will be through the Chair of the Lockyer Valley LDMG (or their delegated officer) in conjunction with QFES. QFES should also arrange for a liaison officer to be appointed to arrange any media briefings. The LVRC Corporate and Communications Manager will undertake requisite actions as outlined in Public Communications and Warnings Sub Plan.

Briefings

QFES as the lead agency will be responsible for developing a process for timings for carrying out daily briefings of personnel who attend the fire scene. This may also apply to any support agencies who may over time attend the scene. These briefings are a normal part of fire line operations and are available from the Area Director RFS.

Debriefing

Debriefing will be carried out as soon as reasonably practical after the conclusion of the event by the lead agency and other agencies with a later debriefing conducted by the LDMG (if activated) as deemed fit.



Neighbourhood Safer Places

The 2009 Victorian Bushfire Royal Commission Interim report recommended that people need a range of options to increase their safety in the event of bushfire.

The Queensland Fire and Emergency Services (QFES) recommend that all people living in a bushfire prone area have a personal Bushfire Survival Plan. This document about Neighbourhood Safer Places (NSP) should be read in conjunction with the Bushfire Survival Plan guidelines.

When a bushfire threatens, whether a person's decision is to leave early or stay and defend their property, people should use an NSP only in the event that their Bushfire Survival Plan fails. In other words, an NSP is a place of last resort.

An NSP is a local open space or building where people may gather, as a last resort, to seek shelter from a bushfire. Use of an NSP may be a contingency plan when:

- A person's Bushfire Survival Plan has failed.
- A person's plan was to stay but the extent of the fire means that their home cannot withstand the impact of the fire and therefore their home is not a safe place to shelter.
- The fire has escalated to an 'extreme' or 'catastrophic' level and voluntary evacuation is their safest option.

The main purpose of an NSP is to provide some level of protection to human life from the effects of a bushfire. An NSP will not guarantee safety in all circumstances. The following limitations of an NSP need to be considered if a person's plans to use one as a last resort:

- Firefighters may not be present, in the event that they will be fighting the main fire front elsewhere.
- NSPs do not cater for animals or pets.
- NSPs do not provide meals or amenities.
- NSPs may not provide shelter from the elements, particularly flying embers.

Persons with special needs should given consideration to what assistance they may require at an NSP.

Although QFES cannot guarantee an immediate presence during a bushfire, every effort will be made to provide support as soon as resources are available.

Neighbourhood Safer Places in Lockyer Valley

Laidley Cultural Centre	Building/Open Space	11 Laidley Plainland Rd, Laidley North Qld 4341
Murphys Creek Ground	Open Space	Dodds Rd, Murphys Creek Qld 4352
Laidley Football Field	Open Space	Rosewood-Laidley Road, Laidley Qld 4341

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12.2 Council's Corporate Wardrobe

Date: 20 December 2016
Author: David Lewis, Executive Manager Corporate & Community Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

Following a presentation to Council in late 2016 on its budgeted 2016/17 corporate wardrobe savings initiative, Council asked that a staff survey be undertaken to determine officer attitudes towards the current Corporate Uniform and Dress Standard Procedure and that a recommendation based upon the results of the staff survey be presented to a future Council meeting.

This report informs Council on the outcomes and recommendations from the staff survey.

Officer's Recommendation:

THAT Council resolves to:

- 1) retain its current corporate wardrobe employee allocations with savings to be identified in the next 2016/17 Budget Review to fund this initiative; and**
- 2) establish a panel of staff to review Council's corporate wardrobe and the "Corporate Uniform and Dress Standard Procedure", with the Executive Leadership Team to review and implement as appropriate the recommendations of the panel.**

Report

1. Introduction

Council's dress code for its office based employees is governed by the Corporate Uniform and Dress Standard Procedure (Attachment 1) which was last reviewed in August 2015. For permanent employees the current allowance for Council's corporate wardrobe is an initial allowance of \$400 with a yearly ongoing allowance of \$150.

2. Background

Following the election of the new Council in early 2016, there was a strong desire to achieve an operating surplus in the 2016/17 Budget as part of Council's transition to a financially sustainable organisation.

In the formation of its 2016/17 Budget, a number of savings initiatives were adopted by Council to achieve a budgeted surplus with one of these initiatives being the transition from Council's compulsory corporate wardrobe scheme.

3. Report

Following a presentation to Council in late 2016 on its budgeted 2016/17 corporate wardrobe savings initiative, Council asked that a staff survey be undertaken to determine officer attitudes towards the current Corporate Uniform and Dress Standard Procedure and that a

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recommendation based upon the results of the staff survey be presented to a future Council meeting.

In November 2016, a staff survey on Council's corporate wardrobe was undertaken with the results of this survey given in Attachment 2.

A high level interpretation of the survey results follow.

The response rate of 126 (from approximately 150 staff who wear a corporate uniform) provides a sound representation of the relevant staff preferences relevant to the project. 63% of respondents were female, 33% male, and 3% chose not to indicate their gender.

The results indicate that respondents believe that it is important to be recognised as Council staff while on duty and also believe that community members want to easily recognise Council staff on duty.

Respondents were asked about their attitude towards applying a uniform policy and dress code equally to all office staff regardless of whether they were 'frontline' or not. A small majority (58%) believed it is important or reasonably important that any uniform policy should be applied equally.

The preferred dress code for a future Corporate Uniform Policy was as follows:

- Branded shirts with own pants/skirts (73%)
- Existing corporate wardrobe (65%)
- Branded polos any day with own pants/skirts (63%)
- Branded polos any day of the week with LVRC pants/skirts (58%)
- BYO (unbranded) corporate (business) wear (47%)
- BYO (unbranded) clothes appropriate to your role (43%)

Staff were asked how much they would be willing to contribute annually towards a Council-supplied corporate (branded) uniform, noting that a branded uniform may allow for tax deductions which an unbranded uniform may not. While the greatest response went to \$0 (37%), by grouping other responses we can determine that almost half (47%) would be willing to up to \$100 per year, and 62% would be willing to contribute \$50 per year.

With regards to engaging staff in decisions that affect them through the use of such surveys it is noted that 68% believed it was 'super important' and 96% believed it was 'reasonably important' or 'super important'. No one rated it as 'not important'.

In terms of staff confidence that decision-makers are using this process in good faith, 70% rated it as at least 6:10 (better than neutral) including 43% who rated this at great than or equal to 8:10. Disclosure of the results to staff along with evidence that the final decision effectively demonstrates that staff responses were genuinely considered featured strongly in the comments.

The usefulness of the process received a positive response 91% of respondents rating it as 'reasonably important' or better including 63% rating it as 'very useful'. No one rated it as 'not useful'.

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The main recommendations emanating from the survey follow.

1. That a further quick survey with the general community be considered to get more reliable data on how they assess whether they are dealing with Council staff, and what their overall view of a Council corporate uniform is.
2. That the impact on employees' personal budgets be considered for all options including the possibility of sliding scales that relate to different remuneration levels where staff have to provide their own attire.
3. That a panel of staff be formed to further develop any future uniform policies within the broad framework provided by Council and the Executive Leadership Team.
4. Those photo-ID cards be considered for all staff especially in the absence of a branded corporate uniform.
5. That consideration be given to having a sign in relevant customer service centres explaining why staff are in free dress on a particular day and possibly having a donation tin out for the public to contribute to.
6. That something other than a 'free dress day' be considered for cause-related fundraising if corporate identity and customer recognition is considered a high value.

4. Policy and Legal Implications

Any further policy or legal implications associated with this report will be addressed on matters that arise before Council.

5. Financial and Resource Implications

In the formation of its 2016/17 Budget, a number of savings initiatives were adopted by Council to achieve a budgeted surplus. One of these initiatives was the transition from Council's compulsory corporate wardrobe scheme which was estimated to save approximately \$30k per annum. In the 2016/17 Budget a contingency of \$10k was also provided for new employees while the transition occurred.

If the recommendations of this report are adopted by Council, then \$30k of savings will need to be identified from Council's operational cost base to ensure that Council's 2016/17 Budget operating surplus is maintained.

6. Delegations/Authorisations

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

7. Communication and Engagement

Council office based staff be informed on Council's decision to retain its corporate wardrobe and the formation of a panel to undertake a further review of the current Corporate Uniform and Dress Standard Procedure.

8. Conclusion

The results of a staff survey on Council's corporate wardrobe in November 2016 indicate that respondents believe that it is important to be recognised as Council staff while on duty and also believe that community members want to easily recognise Council staff on duty.



ORDINARY MEETING OF COUNCIL AGENDA 18 JANUARY 2017

9. Action/s

- 1) Publish the findings of the staff survey and inform Council office based staff on the retention of Council Corporate Wardrobe Scheme.
- 2) Call for staff expressions of interest for membership a panel to review Council's current for Corporate Uniform and Dress Standard Procedure.
- 3) The Executive Leadership Team to review and implement as appropriate the recommendations of the panel.
- 4)

Attachments

- | | | |
|------------------------|--|----------|
| 1 View | PROCEDURE Corporate Uniform and Dress Standard Procedure June 2014 | 7 Pages |
| 2 View | Corporate Uniform Review - Evaluation and Report - 20161123 | 15 Pages |



Corporate Uniform and Dress Standard Procedure

August 2015

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Introduction

Lockyer Valley Regional Council provides a compulsory corporate uniform for employees. The provision of a Lockyer Valley Regional Council uniform ensures that the dress standards of the employees are consistent throughout the organisation.

This procedure sets out the uniform requirements and allowances provided to employees.

General Uniform and Dress Provisions

1. All employees are required to wear the Council approved corporate uniform bearing Council approved logo as a condition of their employment.
2. The Lockyer Valley Regional Council corporate polo shirt is only to be worn on Fridays (if an employee's rostered day off (RDO) is on a Friday this does not permit the polo shirt to be worn on any other day). This is to be worn with Council's corporate lower garments (no jeans).
3. Council event shirts are only to be worn on event days not normal work days.
4. All staff issued with a Lockyer Valley Regional Council name badge must wear the badge during business hours.
5. Those employees that are issued with an authorised person's identification card must wear the card whilst exercising their powers in accordance with relative legislation. Identification cards must be kept in good condition and be clearly visible to the public, which ensures that staff are identifiable by members of the public as Lockyer Valley Regional Council employees.
6. Employees are required to wear neat, presentable footwear appropriate to the risks identified in the immediate work environment.
7. Internal administration employees visiting Council depots to conduct administrative type work are required to wear a closed in upper shoe and high visibility vest whilst work is being undertaken. Refer to Workplace Health and Safety policy and procedures on Personal Protective Equipment (PPE).
8. Managers and supervisors must ensure that employees under their control present a professional image of Council and wear PPE when required.
9. All employees are responsible for complying with the dress code and policy standards. Clothing without the Council logo or colours other than those approved, are not permitted e.g. jackets, cardigans, pants, jeans.
10. Employees may elect to purchase additional corporate uniforms above the annual uniform allocation. Any invoices in relation to additional uniforms must be paid either in full or by payroll deduction within 30 days of the invoice date.
11. An employee's uniform allowance cannot be accumulated across financial years. On the completion of employment any balance remaining in the account returns to consolidated

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revenue and is not eligible to be redeemed by the employee. All outstanding monies owed to Council are to be paid in full prior to completion of employment, if not then monies outstanding will be deducted from final payment entitlements.

12. It is the responsibility of all employees to ensure corporate uniforms are clean, neatly pressed and maintained to a satisfactory standard.

Purchasing Provisions – Uniform Allowances

General

Corporate Uniform orders may be placed anytime throughout the year. Due to the large selection of second-hand uniforms currently available, staff are encouraged to consider this option in the first instance prior to placing new orders. For current officers, if an order is to be placed there must be a demonstrated need and officers will be requested to return the item that needs replacing before the new item is ordered.

Corporate Uniform order forms are to be submitted via OneCouncil ECM (Order forms found under Templates, Procurement Forms – Mens – 2953641 and Ladies - 2953640).

Note: If the total available financial uniform allocation is not utilised in the current financial year it cannot be carried over for use in subsequent years. The first year allocation is only available in the first year of employment not subsequent years when not expended.

Permanent Full Time Employees

New permanent full time employees will be provided with a uniform allocation of \$400 for the initial purchase of a Council approved corporate uniform bearing the Council approved logo, at the successful completion of the employee's probationary period, in their first year of employment as well as a corporate polo shirt.

Second-hand uniforms will be made available for front line employees for the duration of their probationary period. In the event of an employee being unable to complete the probationary period, set in their terms of employment, any corporate uniforms in their possession are to be returned to council prior to their cessation date.

Subsequent uniform allocation will be to a maximum of \$150 per financial year. This allocation will be available to all eligible employees in July of each financial year.

Casual / Part Time Employees

Casual and part time employees will be provided with a uniform allocation including a corporate polo shirt on a pro-rata basis in accordance with the employee's hours of work. The amount applicable will be calculated as per the below formula:

Initial Allowance:

$\$400 \div 76 \text{ (hours per fortnight)} = \5.26

$(\text{average hours}) \times \$5.26 = \text{initial allowance}$

Annual Allowance:

$\$150 \div 76 \text{ (hours per fortnight)} = \1.97

$(\text{average hours}) \times \$1.97 = \text{annual allowance}$

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Trainees

Full Time Trainees will be provided with an initial uniform allowance of \$250 with no renewal allowance. In addition, a corporate polo shirt will be issued, to ensure that the trainee dresses appropriately for the position. No additional uniform purchases can be made by full time trainees.

Note: Full time trainees do not attract the permanent employee's uniform allocation of \$400 for the initial uniform purchase.

School Based Trainees (1 day per week) will be provided with one corporate polo shirt per annum which is to be worn while in the workplace. The corporate polo shirt is only to be worn with lower body garments in black or charcoal. Strictly no jeans will be allowed.

Senior Management

All Senior Management employees (Chief Executive Officer, Executive Managers, Managers and other staff employed on a contract basis) will be provided with a uniform allocation of \$400 for the initial purchase of the Council approved corporate uniform bearing the Council approved logo, in the first year of employment.

Subsequent uniform allocation will be to a maximum of \$150 per financial year. This allocation will be available to all eligible employees in July of each financial year.

Fixed Term Employee

Fixed term employees will receive an initial allowance of \$175. A fixed term employee that is employed for a period of less than two years, will not receive a renewal uniform allowance.

A fixed term employee that is employed for a period of 2 years or more shall receive an annual allowance of \$100, in addition to a corporate polo shirt.

Fitting Days

Staff are able to visit in store on their own time for fittings subject to the availability of the supplier. Orders from the previous allocation need to be submitted by 31 May each year. Any orders submitted after 31 May will not be placed until July and will be taken from the next year's allocation.

Special Circumstances and Exceptions

Special circumstances will necessitate an exemption from these provisions from time to time such as maternity wear, religious and cultural restrictions/requirements and illness or injury which may prevent staff from complying with Council's requirements.

Council acknowledges that the provisions of the State and Federal anti-discrimination legislation (including Anti-Discrimination Act 1991, Age Discrimination Act 2004, Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984 and Human Rights and Equal Opportunity Communication Act 1986) will override Council's policies and procedures, including the Compulsory Dress Standard and Corporate Uniform Policy, in the event of any inconsistency.

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In such cases, it is recommended that employees contact the Executive Office to discuss their needs however, it is expected that Workplace Health and Safety requirements and the theme of the corporate wardrobe will be complied with.

In the event that a doctor's certificate is produced for a valid medical condition to exempt the wearing of Council's approved uniform, such exemption will be considered and determined by the relevant Executive Manager.

If a size of the uniforms provided by the uniform supplier cannot accommodate an employee, the uniform supplier can be requested to design the uniform depending on the situation, to suit the needs of the individual. This action will be subject to the conditions of the uniform supplier's special arrangements and will require authorisation from the relevant Executive Manager prior to purchase.

Theme or Casual Dress Days

The Chief Executive Officer has discretion to authorise themed or casual dress days which do not require the wearing of the corporate uniform. Council supports theme/charity dress days and employees may elect to wear appropriately themed clothing in exchange for the corporate uniform on designated days. Themed wear cannot override safety; therefore Personal Protective Equipment (PPE) must be worn where required. On themed or casual dress days employees are reminded to wear clothing that is appropriate for the workplace, for example no singlets, short shorts, offensive or inappropriate wording on t-shirts etc.

Cessation of Employment

If an employee's duration at Council ceases for any reason (retirement, resignation, or dismissal) all uniform items are to be returned to Council in a clean manner i.e. washed and ironed.

If at the time of cessation, the employee has not fully paid for all items purchased in excess of the annual uniform allocation, this unpaid amount will be deducted from the refund or from any final payment entitlements.

Un-wearable Uniform Items

Uniforms that are no longer able to be worn, for example do not fit, are broken, in poor condition or are no longer worn; must be returned to Council. Un-wearable uniform items cannot be kept as personal rags, home wear, donated to second hand outlets or other employees. Council will dispose of un-wearable items as required. Un-wearable garments are to be returned to Council in a clean condition i.e. washed.

Behaviour and Appearance Whilst in Uniform

Employees are reminded that whilst wearing Council's corporate uniform they are representing the Lockyer Valley Regional Council and must therefore conduct themselves appropriately at all times.

It is not appropriate or acceptable for staff to wear the corporate uniform in a non-work related or social situation.

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Jewellery, Body Piercing and Tattoos

Council's image can be impacted by the presentation of our staff. Body piercings, other than conventional ear piercings, that are highly visible when wearing clothing are not permitted.

Staff working on or around machinery are not permitted to wear earrings other than ear studs that do not protrude below the ear lobe, due to the risk of the jewellery becoming entangled in the machinery. Should there be a risk to the safety of the employee the piercings must be removed immediately.

There is no restriction placed on wearing other tattoos by employees, however, commonsense should prevail and a tattoo that is offensive or inappropriate should not be visible when at work.

Compliance with this Procedure

It is the responsibility of Supervisors to ensure all employees under their supervision are issued with and wear the uniform provided in accordance with this procedure. Failure to adhere to this procedure may result in disciplinary action.

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Corporate Uniform Review Survey Analysis

Survey Overview

This report focuses on the LVRC Corporate Uniform Review (The survey) which was conducted on behalf of the Executive Manager, Corporate & Community Services and details the methodology and analyses the results. The purpose of the survey was to find out the views of staff who wear corporate (branded inside) uniforms to address the question: *What is your preferred dress code so that the community can appropriately identify Council staff on duty?*

The survey was open from 10 November 2016 until 21 November 2016 for all Council staff except for IWS field staff. The survey was conducted exclusively online and was promoted via posters in all relevant workplaces (including each library, child care centre, IWS donga, Gatton Administration lunch rooms, and to the cleaners); two emails from the CEO, and two articles in the Water Cooler. Staff were encouraged to check with their colleagues to ensure everyone was aware of the survey.

As per the detailed information in the sections following, the response rate of 126 (from approximately 150 staff who wear a corporate uniform) provides a sound representation of the relevant staff preferences relevant to the project. All respondents completed all 8 of the Corporate Uniform Survey multiple choice questions, while a lower proportion (avg 63%) completed the open-ended comments questions. 63% of respondents were female, 33% male, and 3% chose not to indicate their gender. This may not be comparative to the actual workplace relevant to the Corporate Uniform.

The Corporate Uniform Survey was supplemented with three questions to gauge staff attitudes towards being consulted on matters that affect them directly and their confidence in the integrity of the process. This section, which was on a 2nd page in the survey, had a completion rate of 89%.

Note that "neither satisfied nor dissatisfied" levels are not directly reported in this document but can be taken as the gap between given figures and 100%.

Executive Summary

The results indicate that respondents believe that **it is important to be recognised as Council staff while on duty** (74% rated it as important or more than important); and also believe that **community members want to easily recognise Council staff on duty** (63% rated it as above average importance). This was further clarified by the perception that **community members would prefer to recognise staff via a uniform** than ID or name badge (61%).

A number of scenarios were presented along with the question of which form of identification would be most appropriate. Answer choices were: uniform, ID, doesn't matter and unsure. In all scenarios, 'uniform' received the most votes, although in some scenarios the difference was not significant. See Q4 below for more detail.

Corporate Uniform Review Survey Analysis

Respondents were asked about their attitude towards applying a uniform policy and dress code equally to all office staff regardless of whether they were 'frontline' or not. **A small majority (58%) believed it is important or reasonably important that any uniform policy should be applied equally.**

The preferred dress code for a future Corporate Uniform Policy is as follows:

- **Branded shirts with own pants/skirts** (73%)
- Existing corporate wardrobe (65%)
- Branded polos any day with own pants/skirts (63%)
- Branded polos any day of the week with LVRC pants/skirts (58%)
- BYO (unbranded) corporate (business) wear (47%)
- BYO (unbranded) clothes appropriate to your role (43%)
- *See more detailed information on Q6 later in this report for relevant nuances within these responses which may provide significant insights into the choices selected.*

Staff were asked how much they would be willing to contribute annually towards a Council-supplied corporate (branded) uniform, noting that a branded uniform may allow for tax deductions which an unbranded uniform may not. While the greatest response went to \$0 (37%), by grouping other responses we can determine that almost half (47%) would be willing to up to \$100 per year, and 62% would be willing to contribute \$50 per year.

The various comment sections have undergone a somewhat subjective textual analysis with the following factors identified which informed respondents' responses:

- The level of interaction an employee has with the public
- A sense of pride in working for Council
- The ability for customers to quickly gain confidence that they are dealing with a genuine Council representative
- Concerns over employees being harassed outside the workplace simply because they are easily identified as Council staff
 - Note that some comments along this line also included preferences that frontline staff still wear a corporate uniform which may suggest that this is based on negative personal experiences rather than a Council-wide principle
- Whether an effective photo-ID card system can replace uniforms with full compliance from staff
- Whether or not an effective photo-ID card system should be introduced regardless of any decision to have corporate uniforms or not
- Whether or not it is the logo rather than the uniform that provides initial identification especially as Council doesn't have a single consistent uniform
- Public perceptions about Council dress codes on free dress days given we don't explain it to them and what that variation says about our policy in general

Corporate Uniform Review Survey Analysis

- While not recorded in the survey, this factor might also include staff on probation and contractors who equally represent Council to the public but without a corporate uniform
- The quality, fit and comfort of the corporate wardrobe is a concern to many, along with the price that Council pays for that. Several people mentioned that they could get much better fit, quality and value from a chain store
- The apparent lack of staff input into selecting a corporate wardrobe that provides quality, fit and comfort for staff of all shapes, sizes and roles
- Concerns that overall wardrobe standards would drop if Council moved away from a corporate wardrobe
- Concerns that Council's public image would be negatively affected by the loss of a corporate identity
- Concerns that Council may be shifting a financial burden to employees
- Concerns that the impact of any changes will affect lower-waged staff more than high waged staff

With regards to engaging staff in decisions that affect them through the use of such surveys it is noted that 68% believed it was 'super important' and 96% believed it was 'reasonably important' or 'super important'. No one rated it as 'not important'.

In terms of staff confidence that decision-makers are using this process in good faith, 70% rated it as at least 6:10 (better than neutral) including 43% who rated this at great than or equal to 8:10. Disclosure of the results to staff along with evidence that the final decision effectively demonstrates that staff responses were genuinely considered featured strongly in the comments.

The usefulness of the process received a positive response 91% of respondents rating it as 'reasonably important' or better including 63% rating it as 'very useful'. No one rated it as 'not useful'.

Recommendations

It is not the report writer's role to recommend future uniform policies however some recommendations about potential considerations and processes are offered:

1. That a further quick survey with the general community be considered to get more reliable data on how they assess whether they are dealing with Council staff, and what their overall view of a Council corporate uniform is.
 - a. This could be run online for 7-10 days with limited focused questions.
2. That the impact on employees' personal budgets be considered for all options including the possibility of sliding scales that relate to different remuneration levels where staff have to provide their own attire.
3. That a panel of staff be formed to further develop any future uniform policies within the broad framework provided by Council and the ELT.

Corporate Uniform Review Survey Analysis

- a. This would mean that Council/ELT makes the decision about the provision and general standards of a uniform (eg, corporate wardrobe, BYO wardrobe, etc) and overall budget or per-person allowance, and that a staff panel be formed to design criteria for suppliers and including variations for various roles.
 - b. This could include one self-selected representative from each business unit to represent the various roles, sizes, shapes and comfort levels preferred by their team members.
 - c. This may also include a further sub-categorisation of 'corporate' uniforms to better cater for staff whose roles require them to undertake a range of duties outside the office and which may require more robust clothing, or increasing their uniform allowance to manage the high levels of fair wear-and-tear.
4. That photo-ID cards be considered for all staff especially in the absence of a branded corporate uniform.
 5. That consideration be given to having a sign in relevant customer service centres explaining why staff are in free dress on a particular day and possibly having a donation tin out for the public to contribute to.
 6. That something other than a 'free dress day' be considered for cause-related fundraising if corporate identity and customer recognition is considered a high value.

Engagement Methodology

The survey was developed using the SurveyMonkey online tool and was tested with approximately 10 staff from a range of teams for usability, readability and logic prior to Executive approval and publishing. The survey was conducted exclusively online and was promoted via posters in all relevant workplaces (including each library, child care centre, IWS donga, Gatton Administration lunch rooms, and to the cleaners); two emails from the CEO, and two articles in the Water Cooler. Staff were encouraged to check with their colleagues to ensure everyone was aware of the survey.

The strong response and completion rates reflect the level of interest of the respondents in the subject matter, as evidenced by the comments made within the survey.

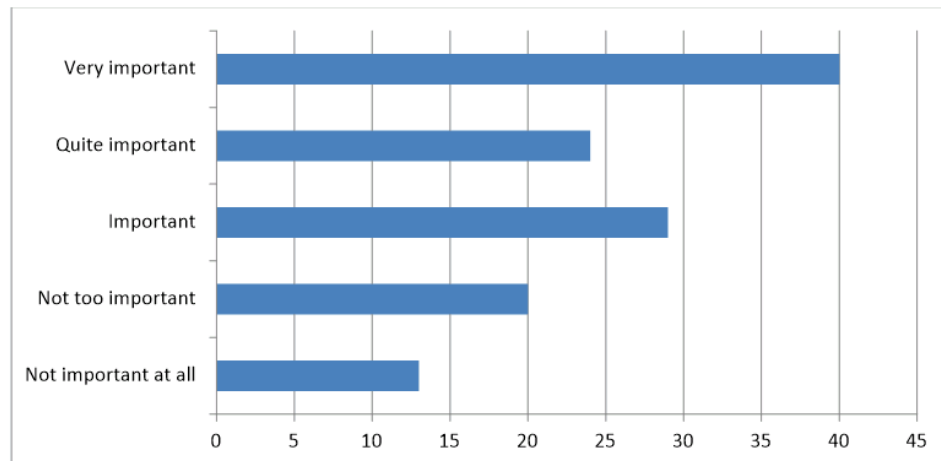
The survey used a range of question types ranging from multiple choice, star-ratings, rankings and open-ended comments providing both quantitative and qualitative data for improved analysis.

The survey was open for 12 days in total, of which 8 were business days. It is acknowledged that some staff would have been on leave through this time and may not have had an opportunity to respond.

Corporate Uniform Review Survey Analysis

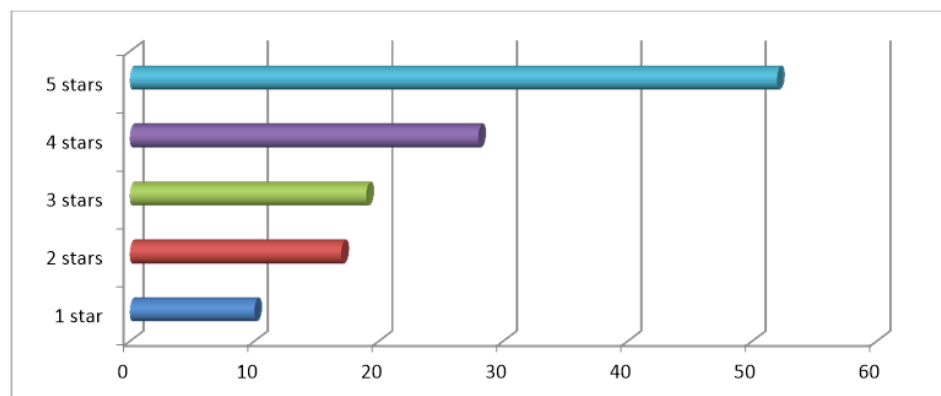
Survey Results

1. How important is it to you to be recognised as Council staff while on duty?



74% of respondents selected "Important" or above.

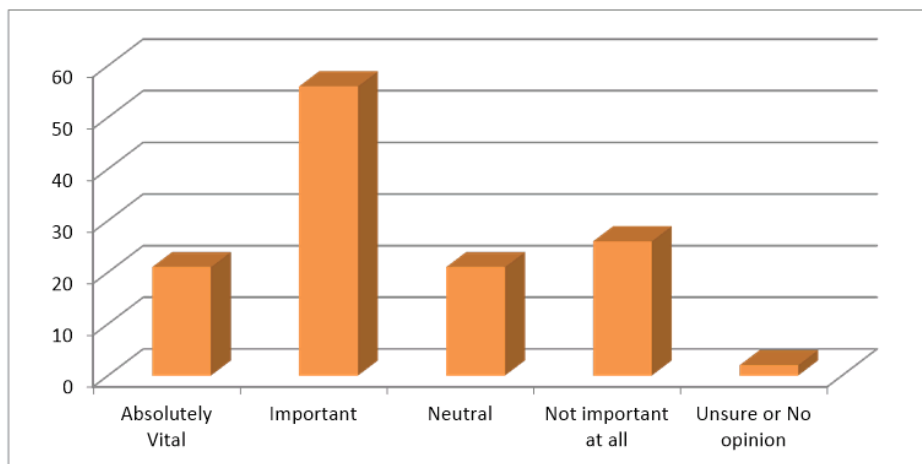
2. How important do you think it is to members of the community to easily recognise Council staff while on duty? (The number of stars you choose indicate the level of importance)



The average star rating is 3.75 out of 5. 63% of respondents selected a rating above average.

Corporate Uniform Review Survey Analysis

3. How important do you think it is to members of the community to easily recognise Council staff by uniform rather than an ID or name badge?



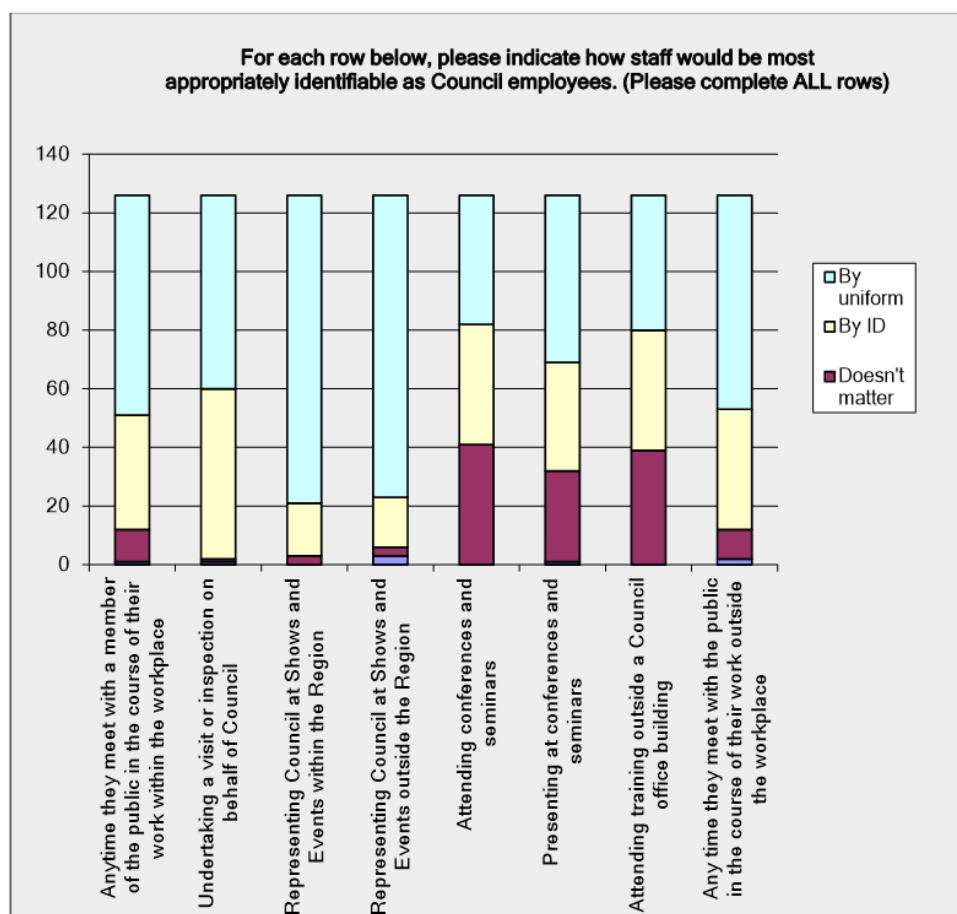
61% of respondents selected "Absolutely Vital" or 'Important'.

21% selected 'Not important at all'.

4. Please indicate how staff would be most appropriately identifiable as Council employees.

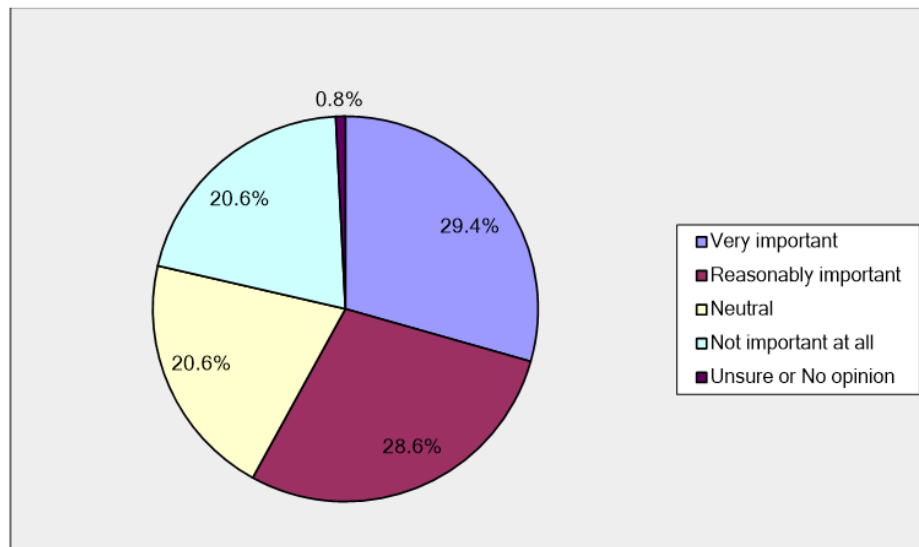
The scenarios presented were:

- Anytime they meet with a member of the public in the course of their work within the workplace
- Undertaking a visit or inspection on behalf of Council
- Representing Council at Shows and Events within the Region
- Representing Council at Shows and Events outside the Region
- Attending conferences and seminars
- Presenting at conferences and seminars
- Attending training outside a Council office building
- Any time they meet with the public in the course of their work outside the workplace

Corporate Uniform Review Survey Analysis

Using a uniform as the primary form of identification was the most popular answer for all scenarios although the difference was marginal for: *Undertaking a visit or inspection* (52%, 46%, 1%), *Attending conferences and seminars* (35%, 33%, 33%), and *Attending training outside of Council* (37%, 33%, 31%).

- 5. How important do you think it is for Council's Uniform policy (and dress code) to be the same for all office staff? (Note: this could mean that on 'free dress' days all staff including Customer Service, Libraries, etc, can dress casually; or that if they need to be in uniform then so does everyone else.)**

Corporate Uniform Review Survey Analysis

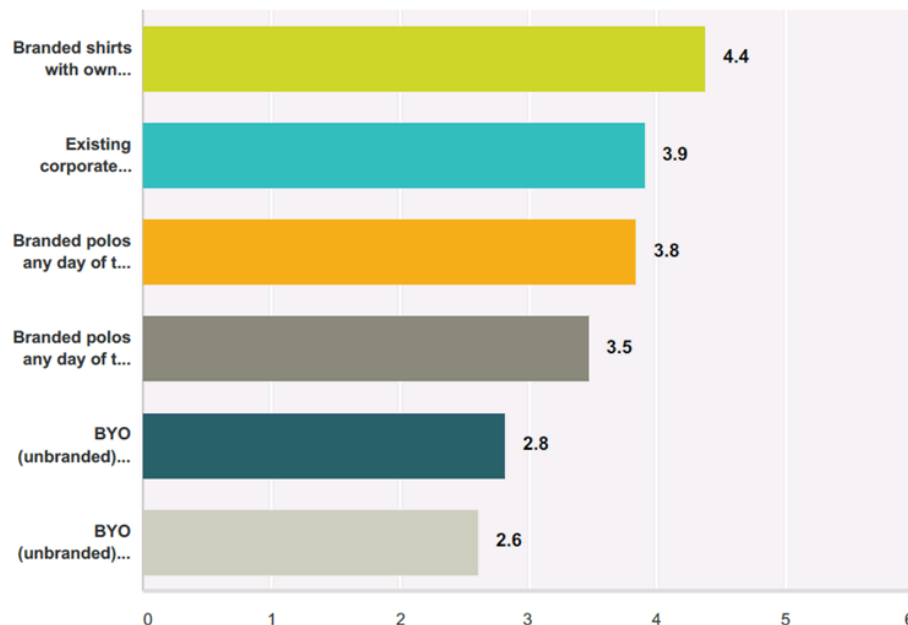
A small majority favour a sense of equality (58%) compared to those who see it as neutral or not important at all (42%). This would seem to be a somewhat polarising issue and may reflect the relative 'freedom' of back-office staff compared to frontline staff, and a preference not to lose that sense of freedom. The survey wasn't set up to allow for analysis by teams or frontline/back-office so the reasons behind this outcome are somewhat speculative. The comments provided in this section were analysed into factors of *Equality* (14 comments), *Public Image and Consistency* (16 comments) and *Role Specific application of policy* (3 comments).

6. Rank the following dress codes in order of your preference for Council's Uniform policy. (1 = most preferred, 6 = least preferred)

Options provided (in the same order as the graph below) were:

- Branded shirts with own pants/skirts
- Existing corporate uniform policy (compulsory branded uniforms)
- Branded polos any day of the week with own pants/skirts
- Branded polos any day of the week with LVRC pants/skirts
- BYO (unbranded) corporate (business) wear
- BYO (unbranded) clothes appropriate to your role

The graph below shows the weighted average for all responses.

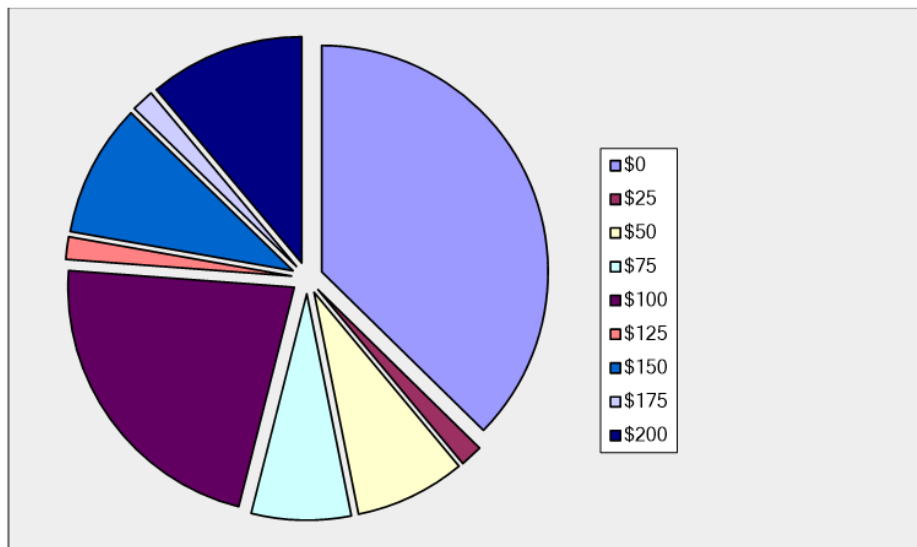
Corporate Uniform Review Survey Analysis

For added context, the list below puts them in order based on respondents' "most preferred" selection only and does not factor in further preferences.

- | | |
|--|-----|
| 1. Existing corporate uniform policy (compulsory branded uniforms) | 36% |
| 2. Branded shirts with own pants/skirts | 27% |
| 3. BYO (unbranded) clothes appropriate to your role | 20% |
| 4. Branded polos any day of the week with own pants/skirts | 16% |
| 5. BYO (unbranded) corporate (business) wear | 12% |
| 6. Branded polos any day of the week with LVRC pants/skirts | 6% |

One clear outcome of this question is a strong preference for a branded corporate shirt regardless of the rest of the outfit. The variations within the other options should be read in the context of respondents' comments about the fit, style, comfort and value-for-money of Council-provided uniforms. A more user-friendly uniform may be better received by those who did not select it as their preferred option.

- 7. What is the most you would be willing to contribute annually towards a Council-supplied corporate (branded) uniform?** (Note that a branded uniform may also provide tax deductions for any contributions and laundering, whereas an unbranded uniform may not.)

Corporate Uniform Review Survey Analysis

While the option with the largest response was for a \$0 contribution (37%) it should be noted that 62% would be willing to contribute \$50 or more per annum and 47% \$100 or more per annum. This response may also provide some indication of the amount that staff are generally willing to pay towards work wear in general, and that if some combination of BYO wardrobe was required, the style and quality may need to be informed by the total annual to each employee.

This question was not able to be analysed by respondents' remuneration levels, but the proportionate cost per remuneration level should be considered in further planning.

Several respondents made the comment that a corporate branded uniform should come wholly at Council's expense, with other people saying the quantity of uniforms available to staff within the allowance should be sufficient to ensure a good quality of wardrobe is maintained without forcing staff to use second-hand clothing.

8. What do you think are the biggest risks if Council moved away from a Council-provided branded uniform?

The comments received to this question have been categorised as follows:

- Lowering of general dress standard
- Increased challenges in defining and enforcing an appropriate dress standard
- Loss or lowering of corporate identity
- Additional costs to employees to buy their own corporate wear that meets whatever standard is determined
- Security issues including staff being less sure whether someone else is an employee or not

Corporate Uniform Review Survey Analysis

All of these factors can be addressed through future uniform policy planning, including by the inclusion of a representative staff panel.

9. What concerns do you have about any of the options being considered?

The comments received to this question have been categorised as follows:

- Cost to employees if we move away from Council-supplied uniforms
- Equity issues if the policy isn't applied fairly to all
- The loss of pride and identity as a Council employee if we move away from branded uniforms
- A lowering of standards and therefore public image if we move away from corporate uniforms
- Considerations about Council's costs from supplying uniforms of the desired range, quality and style
- The fit, quality, style and range of corporate wardrobes being provided by contractors
- The lack of a representative staff panel to determine the range and criteria for a supplier

10. Please indicate your gender

63% of respondents were female, 33% male, and 35 preferred not to indicate

There were some notable differences in answers by gender which are summarised here:

- Females were more 28% more likely to favour a strong corporate image by uniform (Q1-Q3)
- Females were 42% more likely to favour an equal application of the uniform policy regardless of frontline/back office roles (Q5)
- Total female responses showed a much greater variance in the level of preference for a preferred dress code from the six options presented (Q6)
- The preferred dress code options resulted in almost polar-opposite preferences (Q6):
 - Males preferred *BYO clothes appropriate to your role* followed by *BYO corporate (business) attire*. Their least preferred option was the *Existing corporate uniform*
 - Females preferred the *Existing corporate uniform* followed by *Branded shirts with own pants/skirts*. Their least preferred option was *BYO clothes appropriate to your role*
 - **This is a significant result that provides important context to the overall result**
- Females were 36% more likely to be willing to spend up to \$100 on a Corporate (branded) uniform which possibly reflects a higher cost in general for women's clothing (Q7)
 - This is a notable difference worthy of further specific consideration
- For Q12-Q14 relating to the principle and process of engaging staff in matters that affect them there was no significant statistical gender difference in responses

Corporate Uniform Review Survey Analysis

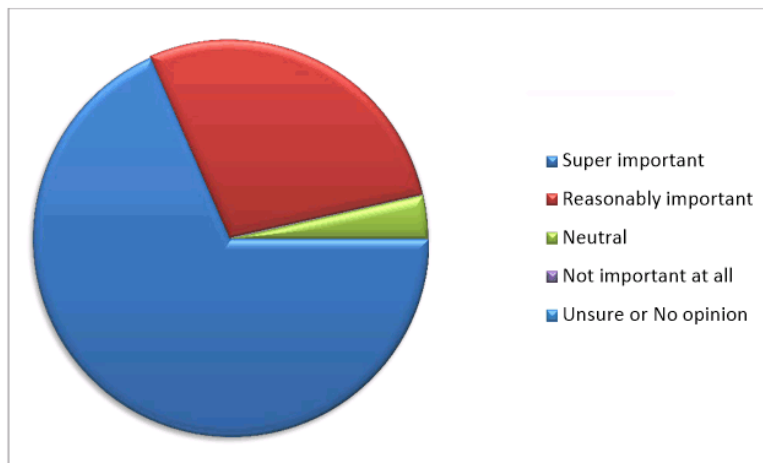
11. Any final comments about the Corporate Uniform Review

All issues mentioned by at least two or more respondents have been covered in the various comments-based sections reported in previous questions and the Executive Summary with the possible exception of the comments copied below:

- *I believe the corporate uniform should not be compulsory. It should be available for those who wish to purchase it. Front line staff should wear it with a subsidy provided to compensate them for purchase. A strong dress standard should be set and enforced to maintain the professional image of the council and name tags should be compulsory.*
- *I disagree with the comments that this does not apply to field staff. Their current uniform does not meet safety requirements, as there are no visibility stripes on shirts or pants. If you are going to provide a uniform in full to the field staff, then you should treat all staff the same and provide a uniform in full to all other staff. By not doing this, you further create the us versus them mentality within the organisation.*

Questions relating to involving staff in decision-making processes on matters affecting them

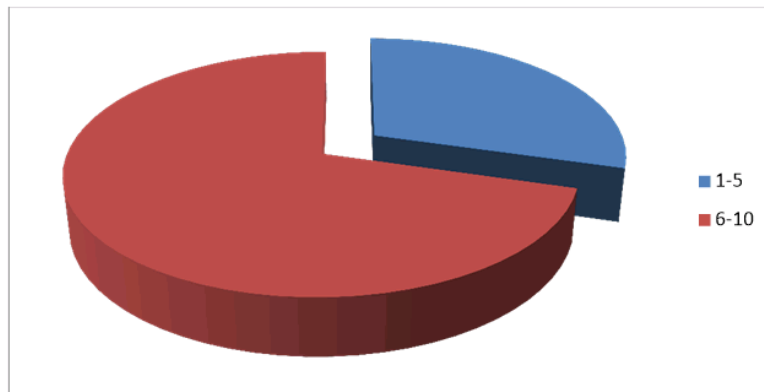
12. How important is it for staff to be given opportunities such as this to influence policies that affect them?



With regards to engaging staff in decisions that affect them through the use of such surveys it is noted that 68% believed it was 'super important' and 96% believed it was 'reasonably important' or 'super important'. No one rated it as 'not important'.

Corporate Uniform Review Survey Analysis

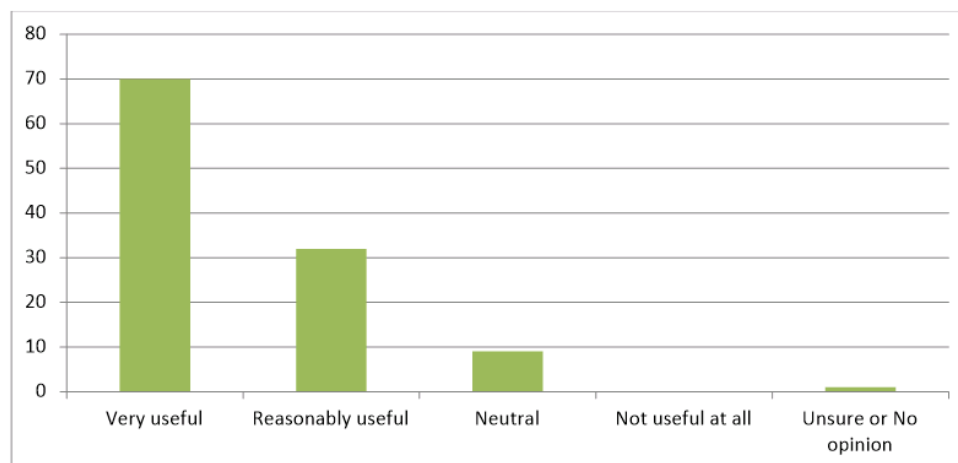
13. How confident are you that decision-makers are using this process in good faith? (1=no confidence at all, 10=fully confident)



In terms of staff confidence that decision-makers are using this process in good faith, 70% rated it as at least 6:10 (better than neutral) including 43% who rated this at great than or equal to 8:10.

Disclosure of the results to staff along with evidence that the final decision effectively demonstrates that staff responses were genuinely considered featured strongly in the comments.

14. How useful is this process for giving staff a genuine say in matters that affect them?



The usefulness of the process received a positive response 91% of respondents rating it as 'reasonably important' or better including 63% rating it as 'very useful'. No one rated it as 'not useful'. (Note that the chart above uses respondent numbers not percentages).

Corporate Uniform Review Survey Analysis

Final Analysis and Recommendations

As detailed in the Executive Summary, it is not the report writer's role to recommend future uniform policies however some recommendations about potential considerations and processes are repeated here:

1. That a further quick survey with the general community be considered to get more reliable data on how they assess whether they are dealing with Council staff, and what their overall view of a Council corporate uniform is.
 - a. This could be run online for 7-10 days with limited focused questions.
2. That the impact on employees' personal budgets be considered for all options including the possibility of sliding scales that relate to different remuneration levels where staff have to provide their own attire.
3. That a panel of staff be formed to further develop any future uniform policies within the broad framework provided by Council and the ELT.
 - a. This would mean that Council/ELT makes the decision about the provision and general standards of a uniform (eg, corporate wardrobe, BYO wardrobe, etc) and overall budget or per-person allowance, and that a staff panel be formed to design criteria for suppliers and including variations for various roles.
 - b. This could include one self-selected representative from each business unit to represent the various roles, sizes, shapes and comfort levels preferred by their team members.
 - c. This may also include a further sub-categorisation of 'corporate' uniforms to better cater for staff whose roles require them to undertake a range of duties outside the office and which may require more robust clothing, or increasing their uniform allowance to manage the high levels of fair wear-and-tear.
4. That photo-ID cards be considered for all staff especially in the absence of a branded corporate uniform.
5. That consideration be given to having a sign in relevant customer service centres explaining why staff are in free dress on a particular day and possibly having a donation tin out for the public to contribute to.
6. That something other than a 'free dress day' be considered for cause-related fundraising if corporate identity and customer recognition is considered a high value.

Additional recommendations about staff engagement

7. That processes such as the Corporate Uniform Review Survey and Corporate Plan Vision, Mission and Values Review be continued as a means of engaging staff in matters affecting them
8. That results of any such surveys are published to staff regardless of the final decision made
9. That final decisions include an explanation on how staff feedback was used in formulating the decision

Corporate Uniform Review Survey Analysis

The complete survey results are available in ECM (3006327 – spreadsheet format) and (3006335 – SurveyMonkey format).

For More Information

Neil Williamson

Community Development & Engagement Officer

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**ORDINARY MEETING OF
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12.3 Summary of Council Actual Financial Performance vs. Budget – 31 December 2016

Date: 10 January 2017

Author: Tony Brett, Manager Finance and Customer Service

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

Summary:

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 December 2016.

Officer's Recommendation:

THAT Council resolves to receive and note the Summary of Council Actual Financial Performance versus Budget to 31 December 2016.

Report

1. Introduction

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

2. Background

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

3. Report

The following report provides a summary of Council's financial performance against budget to 31 December 2016.

Operating Revenue - Target \$24.54 million Actual \$25.19 million or 102.65%

At 31 December 2016, overall operating revenue is slightly above target for the budgeted amount. While timing issues have meant that recoverable works are slightly less than budget, these have been offset by higher than expected development fees and other revenues such as insurance refunds, QUU tax equivalents and rental income.

Operating grants and subsidies received equal \$3.10 million or 99.36 of the year to date budgeted revenue amount due to the timing of the part payments for the Roads to Recovery Grant and the Diesel Rebate Scheme. Although the average return is higher than the benchmarks, interest revenue remains lower than budget and will require an adjustment in the

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second quarter budget review. The remaining variances will also be reviewed at that time and adjustments will be made as required.

Operating Expenditure - Target \$26.54 million Actual \$25.82 million or 97.29%

At 31 December 2016, overall operating expenditure for the year is slightly under target for the budgeted amount.

Employee costs are \$337, 090 or 3.11% over target due to the timing of leave being taken and staffing changes made since the adoption of the budget. The second quarter budget review will look closely at employee costs to ensure that budgeted staffing levels match the current establishment and that costings to capital works projects are correct.

At 31 December, goods and services for were \$0.91 million or 10.99% less than budgeted mainly due to the timing of project related contractor and consultant payments and under expenditure in materials. The timing of these expenditures is being reviewed and will be re-phased once project priorities and timeframes have been clarified. Where possible, savings will be made to improve the end of year position.

Depreciation costs are being calculated using the One Council asset system and are reflective of the actual amount of depreciation being charged on the estimated revalued amount of Council's assets. The year to date actual is slightly less than budget for roads and drainage and fleet and this will be included in the second quarter budget review.

Capital Revenue - Target \$2.48 million Actual \$2.42 million or 97.58%

Overall capital grants and subsidies revenue is just under budget for the year to date. The timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

Capital Expenditure – Target \$22.24 million Actual \$7.45 million or 33.50%

To 31 December 2016, Council has expended \$7.45 million on its capital works program with a further \$3.31 million in committed costs for works currently in progress. With commitments included, capital works in progress represents 48.38% of the full year budget. Expenditure has now increased with the commencement of several major projects including the Laidley Library refurbishment and the new cell at the Gatton Land Fill.

The main expenditures are \$5.34 million within Infrastructure Services and \$1.24 million in Corporate and Community Services. Major projects include the Lakeview Accommodation Precinct, Summerholm Road Upgrade, Middleton's Bridge Rehabilitation, Laidley Library Refurbishment, Reseal Program and Flood Mitigation at Forest Hill and Laidley.

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 December, Council had \$30.72 million in current assets compared to \$9.02 million in current liabilities with a ratio of 3.41:1. This means that for every dollar of current liability, there is \$3.41 in current assets to cover it. The high level of this ratio is due to the first six months of rates being levied in August and received in September.

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Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 December, there has been a net cash inflow of \$2.77 million due to the collection of the first instalment of the rates and the timing of the capital works payments. The cash inflow from operating activities of \$6.93 million offsets the net \$3.42 million outflow from capital expenditures and loan repayments of \$0.74 million.

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. In order to maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 31 December, the cash balance was \$25.47 million. This balance will continue to reduce until the next levy of rates in January 2017.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2016-2017 budget, and any variations or anomalies will need to be investigated and action taken as appropriate.

Whilst Council remains on track at this time, there are still some risks, which will affect the budgeted surplus. These risks include the completion of the capital works program, interest revenue, performance of Council's business units, taking of leave and the timing of grant revenues.

Work is underway on the detailed budget review to be completed as at the end of the second quarter. While addressing the risks outlined, this second quarter review will also be seeking to make savings to improve Council's end of year surplus and set the foundations for the 2017/18 budget.

6. Delegations/Authorisations

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

7. Communication and Engagement

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

8. Conclusion

At 31 December, Council's revenues are slightly ahead of target, and overall expenditure is under target. The second quarter budget review will be used to determine if the under expenditure is timing related or if savings can be made.



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9. Action/s

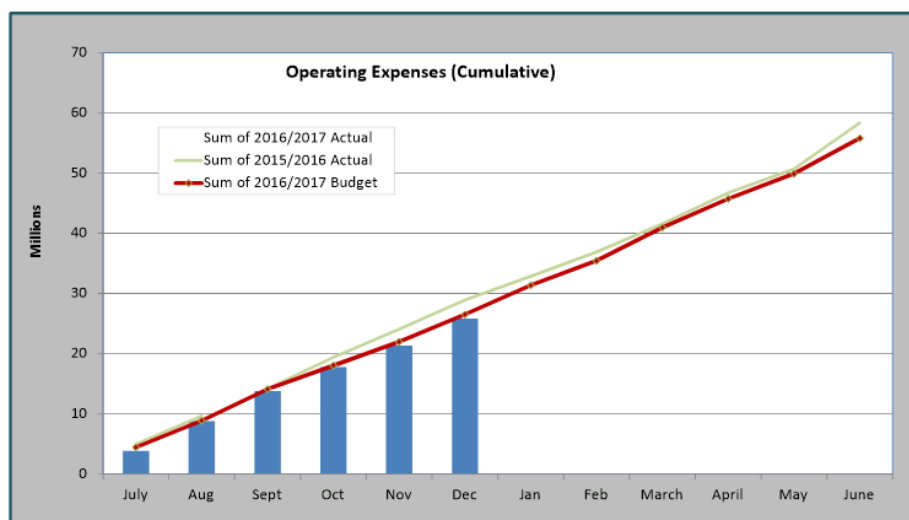
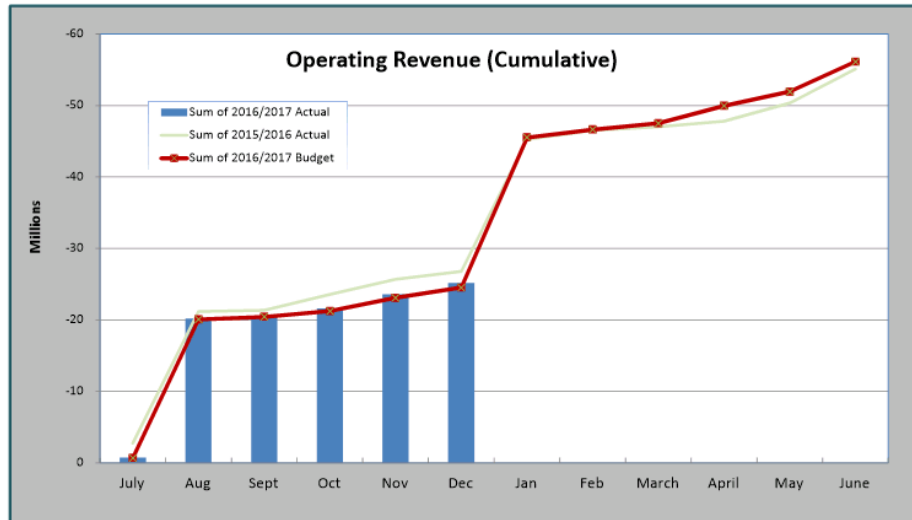
1. Nil.

Attachments

- 1 [View](#) Monthly Financial Report to Council - December 2016 15 Pages

LOCKYER VALLEY REGIONAL COUNCIL

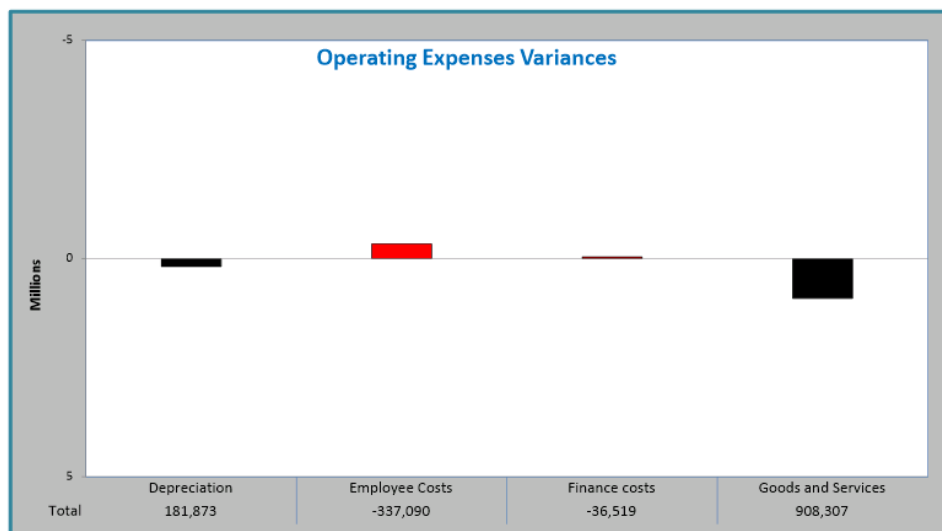
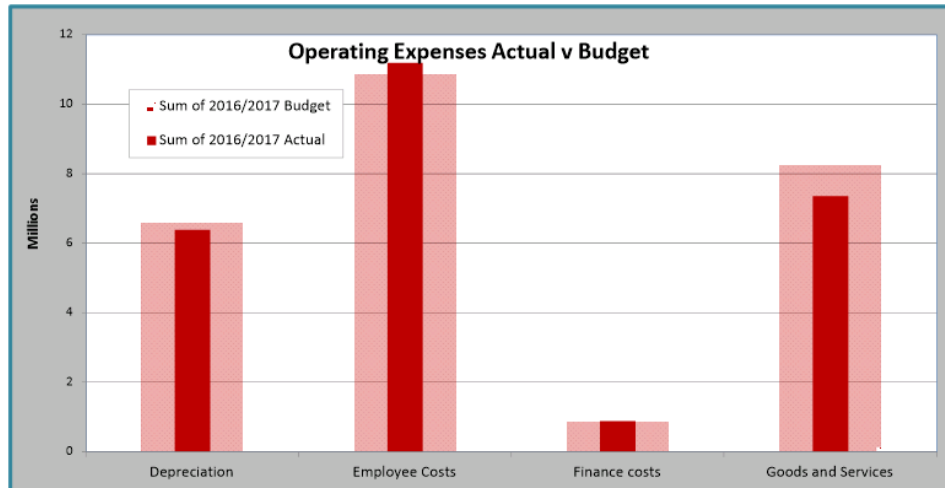
Total Council Operating Revenue and Expenses
For the Period Ended 31st December, 2016



LOCKYER VALLEY REGIONAL COUNCIL

Operating Expenses

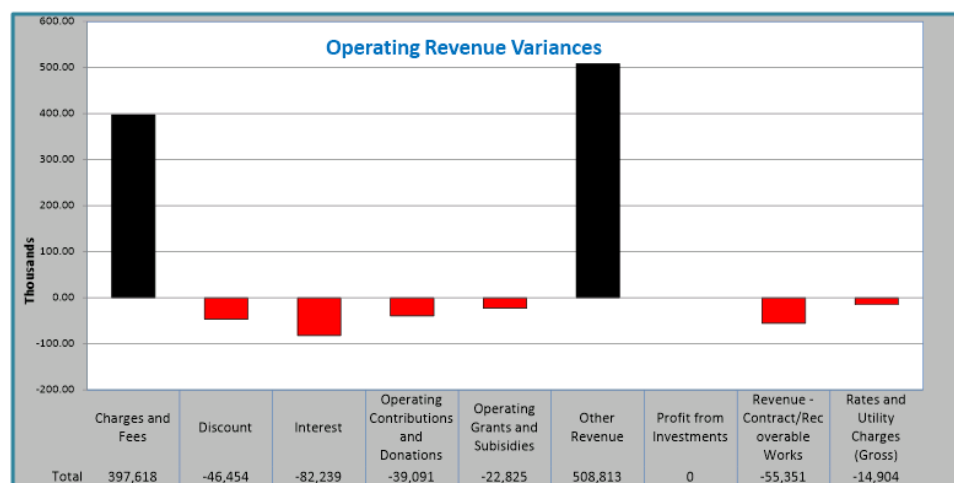
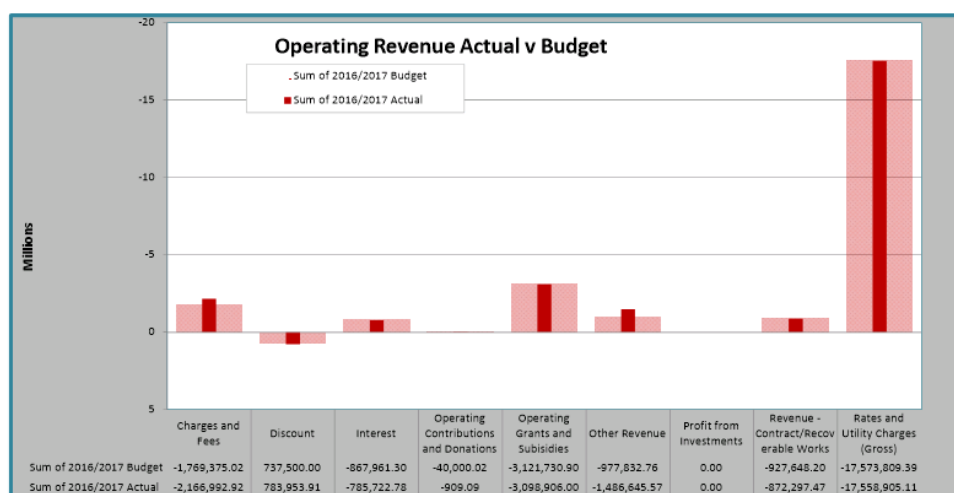
For the Period Ended 31st December, 2016



LOCKYER VALLEY REGIONAL COUNCIL

Operating Revenue

For the Period Ended 31st December, 2016



Lockyer Valley Regional Council (Whole Council)
Statement of Income and Expenditure
For Period Ending December 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	38,368,816	17,558,905	17,573,809	14,904	0.08
Discount	(1,475,000)	(783,954)	(737,500)	46,454	(6.30)
Charges and Fees	3,691,000	2,166,993	1,769,375	(397,618)	(22.47)
Interest	1,896,331	785,723	867,961	82,239	9.47
Operating Grants and Subsidies	7,066,249	3,098,906	3,121,731	22,825	0.73
Operating Contributions and Donations	1,330,000	909	40,000	39,091	97.73
Revenue - Contract/Recoverable Works	1,795,000	872,297	927,648	55,351	5.97
Other Revenue	1,765,600	1,486,646	977,833	(508,813)	(52.03)
Profit from Investments	1,699,000	0	0	0	0.00
Total Operating Revenue	56,136,996	25,186,425	24,540,858	(645,567)	(2.63)
Operating Expenses:					
Employee Costs	22,284,154	11,191,628	10,854,537	(337,090)	(3.11)
Goods and Services	18,675,022	7,353,796	8,262,103	908,307	10.99
Finance costs	1,691,400	882,081	845,562	(36,519)	(4.32)
Depreciation	13,147,000	6,391,627	6,573,500	181,873	2.77
Total Operating Expenses	55,797,576	25,819,131	26,535,702	716,571	2.70
Operating Surplus/(Deficit)	339,420	(632,706)	(1,994,845)	(1,362,138)	68.28
Capital Revenue:					
Capital Grants, Subsidies and Contributions	6,538,246	2,416,124	2,484,359	68,235	2.75
Profit (Loss) on Disposal of Non Current Assets	1,004,000	(311,859)	0	311,859	0.00
Other Capital Items	0	0	0	0	0.00
Total Capital Revenue	7,542,246	2,104,265	2,484,359	380,094	15.30
Operating Surplus/(Deficit) After Capital Items	7,881,666	1,471,558	489,514	(982,044)	(200.62)

Lockyer Valley Regional Council (Rest of Council)
Statement of Income and Expenditure
For Period Ending December 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
Operating Revenue:					
Rates and Utility Charges (Gross)	31,838,054	14,340,247	14,308,348	(31,899)	(0.22)
Discount	(1,315,000)	(700,678)	(657,500)	43,178	(6.57)
Charges and Fees	2,821,000	1,776,388	1,332,342	(444,046)	(33.33)
Interest	1,860,331	765,683	850,424	84,741	9.96
Operating Grants and Subsidies	6,451,249	2,772,054	2,814,231	42,177	1.50
Operating Contributions and Donations	1,300,000	909	25,000	24,091	96.36
Revenue - Contract/Recoverable Works	835,000	383,169	438,517	55,348	12.62
Other Revenue	1,705,600	1,457,926	951,172	(506,754)	(53.28)
Profit from Investments	1,699,000	0	0	0	0.00
Total Operating Revenue	47,195,234	20,795,699	20,062,534	(733,164)	(3.65)
Operating Expenses:					
Employee Costs	20,516,599	10,274,396	9,989,094	(285,302)	(2.86)
Goods and Services	13,529,936	5,274,691	6,137,392	862,701	14.06
Finance costs	1,524,900	799,076	762,342	(36,734)	(4.82)
Depreciation	12,819,000	6,204,409	6,409,500	205,091	3.20
Total Operating Expenses	48,390,435	22,552,572	23,298,328	745,756	3.20
Operating Surplus/(Deficit)	(1,195,200)	(1,756,873)	(3,235,793)	(1,478,921)	45.71
Capital Revenue:					
Capital Grants, Subsidies and Contributions	6,538,246	2,416,124	2,484,359	68,235	2.75
Profit (Loss) on Disposal of Non Current Assets	1,004,000	(311,859)	0	311,859	0.00
Other Capital Items	0	0	0	0	0.00
Total Capital Revenue	7,542,246	2,104,265	2,484,359	380,094	15.30
Operating Surplus/(Deficit) After Capital Items	6,347,046	347,392	(751,435)	(1,098,826)	146.23

Lockyer Valley Regional Council (Business Units)
Statement of Income and Expenditure
For Period Ending December 2016

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	6,530,762	3,218,658	3,265,461	46,803	1.43
Discount	(160,000)	(83,276)	(80,000)	3,276	(4.10)
Charges and Fees	870,000	390,605	437,033	46,428	10.62
Interest	36,000	20,040	17,537	(2,503)	(14.27)
Operating Grants and Subsidies	615,000	326,852	307,500	(19,352)	(6.29)
Operating Contributions and Donations	30,000	0	15,000	15,000	100.00
Revenue - Contract/Recoverable Works	960,000	489,128	489,131	3	0.00
Other Revenue	60,000	28,720	26,661	(2,059)	(7.72)
Total Operating Revenue	8,941,762	4,390,726	4,478,323	87,597	1.96
<u>Operating Expenses:</u>					
Employee Costs	1,767,555	917,232	865,443	(51,788)	(5.98)
Goods and Services	5,145,086	2,079,105	2,124,711	45,607	2.15
Finance costs	166,500	83,005	83,220	215	0.26
Depreciation	328,000	187,219	164,000	(23,219)	(14.16)
Total Operating Expenses	7,407,141	3,266,560	3,237,374	(29,185)	(0.90)
Operating Surplus/(Deficit) before Capital	1,534,621	1,124,166	1,240,949	116,782	9.41
<u>Capital Revenue and Expenses:</u>					
	0	0	0	0	0.00
Total Capital Revenue	0	0	0	0	0.00
Operating Surplus/(Deficit) After Capital Items	1,534,621	1,124,166	1,240,949	116,782	9.41

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 December, 2016

	2016-2017 Full Year Budget	2016-2017 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	18,630,000	10,473,139
Cash investments	-	15,000,000
Trade and other receivables	3,350,000	1,763,149
Inventories	3,490,000	364,756
Non-current assets classified as held for sale	-	3,118,000
Total Current Assets	25,470,000	30,719,045
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	29,350,000	28,380,317
Investment properties	1,000,000	1,000,000
Property, plant and equipment	550,120,000	541,936,008
Intangible assets	4,970,000	4,116,160
Total Non Current Assets	600,170,000	590,167,454
TOTAL ASSETS	625,640,000	620,886,499
<u>Current Liabilities</u>		
Trade and other payables	3,960,000	3,894,503
Provisions	4,000,000	4,361,483
Borrowings	1,670,000	761,481
Other	-	-
Total Current Liabilities	9,630,000	9,017,467
<u>Non Current Liabilities</u>		
Provisions	21,820,000	21,857,043
Borrowings	30,580,000	33,003,235
Total Non Current Liabilities	52,390,000	54,860,278
TOTAL LIABILITIES	62,020,000	63,877,745
NET COMMUNITY ASSETS	563,620,000	557,008,754
<u>Community Equity</u>		
Retained surplus (deficiency)	361,560,000	346,033,593
Asset revaluation surplus	201,710,000	201,937,092
Reserves	-	7,566,478
Current Surplus/(Deficit)	350,000	1,471,592
TOTAL COMMUNITY EQUITY	563,620,000	557,008,754

LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the period ended 31 December, 2016

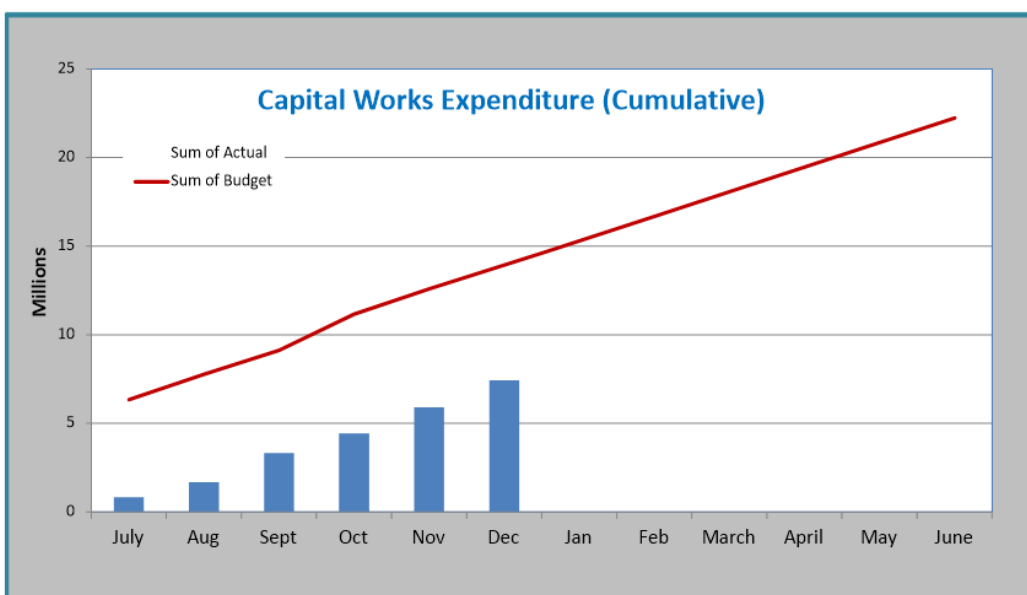
	2016-2017 Full Year Budget	2016-2017 YTD Actuals
<u>Cash flows from operating activities:</u>		
<u>Receipts</u>		
Receipts from customers	54,220,000	27,636,079
Dividend received	-	-
Interest received	1,890,000	785,723
<u>Payments</u>		
Payments to suppliers and employees	(43,310,000)	(20,657,997)
Interest expense	(1,570,000)	(832,174)
Net cash inflow (outflow) from operating activities	11,230,000	6,931,631
<u>Cash flows from investing activities:</u>		
Capital grants, subsidies and contributions	6,260,000	2,416,124
Payments for property, plant and equipment	(21,960,000)	(7,304,764)
Payments for investment property	-	-
Net transfer (to) from cash investments	730,000	-
Proceeds from sale of property plant and equipment	1,930,000	1,471,294
Net cash inflow (outflow) from investing activities	(13,040,000)	(3,417,346)
<u>Cash flows from financing activities:</u>		
Repayment of borrowings	(2,260,000)	(743,307)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(2,260,000)	(743,307)
Net increase (decrease) in cash and cash equivalents held	(4,070,000)	2,770,978
Cash and cash equivalents at beginning of the financial year	22,700,000	22,702,161
Cash and cash equivalents at end of the financial year	18,630,000	25,473,139

LOCKYER VALLEY REGIONAL COUNCIL

CAPITAL WORKS BY GROUP

For the Period Ended 31st December, 2016

Group	Budget	YTD Expenditure	Percent Spent
Corporate & Community Services	6,701,200	1,244,646	18.57%
Executive Office	1,280,000	864,222	67.52%
Infrastructure Works & Services	14,170,016	5,337,748	37.67%
Organisational Development & Planning	85,500	3,178	3.72%
Grand Total	22,236,716	7,449,795	33.50%



LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORK SUMMARY
December, 2016

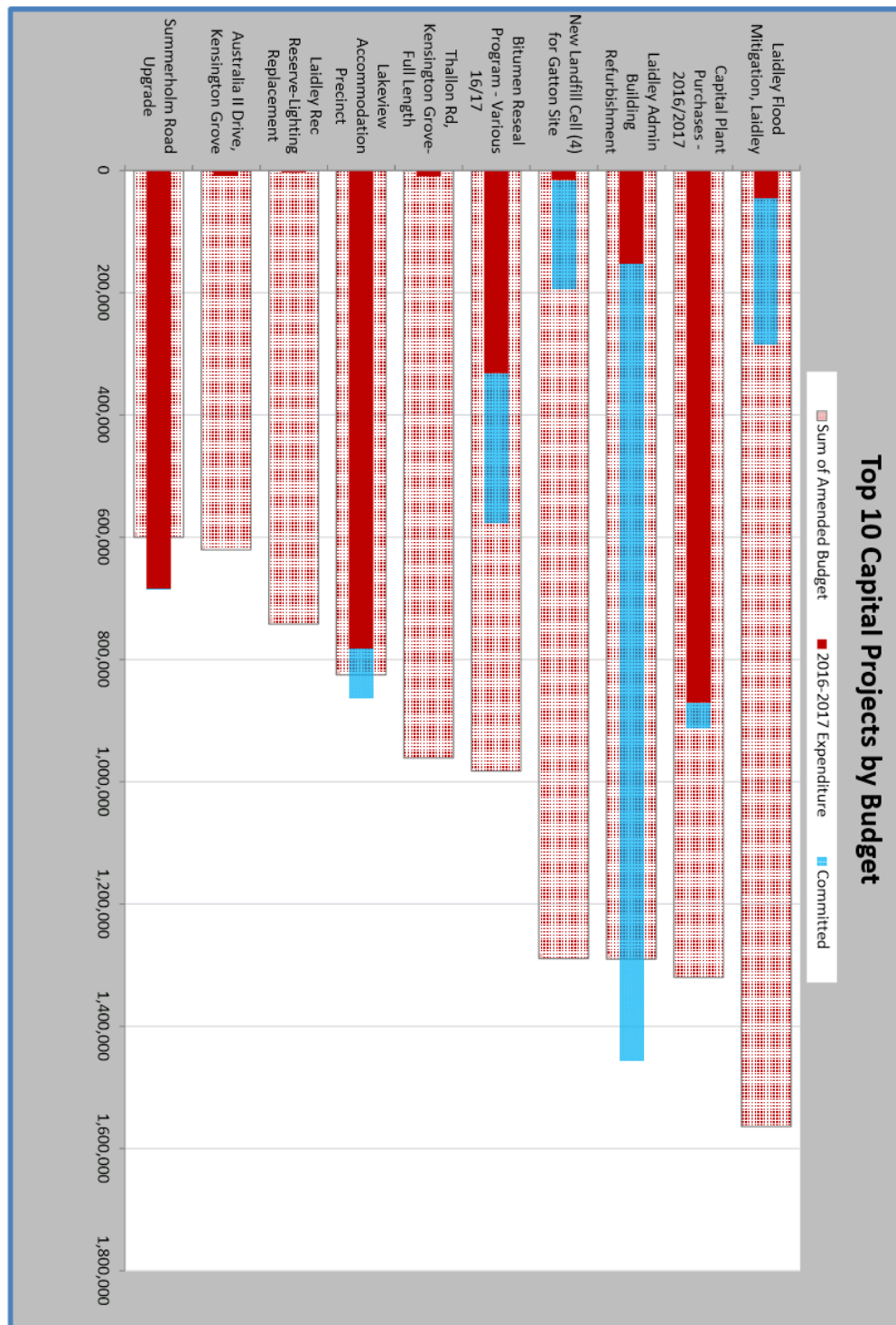
	2016-2017 Amended Budget	2016-2017 Expenditure	Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Community Facilities Management	255,000	68,149	0	68,149	186,851
Disaster Management	164,000	29,850	98,750	128,600	35,400
Facilities	2,885,200	480,618	1,360,620	1,841,238	1,043,962
Information Management	220,000	75,814	19,270	95,084	124,916
Information Technology	1,265,000	372,815	196,901	569,716	695,284
Public Order & Safety	165,000	109,889	31,752	141,641	23,359
SES	12,000	0	0	0	12,000
Transfer Stations	1,690,000	87,388	214,355	301,742	1,388,258
Gatton Child Care Centre	45,000	20,124	0	20,124	24,876
Corporate & Community Services Total	6,701,200	1,244,646	1,921,647	3,166,294	3,534,906
Executive Office					
Regional Development Management	1,028,000	821,828	82,129	903,956	124,044
Legal Services	72,000	29,395	32,960	62,354	9,646
Advocacy	180,000	13,000	0	13,000	167,000
Executive Office Total	1,280,000	864,222	115,088	979,310	300,690
Infrastructure Works & Services					
Capital Program Delivery	12,064,516	3,990,949	1,156,791	5,147,740	6,916,776
Depot	20,000	26,349	239	26,587	-6,587
Fleet	1,320,000	871,147	42,396	913,544	406,456
Parks & Open Spaces	615,500	372,969	59,618	432,586	182,914
Roads & Drainage	75,000	1,105	0	1,105	73,895
Cemetery	75,000	75,229	13,054	88,282	-13,282
Infrastructure Works & Services Total	14,170,016	5,337,748	1,272,097	6,609,845	7,560,171
Organisational Development & Planning					
Staging Post Café	84,500	1,803	0	1,803	82,697
Planning & Environmental Management	1,000	1,375	0	1,375	-375
Organisational Development & Planning Total	85,500	3,178	0	3,178	82,322
Grand Total	22,236,716	7,449,795	3,308,832	10,758,627	11,478,089

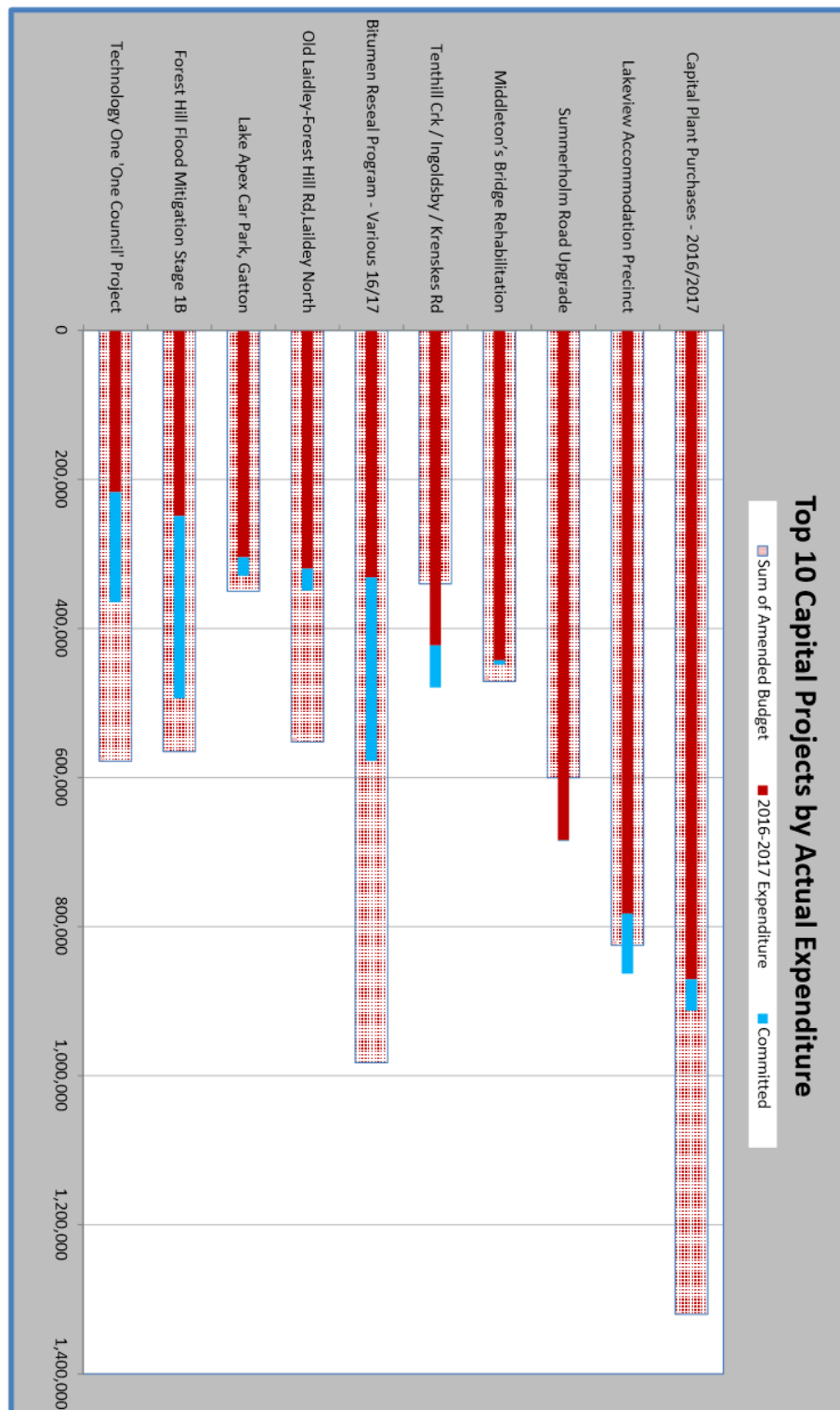
LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORKS DETAIL
December, 2016

	Amounts				
	2016-2017 Budget	2016-2017 Expenditure	Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Community Facilities Management					
Buildings & Facilities Asset Replacement	215,000	57,976	0	57,976	157,024
Laidley Swimming Pool refurbishment	40,000	10,173	0	10,173	29,827
Community Facilities Management Total	255,000	68,149	0	68,149	186,851
Disaster Management					
Emergency Shed Security	2,000	0	0	0	2,000
Flood Information System Upgrade	40,000	0	98,750	98,750	-58,750
Glenore Grove Camera System	55,000	29,850	0	29,850	25,150
Mount Sylvia Warning System	45,000	0	0	0	45,000
Portable Communications Kit	22,000	0	0	0	22,000
Disaster Management Total	164,000	29,850	98,750	128,600	35,400
Facilities					
Administration Buildings	21,200	18,183	0	18,183	3,017
Construct Disabled Toilet - Laidley Pool	40,000	0	0	0	40,000
Decommission Old Gatton Pool	240,000	109,200	1,068	110,267	129,733
Donga Sales & Relocation	3,000	11,434	0	11,434	-8,434
Gatton Aquatic Centre Complex	89,000	0	0	0	89,000
Gatton Showgrounds-Replace Timber Poles	25,000	0	0	0	25,000
Gatton Squash Courts Refurbishment	20,000	10,283	0	10,283	9,717
Implementation of Sport & Rec Report	40,000	0	0	0	40,000
Laidley Admin Building Refurbishment	1,290,000	152,798	1,304,467	1,457,266	-167,266
Laidley Mall	40,000	5,737	4	5,741	34,259
Laidley Rec Reserve-Lighting Replacement	742,000	3,157	0	3,157	738,843
Laidley Saleyards	70,000	63,690	0	63,690	6,310
Lockyer Valley Cultural Centre	115,000	101,730	41,305	143,036	-28,036
LVSAC - Splash Pad	80,000	4,406	13,776	18,182	61,818
Replace Shade Shelters-Laidley Pool	20,000	0	0	0	20,000
Static Safety Lines- Various Facilities	50,000	0	0	0	50,000
Facilities Total	2,885,200	480,618	1,360,620	1,841,238	1,043,962
Information Management					
Physical Records Relocation Project	220,000	75,814	19,270	95,084	124,916
Information Management Total	220,000	75,814	19,270	95,084	124,916
Information Technology					
Aerial Photography	60,000	35,085	0	35,085	24,915
Data Centre Monitoring	80,000	-108	36,751	36,643	43,357
GIS Enhancement	70,000	0	0	0	70,000
Laidley Cultural Centre Access Control	15,000	67	0	67	14,933
Network Security	50,000	0	0	0	50,000
Network Upgrades & Replacements	20,000	0	0	0	20,000
Rates Modelling Software	0	17,468	0	17,468	-17,468
Skype for Business	92,000	92,126	2,989	95,115	-3,115
Technology One 'ECM Upgrade'	184,000	11,162	9,563	20,725	163,275
Technology One 'One Council' Project	578,000	217,014	147,598	364,612	213,388
Upgrade Desktop Operating System	30,000	0	0	0	30,000
Upgrade MS Office	30,000	0	0	0	30,000
Upgrade Sharepoint to 2013	30,000	0	0	0	30,000
Website Upgrade	20,000	0	0	0	20,000
Wireless Network Secured	6,000	0	0	0	6,000
Information Technology Total	1,265,000	372,815	196,901	569,716	695,284
Public Order & Safety					
Body Cameras	25,000	0	0	0	25,000
Gatton CCTV Project	57,000	51,837	0	51,837	5,163
Laidley CCTV Project	41,000	20,367	15,115	35,482	5,518
Lake Apex Car Park CCTV Installation	0	0	16,637	16,637	-16,637
Lockyer Valley Cultural Centre CCTV	42,000	37,684	0	37,684	4,316
Public Order & Safety Total	165,000	109,889	31,752	141,641	23,359

	Amounts				
	2016-2017 Budget	2016-2017 Expenditure	Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
SES					
Laidley SES Building	7,000	0	0	0	7,000
Technology & Communications Improvements	5,000	0	0	0	5,000
SES Total	12,000	0	0	0	12,000
Transfer Stations					
30 Cubic Metre Transfer Station Bins	45,000	0	0	0	45,000
Bunded Sheds & Units Hazardous Material	58,000	0	0	0	58,000
Digital Camera Replacement for 3 sites	30,000	11,564	0	11,564	18,436
Electricity to Withcott Transfer Station	75,000	0	0	0	75,000
Gatton Landfill Capping - Western End	110,000	2,182	33,022	35,204	74,797
Laidley Transfer Station Improvement	0	557	1,700	2,257	-2,257
Lockrose Transfer Station	20,000	0	0	0	20,000
New Landfill Cell (4) for Gatton Site	1,289,000	15,310	179,633	194,943	1,094,057
Waste Disposal Sites Survey and Fencing	41,000	57,775	0	57,775	-16,775
Wheelie Bin Lifters (Electrical)	22,000	0	0	0	22,000
Transfer Stations Total	1,690,000	87,388	214,355	301,742	1,388,258
Gatton Child Care Centre					
Child Care Centres	35,000	20,124	0	20,124	14,876
Gatton Child Care Centre Pavement Replace	10,000	0	0	0	10,000
Gatton Child Care Centre Total	45,000	20,124	0	20,124	24,876
Corporate & Community Services Total	6,701,200	1,244,646	1,921,647	3,166,294	3,534,906
Executive Office					
Regional Development Management					
GWIZ	128,000	39,386	1,625	41,011	86,989
Lakeview Accommodation Precinct	825,000	782,442	80,504	862,946	-37,946
Presale Activities-Grantham Wests	75,000	0	0	0	75,000
Regional Development Management Total	1,028,000	821,828	82,129	903,956	124,044
Legal Services					
Sale of Council Owned Land	72,000	29,395	32,960	62,354	9,646
Legal Services Total	72,000	29,395	32,960	62,354	9,646
Advocacy					
Lockyer Valley Pre-Feasibility Study	180,000	13,000	0	13,000	167,000
Advocacy Total	180,000	13,000	0	13,000	167,000
Executive Office Total	1,280,000	864,222	115,088	979,310	300,690
Infrastructure Works & Services					
Capital Program Delivery					
13 Wilson Court, Laidley	0	-147	0	-147	147
Advance Court, Kensington Grove	50,000	45,586	217	45,803	4,197
Airforce Road, Helidon	280,000	208,005	29,562	237,567	42,433
Amos Road, Withcott - CH 0-840	200,000	0	0	0	200,000
Australia II Drive, Kensington Grove	620,500	9,033	0	9,033	611,467
Beavan Street, Gatton	0	29,608	0	29,608	-29,608
Bitumen Reseal Program - Various 16/17	982,424	331,610	245,921	577,531	404,893
Bridge strengthening investigation and w	150,000	0	43,306	43,306	106,694
Brightview Road, Lockrose - CH 4530	40,000	0	0	0	40,000
Crescent Street, Gatton - CH 640-690	40,000	33,730	0	33,730	6,270
Crowley Vale Road Culvert Replacement	0	200	0	200	-200
Crowley Vale Road, Crowley Vale	500,892	72,681	84,746	157,427	343,465
Crowley Vale Road, Crowley Vale - CH 500	100,000	2,091	0	2,091	97,909
East St / Crescent St, Gatton	142,200	2,403	2,400	4,803	137,397
Forest Hill Flood Mitigation Stage 1B	565,000	249,198	244,384	493,581	71,419
Gehrke Road, Regency Downs	470,000	208,327	46,671	254,997	215,003
Grantham Scrub Road and Carpendale Road,	520,000	37,752	4,687	42,439	477,561
Gravel Resheeting Program - Various	530,000	126,171	52,023	178,194	351,806
Harm Drive, Crowley Vale - CH510	50,000	4,499	0	4,499	45,501
Hatton Vale State School, Hatton Vale	60,000	44,080	0	44,080	15,920
Herbert Street, Laidley	0	35,368	0	35,368	-35,368
Jones Road Footpath	0	779	0	779	-779
Jones Road, Withcott	150,000	0	0	0	150,000
Jordan Street, Laidley	0	17,129	0	17,129	-17,129
Kentville Road, Kentville - CH 520	100,000	2,002	0	2,002	97,998
Krenskes Road Floodway	60,000	72,812	694	73,507	-13,507
Laidley Flood Mitigation, Laidley	1,564,000	45,638	239,765	285,403	1,278,597
Lake Apex Car Park, Gatton	350,000	304,371	24,795	329,167	20,833
Lake Clarendon Rd (LCS School), Lake Cla	50,000	5,115	36	5,152	44,848
Lake Clarendon Way / Main Greenswamp Rd	416,000	4,653	37,573	42,226	373,774

	Amounts				
	2016-2017 Budget	2016-2017 Expenditure	Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
Lawlers Road, Grantham - CH 3730 - 6140	310,000	0	0	0	310,000
Lowe Street, Laidley	0	12,439	0	12,439	-12,439
Markai Rd / Nangara Rd, Lockyer Waters	71,000	4,356	0	4,356	66,644
Middleton's Bridge Rehabilitation	471,000	442,520	5,910	448,430	22,570
Mountain Road Upgrade	58,000	5,098	66	5,164	52,836
North St / William St, Gatton	178,500	1,000	2,400	3,400	175,100
Old College Road	0	19,354	0	19,354	-19,354
Old College Road / Allan Street	0	3,791	0	3,791	-3,791
Old Laidley-Forest Hill Rd, Laidley North	552,000	319,732	29,441	349,173	202,827
Princess Street, Gatton	0	85,678	0	85,678	-85,678
Railway Street, Laidley	93,000	15,914	0	15,914	77,086
Sandpiper Drive, Regency Downs	110,000	0	0	0	110,000
Strong Street, Gatton	0	11,290	0	11,290	-11,290
Summerholm Road Upgrade	600,000	684,269	936	685,205	-85,205
Tenthill Crk / Ingoldsby / Krenskes Rd	340,000	422,595	56,519	479,114	-139,114
Tenthill Crk Rd / Winwill Connection Rd	151,500	2,388	0	2,388	149,112
Thallon Rd, Kensington Grove-Full Length	961,000	9,731	0	9,731	951,269
Unsealed Road Gravel Trial	0	2,635	0	2,635	-2,635
William St / Orton St, Laidley	77,500	54,220	0	54,220	23,280
William Street/Spencer Street, Gatton	100,000	1,243	4,739	5,982	94,018
Capital Program Delivery Total	12,064,516	3,990,949	1,156,791	5,147,740	6,916,776
Depot					
Gatton Depot Supervisors Office Fit out	20,000	26,349	239	26,587	-6,587
Depot Total	20,000	26,349	239	26,587	-6,587
Fleet					
Capital Plant Purchases	0	794	0	794	-794
Capital Plant Purchases - 2016/2017	1,320,000	870,354	42,396	912,750	407,250
Fleet Total	1,320,000	871,147	42,396	913,544	406,456
Parks & Open Spaces					
Cunningham Crest Lookout, Laidley	140,000	128,145	0	128,145	11,855
Forest Hill Recreational Reserve, Forest	8,000	0	0	0	8,000
Gatton CBD Revitalisation	110,000	46,353	42,243	88,595	21,405
Koala Park, Gatton	60,000	0	0	0	60,000
Laidley Recreation Reserve, Anzac Park	2,500	2,062	636	2,698	-198
Lake Apex Park, Gatton	85,000	54,963	0	54,963	30,037
Land Clearing, Grantham	18,000	20,329	0	20,329	-2,329
McNulty Park, Laidley	7,000	6,560	0	6,560	440
Narda Lagoon Levee - Irrigation	0	0	6,200	6,200	-6,200
North Street, Gatton	0	0	8,050	8,050	-8,050
Parks Infrastructure Replacement Program	55,000	18,335	2,489	20,824	34,176
Walter Brunner Park	120,000	96,223	0	96,223	23,777
William Kemp Park - Replace existing bol	10,000	0	0	0	10,000
Parks & Open Spaces Total	615,500	372,969	59,618	432,586	182,914
Roads & Drainage					
Mount Berryman Road - Rehabilitation	25,000	1,105	0	1,105	23,895
Western Drive Shared Path	50,000	0	0	0	50,000
Roads & Drainage Total	75,000	1,105	0	1,105	73,895
Cemetery					
Forrest Hill Columbarium	10,000	0	0	0	10,000
Gatton Cemetery Extension	65,000	75,229	13,054	88,282	-23,282
Cemetery Total	75,000	75,229	13,054	88,282	-13,282
Infrastructure Works & Services Total	14,170,016	5,337,748	1,272,097	6,609,845	7,560,171
Organisational Development & Planning					
Staging Post Café					
Mini Re-Model	82,000	1,803	0	1,803	80,197
WiFi	2,500	0	0	0	2,500
Staging Post Café Total	84,500	1,803	0	1,803	82,697
Planning & Environmental Management					
Laidley Futures - Main Steet works	1,000	1,375	0	1,375	-375
Planning & Environmental Management Total	1,000	1,375	0	1,375	-375
Organisational Development & Planning Total	85,500	3,178	0	3,178	82,322
Grand Total	22,236,716	7,449,795	3,308,832	10,758,627	11,478,089





**ORDINARY MEETING OF
COUNCIL AGENDA
18 JANUARY 2017**

12.4 Community and Crisis Care Housing

Date: 11 January 2017
Author: Mike Lisle, Manager Community Facilities and Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this report is to advise on the status of community and Crisis care housing provided by Lockyer Valley Regional Council and to recommend actions that relate to the use of the properties.

Officer's Recommendation:

THAT with respect to the future management of Council's community and crisis care housing assets, Council resolves to;

- a) confirm its intent to transition out of Community Housing and transfer management of housing assets located at 11 North Street and 44 Cochrane Street Gatton back to the Department of Housing and Public Works;**
- 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;**
- c) take no further action in relation to the arrangements for the use of 48 Cochrane Street, Gatton 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 offering a trustee lease to The Uniting Church in Australia Property Trust (Q) as part of the land transaction involving the transfer of water assets on the land; and**
- d) investigate future options to demolish the building located at 369 Smithfield Road, Gatton.**

Report

1. Introduction

Council currently provides for twelve (12) long-term housing units that provide community housing and three (3) separate houses that have been used for Crisis care purposes.

2. Background

Council at its Ordinary Meeting, 13 August 2014 resolved to advise the Department of Housing and Public Works (the Department) that it intends to end the funding relationship with the Department and transfer Council's community housing assets back to the Department (Resolution Number 3560).

Council has communicated to the Department its desire to transfer these assets back to the Department on many occasions and that matter appears to be stalled due to the state agency process.

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3. Report

Community Housing

The Department of Housing and Public Works provides social housing assistance under the *Housing Act 2003*, which is delivered by Council to households to support those in greatest need. The National Regulatory System for Community Housing (NRSCH) is the new national system of registration, monitoring and regulation of community housing providers that came into effect on 1 January 2014.

Council operates two long-term community-housing complexes on reserves at the following locations:

- 11 North Street, Gatton - Lot 50 on Crown Plan: CC807887
- 44 Cochrane Street, Gatton - Lot 20 on Crown Plan: CC807884

The complexes contain six units each and are occupied by long-term tenants. These tenants are selected by the recommendation of the Department of Housing and Public Works as meeting their specific criteria for being suitable for community housing.

Council resolved in August 2014 to end the funding relationship with the Department of Housing and Public Works and transfer Council's community housing assets back to the Department.

Council has forwarded correspondence and made direct contact on numerous occasions over the past two years expressing its intent to relinquish its interests in the matter. Despite these continued efforts by Council officers, no satisfactory response has been received to date and the matter remains unresolved.

To date the Department has undertaken inspections of the premises to determine the valuation and condition of the various premises. Council has also provided detailed information on the housing stock including details of the current tenants.

Council is now awaiting advice from the Department but is being caught up with other Councils as the Department seeks to liaise with the Department of Natural Resources (DNR) on the complete housing listing across the state before progressing.

Recent investigations and communication with officers from the Department of Natural Resources (DNR) State Land Asset Management Unit clarified that as both Lot 20 on CC807884 and Lot 50 on CC807887 are reserves, the best way to transfer these assets to the Department is by Council relinquishing trusteeship and the agency (the Department) accepting trusteeship in writing.

Council is awaiting confirmation that the Department will accept trusteeship of the properties currently managed by Council. This request will need to be investigated and accepted by the DNR; however, no issues with this course of action are anticipated.

As part of the reconfiguration of the former Gatton Pool site, the existing access to 11 North Street will be secured by dedicating it as a road. At present, it is merely a road that has been constructed on a park reserve.

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Crisis Care Housing

Council owns three (3) houses for Crisis care purposes, which are operated by The Uniting Church in Australia Property Trust (UCA) under mutual arrangements with Council. The latest agreement was entered into on 22 March 2010 and was for a period of three years unless terminated earlier by Council or the UCA. The UCA are required to have public liability insurance, pay all electricity, maintain the premises and undertake all minor repairs and maintenance on the property. Council maintains the exteriors of the buildings and pays all water, sewer and waste services to the property.

The UCA has an arrangement with the Department to provide the service until 30 June 2018. The following two premises are being used for Crisis care accommodation with the daily management of these facilities undertaken by Laidley Crisis Care:

- 27 Frome Street, Laidley
- 48 Cochrane Street, Gatton

There are no current lease or management agreements in place in relation to these properties, and management has continued on the same terms as the former agreements. The residence at 48 Cochrane Street, Gatton is actually situated on reserve land that is in the process of being transferred to Queensland Urban Utilities as it contains water related assets.

As part of this land dealing, which has been in progress for a number of years, Council has requested Queensland Urban Utilities to advise whether it will agree to grant a trustee lease to the UCA or Laidley Crisis Care to enable the current use to continue. This will remove Council from involvement with this asset and enable the existing arrangements to continue, albeit under a trustee lease.

A response is still outstanding, but is required to enable the land dealing with Queensland Urban Utilities to proceed. No action should be taken in relation to extending or renewing the existing crisis accommodation arrangements in relation to this property until a response from Queensland Urban Utilities is provided.

The premises located at 369 Smithfield Road, Gatton has not been occupied for several years due to the building being in a dilapidated condition and is recommended for demolition.

4. Policy and Legal Implications

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

5. Financial and Resource Implications

Council has traditionally budgeted for a small loss on its community-housing program and anticipates that this trend will continue into the future. However, recently small surpluses have been achieved as maintenance particularly for the 12 units located at 11 North Street and 44 Cochrane Street Gatton has been limited to essential repairs in the past two years due to the pending transfer back to the Department.

Unallocated staff time and resources are also required to attend the many tenant issues including disputes between tenants and unpaid rent. Dealing with these issues consumes valuable staff resources.

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6. Delegations/Authorisations

The Chief Executive Officer be granted and delegated authority to do all things necessary to enable the recommendations made in this report to be given effect if accepted by Council.

7. Communication and Engagement

All communication will be addressed through existing communication channels with the assistance of the legal services section.

No action should be taken in relation to 48 Cochrane Street, Gatton without prior consultation with Council's Legal Services Coordinator.

8. Conclusion

The Recommendations made in this report identify that community housing is not a core function of Council, that the program runs at a loss due to the subsidised rents and maintenance costs and that Council should transition out of its community-housing program.

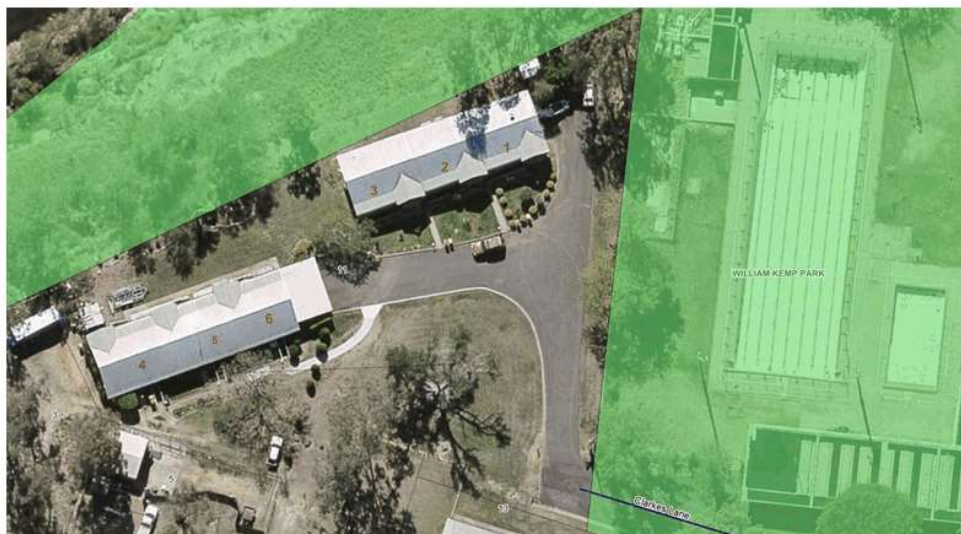
9. Action/s

1. Formally seek an invitation to the Minister for Department of Housing and Public to receive a delegation or attend Council meeting to discuss the issues in relation to the transfer of housing assets.
2. 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 30th June 2018.
3. Seek a budget provision in the 2017/18 financial year for the demolition the building located at 369 Smithfield Road, Gatton.

Attachments

1 [View](#) Location Maps 2 Pages

Location maps

Cochrane Street Units - Gatton

48 Cockrane Street – Gatton



27 Frome Street – Laidley



**ORDINARY MEETING OF
COUNCIL AGENDA
18 JANUARY 2017**

12.5 Property ID 11300 - Request to write off Debt Recovery costs

Date: 10 January 2017
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this Report is to provide Council with information to determine if the costs applied to the applicant's property for recovery of overdue rates should be written off.

Officer's Recommendation:

THAT Council resolves not to write off the debt recovery costs applied to property ID 113700 as recovery action has been taken correctly in accordance with Council's adopted Rates and Charges Debt Collection and Recovery Policy.

Report

1. Introduction

The owner of property ID 113700 has disputed the application of debt recovery costs to his rates account. The 2016/17 rates became overdue and subject to Council's recovery process which resulted in recovery costs of \$495.97 being applied to the rates account on 12 December 2016.

2. Background

The first levy of rates for the 2016/17 financial year was issued on 12 August 2016 with a due date of 16 September 2016. The due date was in accordance with Council's budget resolutions and any rates and charges not paid by the due date are considered overdue and subject to recovery under Council's adopted Rates and Charges Debt Collection and Recovery Policy.

3. Report

Following the service of the Statement of Claim by Council's collection agent, the property owner contacted Council to dispute whether or not the rates were overdue. The argument put forward was that he believed that the due date on the rate notice only related to the discounted amount and that as the rate notice was for the period 1 July 2016 to 31 December 2016, the rates were not actually due until the end of December.

The property owner was overseas during the time the rates were due but he also advised that due to delays and other problems with the mail delivery in his area, he did not receive any of Council's correspondence warning that the rates were overdue and that recovery action would result. He claimed that due to the locality of the property, mail is often delayed or is held back until sufficient mail has accumulated to make the delivery service worthwhile.

The following table shows the correspondence sent in relation to his rates for the 2016/17 year:

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Item	Description	Date	Sender
1	2016/17 Rates Notice	12/08/16	Council
2	Reminder Notice – Overdue Rates & Charges	17/10/16	Council
3	Proposal for Legal Action	3/11/16	Council
4	Rate Arrears Transferred to Recovery Agent	21/11/16	Council
5	Letter of Final Demand	21/11/16	Recovery Agent.
6	Statement of Claim	9/12/16	Recovery Agent (personal service)

The property owner claims that he had not seen items 2 to 4 and he was unaware of the status of the debt until the Letter of Final Demand was received. Although it is unusual for a number of separate letters posted over a period of three months to go missing when addressed to the correct service address, enquiries by the Rates Officer regarding the mail delivery services in the area do not support the claim that mail is not delivered on a regular basis. The service address for the property has now been changed to email, although he has suggested that Council use registered post for its recovery action letters.

Council cannot be held responsible where mail goes missing and as the rates are issued around the same time each year, property owners should be aware of their responsibility and make enquiries where notices are not received. The issue date for the correspondence shown above was the same as for all other properties in the same situation as the applicants.

As the overdue rates had not been paid within the fourteen day timeframe required by the Letter of Demand (5 December 2016), approval to serve the Statement of Claim was provided to Council's recovery agent on the morning of 6 December. Unfortunately, the property owner did not contact Council until the afternoon of that day. The Statement of Claim was served on 10 December 2016. The overdue rates, less the recovery costs and three weeks accrued interest, were paid on 12 December 2016 when he attended the office and met with the Chief Executive Officer, the Executive Manager Corporate and Community Services and the Manager Finance and Customer Services regarding the debt recovery process and to request consideration of his situation by Council.

A review of the payment history has shown that the first levy for the 2015/16 financial year was also not paid on time and remained overdue until the second levy was issued. Both levies and the accrued interest were paid on 2 March 2016. In that instance, recovery costs were not incurred, as the debt was less than the \$1,000.00 threshold for legal action.

4. Policy and Legal Implications

The recovery of overdue rates is covered by Council's Rates and Charges Debt Collection and Recovery Policy.

The recovery process consists of seven stages culminating in the sale of land for unpaid rates. At any point up to the notification that Council has resolved to sell the land to recover the unpaid rates, the property owner can enter into an arrangement to pay the rates by instalments and avoid further action. Once Council has resolved to sell the property, the full amount of the outstanding rates and charges must be paid to stop the sale process.

Where the debt has been referred to Council's agent for collection, Schedule 3 of the Uniform Civil Procedure Rules 1999 provides that Council is entitled to be reimbursed for all costs

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referred to in the Claim, as the amount sought in the Claim was due and payable to Council when the Claim was filed with the Court.

Council's adopted Revenue Statement 2016-2017, requires that interest is payable on overdue rates or charges at the percentage of 11% a year compounding daily from the day the rates or charges become overdue. Under section 133 of the *Local Government Regulation 2012*, a local government's decision about the rate of interest, and the date from which interest is payable on overdue rates or charges, must apply equally to all ratepayers and therefore Council is unable to write-off the interest accruing on the overdue rates.

Council's Rates and Charges Debt Collection and Recovery Policy is also currently being reviewed and one of the amendments being considered is an extension to customer response timelines taking account changes to Australia Post service standards. Changes to this policy, will be presented to a future Council Workshop.

5. Financial and Resource Implications

If the debt recovery costs are written off, there will be a cost to Council of \$495.97.

Utilising registered mail for recovery letters would incur additional costs to Council, which, unless the debt proceeds to legal action, would not be recoverable from the property owner. With the volume of mail sent out, there are relatively few claims that mail has gone astray. Mail that is "returned to sender" is followed up using other contact methods.

6. Delegations/Authorisations

As the recovery action has been taken in accordance with existing delegations, the property owner has requested that Council review the application of the debt recovery costs to the rates account.

7. Communication and Engagement

Following the decision by Council, the applicant will be contacted via email to advise of the outcome of the request.

8. Conclusion

As the recovery action taken is in accordance with Council's adopted policy and is consistent for other properties in similar circumstances and the due date for payment was clearly stated on the rates notice and in subsequent correspondence sent to the service address, it is not recommended that Council resolves to write off the debt recovery costs applied to property ID 113700.

9. Action/s

1. Applicant to be contacted via email and advised of the outcome.

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12.6 Transfer of Sundry Debtor Accounts to Rate Assessments

Date: 10 January 2017
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this report is to recommend that Council resolve to transfer a number of outstanding sundry debtor accounts to the relevant property rate assessment.

Officer's Recommendation:

THAT Council resolves to transfer the following unrecoverable debtor balances to their respective property rate assessment:

Serial	Debtor Number	Property ID	Amount
A	101248	124990	\$599.24
B	100938	181090	\$1,399.56
C	100938	186960	\$765.80

Report

1. Introduction

To manage its financial position, Council requires the payment of sundry debtors accounts within predetermined periods. It is Council's policy to pursue the collection of outstanding revenue diligently but with due concern for any financial hardship faced by debtors.

2. Background

There are a number of sundry debtor accounts which have been deemed to be irrecoverable, uneconomical to recover or where there has been no forwarding address provided and the debtor has been unable to be contacted.

Council has historically resolved to transfer these types of debts to the appropriate property rate assessment, so as to be able to recover the debt in the same manner as the recovery of overdue rates and charges.

3. Report

The outstanding sundry debtor accounts now recommended to be transferred to the relevant property rate assessment are shown on the attached Schedule. All attempts have been made to recover the outstanding amounts to date, without success. The inclusion of the sundry debt on the property rate assessment allows recovery in accordance with Council's Rates and

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Charges Debt Collection and Recovery Policy, resulting in lower costs to the debtor and Council.

4. Policy and Legal Implications

The recommended action complies with the provisions of Council's Debt Collection and Recovery Policy.

The *Local Government Regulation 2012 Part 12* outlines the legislative powers available to local governments for the recovery of outstanding rates or charges, including applying the proceeds of any sale to recover outstanding rates or charges under Section 146(1)(e):

“to pay any other amounts relating to the land that the owner of the land owed the local government immediately before the sale.”

Council's resolution to transfer these amounts recognises that they are charges connected with a particular property, thus enforcing the ability to recover the charges as a charge on the subject property.

5. Financial and Resource Implications

Adoption of the recommendation will assist in the recovery of these outstanding amounts totalling \$2,764.60.

6. Delegations/Authorisations

The transfer of outstanding debtors to property rate assessments has not been delegated.

7. Communication and Engagement

Numerous attempts have been made to recover the debts through the debt recovery process which has been unsuccessful. No further communication with the debtors is necessary.

8. Conclusion

As it is uneconomical to recover these debts through legal action, transfer of the debts to property rate assessments is the only prudent course of action in these cases. It is recommended that Council resolves to proceed in accordance with the above recommendation.

9. Action/s

1. Council to approve the recommendation.
2. Officers to update the property rate assessments with the outstanding balances.

Attachments

- 1** [View](#) Transfer of Sundry Debtors to Rates - *That this attachment be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (h) of the Local Government Regulation, 2012, as the matter involves other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

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**SCHEDULE – OUTSTANDING SUNDRY DEBTOR ACCOUNTS RECOMMENDED TO
BE TRANSFERRED TO RATE ASSESSMENT**

Serial	Property ID	Debtor Number	Balance	Date	Reason for Debt & Comment
A	124990	101248	\$599.24	04/05/16	Slashing of Property - \$412.50 Administration Fee for Non-Compliance of Overgrown Notice - \$150.00 Interest as at 31/12/16- \$36.74
B	181090	100938	\$1,399.56	04/05/16	Slashing of Property - \$1,163.80 Administration Fee for Non-Compliance of Overgrown Notice - \$150.00 Interest as at 31/12/16 - \$85.76
C	186960	100938	\$765.80	13/07/16	Slashing of Property - \$584.10 Administration Fee for Non-Compliance of Overgrown Notice - \$150.00 Interest as at 31/12/16 - \$31.70

13. INFRASTRUCTURE WORKS AND SERVICES REPORTS

No Infrastructure Works & Services Reports

14. ITEMS FOR INFORMATION

14.1 Queensland Urban Utilities Board Update - October Board Meeting

Date: 10 January 2017

Author: Vickie Wieland, EA to Chief Executive Officer

Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Council has received an update from Queensland Urban Utilities (QUU) Board, which provided highlights from their Board Meeting for the month of December.

This document is for Council's information only.

Report

1. Introduction

Lockyer Valley Regional Council maintains an ongoing working relationship with QUU on both operational and strategic aspects of water and sewerage provision. This report is an update on matters of significance with respect to QUU for Council's information.

2. Background

Queensland Urban Utilities is:

- A statutory body, created on 1 July 2010 because 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.

3. Report

On 5 December 2016, the Board met for its last meeting of the calendar year. At the meeting, the Board considered the following matters:

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Operational Excellence

Managed service provider contract

The Board approved the release to market an invitation to offer for QUU's managed information, communication and technology (ICT) services.

QUU expects to realise numerous benefits from undertaking this procurement, including simplifying and streamlining our ICT managed services environment, strengthening cyber security protocols, increasing our business continuity arrangements, and improving customer experience in regard to current and future on-line platforms.

ICT vision and roadmap

Over the past three years, QUU has continued to invest in its core ICT systems, including but not limited to our asset management, billing and financial systems. At the same time, we have been responding to customer and shareholder expectations by enhancing our on-line customer presence and launching our shareholder portal. We have also continued to invest in securing our ICT environment from cyber security threats.

This month, the Board received an update from management on how our future ICT strategy will align to QUU's next five-year strategic planning cycle. Management explained how the ICT strategy will be designed to ensure balanced investments in core ICT systems, whilst continuing to invest in innovative digital solutions that improve customer experience and asset management practices.

SEQ regulatory framework

QUU has been taking a leadership position with other SEQ water service providers to develop a self-administered regulatory framework, which is customer centric, outcomes focused, and meets the requirements of Queensland Treasury.

At officer level, the Department of Energy and Water Supply and Queensland Treasury are in support of the proposed framework.

This month, the Board received a briefing from management on the key elements of the proposed regulatory framework.

Energy strategy

Energy consumption remains one of QUU's largest cost drivers, with management investing concerted effort in exploring opportunities to reduce this usage. This month, the Board received an update on the implementation of our energy strategy.

Since QUU formed in mid-2010, numerous achievements have been realised in the energy space, including:

- 22% reduction in greenhouse gas emissions,
- 10% increase in the proportion of QUU's electricity sourced from renewable energy,
- three cogeneration plants commissioned, and

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- nine solar photovoltaic plants installed across both our urban and regional service areas.

Development services update

In 2014, QUU assumed responsibility for accessing development applications as part of the new utility model.

This month, the Board had an opportunity to receive an update from management on the operational performance of the development services team since formation.

The Board was particularly interested in understanding historical trends, current status and the future outlook.

Management advised that over the past two and a half years QUU has experienced a consistently high demand for development assessment and advice services. For example, the two years from July 2014 to July 2016 saw a 46% increase in applications.

The Board noted that, in conjunction with managing this significant increase, QUU has delivered consistently high results across a range of operational and legislative key performance indicators.

Over the past two years, we have also introduced a range of initiatives to build stronger relationships and closer ties with the development sector. This has been achieved through the introduction of a regular developer forum, and establishing a segmented customer service model for development service enquiries.

Customer and Community

As part of this month's Board meeting we had the opportunity to meet with QUU's Customer and Community Reference Group (CCRG).

The CCRG consists of a diverse range of members drawn from various sectors including community and social welfare, business and industry, environment, property, residential customers, aged and commercial customers.

The CCRG meets quarterly to discuss and provide input into a range of matters including customer-oriented policies, pricing and tariffs, QUU's digital platforms, hardship programs and infrastructure planning.

People

Enforceable Undertaking

You may recall that in 2011 a QUU employee was seriously injured in the workplace as a result of being struck by debris from a pressurized water main.

As a result of this incident, QUU entered into an *Enforceable Undertaking* (EU) with Workplace Health and Safety Queensland. As a result of this commitment, QUU has successfully carried out a number of actions to improve safety for our workforce, the community and the broader water sector. These actions included, but were not limited to:

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- sponsoring a number of not-for-profit community groups to attend Certificate IV Workplace Health and Safety programs over three years,
- introducing a *Safety in Innovation* program, which has improved safety practices and culture across the organisation,
- deploying a range of face-to-face and on-line safety training initiatives to increase safety awareness and improve the safety mindset of our workforce, and
- introducing a new contractor pre-qualification management program.

This month, the Board received a close-out report, which confirmed that QUU has successfully completed all the required actions under the EU program.



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14.2 Investment Report - December Quarter 2016

Date: 09 January 2017
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

As outlined in Council's 2016/2017 Investment Policy, a quarterly report is required to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of the *Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As at 31 December 2016, Council had a total investment holding of \$25.02 million.

Overall, our investments continued to perform well in comparison with targeted benchmarks with current Council's investments exceeding these benchmarks. Despite this, interest revenue is below the target for the year to date, which may be due to timing of cash flows but will need to be monitored and a budget variation may be required in a future review.

This document is for Council's information only.

Report

1. Introduction

As per the policy statement in Council's 2016/2017 Investment Policy, a quarterly report is required to be submitted, updating Council on the performance of its investment portfolio.

2. Background

As at 31 December 2016, Council had a total investment holding of \$25.02 million.

3. Report

Council's 2016/2017 Investment Policy sets out Council's investment guidelines including the time horizon, maximum exposure, credit risk guidelines and performance benchmarks of its investments.

The two following tables show the investment institution, credit rating and product type of our investment portfolio at 31 December 2016:

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Table 1			
Institution	Amount \$	Percentage Holding	Credit Rating
QTC	9,024,577	36.06%	AA
NAB	1,500,000	5.99%	AA-
AMP Bank	5,000,000	19.97%	A+
Bank of Qld	2,500,000	9.99%	A-
Bendigo Bank	500,000	2.00%	A-
Rural Bank	1,000,000	4.00%	A-
Credit Union Australia	1,500,000	5.99%	BBB+
ME Bank	500,000	2.00%	BBB+
Beyond Bank	1,000,000	4.00%	BBB+
MyState Bank	500,000	2.00%	BBB+
Suncorp-Metway	1,000,000	4.00%	A+
Heritage	1,000,000	4.00%	BBB
Total	25,024,577	100.00%	

Table 2		
Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	9,024,577	36.06%
Term Deposit	16,000,000	63.94%
Total	\$25,024,577	100.00%

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND).

The tables compare the rate of return on Council's investments at 31 December 2016, against the benchmarks indicated above (BBSW and AUSBOND).

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Overall, the investments continued to perform well in comparison with these benchmarks although there has been a decrease in the interest rates for term deposits with new investments now well below the 3.0% mark.

Table 3			
Cash Fund Performance Against RBA Cash Rate & UBS Bank Bill Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	2.46%	1.50%	2.43%

Table 4			
Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	2.86%	1.64%	2.43%

While interest rates have remained relatively steady, the QTC cash fund rate is now slightly lower than most term deposit rates making the term deposits a more attractive investment option. The best regular rates on offer at present are around the 2.60% to 2.80% mark for investment periods from three to twelve months.

As reflected in table 5, interest revenue is below the target for the year to date. The budget was based on an estimated interest rate of 2.90% and while the average return on our QTC account and current term deposits are relatively close to this rate, the rates on new investments are lower. This will need to be monitored and a budget variation will be considered at the second quarter budget review.

TABLE 5			
Interest Income vs Budget	Actual YTD	Original YTD Budget	% Annual YTD Budget
Interest Income on investments	\$372,490	\$459,000	82%

During the second quarter, cash at bank has decreased as is usual in between the collection of the bi-annual rates issue. Only minimum cash remains in Council's general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The graph below shows a comparison over time of the cash balances.

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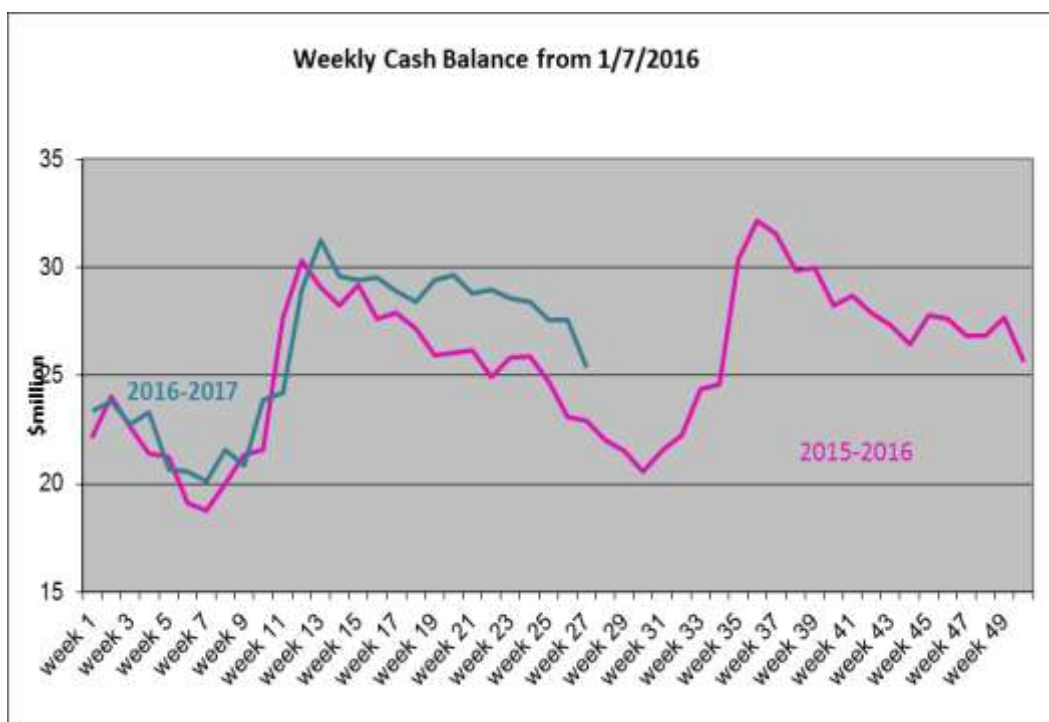


Table 6 shows that Council's investments at 31 December 2016 complied with Council's 2016/2017 Investment Policy.

TABLE 6			
Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
Cash Funds			
QTC Cash Funds	36.06%	100%	63.94%
Term Deposits			
AAA to A+	29.97%	80%	50.03%
A to BBB+	29.97%	35%	5.03%
BBB to BBB	4.00%	25%	21.00%

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14.3 2016 Business Awards Post Event Report

Date: 15 December 2016
Author: Helen McCraw, Senior Economic Development Coordinator
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of the report is to provide Councillors with an outcome report of the 2016 Lockyer Valley Business Training and Apprenticeship Awards.

Officer's Recommendation:

This report is for Council's information only.

Report

1. Introduction

The 2016 Lockyer Valley Business Training and Apprenticeship Awards were conducted over a 14 week period, commencing in July 2016 and culminating in the gala presentation event held on 22 October 2016 with Andrew Daddo officiating as Master of Ceremonies.

The awards provide an opportunity to showcase and recognise excellence in business and their respective employees, trainees and apprentices.

A project management methodology was successfully used to manage the intricacies of the awards, including sponsorship, advertising and promotions, nominations, judging and the gala presentation event.

2. Background

Council has undertaken the delivery of the Lockyer Valley Business, Training and Apprenticeship Awards for the last five years.

During this period the entire awards process has been reviewed and undertaken continuous improvements as opportunities have been identified and implemented. These improvements include the redesign of the nomination and judging process to ensure local businesses have confidence in the integrity of the assessment methods and streamlining the awards presentation process.

Council is able to host the awards due to the support received from sponsors and media partners.

3. Report

The Business, Training and Apprenticeship Awards are a key initiative providing opportunities to recognise excellence in our local business community, and showcase the depth and diversity of the Lockyer Valley economy.

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The 2016 awards were well supported by local business and the community, statistical highlights include:

- Support from eight (8) Major Sponsors, six (6) Category Sponsors and two (2) Media Partners in excess of \$60,000 in cash, \$10,500 in prizes and \$25,000 in kind press print and radio advertising;
- The Awards received 56 nominations across 11 categories;
- Over 2579 votes received for The People's Choice Award nominating a total of 34 local businesses for great customer service; and
- Attendance of 400 people at the gala presentation dinner.

Council has received very positive feedback from a number of different stakeholders, including sponsors, judges, nominees and those who attended on the night. One example is the following comment from one of the finalist businesses: *"What a fabulous night. Congratulations... We look forward to networking in the future together. Congratulations also to all the other finalists and winners for making it to the finals. We should all be very proud of ourselves and cherish the memories along the journey."*

Editorial and media coverage of the awards received included radio and local and state print media. This editorial and media coverage resulted in exposure to an audience in excess of 343,000 people in the Gatton Lockyer Brisbane Valley Star, Laidley Plainland Leader, Valley Weekender, Toowoomba Chronicle and Rural Weekly.

Advertising and promotion commenced on 25 July 2016 and continued until the 5 October 2016, and included advertising in the Gatton Lockyer Brisbane Valley Star, Laidley Plainland Leader, Toowoomba Chronicle, Rural Worker and on River 94.9 with substantial advertising value.

Workshops which are part of the prize package for winners of the business categories and finalists of the People's Choice Award are planned for February/March.

Looking Forward

The 2017 Awards Gala Presentation dinner has been tentatively scheduled for Saturday 21 October 2017.

Sponsors for the 2016 Lockyer Valley Business Training & Apprenticeship Awards have indicated that they will continue to support the event in the future, and will be contacted in May to confirm sponsorship arrangements for 2017.

4. Policy and Legal Implications

This report and recommendations align with Council's Operational Plan.

5. Financial and Resource Implications

The 2016 Lockyer Valley Business Training and Apprenticeship Awards were primarily funded from sponsorship funds and delivered with the existing Council budget.

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6. Delegations/Authorisations

No further delegations are required to manage the issues raised in this report.

7. Communication

All Sponsors of the 2016 event will be provided with a copy of the Sponsors Outcome Report for the 2016 Lockyer Valley Business Training and Apprenticeship Awards.

8. Conclusion

The Lockyer Valley Business, Training and Apprenticeship Awards have again been delivered at a very high professional standard, and continue to reward and recognise business success, and provide an opportunity to showcase local business.

9. Action/s

Council to undertake and deliver the 2017 Lockyer Valley Business Training and Apprenticeship awards in a similar format to that which has been used in the past, with the gala presentation dinner to be held on 21 October 2017.

Attachments

Due to the size of the attachment to this report, a copy of the 2016 Business Awards - Sponsorship report will be provided separately (loaded onto iPads).



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15. CONFIDENTIAL ITEMS

15.1 Queensland Urban Utilities Board

Date: 11 January 2017
Author: Stephen Hart, Manager Executive Business Services
Responsible Officer: Ian Church, Chief Executive Officer

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

Summary:

Correspondence has been received from the Board Chairman of Queensland Urban Utilities seeking Council's endorsement of proposed Board appointments for 2017 and 2018. This follows a meeting of the Mayors of Participating Councils held in November 2016. This report considers proposed appointments and reappointments to the Board.

15.2 Future Management of the Lockyer Valley Sports & Aquatic Centre

Date: 11 January 2017
Author: Caitlan Natalier, Solicitor/Legal Services Coordinator
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

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

Summary:

The purpose of this Report is to inform Council of changes, requested by the Managers of the Lockyer Valley Sports and Aquatic Centre to the proposed terms of the extended Management Agreement and seek clarification of Council's requirements.

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15.3 Update on Compliance Action - Murphys Creek Escape

Date: 11 January 2017

Author: Trevor Boheim, Manager Planning and Environment

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

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (f) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it.

Summary:

An update on compliance by Murphys Creek Escape with the Order of the Planning and Environment Court of 16 May 2016 is provided. Information relevant to the costs order is also provided and recent correspondence from the owner's is addressed.

16. MEETING CLOSED