

**REGIONAL COUNCIL**

# **ORDINARY MEETING OF COUNCIL**

## **MINUTES**

**14 MARCH 2018**

**ORDINARY COUNCIL  
MEETING MINUTES  
14 MARCH 2018**

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## **ATTENDANCE:**

### **Councillors Present**

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

### **Officers Present**

- **Dan McPherson, Executive Manager Organisational Development & Planning**
- **David Lewis, Executive Manager Corporate & Community Services**
- **Myles Fairbairn, Executive Manager Infrastructure Works & Services**
- **Rick Machin, Manager Marketing, Communication & Engagement**
- **Stephen Hart, Coordinator Council Business**
- **Susan Boland, Governance & Strategy Officer**
- **Erin Carkeet, Governance & Strategy Officer**
- **Jason Harm, Manager Regional Development (part of meeting)**
- **Tracy Vellacott, Tourism & Marketing Coordinator (part of meeting)**
- **Corrin Bischoff, Coordinator Governance & Strategy (part of meeting)**
- **Tony Brett, Manager Finance & Customer Service**

### **Apologies**

- **Ian Church, Chief Executive Officer**

## **1.0 MEETING OPENED**

*The meeting commenced at 10.03 am*

*The Mayor, Cr Milligan as Chairperson opened the meeting and welcomed all present. Pastor Rick Armour led the meeting in prayer, following a minute's silence for those persons recently deceased.*

## **2.0 LEAVE OF ABSENCE**

*No Leave Of Absence*



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### 3.0 CONDOLENCES/GET WELL WISHES

### 3.1 Condolences/Get Well Wishes

**Date:** 08 March 2018  
**Author:** Susan Boland, Governance & Strategy Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

## RESOLUTION

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

**Moved By: Cr Holstein                      Seconded By: Cr Hagan**  
**Resolution Number: 16-20/0818**

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

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

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

Pursuant to Section 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.

*There were no declarations of Material Personal Interest of Conflicts of Interest at this time.*

**5.0 MAYORAL MINUTE**

*No Mayoral Minute at time of print run.*

*The Mayor extended her congratulations on behalf of Council to Councillor Holstein on her appointment to the position of Chair of Ipswich & West Moreton Regional Development Australia.*



**Date:** 08 March 2018  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer



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**6.2                                      Gatton Revitalisation Project Committee Meeting - Minutes 30  
January 2018**

**Date:**                                      01 March 2018

**Author:**                                      Sara Rozynski, Personal Assistant to the Executive Manager  
Infrastructure Works and Services

**Responsible Officer:**                      Myles Fairbairn, Executive Manager Infrastructure Works & Services

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**RESOLUTION**

**THAT the Minutes of the Gatton Revitalisation Project Committee Meeting held on 30  
January 2018, as attached, be received and noted as minutes of that meeting.**

**Moved By:      Cr Holstein**

**Seconded By:      Cr Vela**

**Resolution Number: 16-20/0820**

**CARRIED**

**7/0**

**Gatton Revitalisation Project Committee (GRPC) Meeting Minutes**  
**Tuesday 30 January 2018**



**Attendees:** Cr Milligan, Cr Holstein, Cr Cook, Cr McLean, Cr Wilson, Brendan Sippel, Myles Fairbairn, Seren McKenzie, Belinda Whelband, Neil Williamson and Trent Nibbs

**Apologies:** Ian Church, Jason Harm, Helen McGraw, Cr Hagan

**Chair:** Seren McKenzie

**Minute Taker:** Sara Rozynski

**Meeting commenced at 10:02am**

Item	Topic	Key Points/Discussion	Action	By whom and When
1.	Welcome and apologies			
2.	Previous minutes – 12 December 2018 ECM 3499363			
3.	Action Table – ECM 3188062 <ul style="list-style-type: none"> <li>Items completed</li> <li>Items for future budget consideration</li> <li>Item currently outstanding</li> </ul>	The Committee discussed the Action Table		
4.	Queen's Baton Relay	Neil provided an update on the event. Meeting has taken place with QLD Police Intelligence Group. They believe there are no concerns for our region on the day of the event (29 March 2018). Railway Street will be closed from 11am-12:30pm. During this time police will be on ground monitoring behavior. Traffic Management Plan and Traffic Guidance Scheme yet to be finalised. Event planning is well underway.	Finalise Traffic Management Plan and Traffic Guidance Scheme. Provide Mayor with recent details via email.	Seren  Neil
5.	Further Community Engagement	Nil		

ECM 3499363

Item	Topic	Key Points/Discussion	Action	By whom and When
6.	General business	<p>Seren asked committee if they had items to be considered in the 2018-19 budget. The following items were discussed:</p> <ul style="list-style-type: none"> <li>- General budget item for the Committee</li> <li>- New Christmas street banners. Note existing banners are of good quality, they are however dated.</li> <li>- Banners for all year round use</li> <li>- Historical storyboards installed in parks, include QR Codes. Suggestion was made that William Kemp park should be one as it was named after a famous pilot.</li> <li>- Fix safety issues at the front of the Council building mainly trip hazards.</li> <li>- Revamp garden situated at the front of the Council building</li> <li>- Funding application has been submitted to replace existing street lights and park lights with LED lights. Seren to provide committee with a summary of all the recent funding applications that have been submitted.</li> <li>- Fairy lights</li> </ul> <p>Cr McLean – Resident was concerned the Gatton War Memorial pool has been demolished however no plaque etc was put up to signify why it was there to start with. Mayor clarified she met with the RSL prior to the demolition and can confirm there is already a relevant memorial elsewhere within the town.</p> <p>Cr Wilson – Can the carpark near the railway station be open for public. It is open for public use however Council does not have a lease with QR at this stage. Council's legal department are</p>	<p>Workshop Item</p> <ul style="list-style-type: none"> <li>- New Christmas decorations for Gatton and Laidley, include costs for new decorations, how will they be installed (contractors etc) and installation requirements (Energec etc)</li> </ul>	Facilities

Item	Topic	Key Points/Discussion	Action	By whom and When
7.	Next meeting date	currently discussing a lease with QR.  Mayor – Resident approached the Mayor to discuss that Council could purchasing the old Imperial site to make into a carpark. Mayor advised Council is not in a position or interested to do so however wants to see empty shops filled.		
Meeting closed 11:00am				
		28 March 2018 4:00pm to 5:00pm		

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**7.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes at time of print run*

**8.0 COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes at time of print run*

**9.0 DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations at time of print run*



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## 10.0 EXECUTIVE OFFICE REPORTS

## 10.1 Chief Executive Officer's Report - February 2018

**Date:** 05 March 2018  
**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 as well as information relevant to Councillors and the organisation.

**Officer's Recommendation:**

**THAT Council receive and note the Chief Executive Officer's Monthly Report for February 2018.**

## RESOLUTION

**THAT Council receive and note the Chief Executive Officer's Monthly Report for February 2018.**

**Moved By:** Cr McLean                      **Seconded By:** Cr Hagan  
**Resolution Number:** 16-20/0821

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

## Report

## 1. Introduction

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

## 2. Background

This report covers actions and information relevant to Councillors and the Executive Office, and includes the key areas of Strategic Planning, Governance, Regional Development, Marketing, Communication and Engagement, Council Business and Executive Services. Legal and Property Services are subject to separate reports to Council

### 3. Report

**Governance:**

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### Audit & Risk Management

The Internal Audit Plan for 2018/19 will be presented at the 22 March 2018 Audit & Risk Management Committee meeting. The Plan has identified three internal audits to be undertaken in the following areas: infrastructure charges; compliance with legislation; and tender and contract evaluation.

### Complaints

The following table provides details of the complaints currently under consideration:

Type of complaint	Year to date	Complaints received in the period	Complaints resolved in the period
Staff	3	0	0
Administrative Action	7	0	1
Privacy	1	0	0
<b>TOTAL</b>	<b>11</b>	<b>0</b>	<b>1</b>

The review of the Complaints Management System will be completed in March 2018.

### Local Laws

The proposed amendments to the parking and animal management subordinate local laws were adopted by Council at the 28 February 2018 ordinary meeting.

The State interest check for the waste local law and subordinate local law is in progress with public interest checks to commence in March 2018.

### Legislation

The *Local Government (Councillor Complaints) and Other Legislation Amendment Bill 2018* was introduced into parliament in February 2018. Limited amendments have been made to the original Bill introduced in October 2017 and a number of the concerns raised by Council regarding the current complaints system have been addressed. This matter was discussed with Councillors at the 28 February Councillor Workshop. It is considered that a submission in response to the Bill is not required by Council.

### Insurance

The following table provides details of the insurance claims currently under consideration:

Type of Claim	Current	Claims received in the period	Resolved in the period (settled/denied)
Public Liability – personal injury (above excess)	5	0	0
Professional Liability (above excess)	3	0	0
Professional indemnity (below excess)	1	0	0
Council Motor Vehicle (above excess)	1	1	1
Council Property	2	1	0
Third party property	4	10	9
<b>TOTAL</b>	<b>16</b>	<b>12</b>	<b>10</b>

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The property claim (notification) made in the period is for storm damage at Ropehill Cricket Ground and Sports Centre.

**Strategy:**

Connect Council Progress Group

Nominations were sought in mid-February for employees to be involved in the Connect Council Progress Group working on common/whole-of-organisation issues raised in the 2017 Employee Opinion Survey. In addition to the nine members of the original Progress Group (which commenced in June 2017) 19 nominations were received. This made a total of 28 people wanting to be involved. All nominations were considered by the Executive Leadership Team who was looking for people who could communicate well with their colleagues and represent as many areas as possible across the organisation. A total of 16 members were approved for the Group and the first meeting will be held in March 2018.

Operational Plan Performance Reporting

The second Quarter Operational Plan report was adopted by Council at the 28 February 2018 ordinary meeting.

2018/19 Operational Plan

Drafting of the 2018/19 Operational Plan will commence in March 2018.

**Regional Development:**

Grantham Premium Farm Workers Resort

Project Enhancement Group meetings continued to meet weekly during February. These meetings are attended by Manager Regional Development, Manager Plumbing and Draining and Executive Manager Organisational Development and Planning, Cr Wilson, Cr Cook and the developer. The Project Enhancement Group is a valuable addition to the project with the Group able to monitor and address small changes and amendments on a weekly basis. A proposed tour for Council and welcome BBQ is planned for 12 April 2018.

To assist in identifying potential risks for Council or potential project delays, it is intended to broaden the attendance at PEG meetings with input from relevant additional Council officers. These will include environmental health officers and representatives from Infrastructure Works and Services. It will be imperative that a single point of communication and project liaison be retained with Regional Development to balance risk and to ensure a project is delivered that meets the expectations of all parties.

Lockyer Valley & Somerset Water Security Scheme Steering Group

The Lockyer Valley and Somerset Water Security Scheme Steering Group meeting was held on Thursday 1 March 2018. This Group continues to work toward a sustainable water solution for both regions. The Steering Group is preparing an information brief to distribute to local stakeholders and contributors to keep them informed of the Group's work to date. A report is being prepared for the March 28 2018 Council Meeting to address:

- the Group's Terms of Reference
- appointment of an Independent Chair, and
- the extent of Council's financial commitment.



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### Lockyer Chamber of Commerce and Industry

Officers attended the Chamber meeting on Wednesday 7 February, which was held in the Business Incubator, Laidley. A Business Networking Breakfast was held Wednesday 21 February at Faith Lutheran College, where the Mayor and Chief Executive Officer were guest speakers.

### Neilsen's Place – Laidley Business Incubator

Wild Heart Saddlery and Pet Supplies are continuing to operate in Neilsen's Place and have extended their arrangement until the end of March. The Lockyer Chamber of Commerce and Industry used the venue for their committee meeting on 7 February, and plan to host a Committee meeting there on a semi regular basis. The Laidley Futures Committee has requested some additional signage for the front of the building to improve the visibility of the shops and spaces.

### Census Workshops and Updates

Informed Decisions (ID Profile) conducted updates on the 2016 Census, and held workshops about using the ID Profile tools, on 14 February for staff and community members. Workshops were well attended at all sessions, with a number of Council staff attending training sessions and with over 30 business and community attending the evening information session.

### Plainland Business Networking

The Plainland Business Networking evening was held at the new McDonalds at Plainland and was well attended. Those attending were given a tour of this 'state of the art' facility, showcasing their modern and innovative technology. This included new technology relating to garbage disposal and cardboard packaging. These informal gatherings continue to be popular with local Plainland / Hatton Vale business people.

### GenR8 Work Experience Program

Council is once again participating in this successful work experience program for local high school students. This year 3 students from Lockyer District High School will undertake 20 days of work experience. They will attend various units in Council while they complete a Certificate II in Transport & Logistics.

### Autumn Cooking School

An onsite meeting was held at Faith Lutheran College with Lockyer Valley Food Ambassador, Alastair McLeod to determine logistics and details of the Autumn Cooking School planned for April 29 2018. Expressions of interest are high and tickets go on sale soon.

### Brisbane Marketing

Regional Development is liaising with the Department of Transport and Main Roads (DTMR) regarding the State Strategic Touring Route upgrade of signage for the Warrego Highway. DTMR has requested appropriate imagery from Brisbane Marketing and Council for Lake Dyer, Lake Apex, Cunningham's Crest Lookout and Gatton. DTMR will also remove and replace existing collections of informational signage at two locations on Gatton-Clifton and Gatton-Helidon Roads at their cost.

### Regional Flavours

The Manager Regional Development and the Tourism and Marketing Coordinator met with existing and potential Regional Flavour's stallholders on February 16 to confirm interest and discuss pricing. Stallholder applications have now closed, with all 2017 stallholders re-applying. Sponsorship and talent agreements have been provided for signing.

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Destination Guide

A new destination guide is being developed. This will be for circulation to Visitor Centres across Queensland and Northern NSW, Brisbane Airport, major trade shows (such as Regional Flavours and the Ekka, and Caravan & Camping Shows. The prospectus is out to market and advertising opportunities are being positively received.

Tourism Demand Driver Infrastructure (TDDI) Industry Capacity Program

The Tourism & Marketing Coordinator attended the introductory session for the *Brisbane Region Experience Development Program* on February 8. Mentoring sessions are progressing for the TDDI's *Brisbane Region China/Japan Ready Experience Development Program* (9Dorf Farms) and the *Brisbane Region Experience Development Program* (The Barn & Scotty's Garage).

Lockyer Valley Tourism Networking

The Manager Regional Development and Tourism and Marketing Coordinator attended Lockyer Valley Tourism's networking event at Porters Plainland Hotel on 20 February. Regional specialists from Brisbane Marketing were on hand, along with Five Star Customer Experiences and Brisbane greeter and television presenter, to congratulate attendees of the Welcome to the Lockyer Valley Program. Certificates were presented by Mayor Tanya Milligan.

Visit Darling Downs

The Tourism and Marketing Coordinator attended the Visit Darling Downs Tourism Forum on February 8, which was focused on increasing membership and detailing future plans and events for the Toowoomba region. The Visit Darling Downs CEO has indicated she will develop a Service Level Agreement that pertains to Bronze membership for Council.

Social Media Insight










The *Visit Lockyer Valley* Facebook monthly insight to March 2 had page likes at just over 1,380. Reach for the month (people who saw posts) was 4,578 (3,867 last month), post engagement (likes, comments, shares) was 1,319 (1,454) and video views totalled 1,491 (2,042). Posts on The Old Britannia, the new German Bake & Wurst House, Alastair McLeod's latest recipes and the Mulgowie Bullride had good reach and engagement, along with the "Around the Region" videos.

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:
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Accommodation and Food Services		Additional short term accommodation facilities, incorporating a tourism venue. These are long term.
Tourism		Potential new tourism experience operation - both enquiries will take time to bring to fruition. New facilities for tourists to visit locally.
Manufacturing		Enquiry from processing facilities considering relocating to SEQ. A new cleaning business opportunity being investigated for the region.
Electricity, Gas, water & waste services		Early stage discussions with project proponents.
Transport, Postal, Warehousing		New business establishment project development.
Arts & Recreational Services		New facilities for growing local business and establishment of new business.
Wholesale Land Development		Support provided to potential and existing land developments.
Retail Trade		Information in relation to establishing new business and or expanding existing business.
Health Services		Enquiry in relation to development of a dementia clinic and also relocation of a doctor's surgery.

### Marketing, Communications and Engagement:

#### Queensland Transport Museum

Entry to the Queensland Transport Museum continues with good patronage. A total of 227 people visited the QTM in February including 32 locals (24 adults and 8 children) and 195 from outside of the region (169 adults and 26 children). This compares to a total of 301 in January (149 local and 152 out of area). QTM sales reached \$1139.50 for February.

#### Queen's Baton Relay

The Queen's Baton makes its way to the Lockyer Valley on 29 March 2018 and final preparations are underway for the community event to take place following the arrival of the baton at approximately 12.40 pm.

As part of the marketing of the event, a competition will run for a week during Breakfast on River 949. Each morning there will be a give-away of a CD and a family pass to VIP seating for both the *Justice Crew* and *Acca Dacca* shows.

Council is also giving away the opportunity to meet the *Justice Crew* and *Acca Dacca* in separate competitions through both Facebook and a new competition to launch in the Gatton Star.

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To date, the Facebook competition has generated enormous interest with *Justice Crew* promotion reaching 27,000 people and *Acca Dacca* 18,000.

A meeting between with the Gatton Star has resulted in a souvenir 4 page lift-out being produced which will feature in the Wednesday 28 March edition. The feature will include:

- information on the local acts booked to perform at event
- a map of the relay route,
- a Mayoral message,
- site layout including stage location and timings of all events, and
- a list of local baton bearers and which leg they will be running.

A request has been placed with Gold Coast 2018 Commonwealth Games Corporation (GOLDOC) to include a paragraph about each participant. *Justice Crew* are about to film a short video outlining how they are looking forward to visiting the Lockyer Valley which will be used as part of the Facebook promotion.

Optus have generously provided a large outdoor television. This will enable people at the event to watch the relay live as it is fed directly on 7 Two.

### **Events**

Planning was undertaken in February for the following events:

#### **Laidley Heritage Weekend, 21-22 April**

Programs are now in place with graphic design for a flyer underway. A street banner is being installed at Laidley 3 April 2018.

#### **Anzac Day, 25 April**

Artwork for an advert and flyer has been completed and flyers are on display in Council offices. Council is working closely with Laidley and Gatton RSL's for details of services and marches. Wreaths have also been ordered.

#### **Seniors Week, 18-26 August**

This program is nearly finalised and it will include the Mystery Bus Tour. Bookings will open Wednesday 25 July.

#### **Laidley Spring Festival, 6-8 September**

The theme for this year's event is – Songs of Yesteryear. Local Laidley businesses have been invited to attend the next planning meeting. Officers are working with the Environment team to collaborate on entertainment and activities with a recycling theme.

Sponsorship from QUU has been secured for a water refill station and an application is in progress for a cash sponsorship. The Laidley Garden Club is returning to have stalls and displays in the Function Room. The Botanical Café is to be run by Kentville State School P&C.

### **Engagement Services**

The Brisbane River Catchment Flood Study and Mitigation project, organised through the Queensland Reconstruction Authority, involves several Council staff in various working groups

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that cover areas such as mapping, technical advice, planning schemes, and engagement. An officer from Community Development and Engagement sits on the Community Engagement Working Group currently working on the roll out of Brisbane River Flood Study findings, community surveys and flood mitigation study findings.

A backpacker's welcome was held 22 February 2018. Approximately 40-50 backpackers attended the sausage sizzle welcome along with local community advocates from the Lockyer Multicultural Association as well as a representative from Worksafe Queensland.

A grant writing workshop was held for community groups. During this financial year Lockyer Valley groups have been awarded over \$400,000 in grants through the mentoring program.

Officers continue to work as liaison with external groups such as Laidley Pioneer Village, Murphys Creek Progress and Helidon Progress, Grantham Ladies Group, Murphys Creek Neighbourhood Centre and the Alex Geddes Hall Committee. Support for internal business units continued with involvement with Pest Management, Environmental Health, Land Use Compliance and Regional Development.

### **Council Business**

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

The National General Assembly of the Australian Local Government Association (ALGA) is to be held in Canberra from 18 June 2018 to 20 June 2018. ALGA has called for motions to be debated at the Assembly. The theme for this year's Assembly is *Australia's Future, Make it Local*. Preparation was undertaken in February to research potential motions. These will be workshopped by Council and a report will be brought to the 28 March 2018 Council Meeting for consideration.

A Council of Mayors South East Queensland (COMSEQ) Board meeting was held in Brisbane 23 February 2018. As has been the general practice, a meeting of the Resilient Rivers Taskforce was also held on that day. The annual COMSEQ strategic planning day was held on Saturday 24 February 2018 with the intention of both enhancing the organisation's performance and identifying key opportunities.

#### Enhance Council Governance and Decision Making

Ordinary Council Meetings were held 14 February 2018 and 28 February 2018. A Council Workshop day was held on 6 February 2018 with presentations and discussion on a range of topical matters for the region. Workshops also followed the Council Meetings. Dates have also been determined for a series of Budget Workshops to assist in the development of the 2018/19 budget.

A Councillor Tour was also undertaken on 27 February to a number of locations in Withcott and Laidley and to visit some key points along the proposed Inland Rail route.

### **Attachments**

There are no attachments for this report.

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**10.2 Additional Strategy - 2017-18 Operational Plan - Plant and Fleet  
Management Benchmarking/Utilisation Review**

**Date:** 05 March 2018  
**Author:** Madonna Brennan, Governance and Strategy Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to seek adoption by Council of an amendment to the 2017-18 Operational Plan to include an additional strategy for completion. The additional strategy is for Council to undertake a utilisation review of Council's plant and fleet and compare to the Institute of Public Works Engineers Australia benchmark. This amendment to the 2017-18 Operational Plan is made in accordance with section 174 of the *Local Government Regulation 2012*.

**Officer's Recommendation:**

**THAT Council adopt the amendment to the 2017-18 Operational Plan to include the additional strategy "Undertake a utilisation review of Council's plant and fleet and compare to Institute of Public Works Engineers Australia benchmark".**

**And further;**

**THAT the strategy be captured in the Lockyer Council and Leadership Theme to achieve the 2017-2022 Corporate Plan outcome "Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community" by 30 June 2018.**

**RESOLUTION**

**THAT Council adopt the amendment to the 2017-18 Operational Plan to include the additional strategy "Undertake a utilisation review of Council's plant and fleet and compare to Institute of Public Works Engineers Australia benchmark".**

**And further;**

**THAT the strategy be captured in the Lockyer Council and Leadership Theme to achieve the 2017-2022 Corporate Plan outcome "Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community" by 30 June 2018.**

**Moved By: Cr Vela**

**Seconded By: Cr Cook**

**Resolution Number: 16-20/0822**

**CARRIED**

**7/0**

**Report**

**1. Introduction**



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To ensure that Council achieves its Corporate Plan outcome “Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for the community” an additional strategy for the 2017/18 operational plan has been identified.

The Executive Leadership Team determined that a utilisation review of Council's plant and fleet in comparison with an industry benchmark is required to be undertaken this financial year and documented accordingly in the Operational Plan.

### 2. Background

Council adopted its 2017-18 Operational Plan and Annual Budget for the 2017-18 financial year on 27 June 2017. Council has the ability, in accordance with the *Local Government Regulation 2012* to amend its operational plan as required throughout the year to reflect any changes identified. This must be done approved by resolution.

The Executive Leadership Team conducted a review of organisational priorities in early February 2018 and the need to undertake a benchmarking/utilisation review on Council's plant and fleet was identified. This addition is to be captured and reported against in Council's 2017-18 Operational Plan.

### 3. Report

The Executive Leadership Team, identified as part of a review of the organisations 2017-18 priorities in line the Operational Plan the need to undertake a utilisation review of Council's plant and fleet and compare the results of the review with the standard provided by the Institute of Public Works Engineers Australia (IPWEA). Undertaking this review in the 2017-18 financial year allows Council to set a utilisation rate target for the 2018-19 and future years.

The following strategy and associated key performance measure, responsibility and target are outlined for consideration by Council for inclusion in the 2017-18 Operational Plan.

Item No	Strategy	KPI	Description of Measure	Source of Validation	Responsibility	Key Risk Category	Target
5.1.7	Undertake a utilisation review of Council's plant and fleet to compare with IPWEA benchmark	100%	Completion of review of fleet utilisation and comparison to benchmark	Tech One Council Business Papers	Infrastructure Works & Services	FE1 – Finance and Economic	2017/18

### 4. Policy and Legal Implications

Section 174 (4) of the *Local Government Regulation 2012* requires Council to adopt any amendments to its annual operational plan. This report adheres to this requirement.

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**5. Financial and Resource Implications**

The amendment to the 2017-18 Operational Plan does not alter current budgetary requirements as the review will be conducted in-house as part of standard business practices and within current budget allocations.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

Internal engagement has been undertaken between the Governance and Strategy and Infrastructure Support Services Business Units to determine the strategy, performance indicator and completion target. On adoption of the strategy, it will be documented and reported against in the quarterly performance reports on the 2017-18 Operational Plan.

**8. Conclusion**

This report seeks adoption of an additional strategy in the 2017-18 Operational Plan to enable a utilisation review of Council's plant and fleet to be benchmarked against the standard provided by the Institute of Public Works Engineers Australia (IPWEA).

**9. Action/s**

- 1 The additional strategy is included in the 2017-18 Operational Plan.
- 2 The progress of the additional strategy is reported against in the quarterly performance reports on the 2017-18 Operational Plan.

**Attachments**

There are no attachments for this report.





**ORDINARY COUNCIL  
MEETING MINUTES  
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- Meeting with Lockyer Valley and Somerset Security Scheme Steering Group
- Attend community members 90<sup>th</sup> Birthday
- Home visit to community member celebrating 88<sup>th</sup> Birthday
- Austereo interview regarding census
- Speak and present at Lake Clarendon Leaders Induction
- Meeting with Laidley High School
- Attended Planning Scheme Development Workshop
- Attended councillor workshop
- Meeting with Finance regarding budget parameters and timetable
- Meeting with Story Fresh
- Meeting with Manager Organisational Development
- Attended Girl Guide District and Support Team AGM
- Attended Planning Scheme Workshop
- Meeting with lady councillors regarding IWD planning
- Meeting with gent regarding jobs for the region and business concept
- Meeting with officers about a planning issue of a community member
- Meeting with ARTC representatives
- Meeting with Gatton RSL regarding Anzac Day
- Meeting with Laidley RSL regarding Anzac Day
- Meeting with community members regarding Art Cabinet
- Meeting with library staff member regarding 1 Million Stars
- Catch up with Disaster Manager
- Agenda briefing with CEO
- Meeting in Brisbane, the Institute of Public Work Engineering Australasia - President Breakfast
- Meeting with the CEO of Toowoomba Chamber
- Attended Mt Sylvia badge presentation
- Attended the Laidley RSL Sub branch AGM
- Tour of region with Rural Fire Brigades
- Attended Minden Baptist Church for community member involvement
- Meeting with Deputy Mayor, Toowoomba
- Teleconference with Noosa Mayor / CEO regarding Works for Qld
- Attended Crime Stoppers
- Attended Combined Ipswich and Toowoomba Human and Social committee meeting
- Present and speak at Gatton State School Leaders Induction
- Chair Ordinary Council Meeting
- Welcome and attend at Lockyer Valley Census evening
- Attended the DDMG meeting in Toowoomba
- Meeting with CEO
- Meeting with officers regarding Nature Plan
- Attended teleconference for QBR
- Attended meeting with TMR and Nexus in Toowoomba regarding Toowoomba Second Range Crossing
- Meet with members of Community Day Club regarding hall hire
- Meet with community member regarding concerns of Helidon Spa
- Welcome / Open and attended the Toastmasters Western Division Conference
- Spoke and presented at Grantham Leadership Parade
- Attended and spoke at Hatton Vale State School badge presentation

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- Met with representative of Uniting Care Community
- Meeting with CEO
- Attend the Lockyer Valley Tourism network evening
- Presented at the Lockyer Chamber of Commerce breakfast
- Attended and presented at Lockyer High School Leaders Ceremony
- Meeting with community member to discuss Eschol region and water issues
- Briefing regarding COMSEQ
- Meeting with officers regarding Toowoomba Chamber
- Agenda briefing
- Meeting with councillors and Lockyer Chamber
- Attended Lockyer Valley Rural Fire Brigade meeting
- Attended Flood and Cyclone Forum
- Attended New Hope Church family breakfast
- Media regarding election results
- Attended Lights on the Hill meeting at showgrounds
- Attend the Moreton District RSL 100 years Gala Dinner in Ipswich
- Attended community members funeral
- Attended meeting in Toowoomba with TMR
- Attended Councillor Tour
- House visit to community member regarding concerns
- Media with ABC regarding Census release / findings
- Attended and presented Laidley State School leadership badges
- Discussion regarding Reflection and Thanksgiving Service
- Meeting with officers regarding Hatton Vale Park
- Meeting with Cr Vela regarding Elected Members
- Chair Ordinary Council meeting
- Meeting with QFES Commissioner

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

- Participated in media with Bio Security Qld regarding Fire Ants
- Met with Plainland resident to discuss issues with planning and building matter
- Attended the Planning Scheme Development Workshop
- Met with Story Fresh regarding proposed development
- Attended Regional Development update
- Attended a meeting with residents from Murphys Creek
- Met with Coordinator Environment and Pest Management to discuss Resilient Rivers project
- Attended Lockyer Chamber of Commerce and Industry meeting at Laidley
- Met with a resident from Woodlands to discuss issues
- Attended the CEO review with Mayor and councillors
- Attended Ordinary Council Meeting
- Attended the Declaration of office for councillor Vela
- Met with representatives from Arche Energy regarding Lockyer Energy Project
- Attended the Backpackers Resort Progress Enhancement Group meeting
- Attended lunch with Qld Urban Utilities board members
- Met with AFL members for visit to Cahill Park by the Brisbane Lions

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- Attended Lockyer Chamber of Commerce and Industry breakfast at Faith College
- Met with Governance and Strategy Officer and the Coordinator Governance & Strategy regarding Risk and Audit program
- Met with the Mayor and Manager Executive Business Services for brief on COMSEQ board meeting and strategy workshop
- Met with Lockyer Chamber of Commerce and Industry for quarterly catch up
- Represented the Mayor at the COMSEQ board meeting and strategy workshop
- Attended the Backpackers Resort Project Enhancement Group meeting
- Attended the councillor tour
- Represented the Mayor at the TAFE Qld Graduation Ceremony in Ipswich
- Attended the Ordinary Council meeting
- Attended the Laidley Futures meeting

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

- 6/2 - Planning Scheme Workshop
- 6/2 - Council Workshop
- 6/2 - Meeting with Story Fresh
- 7/2 - Regional Development Update
- 7/2 - Meeting with Residents
- 7/2 - Attended Lockyer Chamber of Commerce meeting
- 14/2 - Council Meeting
- 14/2 - Attended Cr Vela's Declaration
- 19/2 - Backpackers Resort Project Enhancement Group Meeting
- 19/2 - Lunch with QUU Board
- 21/2 - Lockyer Chamber of Commerce Breakfast at Faith Lutheran College
- 21/2 - Meeting regarding council's Audit & Risk Committee
- 21/2 - Meeting between council and the Lockyer Chamber of Commerce
- 26/2 - Backpackers Resort Project Enhancement Group Meeting
- 26/2 - Meeting with local resident at the Staging Post Café
- 27/2 - Council Tour
- 27/2 - Attended Plainland Networking meeting at McDonalds Plainland
- 28/2 - Attended on behalf of Mayor Milligan a VIP breakfast for Autonomous Shuttle Demonstration at Springfield.
- 28/2 - Council Meeting
- 28/2 - Laidley Futures Meeting
- 28/2 - Attended TAFE Qld Graduation Ceremony on behalf of Mayor Milligan.

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

- Attend meeting with resident and animal control officer regarding cat problem
- Attend Withcott Progress Assoc Art Show meeting
- Attend Forest Hill Community Development meeting
- Attend Planning Scheme Workshop
- Attend Council Workshop

## ORDINARY COUNCIL MEETING MINUTES 14 MARCH 2018

- Attend meeting regarding Storey Fresh development
- Attend to artwork for Clean Up Australia Day event in Withcott for distribution
- Attend Council regional development update
- Attend meeting with submitters regarding Caravan Park development approval
- Attend meeting regarding International Women's Day event
- Attend to posters for Crime Stoppers stand (results day)
- Attend site meeting in Stevens Road
- Attend Murphys Creek State School badge presentation and breakfast
- Attend Withcott Fire Brigade meeting
- Attend CEO review meeting
- Attend LVCC to assist setting up Crime Stoppers stand
- Attend Crime Stoppers stand to meet with Gatton Star
- Attend Crime Stoppers meeting
- Erect corflutes for Clean Up Australia Day
- Attend Withcott-Helidon Lions Club meeting
- Attend meeting with Withcott Hotel publicans regarding event planning
- Attend Ordinary Council meeting
- Attend Spring Bluff Committee meeting
- Attend Cancer fundraiser in Withcott
- Attend Second Range Crossing meeting with TMR/Nexus in Toowoomba
- Liaise with TMR regarding Clean Up Australia Day event
- Attend Lockyer Valley Tourism networking at Porters Plainland
- Attend Lockyer Chamber of Commerce breakfast event at Faith College
- Attend and present badges to leaders at Withcott State School
- Attend Regional Development Australia meeting in Ipswich
- Attend portfolio meeting in Gatton
- Attend Councillor site tours
- Attend meeting with resident regarding fill for road
- Attend Plainland Networking meeting at McDonalds Plainland
- Attend Ordinary Council meeting
- Attend Laidley Futures meeting

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

- Interview with newspapers and television on the importance of the Form 19
- Meeting with the CEO, and planning team to discuss the strategy to ensure delivery of the planning scheme
- Represent the Mayor at the Peace Lutheran School Year 6 Leadership Badge Presentation
- Councillor Workshop
- Meeting with council and constituent about planning matters
- Regional Development update
- Meeting with council and constituents about concerns with a council decision
- Meeting to confirm details for the 2018 International Women's Day Breakfast
- Meeting with an applicant about a development application
- CEO review
- Laidley Hospital Auxillary Meeting

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- Meeting with Officers and Developers to discuss flood mapping concerns
- Meeting to discuss Lockyer Energy Project Update
- Das Neumann Haus Meeting
- Ordinary Council Meeting
- Meeting with Cardno and Officers to discuss Laidley flooding investigations
- Springbluff Committee Meeting
- Declaration of Office for the new Councillor
- Lunch with Qld Urban Utilities Board and update
- Lockyer Valley Tourism Networking Event at Porters Hotel
- Lockyer Chamber of Commerce and Industry Breakfast
- On-site Inspection of Koala Park stage 8
- Meeting with Lockyer Chamber of Commerce and Industry
- Planning Portfolio Catch-up with Trevor
- Councillor Tour
- Plainlands Networking Meeting
- Ordinary Council Meeting
- Workshop
- Laidley Futures Meeting

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

**Youth and Disability / Multicultural**

I attended a meeting with the Community Development & Engagement Officer and representatives of 'Australian Kookaburra Kids Foundation' (AKKF). AKKF supports kids aged 8-18 living in families affected by mental illness.

- I attended the 'School Chaplaincy Inauguration Ceremony' at the Church of Christ – Gatton.
- I attended the BEST meeting in Gatton.
- Nominations for the QLD Training awards 2018 have been extended to 16<sup>th</sup> March.
- I presented leadership badges with the Mayor to students at Mt Sylvia State School.
- I represented the Mayor at the 'Community Reference Group – Health' at Laidley Hospital.
- I attended a meeting with the Mayor to discuss outcomes of the Community Reference Group.
- I attended the Backpackers BBQ at Centenary Park.
- I attended the Lockyer Youth Agency Network meeting at Gatton Shire Hall.
- The 'Regional Youth Mental Health Forum' will be held in July this year in Ipswich.

**Arts and Culture**

I visited the 'Meredith Howse art exhibition' at the Lockyer Valley Art Gallery.

The latest round of the RADF was due to close on the 2<sup>nd</sup> March. Suggestions have been raised around the need for increased advertising to stimulate community awareness to the RADF grant program.

The Community Development and Engagement officer is still in discussions with Arts Qld to try and source funding for the proposed Community Art space.

**Public Safety**



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Last November there were major issues with the Gatton CBD CCTV server that after investigation by our contractor and their suppliers in America were unable to be resolved, as a result the server has been completely wiped and rebuilt.

The Laidley Sports Centre is now connected to the main CCTV network, and two extra cameras have been installed at the skate park.

### **Customer Service**

A review of Officer Level and position descriptions are underway.

QGAP training program has been further delayed by the Government which is creating issues in Council maintaining the QGAP service and balancing out Council services.

### **Organisations and Committees Representation:**

- Meet with the Mayor, Councillors, officers and a representative of Storyfresh re: Storyfresh Development.
- Attended Planning Scheme Development briefing.
- Attended Regional Development Update.
- Meeting with Mayor, Councillors, Executive Manager Organisational Development & Planning, Manager Planning & Development and Community members, regarding opposition to Development application.
- Meeting with CEO, Executive Manager Organisational Development & Planning, Council officers and Community members with regard to Koala Park stormwater runoff.
- Visit sites for meeting agenda items – Pamela Ct Withcott, Fletchers / Carpenters Rd Iredale, Topps / Carpenters Rd, Flagstone, Colquhouns Rd, Lower Tent Hill and Unnamed Rd Caffey.
- Attended Lake Dyer Business Review Working Group with Cr. Wilson, Executive Manager Corporate & community services and council officers.
- Attended the Queen's Baton Relay local working group meeting / teleconference.
- Attended the CEOs 6 monthly performance review with the Mayor and Councillors.
- Lockyer Chamber of Commerce and Industry meeting held in Laidley.
- Toured the Lockyer Valley Rural Fire Stations with the Mayor and members of the LAFC in relation to 2018 budget preparation.
- Attended the 'Census update Workshop' at the Lockyer Valley Cultural Centre.
- Attended the 'Declaration of Office' for Cr. Vela.
- Visit Murphy's Creek markets.
- Attended Toastmasters 'Western Division Conference' at Lockyer Valley Cultural Centre.
- Visited Thomas Rd Upper Lockyer with regards to issues raised by local residents in regard to a Development Application.
- Attended the 'Lockyer Valley shed Men' meeting at Forest Hill / Blenheim Rd.
- Attended with Councillors the Lunch with Queensland Urban Utilities Board.
- Meeting with the Mayor, Councillors, manager for Regional Development and members of the Lockyer Chamber of Commerce and Industry.
- Attend the Tourism networking mixer at Porters Plainland Hotel.
- Attended the Lockyer Chamber of Commerce & Industry Breakfast at Faith Lutheran College.
- Visit to Koala Park Estate with Cr's. McLean and Vela, Executive Manager Organisational Development & Planning and Officers with regard to issues raised by

**ORDINARY COUNCIL  
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FOLA.

- Meeting with the Mayor, CEO and Barry Rodgers OAM with regard to potential relationship between Lockyer Valley and the Eschol Region in Israel.
- Meeting with the Mayor, Deputy Mayor, Cr Wilson, CEO, Manager Regional Development and the Senior Economic Development Coordinator with regard to LCCI.
- Attended a meeting with the Mayor, Councillors, Manager Regional Development and members of the Lockyer Chamber of Commerce & Industry.
- Attended the Rural firefighters 'Lockyer Group meeting' at Gatton Showgrounds.
- Meeting with Manager Regional Development and the Community Development Worker / Coordinator for Lockyer Information & Neighbourhood Centre Inc.
- Meeting with the Manager Regional Development and DISCO CEO Mike Paton.
- Attended the Cahill Park Cluster group meeting.
- Attended the Plainland Network meeting at McDonalds Plainland.
- Attended the Laidley Futures Meeting.
- Attended Council meetings, workshops and tours.

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

- 19/02 All day orientation meetings
- 20/02
  - Anzac Day planning meeting
  - Lockyer tourism networking event
- 21/02
  - Lockyer Chamber networking breakfast
  - Site inspection Koala Park Housing Estate
  - Lockyer chamber planning meeting
- 26/02 New planning scheme meeting
- 27/02
  - Councillor tour various sites
  - Plainland networking meeting
- 28/02
  - Meeting LVRC Mayor
  - Monthly council meeting
  - Laidley future's meeting

## **Attachments**

There are no attachments for this report.





## State Strategic Touring Route Signage

### Summary:

Brisbane Marketing recently contacted Council's Regional Development Unit in regard to two signage matters. The first related to the Department of Transport and Main Roads' (DTMR) new State Strategic Touring Route signage for the Warrego Way. The second matter was in regard to seeking support for the removal and replacement of existing signage clusters on the Gatton-Clifton Road and Gatton-Helidon Road.

**THAT Council support the removal of South East Queensland Country signs by DTMR and the removal and replacement of existing signage clusters on the Gatton-Clifton Road and Gatton-Helidon Road by DTMR, at their cost.**

**THAT Council support the removal of South East Queensland Country signs by DTMR and the removal and replacement of existing signage clusters on the Gatton-Clifton Road and Gatton-Helidon Road by DTMR, at their cost.**

**Resolution Number: 16-20/0824**

**CARRIED**

7/0

## Report

## 1. Introduction

Brisbane Marketing has been contacted by DTMR regarding the upgrade of signage for the Warrego Way along the State Strategic Touring Route. Brisbane Marketing was also asked to communicate with each local government involved regarding the locations selected for the new signage.

DTMR also requested that Brisbane Marketing supply an image for each sign. Brisbane Marketing has sought Council's assistance with imagery for each of the nominated locations.

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Further, Council was asked by Brisbane Marketing on behalf of DTMR, if it would support the removal and replacement of existing signage clusters on the Gatton-Clifton Road and Gatton-Helidon Road.

Council has been advised that DTMR planned to finalise all sign designs by the end of February, with advice and preferred images to be sent to Brisbane Marketing by 21 February 2018.



## 2. Report

### State Strategic Touring Route Signage

Brisbane Marketing advised that Lockyer Valley has three specific locations signed on the Warrego Way and one "Welcome to" sign that require imagery. See grid of sign requirements below.

2X Lake Dyer	Direct tourist to follow Laidley-Plainland Rd (3KM)  Direct tourist to follow Laidley-Plainland Rd (3KM)	Have requested typo (no "W") be fixed by sign designer 7/2/18 LV  Require image from RTO 7/2/18 LV	N/A	 
2X Cunninghams Crest Lookout	Direct tourist to follow Laidley-Plainland Rd (2.5KM)  Direct tourist to follow Laidley-Plainland Rd (1KM)	Require image from RTO 7/2/18 LV	N/A	 
2X Welcome to Gatton (will also remove existing structures - screenshot attached)	(Gatton 10km) Near Gatton Esk Rd  (Gatton 17KM) Near Helendale Dr approaching Helidon	Require image and approval to remove existing from RTO 7/2/18 LV	Existing: Will be replaced in same locations.  	   

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2X Lake Apex	Near Gatton Esk Rd, Direct tourists to State route 80 (2KM)  Direct tourists to State route 80 (2KM)	Require image from RTO 7/2/18 LV	N/A	 
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It has proved extremely difficult to source high quality images, with a tourism focus, that meet DTMR's criteria. The criteria in particular require that the images have:

- No people in the image;
- Represent a physical landscape or an experience; and
- Images proposed for a 80–100km/hour areas must not have distracting elements for drivers.

Brisbane Marketing and Council are still trying to source appropriate images that depict Lake Apex and Lake Dyer in a favourable manner and that meet DTMR criteria.

Brisbane Marketing agrees the following signage for Cunninghams Crest Lookout and Gatton meet the criteria and are attractive from a tourist perspective.





#### Signage Removal & Replacement

Council was also asked by Brisbane Marketing on behalf of DTMR, if it would support the removal and replacement of existing signage clusters on the Gatton-Clifton Road and Gatton-Helidon Road, at DTMR's cost. Please refer to the grid below for existing and proposed signage.

Remove	Replace with
 <p>Gatton-Clifton Rd</p>	
 <p>Gatton-Helidon Rd</p>	

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The following questions were put to DTMR by Council:

- Can there be a food symbol on the Lake Apex sign as well as the “i” and toilet symbols?
  - Could “Gatton Racecourse” be replaced with “Lockyer Valley Turf Club” in line with the Club’s change of name?
  - Why are the Lake Apex signs not consistent - do they both need to have “i”, toilets, food and the Cobb & Co Route symbol on them?
  - Is there a way the Lake Apex Fauna Sanctuary and bird graphic can be incorporated into the new signage given the sensitivity of stakeholders to this attraction?

DTMR have advised:

- The toilet symbol on both signs can be included, however they are not able to include the restaurant/ refreshments symbols as the Staging Post Café does not meet service sign criteria for either symbol as it is not open for 12 hrs/day including normal mealtimes.
- Further, changes can be made from ‘Gatton Racecourse’ to ‘Lockyer Valley Turf Club’ however there are existing signs in the area which also say ‘Gatton Racecourse’. They are not updating all signs in the area so there would be inconsistencies on the road network.

No advice has been received to date on the Fauna Sanctuary question.

**4. Policy and Legal Implications**

There are no policy or legal implications arising from this report.

**5. Financial and Resource Implications**

DTMR have advised that signage costs will be their responsibility.

**6. Delegations/Authorisations**

No formal delegations Delegation for Manager Regional Development to liaise and confirm outcomes with Brisbane Marketing and DTMR.

**7. Communication and Engagement**

This report has been prepared in consultation with Infrastructure Works and Services.

**8. Conclusion**

New State Strategic Touring Route signage is to be placed on Warrego Way by DTMR, at their cost, with input from Brisbane Marketing and Council in regard to image selection. Removal and replacement of existing signage clusters on the Gatton-Clifton Road and Gatton-Helidon Road will also be carried out, at DTMR’s cost.

**9. Action/s**

The Manager Regional Development is to liaise and confirm outcomes with Brisbane Marketing and DTMR.

**Attachments**

1 [View](#) photos 2 Pages



The "Lake Apex Fauna Sanctuary" sign below will be relocated to the western corner of Lake Apex Drive (see below image).



The existing sign below will remain in place.



The other two existing "Lake Apex Fauna Sanctuary" signs will be removed (see images below) as per the layout plan.



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**11.0 Organisational Development and Planning Reports**

**11.1 Executive Manager Organisational Development and Planning  
Monthly Report**

**Date:** 07 March 2018

**Author:** Teigan Dippel, Personal Assistant to Executive Manager Organisational Development & Planning

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

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**Summary:**

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

**Officer's Recommendation:**

**THAT Council receive and note the Executive Manager Organisational Development and Planning's Monthly Report for February 2018.**

**RESOLUTION**

**THAT Council receive and note the Executive Manager Organisational Development and Planning's Monthly Report for February 2018.**

**Further;**

**THAT a report be provided to Council's next ordinary meeting for consideration of a 50% discount to the National Touch Rugby Association for the maintenance/repair of the Laidley Recreation Reserve following the Queensland Trials on 24 February 2018.**

**Moved By: Cr McLean**

**Seconded By: Cr Wilson**

**Resolution Number: 16-20/0825**

**CARRIED**

**7/0**

**Report**

**1. Introduction**

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

**2. Background**



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The previous reports provide the background information to date and only progress is being reported during February 2018.

### **3. Report**

#### *ORGANISATIONAL DEVELOPMENT*

##### Leadership Development Program

The majority of Council's Leaders have now completed the Follow Up Performance Planning Workshops with only a small group of 'Catch Up's' required. These will be conducted in the near future with a further three (3) learning groups to commence the Emotional Intelligence Workshops. Feedback sessions with those who have completed both the Performance Planning and Emotional Intelligence Workshops have commenced.

##### Enterprise Bargaining

The most recent Enterprise Bargaining Meeting was held on Tuesday 20 February. The Services Union could not attend, however, the meeting proceeded discussing the field agreement only. Council met with The Services Union on Wednesday 7 March. Following that meeting the next Enterprise Bargaining Meeting will be scheduled in the coming fortnight with a view to reaching an in-principle agreement.

##### *Workforce*

Council's establishment FTE number is 313.0463 for February 2018. These figures also reflect casual hours calculated as FTE's.

##### *Learning & Development*

##### Courses Held Since the Last Report

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)
- CSQ Funded Certificate IV in Civil Construction Completed in January 2018
- Leadership Development Program (Paul Hegerty)
  - Completion of one on one Emotional Intelligence feedback sessions with Paul Hegerty for the first two groups
  - Completion of the initial Performance Planning Workshop has now been completed
  - 3 x Follow up Performance Planning Sessions have been held
- Cyber Security Awareness - Passwords (eLearning via LMS365)
- Identify Plant Specimens (Environment & Pest / IWS)

##### Upcoming Training

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)
- Leadership Development Program
- Code of Conduct
- Enter a Confined Space
- Working Safely at Heights
- Drug and Alcohol Awareness(All Staff)
- Rescue Systems Operator
- Asbestos Awareness

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- Provide First Aid (Catch Up)
- Provide Cardiopulmonary Resuscitation (Catch Up)

Currently Planning/On Hold

- Adult Language, Literacy and Numeracy –TBC
- Workplace Mediation Skills (Managers & ELT)
- Difficult Conversations Training for Field Staff
- Basic Supervisor Training
- Workplace Bullying, Harassment and Discrimination
- Financial Management (Supervisors/Management)
- Best Recruitment Practice

Traineeships with Council

Council has completed the recruitment process and appointed six (6) Trainee positions:

- 4 x Business Administration Trainees
- 1 x Horticulture Trainee
- 1 x Civil Construction Trainee

Disciplinary Matters / Investigations:

- 4 x Disciplinary Matters – 2 x resolved and 2 on-going

*Work Health & Safety*

Injuries/Incidents

There have been two (2) injuries reported during this period:

- An employee sustained an injury to their knee when their knee came in contact with the door of a council vehicle
- An employee sustained a back injury when performing cleaning duties.

Plant Vehicle incidents

There have been three (3) plant vehicle / property damage incidents reported during this period:

- An excavator (contractor) caused damage to a collar on a sewerage line during excavation work.
- A Council CCTV camera was stolen from a gravel stockpile.
- A Backhoe reversed into a work truck causing damage to the windscreen.

Near Miss Incidents

There have been nil (0) near miss incidents reported during this period:

Workers Compensation Claims / Injury Management LTI

There are three (3) approved, active workers compensation claims.

There are three (3) workers compensation applications pending.

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There is one damages claim.

*SPORTS, RECREATION AND COMMUNITY GRANTS*

Community Grants Program

Council's Community Grants Program is now open as of 1st March, closing on Friday 30th March.

Sporting Workshops

Council in partnership with Sport and Recreational Services held two (2) workshops in the previous month; one Advanced Sports Strapping workshop and Physical Activity for Older People workshop. Both of these were workshops were well received with great benefit to the community.

External Funding

Council Sport, Recreation and Community Grants Officer and Senior Project Officer met with Laidley Junior Rugby League representatives to discuss their successful \$35,000 grant through the Gambling Community Benefit Fund. The club's intended use for the funding is to upgrade the change rooms at the Laidley Recreation Reserve. Furthermore the same officers attended a meeting with the Withcott Soccer Club regarding their successful \$35,000 grant again through the Gambling Community Benefit Fund for sports field lighting at Springbrook Park, Withcott. Council's Senior Project Officer will table both items at a future Councillor Workshop prior to undertaking any works at these locations.

Laidley Recreation Reserve Maintenance

Saturday 24th February 2018 the National Touch Rugby Association's QLD trials were held at the Laidley Recreation Reserve. The day was a huge success, however due to the wet weather leading up to and on the day, the association was informed that they would be invoiced for any works required to rectify the fields. Following a meeting with a turf specialist after the event, it was recommended the playing surface undergo some renovation work to rectify the damage to the grounds. These works will be carried out by a contractor and charged to the National Touch Rugby Association.

Local Club Meetings

The Cahill Park Cluster Committee had their bi-monthly meeting on 27 February 2018 and the Laidley Recreation Reserve Committee meeting was also held on 20 February 2018. The meeting minutes have not yet been forwarded to Council. As such the minutes will be included in next month's report.

The main outcomes from the Cahill Park Cluster meeting were;

- Upgrade of a canteen and viewing area within the Rugby League grounds. These works are being organised and funded by the Senior Rugby League Club through Gambling Benefit Funding, Sponsorship and club contribution.
- Ground Use Procedure to help eliminate double bookings at the facility and provide the committee with direction when dealing with double bookings. (Allowing for grand finals to have precedent over preseason and early season games.)

The main outcomes from the Laidley Recreation Reserve Committee meeting were;

**ORDINARY COUNCIL  
MEETING MINUTES  
14 MARCH 2018**

- Laidley Netball/Laidley Soccer storage shed. Due to be completed and in use by the end of March.
- Committee agreement on the location for the dog off leash area as proposed by Council.

*PLANNING & ENVIRONMENT*

Development Assessment

The Coordinator Development Assessment has moved into the role of Acting Manager Planning and Development for the next 4 months while The Manager is seconded to the Strategic Planning Team to support the heavier planning scheme workload. A Senior Town Planner will be recruited by the end of March to assist the team.

The Development assessment team decided 14 applications for the month of February and currently has 61 under assessment. Of the applications currently under assessment 3 significant applications include;

- the QM properties 112 lot reconfiguration at Fairways Drive
- Maddison Ridges' MCU for 91 units within the business precinct of Plainlands Estate
- Application (just received) for 142 lot reconfiguration to the north of the existing Plainlands estate.

New Lockyer Valley Planning Scheme

The draft scheme provided by the planning consultant in December 2017 contained a number of problems encountered while attempting to convert and leverage the content of the previously abandoned 2015 draft. As a result, a higher than anticipated workload was required of officers to create new, more locally-relevant content from either the two existing planning schemes, or from scratch.

Earlier in the month, Council agreed to a further period of scheme drafting from March to July 2018 followed by Councillor Workshops scheduled for July/August 2018.

In addition, separate Councillor Workshops will occur in March/April 2018 on the draft flood mapping alone.

Local Government Infrastructure Plan (LGIP)

To preserve the ability to charge and condition development for trunk infrastructure under its two current planning schemes, Council is required to have two LGIPs in place by 30 June 2018. In late 2017, the Minister provided advice that this deadline would not be extended. In December 2017, two draft LGIPs were endorsed by council to be forwarded to the Queensland government for state interests checking and approval to proceed to public notification for a period of at least 30 days. As at March 7, 2018, both LGIPs remain under consideration and approval has not been issued. The delay is a significant risk to Council's ability to introduce the LGIPS prior to the June 2018 deadline. Officers are in regular communication with Officers of the Department of State Development, Manufacturing, Infrastructure and Planning (formerly DILGP).

Refer to the attached table and graphs indicating all development applications, decisions and requests as at 28 February 2018.

*Environmental Planning*

## ORDINARY COUNCIL MEETING MINUTES 14 MARCH 2018

### Project Updates

Project	Update
NWIDF – Pre-feasibility study for alternative water supplies for irrigation	Final Draft provided to Council, incorporating feedback from Queensland Government stakeholders. Copy provided to Water Security Steering Committee.
Resilient Rivers Initiative – Tenthill Community Resilience Project	Funding from Resilient Rivers Initiative Catchment Investment Programme approved by Resilient Rivers Taskforce. Eight identified packages can now proceed.
Resilient Rivers Initiative – Strategic Revegetation in Lockyer Creek Project	Draft Project Plan developed, identifying potential sites for revegetation, costs and processes for landholder engagement.
Landholder Assistance Programme	Quotes being sought for riparian improvement works on five Land for Wildlife properties.
Environmental Land Management	DA vegetation inspection Cricket Road, Regency and locations at Gatton Transfer Station for area to be planted out.
Flying Fox Roost Management	Potential mass mortality due to extreme hot weather in February 2018. Preparations put in place, but no mass mortalities identified or reported.
Nature Plan	Initial draft prepared. Liaising with other SEQ Councils for advice and information to support development of full draft.

### Program Updates

Program	Activity	Monthly Statistics
Land for Wildlife	Property visits	1
	New properties signed up	
Internal	Development Assessment – compliance/conditions/site inspections	1
Weeds	Property visits	18
	New Property Pest Management Plans	10
	Herbicide Subsidy Scheme vouchers issued	12
	Community loan spray equipment	7
	Weed surveying – local roads	2
	Weed surveying – DTMR roads	19
	Weed surveying – Council properties	
	Weed spraying – local roads	
	Weed spraying – DTMR roads	
	Weed spraying – Council properties	
Feral Animals	Wild dog, fox and pig baiting	34
	Community loan traps	2
	Rabbit survey	
	Other trapping	1
Community Pest Groups	Glenn Cairn/Forest Hill	
	Junction View	

### Requests

Mayor / Councillor	New	0
	Completed	0
	Active	0
Customer	New	69
	Completed	59
	Active	15

**ORDINARY COUNCIL  
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Plainland Meat Tavern

Officers have been assisting the Plainland Meat Tavern with its sewerage connection approval from QUU, this has now been approved. This will allow the business to no longer be constrained by treating and disposing of sewage generated on the site.

Grantham Backpackers Accommodation

Due to the importance of the Grantham Backpackers accommodation a working group consisting of key internal stakeholders, Plumbing, Building, Planning, Health, Legal and Regional Development, are developing an action plan to ensure all aspects of the project are fully mapped out and actioned accordingly. The action plan will allow officers to ensure the developer is fully aware of Councils expectations to assist the developer to meet full compliance prior to the commencement of the use.

Joint Agency Summit - Helidon Spa Caravan Park

The general consensus amongst the group is that the inherit problems have mainly disappeared with the removal of the unapproved buildings.

Refer to the attached table indicating statistics from February 2018.

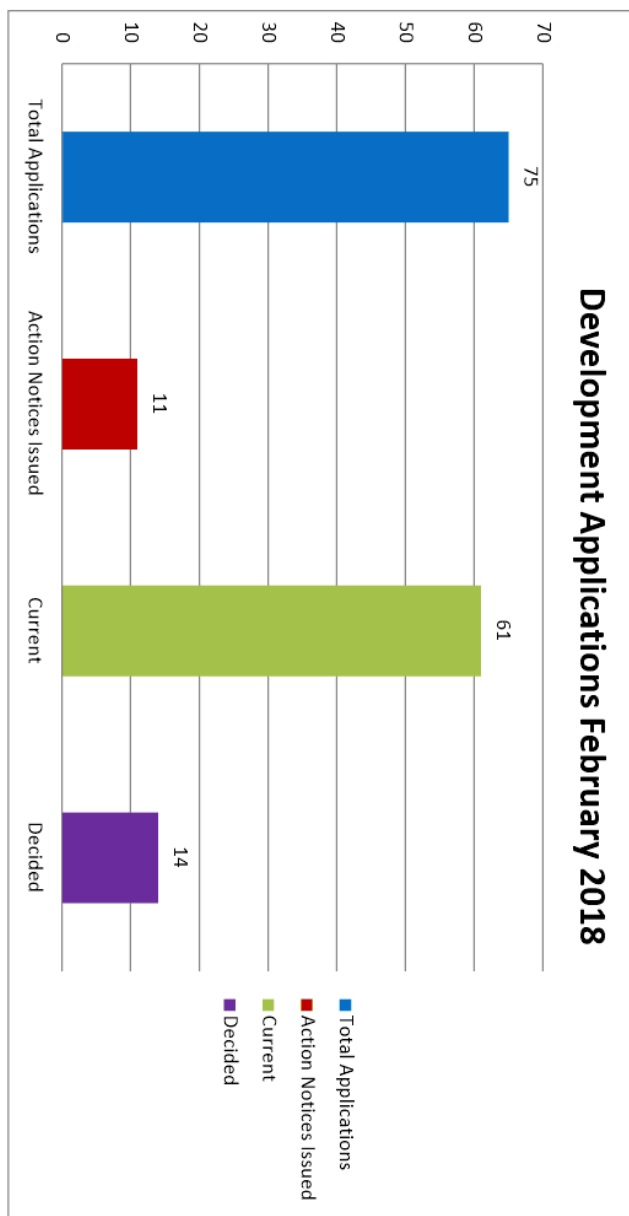
**Attachments**

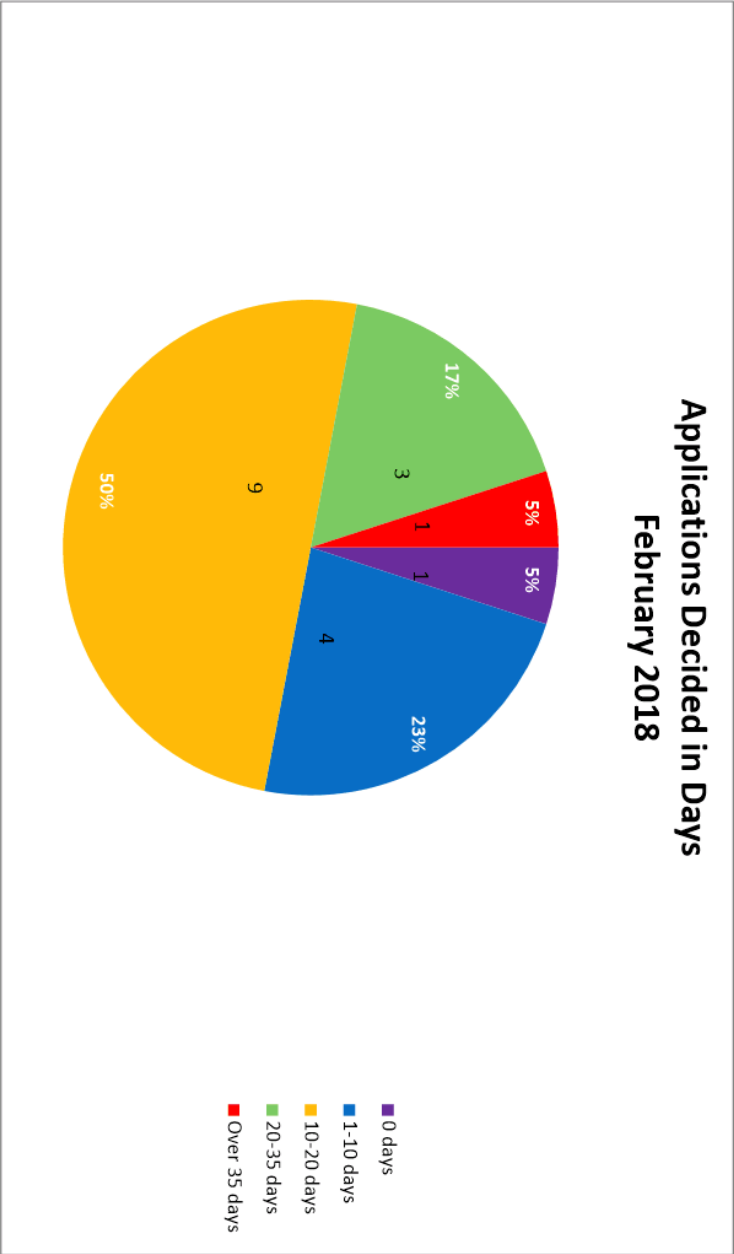
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|------------------------|--|---------|
| 1 <a href="#">View</a> | Development Application Statistics - February 2018 | 2 Pages |
| 2 <a href="#">View</a> | Development Assessment Graph's - February 2018     | 2 Pages |
| 3 <a href="#">View</a> | Plumbing and Building Statistics - February 2018   | 4 Pages |

## Attachment 1

MC2018/0005	Extension to Curlew Farm (DA2018/0015-CA/2018/0012-CA/2018/0011-CA/2017/0008)	Change/Amend	1. Extension Place, PLAINLAND QLD 4341	The Thrift Company of Australia Pty Ltd	
MC2018/0007	Apartment	Code	25 Wadfield Crescent, KENNINGTON GROVE QLD 4341	1. A MURPHY	
CA/2017/0011	Road Work, Stormwater, Earthworks and Landscaping	Code	64 Laing Philand Road, PLAINLAND QLD 4341	Barnes Pty Ltd	
CA/2017/0013	Landscaping	Code	40 Woodlands Road, GATTON QLD 4343	Hyde Construction Pty Ltd	
CA/2017/0016	Landscaping	Code	40 Albert Cunningham Drive, GATTON QLD 4343	Hyde Construction Pty Ltd	
CA/2017/0020	Leach Woods & Springs	Code	75 Spring Road, GATTON QLD 4347	Art Engineers Associates	
CA/2017/0022	Leach Woods & Springs	Code	75 Spring Road, GATTON QLD 4347	Art Engineers Associates	
CA/2018/0003	Accessing Source	Code	188 Banksia Ave, AKAQ QLD 4341	Stable Pty Ltd	Short Term Accommodation & Recreable Home Park
CA/2018/0007	Decision to Currency Period	Change/Amend	14 Station Street, HELDON QLD 4343	Central Partners Austral Pty Ltd	Electricity Generation Infrastructure
CA/2018/0021	Change Conditions of Development Approval (No.2016/0012)	Change/Amend	14 Station Street, HELDON QLD 4344	Bathill Pty Limited	Subdivision (1 lot into 17 lots), plus 10 acre reserve
Re 2017/0076	Subdivision 1 (lot into 1 lot)	Code	3.1 Station Street, WITCHOTT QLD 4352	Wickson Holdings Pty Ltd	Subdivision (1 lot into 39 lots), plus 10 acre reserve
Re 2018/0031	Change to Development Approval DA034598	Change/Amend	Kirribilli Drive, RESERVE COWS QLD 4341	Witchill Pty Ltd, Unwynne Pty Ltd	Subdivision (1 lot into 39 lots), plus 10 acre reserve
Re 2018/0031	Subdivision 1 (lot into 2 lots)	Code	141 Lakes Drive, LANDSEY HILLS QLD 4341	G. E. Howard	
<b>Predevelopment - 1 February 2018 to 28 February 2018</b>					
Re V 2018/0010	Predevelopment - Subdivision 1 (lot into 3) and 2nd shop	Predevelopment	77 Railway Street, HELDON QLD 4346	Craft Town Planning	
Re V 2018/0009	Predevelopment - Proposed Subdivision 1 (lot into 2 lots) - L&P C&H 1089	Predevelopment	558 Back Road, HELDON VIA CREEK QLD 4347	Small Pty Ltd (as of 10/01/2018)	
Re V 2018/0008	Predevelopment - Proposed Subdivision 1 (lot into 2 lots) - L&P C&H 1089	Predevelopment	231 Eastern Drive, GATTON QLD 4343	Small Pty Ltd (as of 10/01/2018)	







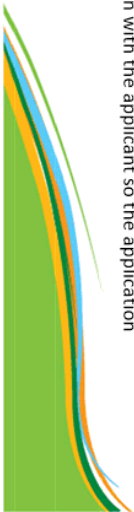
1 application was decided in over 35 business days

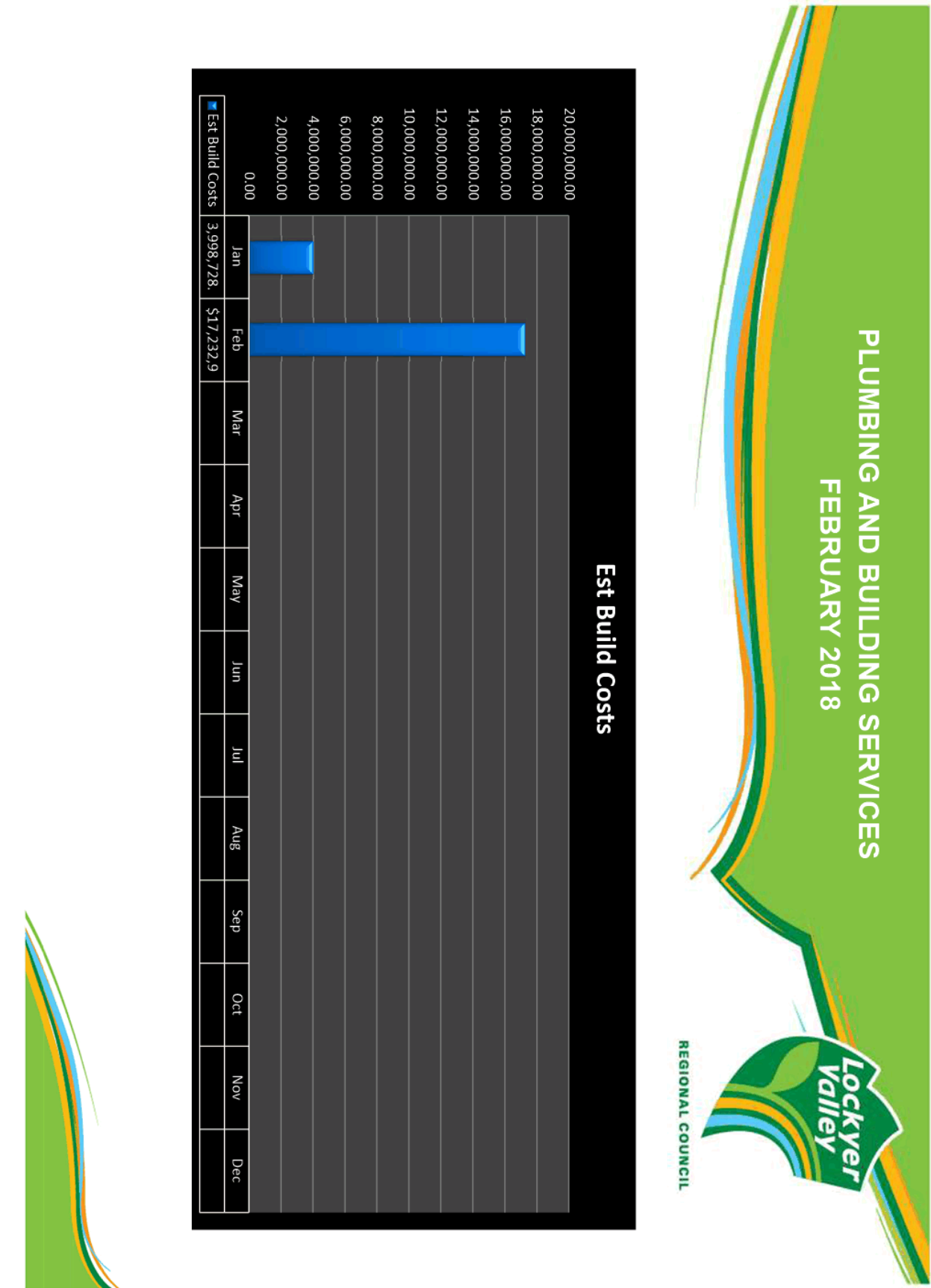
MC2017/0031 - (36 days) Additional information was requested several times from the applicant to work towards a positive decision. A final response with additional information was received late in the decision period.

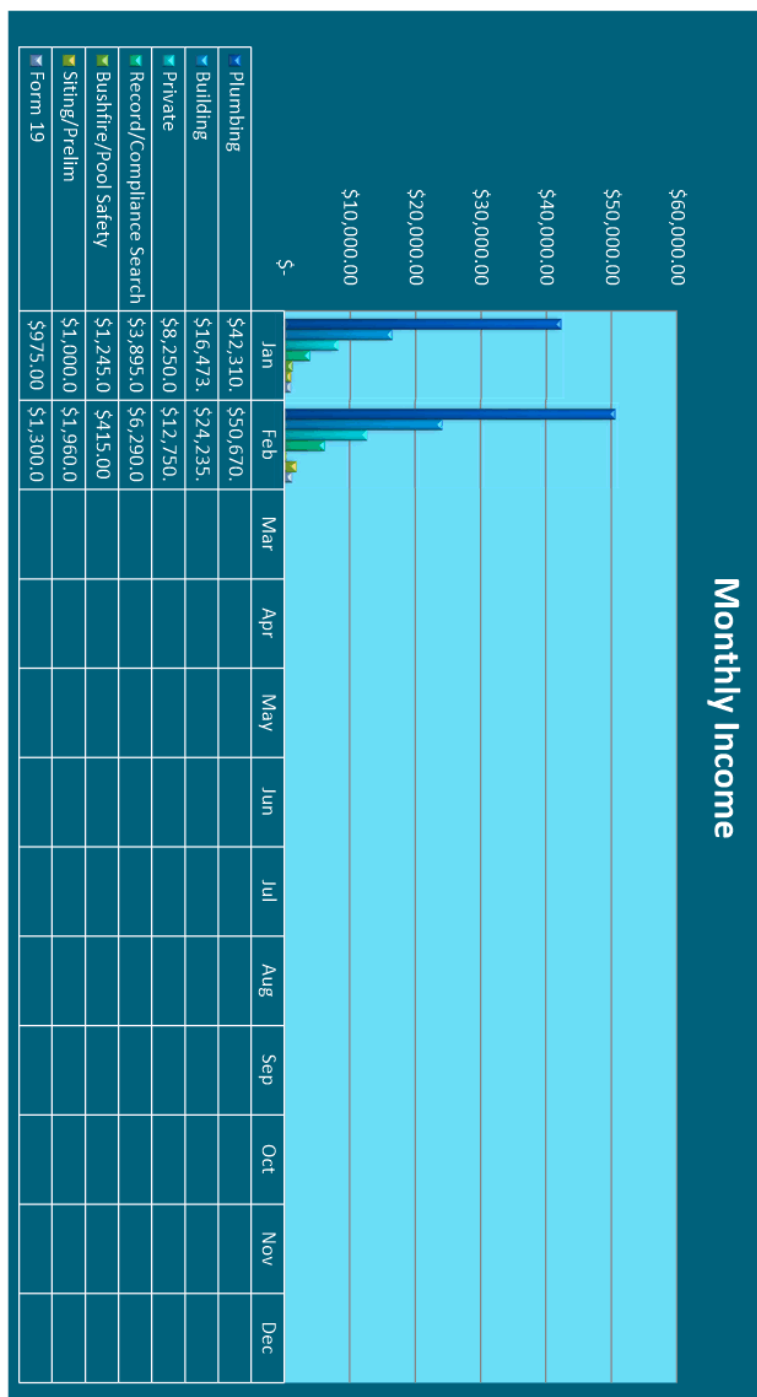
MC2018/0001 – (21 days) The application required some research into existing approvals and discussions with the applicant. Signing off took a couple of days due to the workload of the Coordinator Development and Assessment.

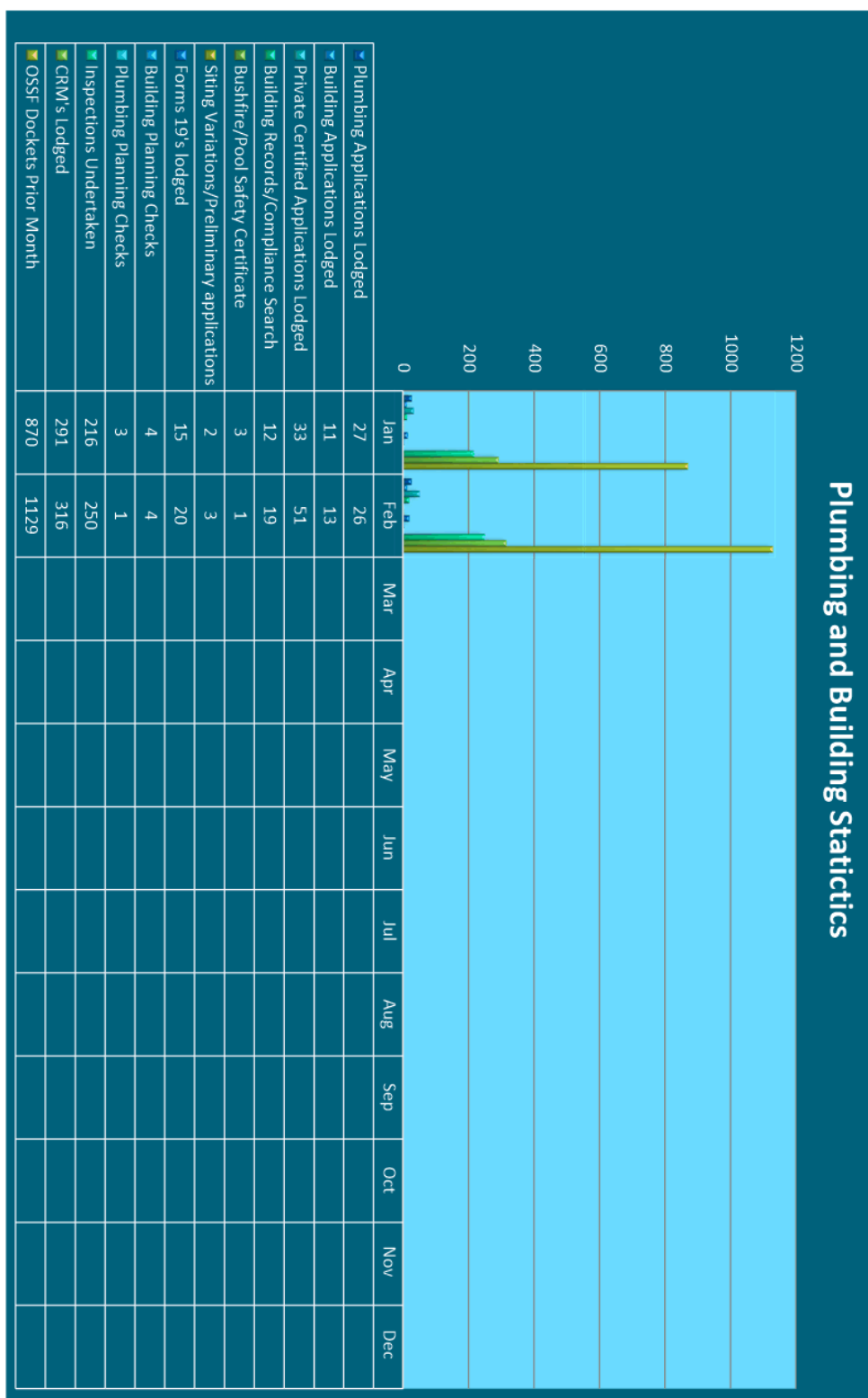
OW2017/0011 – (34 days) This was a complex Operational Works application. Officer resourcing was not at optimum levels over the Xmas and January period.

RL2018/0001 – (31 days) The external Consultant was required to assess the application material. Extension of time agreed upon with the applicant so the application could be tabled at the Council Meeting of 14 February 2018.

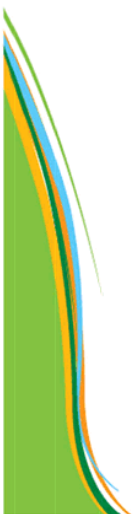








ITEM	DESCRIPTION (February 2018)	TOTAL	APPLICATION FEES	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	26	\$50,670.00	Plumbing
2.0	Building Applications Lodged	13	\$24,235.77	Building
3.0	Private Certified Applications Lodged	51	\$12,750.00	Admin Team
4.0	Building Record/Compliance Search Lodged	19	\$6,290.00	Admin Team
5.0	Bushfire/Pool Safety Certificates Lodged	1	\$415.00	Building
6.0	Siting Variations Lodged/Preliminary Applications	3	\$1960.00	Building
7.0	Form 19's Lodged	20	\$1300.00	Admin Team
8.0	Building Planning Checks	4	N/A	Building
9.0	Plumbing Planning Checks	1	N/A	Plumbing
10.0	Inspections Undertaken	250	N/A	Plumbing and Building
11.0	CRM's Lodged (inc. phone calls for inspections)	316	N/A	Plumbing and Building
12.0	OSSF Dockets Updated for January	1129	N/A	Admin Team
	<b>TOTAL</b>		<b>\$97,620.77</b>	
	<b>CONSTRUCTION VALUE OF BUILDING WORKS</b>			
1.0	Building Applications 01-02-18 to 28-02-18	Domestic	\$6,087,423.19	
	Building Applications 01-02-18 to 28-02-18	Commercial	\$7,146,782.00	
	Year to Date	Total	\$17,232,934.04	





## 12.1 Summary of Council Actual Financial Performance vs. Budget – 28 February 2018

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14 MARCH 2018**

### 3. Report

The following report provides a summary of Council's financial performance against budget to 28 February 2018.

#### **Statement of Income and Expenditure**

The detail provided in the Statement of Income and Expenditure has been amended to provide a report on the Whole of Council and then on each of the Executive Groups as this is more reflective of the operations of Council and aligns with budgeting and reporting responsibilities.

#### **Operating Revenue - Target \$49.35 million Actual \$49.98 million or 101.28%**

At 28 February 2018, overall operating revenue is on target for the budgeted amount. Following the issue of the second rates levy, rating revenues are on target and it would appear that the growth target will be achieved for the year. For the year to date, income from development applications, waste disposal, and plumbing fees remain more than anticipated.

Other revenue which includes QUU distributions and legal fee recoveries also remain higher than budget, as is Council's investment revenues due to higher cash balances.

#### **Operating Expenditure - Target \$36.36 million Actual \$35.32 million or 97.14%**

At 28 February 2018, overall operating expenditure for the year to date was under budget by \$1.04 million.

Employee costs include an initial 1.00% back pay (from 7 January 2017) which was made as part of the certified agreement negotiations for staff with pay rates based on the agreement. The amount of this back pay has been largely covered by the provision which was taken up in the previous financial year and therefore employee costs are on target at this time; however an allowance will be made in the budget review to ensure that estimated further costs resulting from the finalisation of the negotiations are budgeted for.

At 28 February, goods and services were \$1.21 million less than budget due to the timing of contract and project payments across a number of cost centres. The variances in contractors and consultants, as well as other associated projects are being addressed as part of the budget review which is planned to be presented at the next Council meeting. Some of the savings being identified will be used to offset increased costs in other areas of Council including employee costs and election expenses.

Depreciation costs are now 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. At present depreciation costs are higher than budget due to increased asset values.

#### **Capital Revenue - Target \$1.64 million Actual \$3.13 million or 190.85%**

Overall capital grants and subsidies revenue is over budget for the year to date due to grants for the Blackspots Program and the Laidley Recreation Reserve Lighting Project being paid in July 2017 while partially offsetting losses on disposal of assets. The timing of capital grants



**ORDINARY COUNCIL  
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and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

The loss on disposal of non-current assets relates to the write off of assets which have been replaced or renewed through the capital works program.

#### **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 28 February, Council had \$50.92 million in current assets compared to \$9.86 million in current liabilities with a ratio of 5.16:1. This means that for every dollar of current liability, there is \$5.16 in current assets to cover it.

As the second levy of rates was issued at the end of January with payment due at the beginning of March, the level of receivables is quite high. This will reduce as payments are made during early March.

#### **Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 28 February, there has been a net cash inflow of \$6.65 million with \$13.64 million received from operating activities and a net cash outflow for investing activities of \$6.21 million with the proceeds from sales of property and grants received partially offsetting the amount spent on capital works. For the year to date, \$0.78 million in repayments have been made on Council's loans.

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 28 February, Council's cash balance was \$33.89 million.

#### **Capital Expenditure – Target \$20.95 million Actual \$9.35 million or 44.63%**

To 28 February 2018, Council has expended \$9.35 million on its capital works program with a further \$3.67 million in committed costs for works currently in progress. With commitments included, the percentage spent is 62.15% which is on track for the year.

The main expenditures are \$6.93 million within Infrastructure, Works and Services and \$1.81 million within Corporate and Community Services. Major projects include the Laidley Flood Mitigation Project, Gravel Resheeting, Bitumen Resealing and the Plant Replacement program.

The cash flow of the capital works budget has been reviewed to take into account the proposed timing of the projects to provide a more accurate estimate of the progress of the works program. The timing of the cash flows will be adjusted as required to cater for changes in scheduling as advised by responsible officers.

#### **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 2017/18 Budget, with any variations or anomalies to be investigated and action taken as appropriate.

The results of the second budget review will be presented to Council at the second meeting in March. The review is focussing on operational expenditures to redistribute the budget to those areas which need additional resources and to identify any savings across the board. The key areas for review include operational projects not yet started, the timing of contractor payments, and the impact of redundancy payments and any negotiated certified agreement pay increase on Council's employee costs.

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Additionally, the budget review will look at the remaining capital works program to identify any projects that are at risk of deferral to the 2018/19 financial year. The allocation of salary and wages to capital projects will also be reviewed to ensure that all appropriate costs are being captured against projects.

The revised budget will then set the scene for the development of the 2018/19 budget.

**6. Delegations/Authorisations**

No further delegations are required to manage the issues raised in this report. The Executive Manager Corporate and Community Service 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 28 February, Council's revenues are on target, and overall expenditure is under target. A budget review is being conducted and is planned to be presented to Council at the second meeting in March.

**9. Action/s**

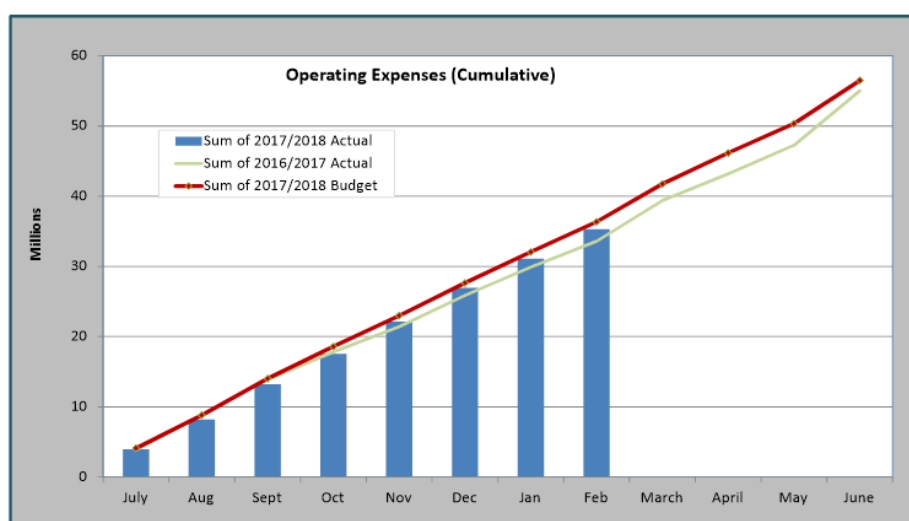
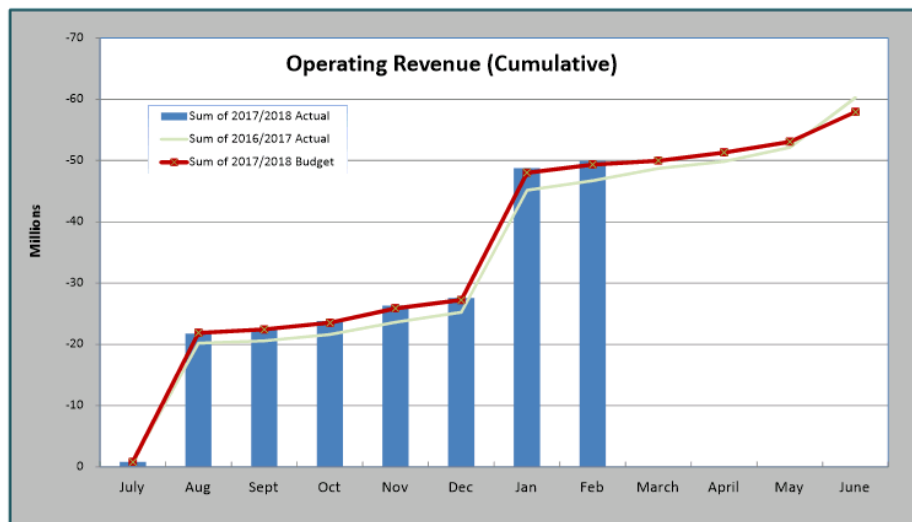
1. Nil

**Attachments**

1 [View](#) Monthly Financial Report February 2018 19 Pages

## LOCKYER VALLEY REGIONAL COUNCIL

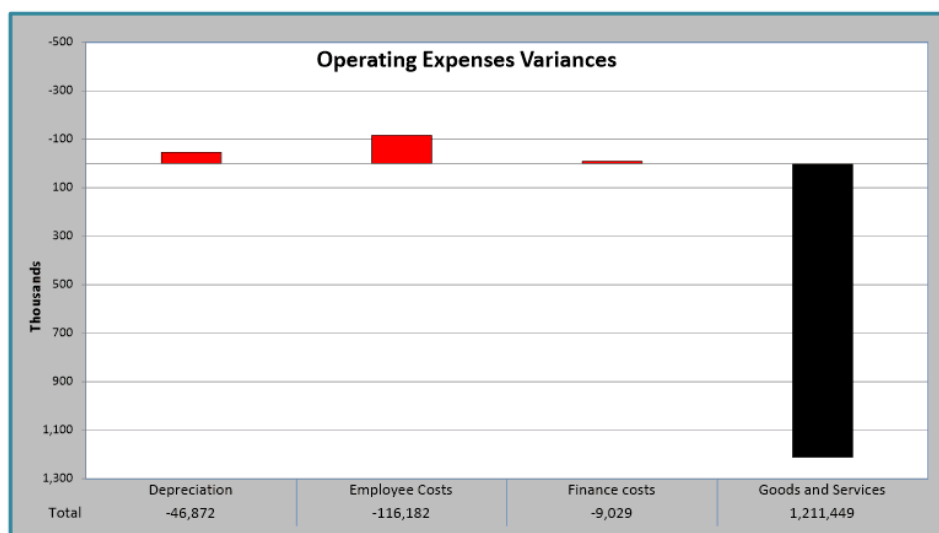
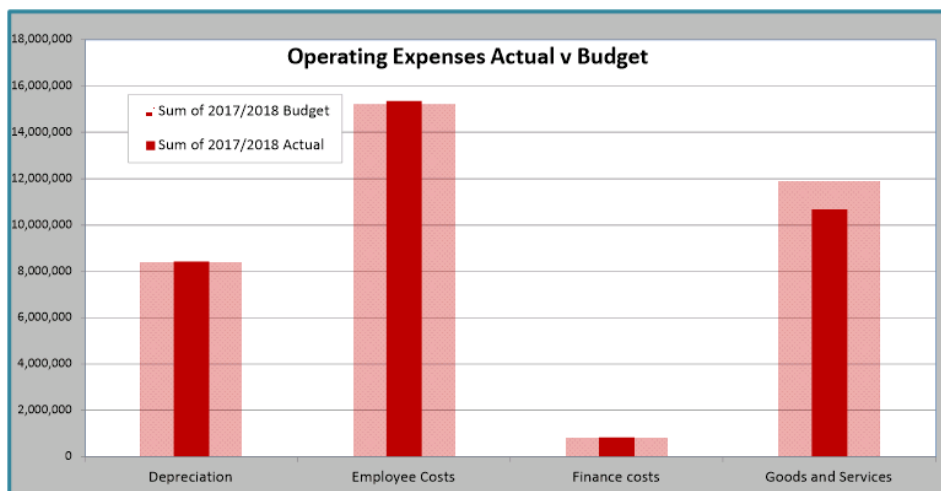
Total Council Operating Revenue and Expenses  
For the Period Ended 28th February, 2018



## LOCKYER VALLEY REGIONAL COUNCIL

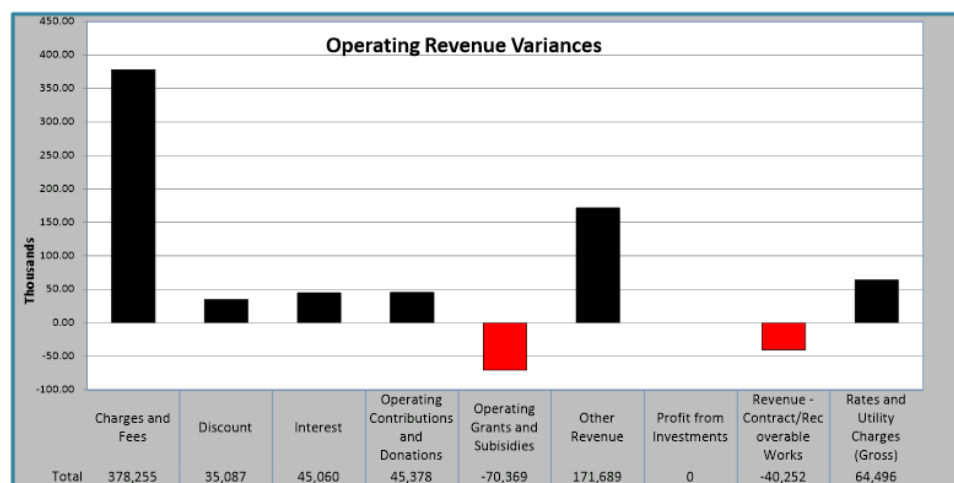
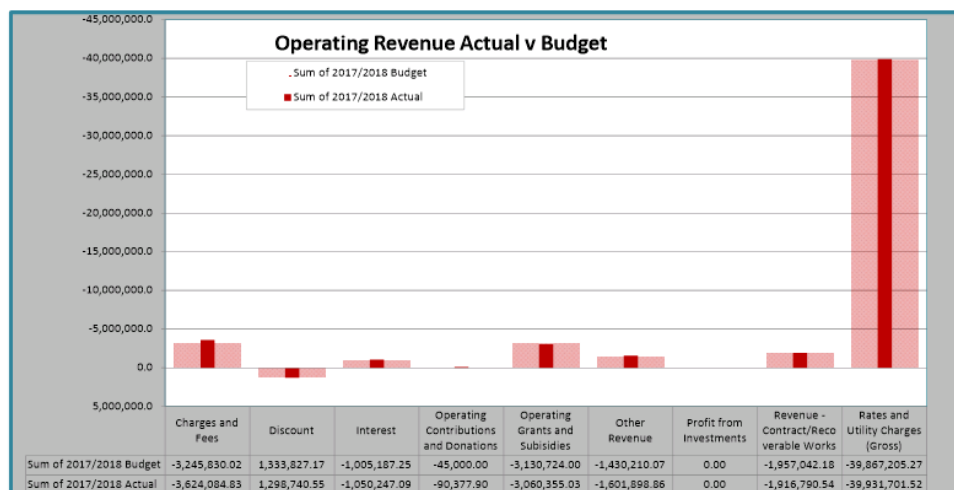
### Operating Expenses

For the Period Ended 28th February, 2018



## LOCKYER VALLEY REGIONAL COUNCIL

Operating Revenue  
For the Period Ended 28th February, 2018



Lockyer Valley Regional Council (Whole Council)  
Statement of Income and Expenditure  
For Period Ending February 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Operating Revenue:</b>					
Rates and Utility Charges (Gross)	39,986,990	39,931,702	39,867,205	(64,496)	(0.16)
Discount	(1,610,000)	(1,298,741)	(1,333,827)	(35,087)	2.63
Charges and Fees	4,574,500	3,624,085	3,245,830	(378,255)	(11.65)
Interest	1,642,880	1,050,247	1,005,187	(45,060)	(4.48)
Operating Grants and Subsidies	6,826,306	3,060,355	3,130,724	70,369	2.25
Operating Contributions and Donations	126,000	90,378	45,000	(45,378)	(100.84)
Revenue - Contract/Recoverable Works	2,630,300	1,916,791	1,957,042	40,252	2.06
Other Revenue	1,942,400	1,601,899	1,430,210	(171,689)	(12.00)
Profit from Investments	1,807,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>57,926,376</b>	<b>49,976,715</b>	<b>49,347,372</b>	<b>(629,344)</b>	<b>(1.28)</b>
<b>Operating Expenses:</b>					
Employee Costs	23,862,379	15,368,110	15,251,928	(116,182)	(0.76)
Goods and Services	18,414,107	10,677,630	11,889,079	1,211,449	10.19
Finance costs	1,639,430	845,029	836,001	(9,029)	(1.08)
Depreciation	12,572,310	8,428,412	8,381,540	(46,872)	(0.56)
<b>Total Operating Expenses</b>	<b>56,488,225</b>	<b>35,319,181</b>	<b>36,358,547</b>	<b>1,039,366</b>	<b>2.86</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,438,150</b>	<b>14,657,534</b>	<b>12,988,824</b>	<b>(1,668,710)</b>	<b>(12.85)</b>
<b>Capital Revenue:</b>					
Capital Grants, Subsidies and Contributions	2,276,946	3,127,861	1,638,500	(1,489,361)	(90.90)
Profit (Loss) on Disposal of Non Current Assets	679,800	(2,552,589)	-	2,552,589	0.00
<b>Total Capital Revenue</b>	<b>2,956,746</b>	<b>575,272</b>	<b>1,638,500</b>	<b>1,063,228</b>	<b>64.89</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>4,394,896</b>	<b>15,232,806</b>	<b>14,627,324</b>	<b>(605,482)</b>	<b>(4.14)</b>

Lockyer Valley Regional Council (Executive Office)  
Statement of Income and Expenditure  
For Period Ending February 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Charges and Fees	-	3	-	(3)	0.00
Operating Grants and Subsidies	121,000	106,000	121,000	15,000	12.40
Operating Contributions and Donations	-	29,738	-	(29,738)	0.00
Revenue - Contract/Recoverable Works	-	(222)	-	222	0.00
Other Revenue	348,400	319,641	289,267	(30,374)	(10.50)
<b>Total Operating Revenue</b>	<b>469,400</b>	<b>455,160</b>	<b>410,267</b>	<b>(44,893)</b>	<b>(10.94)</b>
<u>Operating Expenses:</u>					
Employee Costs	3,845,928	2,467,674	2,511,560	43,887	1.75
Goods and Services	2,706,765	1,445,325	1,644,158	198,832	12.09
Finance costs	4,000	2,699	2,560	(139)	(5.45)
Depreciation	88,320	30,377	58,880	28,503	48.41
<b>Total Operating Expenses</b>	<b>6,645,014</b>	<b>3,946,076</b>	<b>4,217,158</b>	<b>271,082</b>	<b>6.43</b>
<b>Operating Surplus/(Deficit)</b>	<b>(6,175,614)</b>	<b>(3,490,916)</b>	<b>(3,806,892)</b>	<b>(315,975)</b>	<b>8.30</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	95,000	59,629	95,000	35,372	37.23
Profit (Loss) on Disposal of Non Current Assets	200,000	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>295,000</b>	<b>59,629</b>	<b>95,000</b>	<b>35,372</b>	<b>37.23</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(5,880,614)</b>	<b>(3,431,288)</b>	<b>(3,711,892)</b>	<b>(280,604)</b>	<b>7.56</b>



Lockyer Valley Regional Council (Organisational Development and Planning)  
Statement of Income and Expenditure  
For Period Ending February 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	267,200	269,607	267,200	(2,407)	(0.90)
Charges and Fees	2,585,000	2,330,064	2,064,515	(265,548)	(12.86)
Interest	2,000	465	1,333	869	65.15
Operating Grants and Subsidies	30,000	76,364	30,000	(46,364)	(154.55)
Operating Contributions and Donations	30,000	36,000	20,000	(16,000)	(80.00)
Revenue - Contract/Recoverable Works	920,300	596,897	627,542	30,645	4.88
Other Revenue	5,000	4,718	1,200	(3,518)	(293.16)
<b>Total Operating Revenue</b>	<b>3,839,500</b>	<b>3,314,115</b>	<b>3,011,791</b>	<b>(302,324)</b>	<b>(10.04)</b>
<u>Operating Expenses:</u>					
Employee Costs	5,108,269	3,230,603	3,369,360	138,757	4.12
Goods and Services	1,945,590	999,034	1,357,440	358,406	26.40
Finance costs	900	799	600	(199)	(33.20)
Depreciation	20,040	16,471	13,360	(3,111)	(23.29)
<b>Total Operating Expenses</b>	<b>7,074,799</b>	<b>4,246,907</b>	<b>4,740,760</b>	<b>493,852</b>	<b>10.42</b>
<b>Operating Surplus/(Deficit)</b>	<b>(3,235,299)</b>	<b>(932,793)</b>	<b>(1,728,969)</b>	<b>(796,176)</b>	<b>46.05</b>
<u>Capital Revenue:</u>					
	-	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(3,235,299)</b>	<b>(932,793)</b>	<b>(1,728,969)</b>	<b>(796,176)</b>	<b>46.05</b>

Lockyer Valley Regional Council (Corporate and Community Services)  
Statement of Income and Expenditure  
For Period Ending February 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Operating Revenue:</b>					
Rates and Utility Charges (Gross)	38,810,589	38,752,893	38,690,804	(62,088)	(0.16)
Discount	(1,610,000)	(1,298,741)	(1,333,827)	(35,087)	2.63
Charges and Fees	1,961,500	1,278,116	1,162,648	(115,468)	(9.93)
Interest	1,640,880	1,049,777	1,003,854	(45,923)	(4.57)
Operating Grants and Subsidies	3,920,081	1,734,816	1,802,388	67,572	3.75
Operating Contributions and Donations	46,000	-	-	-	0.00
Revenue - Contract/Recoverable Works	-	3,724	-	(3,724)	0.00
Other Revenue	1,312,400	1,043,930	944,944	(98,987)	(10.48)
Profit from Investments	1,807,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>47,888,450</b>	<b>42,564,516</b>	<b>42,270,811</b>	<b>(293,705)</b>	<b>(0.69)</b>
<b>Operating Expenses:</b>					
Employee Costs	8,640,587	5,436,210	5,201,923	(234,287)	(4.50)
Goods and Services	10,487,156	6,308,341	6,533,917	225,576	3.45
Finance costs	1,186,530	635,711	608,841	(26,870)	(4.41)
Depreciation	3,409,830	2,155,137	2,273,220	118,083	5.19
<b>Total Operating Expenses</b>	<b>23,724,103</b>	<b>14,535,399</b>	<b>14,617,901</b>	<b>82,502</b>	<b>0.56</b>
<b>Operating Surplus/(Deficit)</b>	<b>24,164,346</b>	<b>28,029,117</b>	<b>27,652,910</b>	<b>(376,207)</b>	<b>(1.36)</b>
<b>Capital Revenue:</b>					
Capital Grants, Subsidies and Contributions	327,500	507,033	317,500	(189,533)	(59.70)
Profit (Loss) on Disposal of Non Current Assets	-	(334,968)	-	334,968	0.00
<b>Total Capital Revenue</b>	<b>327,500</b>	<b>172,066</b>	<b>317,500</b>	<b>145,434</b>	<b>45.81</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>24,491,846</b>	<b>28,201,183</b>	<b>27,970,410</b>	<b>(230,773)</b>	<b>(0.83)</b>

Lockyer Valley Regional Council (Infrastructure, Works and Services)  
Statement of Income and Expenditure  
For Period Ending February 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	909,201	909,202	909,201	(1)	(0.00)
Charges and Fees	28,000	15,902	18,667	2,765	14.81
Interest	-	5	-	(5)	0.00
Operating Grants and Subsidies	2,755,225	1,143,176	1,177,336	34,160	2.90
Operating Contributions and Donations	50,000	24,640	25,000	360	1.44
Revenue - Contract/Recoverable Works	1,710,000	1,316,391	1,329,500	13,109	0.99
Other Revenue	276,600	233,610	194,800	(38,810)	(19.92)
<b>Total Operating Revenue</b>	<b>5,729,026</b>	<b>3,642,925</b>	<b>3,654,504</b>	<b>11,578</b>	<b>0.32</b>
<u>Operating Expenses:</u>					
Employee Costs	6,267,594	4,233,623	4,169,085	(64,538)	(1.55)
Goods and Services	3,274,595	1,924,930	2,353,564	428,634	18.21
Finance costs	448,000	205,819	224,000	18,181	8.12
Depreciation	9,054,120	6,226,427	6,036,080	(190,347)	(3.15)
<b>Total Operating Expenses</b>	<b>19,044,310</b>	<b>12,590,800</b>	<b>12,782,729</b>	<b>191,929</b>	<b>1.50</b>
<b>Operating Surplus/(Deficit)</b>	<b>(13,315,284)</b>	<b>(8,947,874)</b>	<b>(9,128,225)</b>	<b>(180,351)</b>	<b>1.98</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	1,854,446	2,561,199	1,226,000	(1,335,199)	(108.91)
Profit (Loss) on Disposal of Non Current Assets	479,800	(2,217,621)	-	2,217,621	0.00
<b>Total Capital Revenue</b>	<b>2,334,246</b>	<b>343,578</b>	<b>1,226,000</b>	<b>882,422</b>	<b>71.98</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(10,981,038)</b>	<b>(8,604,297)</b>	<b>(7,902,225)</b>	<b>702,071</b>	<b>(8.88)</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 28 February, 2018**

	<b>2017-2018 Full Year Budget</b>	<b>2017-2018 YTD Actuals</b>
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	55,970,000	41,298,168
Interest received	1,640,000	1,050,247
<b><u>Payments</u></b>		
Payments to suppliers and employees	(44,600,000)	(27,943,080)
Interest expense	(1,470,000)	(767,575)
<b>Net cash inflow (outflow) from operating activities</b>	<b>11,530,000</b>	<b>13,637,760</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	3,030,000	3,127,861
Payments for property, plant and equipment	(20,650,000)	(9,388,034)
Net transfer (to) from cash investments	770,000	-
Proceeds from sale of property plant and equipment	240,000	50,000
<b>Net cash inflow (outflow) from investing activities</b>	<b>(16,620,000)</b>	<b>(6,210,173)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(2,360,000)	(776,969)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(2,360,000)</b>	<b>(776,969)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(7,440,000)</b>	<b>6,650,617</b>
Cash and cash equivalents at beginning of the financial year	27,240,000	27,240,768
<b>Cash and cash equivalents at end of the financial year</b>	<b>19,800,000</b>	<b>33,891,385</b>

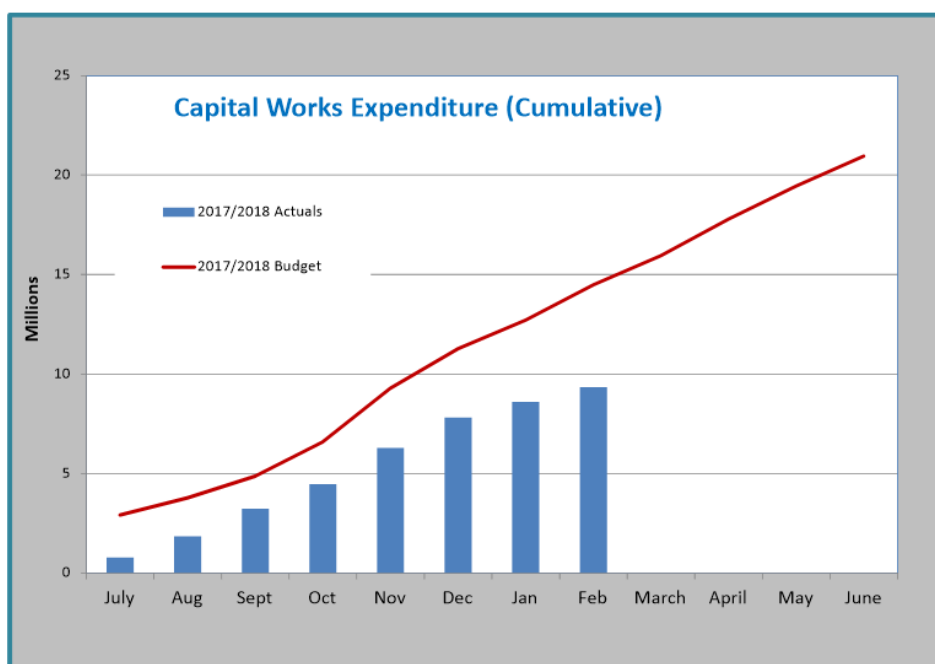
**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 28 February, 2018**

	2017-2018 Full Year Budget	2017-2018 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	19,800,000	17,791,385
Cash investments	-	16,100,000
Trade and other receivables	3,480,000	14,478,016
Inventories	3,400,000	436,776
Non-current assets classified as held for sale	-	2,117,137
<b>Total Current Assets</b>	<b>26,680,000</b>	<b>50,923,314</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,740,000	14,745,256
Equity investments	30,780,000	28,762,947
Investment properties	1,850,000	1,847,000
Property, plant and equipment	619,580,000	561,190,869
Intangible assets	5,940,000	4,560,742
<b>Total Non Current Assets</b>	<b>672,890,000</b>	<b>611,106,814</b>
<b>TOTAL ASSETS</b>	<b>699,570,000</b>	<b>662,030,127</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	3,970,000	4,342,581
Provisions	4,680,000	4,678,139
Borrowings	1,770,000	834,708
<b>Total Current Liabilities</b>	<b>10,420,000</b>	<b>9,855,428</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	28,630,000	28,633,269
Borrowings	28,320,000	30,837,626
<b>Total Non Current Liabilities</b>	<b>56,950,000</b>	<b>59,470,895</b>
<b>TOTAL LIABILITIES</b>	<b>67,370,000</b>	<b>69,326,323</b>
<b>NET COMMUNITY ASSETS</b>	<b>632,200,000</b>	<b>592,703,804</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	375,790,000	367,465,110
Asset revaluation surplus	254,960,000	205,124,593
Reserves	-	4,881,295
Current Surplus/(Deficit)	1,440,000	15,232,806
<b>TOTAL COMMUNITY EQUITY</b>	<b>632,200,000</b>	<b>592,703,804</b>

## LOCKYER VALLEY REGIONAL COUNCIL

### CAPITAL WORKS BY GROUP

Row Labels	Values		
	2017/2018 Budget	2017/2018 Actuals	Sum of PercentSpent
Corporate & Community Services	5,521,000	1,810,963	32.80%
Executive Office	394,000	158,732	40.29%
Infrastructure Works & Services	14,175,932	6,933,795	48.91%
Organisational Development & Planning	864,000	445,044	51.51%
<b>Grand Total</b>	<b>20,954,932</b>	<b>9,348,535</b>	<b>44.61%</b>



**LOCKYER VALLEY REGIONAL COUNCIL**  
**CAPITAL WORK SUMMARY**  
28 February 2018

	2017-2018 Amended Budget	2017-2018 Expenditure	Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
<b>Corporate &amp; Community Services</b>					
Community Facilities Management	80,000	1,614	17,091	18,705	61,295
Disaster Management	262,000	184,140	26,870	211,010	50,990
Facilities	2,090,000	854,493	402,107	1,256,600	833,400
Information Management	290,000	53,331	0	53,331	236,669
Information Technology	1,230,000	348,585	192,970	541,555	688,445
Public Order & Safety	70,000	12,399	0	12,399	57,601
SES	47,000	6,529	0	6,529	40,471
Transfer Stations	1,205,000	278,661	285,032	563,693	641,307
Galton Child Care Centre	22,300	22,299	0	22,299	1
Waste Collection	30,000	25,032	0	25,032	4,968
Galton Library	12,000	0	0	0	12,000
Kensington Grove Community Childcare	17,700	15,409	0	15,409	2,291
Health and Regulatory Services	165,000	8,472	45,056	53,528	111,472
<b>Corporate &amp; Community Services Total</b>	<b>5,521,000</b>	<b>1,810,963</b>	<b>969,126</b>	<b>2,780,089</b>	<b>2,740,911</b>
<b>Executive Office</b>					
Regional Development Management	204,000	113,105	40,383	153,488	50,512
Tourism Initiatives	65,000	7,326	0	7,326	57,674
Legal Services	20,000	628	0	628	19,372
Advocacy	105,000	37,673	59,240	96,913	8,087
<b>Executive Office Total</b>	<b>394,000</b>	<b>158,732</b>	<b>99,623</b>	<b>258,355</b>	<b>135,645</b>
<b>Infrastructure Works &amp; Services</b>					
Capital Program Delivery	10,512,892	5,763,309	1,022,259	6,785,568	3,727,324
Depot	99,000	200	79,500	79,700	19,300
Fleet	2,318,000	893,099	1,073,301	1,966,400	351,600
Parks & Open Spaces	497,890	118,751	221,894	340,646	157,244
Roads & Drainage	0	-433	0	-433	433
Cemetery	65,650	1,816	0	1,816	63,834
NDRRA Program - Infrastructure Recovery	682,500	157,053	108,876	265,929	416,571
<b>Infrastructure Works &amp; Services Total</b>	<b>14,175,932</b>	<b>6,933,795</b>	<b>2,505,831</b>	<b>9,439,626</b>	<b>4,736,306</b>
<b>Organisational Development &amp; Planning</b>					
Staging Post Café	0	-3,667	0	-3,667	3,667
Planning Scheme	744,000	411,701	97,343	509,044	234,956
Environmental Planning	25,000	0	0	0	25,000
Sport Recreation and Community Grants	50,000	12,127	0	12,127	37,873
Pest Management	45,000	24,883	0	24,883	20,117
<b>Organisational Development &amp; Planning Total</b>	<b>864,000</b>	<b>445,044</b>	<b>97,343</b>	<b>542,387</b>	<b>321,613</b>
<b>Grand Total</b>	<b>20,954,932</b>	<b>9,348,535</b>	<b>3,671,922</b>	<b>13,020,457</b>	<b>7,934,475</b>



**LOCKYER VALLEY REGIONAL COUNCIL**  
**CAPITAL WORKS DETAIL**  
28 February 2018

Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
<b>Corporate &amp; Community Services</b>					
<b>Community Facilities Management</b>					
Laidley Swimming Pool refurbishment	80,000	1,614	17,091	18,705	61,295
Community Facilities Management Total	80,000	1,614	17,091	18,705	61,295
<b>Disaster Management</b>					
Flood Mapping and Modelling L'yer Catchm	56,980	8,100	18,650	26,750	30,230
Floodway Manual Gauges	7,000	0	0	0	7,000
River Height Gauges Laidley & Thornton	90,000	84,670	4,510	89,180	820
Upgrade Cameras for Night Vision	58,020	58,020	0	58,020	0
Waterride Flood Intelligence	50,000	33,350	3,710	37,060	12,940
Disaster Management Total	262,000	184,140	26,870	211,010	50,990
<b>Facilities</b>					
Admin Building Fire Detection/Counter	150,000	68,308	41,995	110,303	39,697
Das Neumann Haus Refurbish Ramp & Paint	5,000	3,187	0	3,187	1,813
Decommission Old Gatton Pool	5,000	2,261	0	2,261	2,739
Facilities Key Storage	6,000	0	0	0	6,000
Forest Hill Rec Res Upgrade Toilet Block	0	291	0	291	-291
Gatton Depot Elec Switchboard Upgrade	40,000	4,733	1,200	5,933	34,067
Gatton Depot Facilities Shed	30,000	22,714	20,331	43,044	-13,044
Gatton North St Toilets Interior Refurb	70,000	33,328	30,104	63,432	6,568
Gatton RV Park	75,000	83,772	0	83,772	-8,772
Gatton Show Grounds Internal Roadworks	50,000	14,836	15,311	30,147	19,853
Gatton Showgrounds Energy Reduction	0	0	46,950	46,950	-46,950
Gatton Showgrounds Separate Metering	70,000	6,149	6,700	12,849	57,151
Gatton Showgrounds Yellow Toilets Replac	50,000	0	0	0	50,000
Gatton Squash Courts Refurbishment	45,000	0	0	0	45,000
Helidon Community Hall Painting & Repair	30,000	18,669	2,525	21,194	8,806
Helidon Tennis Club Exterior Painting	10,000	9,938	0	9,938	62
Implementation of Sport & Rec Report	0	-3,182	0	-3,182	3,182
Indoor Sports Ctr LED Light & Cooling	169,000	67,509	0	67,509	101,491
Jessie's Cottage Repairs & Painting	10,000	7,287	0	7,287	2,713
Laidley Admin Building Refurbishment	80,000	12,514	27,967	40,481	39,519
Laidley DNH Toilet Block Repairs & Paint	10,000	0	0	0	10,000
Laidley Multipurpose Centre	0	75,750	0	75,750	-75,750
Laidley Pool Construct Disabled Toilet	40,000	40,441	0	40,441	-441
Laidley Pound Fencing Drainage & Repairs	5,000	3,131	0	3,131	1,869
Laidley Rec Res LED Lighting Replacement	202,000	219,698	0	219,698	-17,698
Laidley Recreation Reserve Toilet repair	10,000	0	0	0	10,000
Laidley Saleyards Undercover Walkway	20,000	453	0	453	19,547
LCC Replace Curtains & PA System	15,000	13,033	0	13,033	1,967
Lions Park Laidley Replace Toilet Block	110,000	10,425	118,160	128,585	-18,585
Lockyer Valley Cultural Centre Storage	10,000	6,247	0	6,247	3,753
LV Cultural Centre Tile Replacement	105,000	1,730	43,257	44,987	60,013
Murphys Ck Comm Centre Painting & Repair	3,000	1,458	0	1,458	1,542
New Temporary Laidley Library	0	18,081	0	18,081	-18,081
Nielsen's Place shade shelters	50,000	0	0	0	50,000
Replace Ageing Furniture at Prem Halls	10,000	0	0	0	10,000
Replace Shade Shelters-Laidley Pool	15,000	14,637	0	14,637	363
Shire Hall Basement Exit/Fire Detection	95,000	9,581	16,490	26,071	68,929
Solar planning for buildings	180,000	65,434	9,716	75,150	104,850
Static Safety Lines Various Facilities	55,000	15,944	0	15,944	39,056
Vets Support Laidley Disabled Carpark	15,000	109	0	109	14,891
Withcott Toilet Block	245,000	6,026	21,401	27,427	217,573
Facilities Total	2,090,000	854,493	402,107	1,256,600	833,400
<b>Information Management</b>					
Physical Records Relocation Project Ldly	190,000	53,331	0	53,331	136,669
Records Digitisation	100,000	0	0	0	100,000
Information Management Total	290,000	53,331	0	53,331	236,669
<b>Information Technology</b>					
Council Chambers Audio Visual System	9,000	8,291	0	8,291	709
Data Centre Upgrades	25,000	40,119	0	40,119	-15,119
Gatton Library Audio Visual Equipment	16,000	0	16,211	16,211	-211

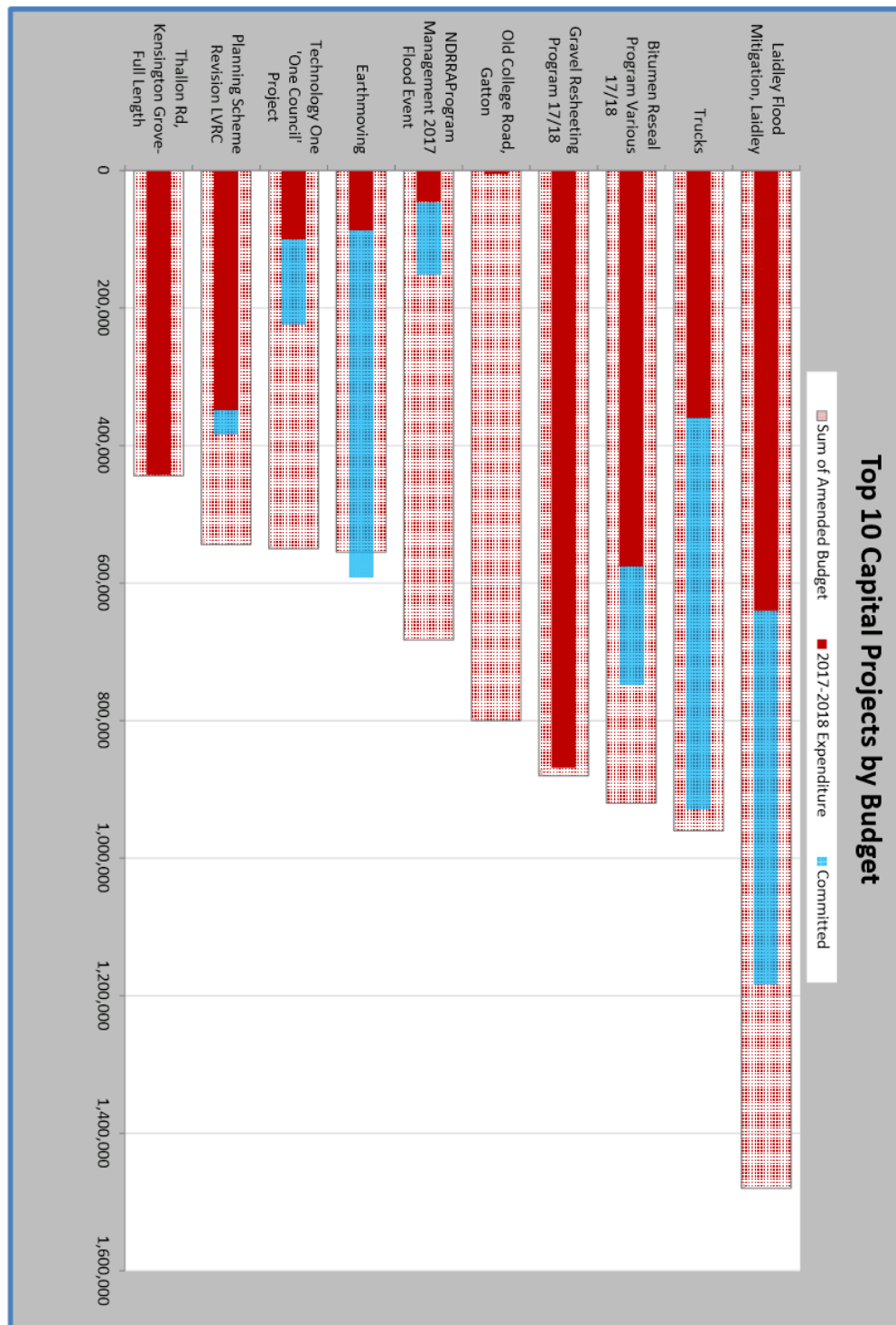
Row Labels	Amounts			2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure	Committed		
GIS Enhancement	155,000	33,908	22,185	56,093	98,907
Implement BCP Functionality	100,000	0	0	0	100,000
Implementation of Live Pro System	30,000	0	22,727	22,727	7,273
Laidley Cultural Centre Access Control	15,000	0	0	0	15,000
LVCC Audio Visual	0	18,683	0	18,683	-18,683
Network Security	40,000	0	0	0	40,000
Network Upgrades & Replacements	20,000	2,000	0	2,000	18,000
Skype for Business	5,000	0	0	0	5,000
Technology One 'ECM Upgrade'	175,000	145,558	8,311	153,870	21,130
Technology One 'One Council' Project	550,000	100,027	123,536	223,563	326,437
Upgrade MS Office	50,000	0	0	0	50,000
Upgrade Windows Desktop Operating System	10,000	0	0	0	10,000
Website Upgrade	30,000	0	0	0	30,000
<b>Information Technology Total</b>	<b>1,230,000</b>	<b>348,585</b>	<b>192,970</b>	<b>541,555</b>	<b>688,445</b>
<b>Public Order &amp; Safety</b>					
Depot CCTV	15,000	0	0	0	15,000
Gatton CCTV Project	10,000	0	0	0	10,000
Laidley Library CCTV	5,000	2,007	0	2,007	2,993
Mobile Body CCTV Cameras for Staff	25,000	6,134	0	6,134	18,866
Renewal of CCTV Equipment in Laidley	10,000	4,258	0	4,258	5,742
Unidentified CCTV Works	5,000	0	0	0	5,000
<b>Public Order &amp; Safety Total</b>	<b>70,000</b>	<b>12,399</b>	<b>0</b>	<b>12,399</b>	<b>57,601</b>
<b>SES</b>					
SES Buildings Air-conditioning	15,000	5,438	0	5,438	9,562
SES Buildings Roller Door Auto Mechanism	10,000	0	0	0	10,000
SES Buildings Roof Ventilation	20,000	0	0	0	20,000
Technology & Communications Improvements	2,000	1,091	0	1,091	909
<b>SES Total</b>	<b>47,000</b>	<b>6,529</b>	<b>0</b>	<b>6,529</b>	<b>40,471</b>
<b>Transfer Stations</b>					
Bitumen Sealing at Transfer Stations	40,000	0	0	0	40,000
Bunded Sheds & Units Hazardous Material	95,000	48,774	0	48,774	46,226
Digital Camera Replacement for 3 sites	5,000	1,042	4,043	5,084	-84
Driveway Entrance Repairs to Lock Waters	36,000	0	0	0	36,000
Electricity to Withcott Transfer Station	108,000	117,102	0	117,102	-9,102
Gatton and Laidley Sites Landscaping	10,000	2,250	6,430	8,680	1,320
Gatton Landfill EHP Compliance	297,000	0	262,530	262,530	34,470
Gatton L'Fill Capping Construct West End	326,000	0	0	0	326,000
Gatton L'Fill Capping Design Western End	90,000	7,620	5,772	13,392	76,608
Laidley Landfill Capping Works	0	56,858	6,177	63,035	-63,035
Laidley Transfer Station Improvement	0	0	80	80	-80
Lockrose Transfer Station Building & R/Wall	29,000	35,714	0	35,714	-6,714
New Landfill Cell (4) for Gatton Site	74,000	9,301	0	9,301	64,699
Superintendent Landfill Capping	30,000	0	0	0	30,000
Water Pump & Reticulation System Gatton	65,000	0	0	0	65,000
<b>Transfer Stations Total</b>	<b>1,205,000</b>	<b>278,661</b>	<b>285,032</b>	<b>563,693</b>	<b>641,307</b>
<b>Gatton Child Care Centre</b>					
Gatton CC Centre Supply Furniture	4,164	4,163	0	4,163	1
KGCC Recover Exist Brick with Plaster	18,136	18,136	0	18,136	-0
<b>Gatton Child Care Centre Total</b>	<b>22,300</b>	<b>22,299</b>	<b>0</b>	<b>22,299</b>	<b>1</b>
<b>Waste Collection</b>					
Laidley Levy/Garbage Truck Turnarounds	30,000	25,032	0	25,032	4,968
<b>Waste Collection Total</b>	<b>30,000</b>	<b>25,032</b>	<b>0</b>	<b>25,032</b>	<b>4,968</b>
<b>Gatton Library</b>					
Gatton Library New Furniture	12,000	0	0	0	12,000
<b>Gatton Library Total</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,000</b>
<b>Kensington Grove Community Childcare</b>					
KGCC Replacement of Vinyl Flooring	17,700	15,409	0	15,409	2,291
<b>Kensington Grove Community Childcare Total</b>	<b>17,700</b>	<b>15,409</b>	<b>0</b>	<b>15,409</b>	<b>2,291</b>
<b>Health and Regulatory Services</b>					
Dog Off Leash Area(s)	50,000	0	0	0	50,000
LVRG Animal Management Facility	100,000	8,472	45,056	53,528	46,472
Security Fencing	5,000	0	0	0	5,000
Shade Shelters for Cattle Yards	10,000	0	0	0	10,000
<b>Health and Regulatory Services Total</b>	<b>165,000</b>	<b>8,472</b>	<b>45,056</b>	<b>53,528</b>	<b>111,472</b>
<b>Corporate &amp; Community Services Total</b>	<b>5,521,000</b>	<b>1,810,963</b>	<b>969,126</b>	<b>2,780,089</b>	<b>2,740,911</b>

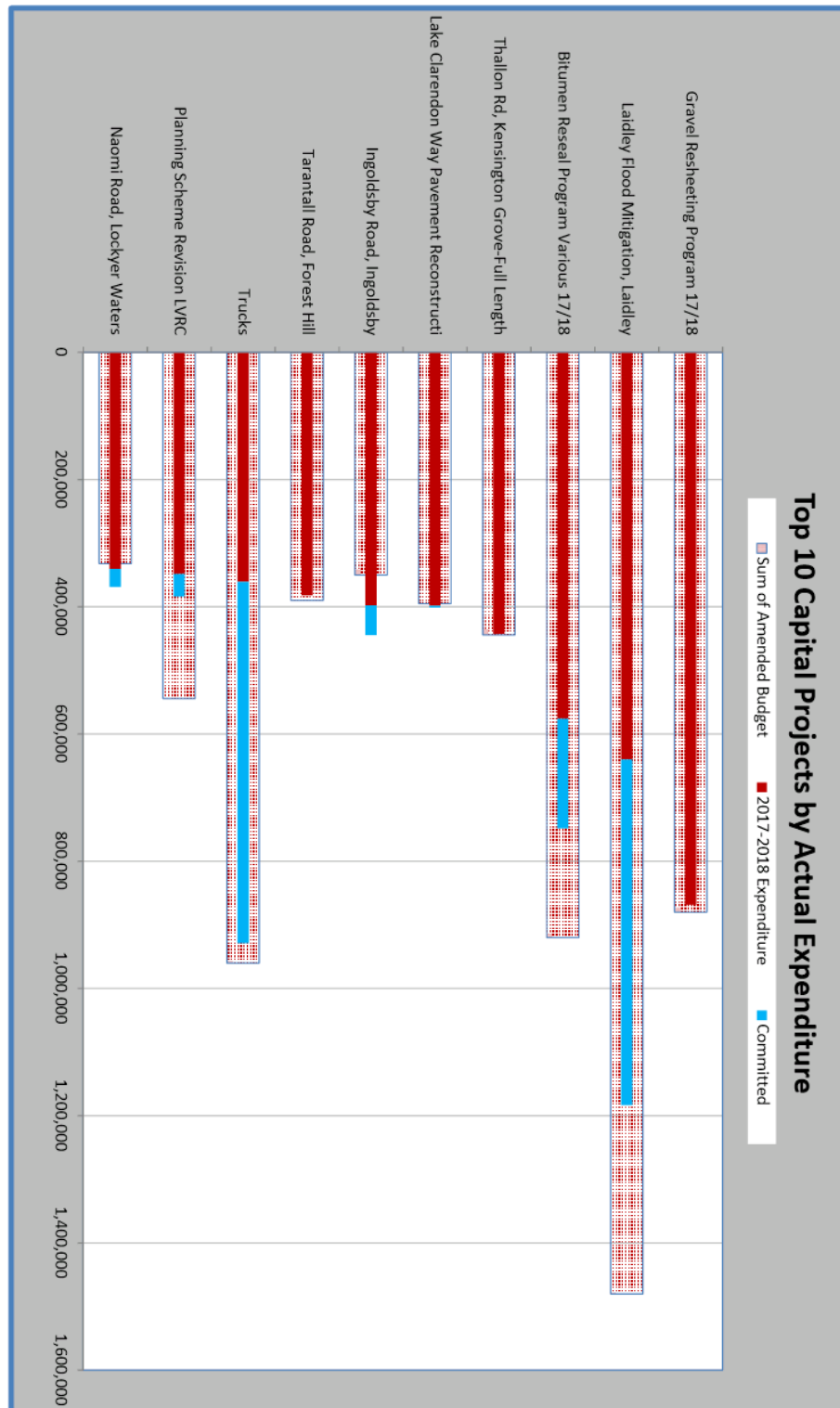
Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
<b>Executive Office</b>					
<b>Regional Development Management</b>					
GWIZ	0	261	0	261	-261
Lakeview Accommodation Precinct	40,000	42,003	1,595	43,598	-3,598
Pre-sale Activities Grantham West	105,000	70,491	0	70,491	34,509
Pre-sale activities Lakeview remain lots	20,000	0	0	0	20,000
Upgrade to Water Infrastructure Hawck St	39,000	350	38,788	39,138	-138
<b>Regional Development Management Total</b>	<b>204,000</b>	<b>113,105</b>	<b>40,383</b>	<b>153,488</b>	<b>50,512</b>
<b>Tourism Initiatives</b>					
Entrance Statement Plainland	25,000	7,326	0	7,326	17,674
Pioneer Village Shed Upgrade	30,000	0	0	0	30,000
Pioneer Village Upgrades	10,000	0	0	0	10,000
<b>Tourism Initiatives Total</b>	<b>65,000</b>	<b>7,326</b>	<b>0</b>	<b>7,326</b>	<b>57,674</b>
<b>Legal Services</b>					
Land disposal costs	20,000	628	0	628	19,372
<b>Legal Services Total</b>	<b>20,000</b>	<b>628</b>	<b>0</b>	<b>628</b>	<b>19,372</b>
<b>Advocacy</b>					
Lockyer Valley Pre-Feasibility Study	105,000	37,673	59,240	96,913	8,087
<b>Advocacy Total</b>	<b>105,000</b>	<b>37,673</b>	<b>59,240</b>	<b>96,913</b>	<b>8,087</b>
<b>Executive Office Total</b>	<b>394,000</b>	<b>158,732</b>	<b>99,623</b>	<b>258,355</b>	<b>135,645</b>
<b>Infrastructure Works &amp; Services</b>					
<b>Capital Program Delivery</b>					
Airforce Road, Helidon	30,000	2,273	0	2,273	27,727
Ambrose Street, Laidley	25,000	22,620	737	23,356	1,644
Amos Road, Withcott - CH 0-840	0	-3,500	0	-3,500	3,500
Australia II Drive, Kensington Grove	60,000	58,996	0	58,996	1,004
Bitumen Reseal Program - Various 16/17	170,000	151,190	0	151,190	18,811
Bitumen Reseal Program Various 17/18	920,000	575,833	172,496	748,329	171,671
Black Spot Project (funding not announce)	-10,000	0	0	0	-10,000
Blanchview Road, Blanchview	30,000	948	6,085	7,033	22,967
Brightview Road, Glenore Grove	20,000	17,406	2,145	19,550	450
Church Street, Forest Hill	16,000	14,580	1,333	15,912	88
Crowley Vale Road, Crowley Vale	0	382	0	382	-382
Culvert Renewals - Various	286,000	0	0	0	286,000
Cycle Network Gatton	21,000	18,746	5,620	24,366	-3,366
East/Crescent Streets Gatton	145,000	156,250	0	156,250	-11,250
Fairway Drive	20,000	19,086	0	19,086	914
Feldhahn Street, Gatton	210,000	4,353	0	4,353	205,647
Flagstone Creek Road, Flagstone	60,000	0	5,855	5,855	54,145
Flagstone Creek State School	80,000	2,478	0	2,478	77,522
Gehrke Road Culvert Replacement	10,000	6,206	0	6,206	3,794
Gehrke Road, Regency Downs	0	415	0	415	-415
Gravel Resheeting Program - Various	55,000	55,163	0	55,163	-163
Gravel Resheeting Program 17/18	880,000	868,366	0	868,366	11,634
Harm Dr/Lake Clarendon Rd Black Spot Pro	56,500	546	0	546	55,954
Hickey Street Kerb Ramps	15,000	10,964	0	10,964	4,036
Hickey Street, Gatton	150,000	92,535	58,095	150,630	-630
Ingoldsby Road, Ingoldsby	350,000	397,412	46,983	444,395	-94,395
Jones Road, Withcott	90,000	92,374	0	92,374	-2,373
Kensington Grove Speed Review	10,000	0	0	0	10,000
Kerb and channel rehabilitation programm	50,000	58,872	0	58,872	-8,872
Laidley Flood Mitigation, Laidley	1,480,000	639,924	543,437	1,183,361	296,639
Lake Clarendon Rd (LCS School), Lake Cla	5,000	4,434	0	4,434	566
Lake Clarendon Way	0	1,632	0	1,632	-1,632
Lake Clarendon Way Pavement Reconstructi	395,000	398,224	3,052	401,277	-6,277
Lake Clarendon Way/Main Greenswamp Rd	225,000	222,560	0	222,560	2,440
Liftin Bridge-Black Spot Project 17/18	41,500	8,495	545	9,041	32,459
Long Gully Rd (CH 0-1.4) Upgrade gravel	260,000	26,276	5,882	32,158	227,842
Mahon Bridge strengthening	70,000	17,526	0	17,526	52,474
Market Drive - Pavement Failures	60,000	0	0	0	60,000
Meadows Road, Withcott	5,000	4,450	0	4,450	550
Naomi Road, Lockyer Waters	332,000	340,308	28,495	368,803	-36,803
North St/William Street Gatton	315,000	277,551	0	277,551	37,449
Old College Road, Gatton	800,000	4,860	0	4,860	795,140
Operational Works Application Fees	0	19,649	0	19,649	-19,649
Patrick Street, Laidley	26,000	25,350	0	25,350	650
Queens Baton Relay	80,000	15,258	0	15,258	64,742

Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
Railway St, Laidley - CH 125 - 365 - Her	60,000	3,392	5,682	9,074	50,926
Railway Street Laidley	97,000	95,229	0	95,229	1,771
Road Closure Signs	30,000	0	0	0	30,000
Rons Road, Glenore Grove	15,000	0	0	0	15,000
Seventeen Mile Rd (Ch. 0.0-0.9)	270,000	0	1,364	1,364	268,636
Spencer Street Gatton	36,000	35,600	0	35,600	400
Spencer Street, Gatton	198,000	18,671	0	18,671	179,329
Spencer/William Street, Gatton	22,000	5,824	2,989	8,813	13,187
Steinkes bridge strengthening	40,000	0	0	0	40,000
Stormwater culvert replacements, Gatton	300,000	0	0	0	300,000
Strong Street, Gatton	220,000	43,909	67,861	111,770	108,230
Summerholm Road - Black Spot Project	66,000	9,052	29,615	38,667	27,333
Tallaringa Drive Adare Shoulder widening	115,000	91,724	13,685	105,409	9,591
Tarantall Road, Forest Hill	390,000	381,887	0	381,887	8,113
Tenthill Crk Rd/Winwill Connection Rd	0	419	0	419	-419
Thallon Rd, Kensington Grove-Full Length	444,000	442,621	0	442,621	1,379
Wandin Road, Withcott - CH 170 -300	55,000	0	10,763	10,763	44,238
William Street and Lake Apex Drive PCNP	25,000	3,989	0	3,989	21,011
Woodlands Road	15,000	0	0	0	15,000
Woodlands Road 17/18	270,892	0	9,542	9,542	261,350
<b>Capital Program Delivery Total</b>	<b>10,512,892</b>	<b>5,763,309</b>	<b>1,022,259</b>	<b>6,785,568</b>	<b>3,727,324</b>
<b>Depot</b>					
Gatton Depot Sealing	24,000	0	0	0	24,000
New Emulsion Tank at Gatton Depot	75,000	200	79,500	79,700	-4,700
<b>Depot Total</b>	<b>99,000</b>	<b>200</b>	<b>79,500</b>	<b>79,700</b>	<b>19,300</b>
<b>Fleet</b>					
Capital Plant Purchases - 2016/2017	180,000	177,694	0	177,694	2,306
Earthmoving	555,000	87,000	504,967	591,967	-36,967
Light Commercial Vehicles	417,000	248,370	0	248,370	168,630
Mowers	27,000	18,186	0	18,186	8,814
New Trencher for Parks	6,000	0	0	0	6,000
Passenger Vehicles	135,000	0	0	0	135,000
SES Vehicles and Plant	23,000	0	0	0	23,000
Trailers	15,000	1,372	0	1,372	13,628
Trucks	960,000	360,476	568,334	928,810	31,190
<b>Fleet Total</b>	<b>2,318,000</b>	<b>893,099</b>	<b>1,073,301</b>	<b>1,966,400</b>	<b>351,600</b>
<b>Parks &amp; Open Spaces</b>					
Dawson Phipps Park Garden Edging	1,500	1,400	0	1,400	100
Dawson Phipps Pk Renewal Shade Shelter	10,000	10,754	0	10,754	-754
Gatton CBD Revitalisation	15,000	5,997	6,856	12,853	2,148
Hatton Vale Park Concept and Design	20,000	0	7,500	7,500	12,500
Laidley CC Bichel Oval Earth Drain Const	14,000	0	0	0	14,000
Laidley Rec Res Renewal PA001460	8,680	0	0	0	8,680
Laidley Rec Res Renewal of PA001454	30,000	1,016	0	1,016	28,984
Laidley Rec Res Renewal PA001365	1,300	1,130	0	1,130	170
Lake Apex Park Gatton Shade Shelter	14,300	9,745	0	9,745	4,555
Lake Apex Pk Handrail & Steps BBQ Area	22,500	24,541	0	24,541	-2,041
Lake Apex Pk Irrigation & Landscaping	15,000	3,536	0	3,536	11,464
Lake Apex Skate Bowl Carpark	50,000	0	0	0	50,000
Lake Clarendon Rec Res Renewal of BBQ	8,800	0	6,678	6,678	2,122
Littleton Park Renewal Playground Equip	4,400	4,113	0	4,113	287
M/Creek Cricket Grnd Renewal of Seating	5,000	5,782	0	5,782	-782
McNulty Park Laidley Refurbishment	40,000	11,464	0	11,464	28,536
Parks and Gardens Deficiencies Review	25,000	0	0	0	25,000
Removal of Poor Condition & Obsol Assets	9,500	2,460	0	2,460	7,040
Schultz Lookout Bin and Fencing Renewal	3,230	1,285	0	1,285	1,945
Springbrook Prk Renewal of PA000725	3,300	2,224	0	2,224	1,076
Wilks Park Renewal of Garden Edging	880	476	0	476	404
William Kemp Pk Replace Existing Bollard	15,000	12,497	0	12,497	2,503
Zabel Road Lockrose Dip Site Rehabilitat	180,500	20,331	200,861	221,192	-40,692
<b>Parks &amp; Open Spaces Total</b>	<b>497,890</b>	<b>118,751</b>	<b>221,894</b>	<b>340,646</b>	<b>157,244</b>
<b>Roads &amp; Drainage</b>					
Western Drive Shared Path	0	-433	0	-433	433
<b>Roads &amp; Drainage Total</b>	<b>0</b>	<b>-433</b>	<b>0</b>	<b>-433</b>	<b>433</b>

Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
<b>Cemetery</b>					
Forest Hill Cemetery Erect a Columbarium	18,650	0	0	0	18,650
Gatton Cemetery Garden Edging	14,000	0	0	0	14,000
Laidley Cemetery Concrete Strips	15,000	0	0	0	15,000
Laidley Cemetery Garden & Fence Removal	8,000	1,816	0	1,816	6,184
Master Plan for all LVRC Cemeteries	10,000	0	0	0	10,000
<b>Cemetery Total</b>	<b>65,650</b>	<b>1,816</b>	<b>0</b>	<b>1,816</b>	<b>63,834</b>
<b>NDRRA Program - Infrastructure Recovery</b>					
NDRRA Works 2017 - Submission 1	0	111,635	1,994	113,629	-113,629
NDRRAProgram Management 2017 Flood Event	682,500	45,419	106,882	152,301	530,199
<b>NDRRA Program - Infrastructure Recovery Total</b>	<b>682,500</b>	<b>157,053</b>	<b>108,876</b>	<b>265,929</b>	<b>416,571</b>
<b>Infrastructure Works &amp; Services Total</b>	<b>14,175,932</b>	<b>6,933,795</b>	<b>2,505,831</b>	<b>9,439,626</b>	<b>4,736,306</b>
<b>Organisational Development &amp; Planning</b>					
<b>Staging Post Café</b>					
Staging Post Mini Re-Model	0	-3,667	0	-3,667	3,667
<b>Staging Post Café Total</b>	<b>0</b>	<b>-3,667</b>	<b>0</b>	<b>-3,667</b>	<b>3,667</b>
<b>Planning Scheme</b>					
LGIP Prepare Infrastructure Plan	200,000	63,295	61,961	125,256	74,744
Planning Scheme Revision LVRC	544,000	348,406	35,382	383,788	160,212
<b>Planning Scheme Total</b>	<b>744,000</b>	<b>411,701</b>	<b>97,343</b>	<b>509,044</b>	<b>234,956</b>
<b>Environmental Planning</b>					
Lake Apex Water Quality Improvements	25,000	0	0	0	25,000
<b>Environmental Planning Total</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
<b>Sport Recreation and Community Grants</b>					
Master Plans R'Hill, Springbrook & AFL	50,000	12,127	0	12,127	37,873
<b>Sport Recreation and Community Grants Total</b>	<b>50,000</b>	<b>12,127</b>	<b>0</b>	<b>12,127</b>	<b>37,873</b>
<b>Pest Management</b>					
Freezer and electricity supply/lighting	25,000	21,177	0	21,177	3,823
Loan Spray Equipment	20,000	0	0	0	20,000
Upgrade Animal Traps	0	3,706	0	3,706	-3,706
<b>Pest Management Total</b>	<b>45,000</b>	<b>24,883</b>	<b>0</b>	<b>24,883</b>	<b>20,117</b>
<b>Organisational Development &amp; Planning Total</b>	<b>864,000</b>	<b>445,044</b>	<b>97,343</b>	<b>542,387</b>	<b>321,613</b>
<b>Grand Total</b>	<b>20,954,932</b>	<b>9,348,535</b>	<b>3,671,922</b>	<b>13,020,457</b>	<b>7,934,475</b>









## 12.2 Former Laidley Mayor Portraits



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It is unknown exactly when the two paintings were gifted to Council, but it is assumed that gifting occurred during the terms of the two Mayors. Whilst Laidley Shire Council existed they were appropriately displayed in the Laidley Administration Building.

**3. Report**

Recently all Council artworks were subject to a stock take with the two portraits in question catalogued and repacked for storage.

While the two works are apparently the only paintings of former Mayors of either Gatton Shire Council, Laidley Shire Council or Lockyer Valley Regional Council, Council officers do not consider that the removal of these artworks will significantly detract from Council's artworks collection.

It is recognised that the issue of Community owned artworks being gifted back to individuals may create some concern both to artists considering gifting works to Council in the future and within the wider community.

However, given that these two paintings do not hold any real financial value to Council but may be of importance to the immediate families of the two former Mayors, under existing legislative requirements, it is possible for the paintings of former Mayors Councillors Shirley Pitt and Graham Moon to be gifted back to their immediate families.

**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**

Any budget implications associated with this report will continue to be addressed through existing allocations.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

Council's resolution will be communicated to all stakeholders.

**8. Conclusion**

That the paintings of two former Laidley Shire Council Mayors, Councillors Shirley Pitt and Graham Moon painted by the artist be gifted to their immediate families.

**9. Action/s**

1. Communication of Council decision to all relevant stakeholders.

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2. Arrangements made with the families of former Laidley Shire Council Mayors, Shirley Pitt and Graham Moon for receipt of the donated artworks.

**Attachments**

There are no attachments for this report.

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**12.3 Laidley Cultural Centre - Upgrade**

**Date:** 06 March 2018  
**Author:** Mike Lisle, Manager Community Facilities and Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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**Summary:**

The purpose of this report is to provide Council with options for upgrading the sound, lighting and air handling systems at the Laidley Cultural Centre (the Facility) with these issues being identified by Facility users and through Council's Building and Facilities Service Management Plan.

**Officer's Recommendation:**

**THAT Council resolve to allocate \$20,000 from the existing 2017/18 Facilities Capital Works Budget to a project to upgrade the existing sound system at the Laidley Cultural Centre;**

**Further;**

**THAT Council consider projects for further improvements to audio, lighting and air handling systems at the Laidley Cultural Centre in the development of Council's 2018/19 Budget.**

**RESOLUTION**

**THAT Council resolve to allocate \$20,000 from the existing 2017/18 Facilities Capital Works Budget to a project to upgrade the existing sound system at the Laidley Cultural Centre;**

**Further;**

**THAT Council consider projects for further improvements to audio, acoustics, lighting and air handling systems at the Laidley Cultural Centre in the development of Council's 2018/19 Budget.**

**Moved By: Cr Hagan**

**Seconded By: Cr McLean**

**Resolution Number: 16-20/0828**

**CARRIED**

**6/0**

**Report**

**1. Introduction**

The purpose of this report is to provide Council with options for upgrading the sound, lighting and air handling systems at the Laidley Cultural Centre (the Facility) with these issues being

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identified by Facility users and through Council's Building and Facilities Service Management Plan.

**1. Background**

The Facility is regularly used by various community groups including Performing Arts, schools, church groups and dance schools. In recent years increased maintenance has been required on the existing sound and lighting systems.

It has also been identified that there is a need to upgrade air movement within the main hall especially during the warmer months. Investigations have been undertaken with specialist contractors/consultants in order to determine a plan for future upgrades.

**3. Report**

There has been a steady increase in requests for the use of the hall and function rooms at the Facility. Council has undertaken extensive renovation works in recent years with new curtains to the main hall also being installed in December 2017.

However, there have been several inquiries and complaints to Council in relation to the standard of lighting and sound in the Auditorium of the Facility. In recent years the lack of an adequate air conditioning system to the Auditorium to improve the comfort of patrons has been also been identified.

To date, Council has undertaken various replacement and patch work repairs using local contractors but it is considered that specialist contractors are now required to ensure that quality systems that have good serviceability are installed.

Lighting and Sound

A specialist lighting and sound contractor was engaged to provide advice and estimates/quotes and details of what was required to improve the Auditorium's existing lighting and sound system. He advised that the lighting and sound system is dated and in need of an upgrade.

The specialist recommended that we consider upgrading the lighting bars to wired powered bars with a mixture of 10 amp circuits and wiring for DMX-512 control signal (essential for control over LED lighting fixtures) as well as Ethernet, audio and video signal wiring, as required.

The replacement of the Audio System to the Auditorium with provision to feed audio to the performance stage area and the supply and installation of a video data projector with electric drop down screen was also put forward.

It has been very difficult to obtain accurate costs as systems design and capacity vary from supplier to supplier. The estimate for a complete lighting system upgrade including lighting Control Console, lighting patch panel system, wall mounted power control system, wired lighting grid bars to FOH and over stage, signal Distribution Data Splitter Units, over stage lighting fixtures and provision for hook clamps, safety wires, installation, programming, commissioning and training is estimated at \$170,000.

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Consideration also needs to be given to the ambience of the Auditorium lighting. Depending on the likely future uses of the Centre, some form of dimmable LED down lighting from warm white through to full colour LED downlight fixtures could be specified to enhance the flexibility of the Auditorium seating space for Events where mood lighting may be desirable. This element has not been included in indicative estimates.

A quotation of \$17,875 was also received for replacement of the Auditorium PA system only subject to site inspection and confirmation of components at date of order. It is anticipated that these works could be undertaken within existing 2017/18 budget allocations.

Due to the significant capital costs required, it is considered that a staged approach should be applied to the balance of the audio and lighting upgrade project.

#### Auditorium Cooling

A report was commissioned from Ashburner Francis Consulting Engineers (attached) to address comfort conditions in the Auditorium space of the Laidley Cultural Centre. The report states that concerns of high ambient temperature summer conditions can be addressed with a number of technical solutions, such as air movement, ventilation and /or cooling. Options available to provide improved conditions, associated budget estimates and running cost considerations are included.

The report concludes that the combination of large ceiling fans and the so-called "induction systems" might be the most viable option for improving conditions. These systems provide localised supply air in a mostly downward direction to cool people at floor level. It can be added in a staged, as needed fashion at relatively low expense. The budget estimate for this combination system is approximately \$100,000.

The consultant considers the "Cardiff Air" handling system to be the most viable and cost effective system available (Australian product - Brisbane based). The "Induction systems" is comprised of large diameter high volume axial fans built in an insulated metal stack. The intake louvres on all four sides add another meter to this stack above the roof. The air supply therefore is taken from a layer between 1 and 2 meters above the roof, which is above the really hot radiant heat layer of the metal roof and similar to ambient air temperature.

The provision of an integrated air conditioning system was also investigated. However, the report identifies that provision of air conditioning to the facility has the highest capital costs and ongoing running costs.

#### **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**

There are no financial or resource implications associated with the recommendations of this report, with replacement of the PA system works of \$20,000 to be funded from existing 2017/18 budget allocations.

**ORDINARY COUNCIL  
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A provision of \$270,000 for further Facility audio, lighting and air movement works will be referred to Council for consideration in its 2018/19 budget capital works deliberations noting that similar works are also required at the Gatton Shire Hall.

In relation to the Gatton Shire Hall, Council officers are currently developing a master plan for this facility.

**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 further requirements in line with existing delegations.

**7. Communication and Engagement**

The regular community users of the Laidley Cultural Centre will be notified through media channels of any proposed works.

**8. Conclusion**

The recommendations of this report will improve the overall useability of the Facility.

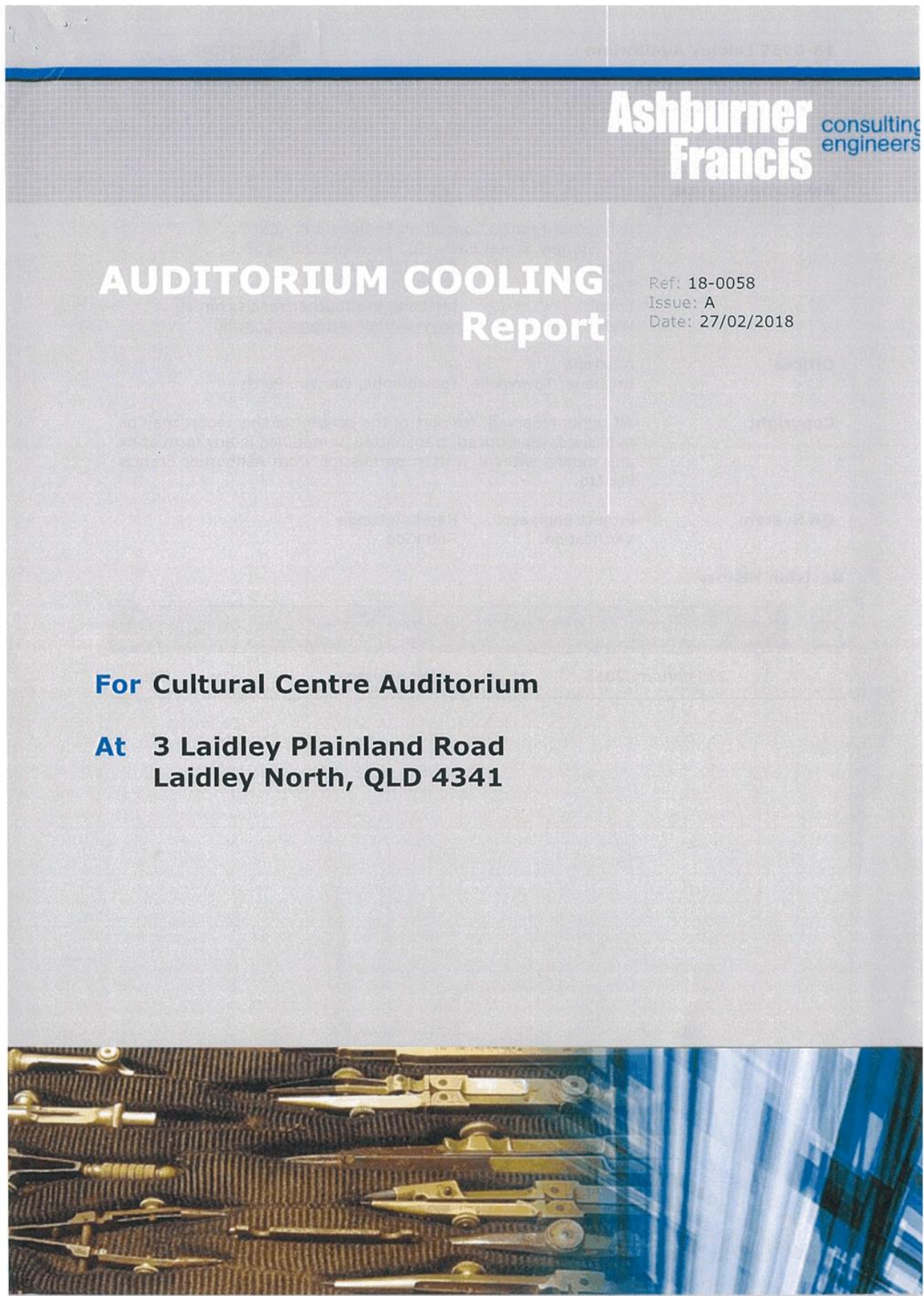
**9. Action/s**

1. Council approve the engagement of a specialist contractor to undertake improvement works to the Laidley Cultural Centre Auditorium sound system.
2. A media release be organised through Council's Communications Branch.

**Attachments**

- |                        |  |          |
|------------------------|--|----------|
| 1 <a href="#">View</a> | Laidley Cultural Centre Cooling Report - Ashburner Francis | 14 Pages |
| 2 <a href="#">View</a> | Laidley Cultural Centre Floor Plans                        | 2 Pages  |





**18-0058 Laidley Auditorium**  
**Cooling options report****Ashburner Francis**  
**Consulting Engineers**

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**QA System** Project Engineer: Karel de Lange  
Verification: Rob Kidd

**Revision History**

Issue	Date	Description	Initials
A	27 February 2018	Report issue	KdL



**18-0058 Laidley Auditorium  
Cooling options report****Ashburner  
Francis** consulting  
engineers**EXECUTIVE SUMMARY**

This report has been prepared for Laidley Shire Council to address comfort conditions in the Auditorium space of the Laidley Cultural Centre.

The report identifies options available to provide improved conditions, and associated budget estimates and running cost considerations are taken into account.

The report concludes that the combination of large ceiling fans and the so-called induction systems might be the most viable option for improving conditions. These systems provide localised supply air in a mostly downward direction to cool down people at floor level. It can be added in a staged, as needed fashion at relatively low expense. The budget estimate for this combination system is in the order of \$100,000.

However, if budget allows, the ideal scenario would be to provide air conditioning to the facility, at an estimated cost of around \$330,000 (plus associated builders works costs, builder's margin, professional fees and approvals, and possible electrical infrastructure upgrades).

**18-0058 Laidley Auditorium**  
**Cooling options report****Ashburner** consulting  
**Francis** engineers**TABLE OF CONTENTS**

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**18-0058 Laidley Auditorium  
Cooling options report****1 SCOPE****1.1 Brief description**

The Laidley Auditorium forms part of the Laidley Cultural Centre complex. The auditorium space was initially also used as a basketball court, but it is understood that this function is no longer required and that the hoops will be (or have been) removed from the space.

The Auditorium offers seating for 400 people with another 20 people assumed to be on the stage area.

The space is about 8m high with tall windows in two external walls. At low level there are aluminium louvres underneath these windows. The external stage wall and back-of-house wall has a minimal amount of windows in it, and the last wall of the square building is connected to the public access side from an enclosed Foyer that also offers access to the other parts of the Cultural Centre. Refer plan attached in the appendix to this report.

**1.2 Ventilation**

There is no record or any indication that there is currently a ventilation system present in the Auditorium space.

Currently the only provision for improving conditions in the space are a small number of domestic style and sized ceiling fans, the aforementioned windows that can be opened to some extent (the bottom half of the windows appear to be hopper type windows), and the louvres underneath these windows.

**1.3 Comfort**

The lack of comfort conditions in the Auditorium space are apparent when 400 people are seated in relative close proximity to each other in the warmer months of the year. The only available improvement is some undersized ceiling fans and openable windows in one corner of the space. There is no cooling available at this point in time.

**18-0058 Laidley Auditorium**  
**Cooling options report****Ashburner**  
**Francis** consulting  
engineers**2 COMFORT**

The comfort concerns in high ambient temperature summer conditions can be addressed with a number of technical solutions, such as air movement, ventilation and/or cooling.

**2.1 Air Movement**

Providing air movement in a hot environment will aid in dispersing the heat from local concentrations over the entire space, thus reducing the heat pressure in certain problem locations.

In addition to thus reducing the heat, the actual air movement will in itself provide a cooling performance when the air reaches the people at floor level. This happens due to the effect of evaporation of perspiration on the person's skin which is experienced as a cooling effect.

**2.1.1 Fans**

Air movement can be achieved by installing (large) fans in strategic locations around or above the Auditorium floor space. There are certain high volume, low speed (HVLS) ceiling mounted fans available for this purpose, from a few different manufacturers (such as BigAss Fans). This type of fans can be seen in operation in quite a few Bunnings stores, and they can be quite effective in moving air around. If the space was still required to be used as a basketball court then the installation height in relation to minimum playing height requirements for basketball would need to be considered, but for just an Auditorium space this would not be of concern. However the one problem with this sort of fan would be the positioning in relation to stage lighting (either permanent lighting or any possible lighting bar location that may be erected for performance lighting requirements). Obviously, a strobing effect on the stage lighting would not be acceptable.

Similar considerations are valid for normal lighting: the fan diameters and mounting heights need to be carefully reviewed against the existing lighting layout, or the lighting layout will need to possibly be adapted to incorporate large ceiling fans. Light strobing on the seated auditorium population needs to be avoided.

The same HVLS fan manufacturers also produce large diameter fans that can be mounted on a wall or a column and that provide air movement in a sweeping part-circle. This could be considered for installation at locations where fans would otherwise obstruct stage lighting.

**2.1.2 Ventilation**

Air movement can be achieved with forced ventilation through the Auditorium space. Extraction fans can be located on the roof, and / or supply air systems can be installed to aid air movement through the facility.

When contemplating ventilation to address the comfort concerns, the make-up air path needs to be considered. In other words if there is an exhaust system drawing air out of the facility, there will need to the same amount of air introduced into the facility. To be functional for a cooling effect this make-up air would need to be introduced at low level and it should stay at low level as long as possible.

In the Auditorium situation the make-up air can be introduced at low level by virtue of opening the aluminium louvres on the two corner sides of the building. The windows above the louvres can also be opened. However, keeping this airflow low once it is inside is not really controllable. Ideally the exhaust fans would be located on the roof at the far opposite side of the space, however the air will want to take the shortest possible route which runs

**18-0058 Laidley Auditorium**  
**Cooling options report**

diagonally between the exhaust point(s) and the make-up air point(s). As soon as the air path runs above the seated people, the potential cooling effect of this airflow is greatly diminished. This situation can be greatly improved by lowering the exhaust points to floor level, however this will take up precious floor area, and may become unsightly.

Make-up air can also be mechanically introduced into the facility by means of supply air fan systems. The make-up air can be taken from above the roof, or through one of the side walls of the facility. It should be ducted to low level, or pointed at low level, to ensure that this air is directed past the people in the Auditorium before it is being extracted at high level again, in order to achieve some relieving effect on the comfort conditions.

Supply air alone can be considered as well, without adding exhaust systems. Provided that air is provided at low level in area furthest opposite the open louvres and/or windows, this air will make its way out of the facility past all the people seated in between.

One thing to consider in this is that during periods of high ambient temperature the make-up air that comes in through windows / louvres or fan-assisted, is likely to be equally hot, or even hotter due to being drawn in from the hot tin roof.

In the past we have documented supply air systems for just this type of situation. CardiffAir is an Australian product (Brisbane based) that has fans specifically for this purpose. CardiffAir call these "Induction systems". They are large diameter high volume axial fans built in an insulated metal stack of about 1m high. Intake louvres on all four sides add another meter to this stack above the roof. The supply air therefore is taken from a layer between 1 and 2 meter above the roof, which is above the really hot radiant heat layer of the tin roof and will be of approximately similar to ambient temperatures.

This air is directed through the roof and ducted to as low as possible, terminating in some directional grilles that allow some spreading of the airflow over a larger area. CardiffAir provide engineering assistance to determine the best location, duct length and type of termination at the bottom of the duct, subject to the available space and the area that is tried to be reached. Further information is collated in the appendix to this report.

This type of system can be installed exactly where required (ie in hot spots where people are most uncomfortable) and as required, one at a time if desired. In light of above noted available opposite corner to the one with the openable louvres and windows, we believe that 4 of these systems in this location may achieve a much improved comfort situation than what currently exists. Especially if this is combined with a couple of large HVLS ceiling fans towards the rear of the facility.

**2.1.3 Air movement budget estimate**

The installed cost for the CardiffAir induction system is approximately \$10,000 per system.

The installed cost for HVLS fan(s) is unknown at this stage. The fans need to be selected by the manufacturers based on the height and area of coverage. These fans could be large and cost between \$5,000 and \$10,000 each, depending on their size. We may only require three reasonably small diameter fans, one suspended from each of the exposed beams that run from wall to stage. At this point in time we have not sought designs or quotations for HVLS fans. We will also need to consider the existing lighting layout to ensure that the ceiling fans do not cause undesired light-strobing.

**18-0058 Laidley Auditorium****Cooling options report****2.2 Cooling**

To increase the relief that the air movement offers, the air that is moved around can be cooled. This can be achieved by evaporative cooling, which is considered effective in the Laidley area and further West. Alternatively cooling can be achieved through air conditioning systems.

Running costs are something to seriously consider when cooling is thought of.

**2.2.1 Evaporative cooling**

Evaporative systems operate on (clean) water that runs through pads that the supply air for the facility is drawn through before it enters the area. The water evaporates in the hot outside air, and that has a cooling effect on the airstream. This cooler air is then introduced into the facility. Apart from fan energy costs this type of system will result in higher water usage bills.

Similar supply airflow considerations apply as for the supply air (induction systems) / make up air systems mentioned in above paragraph on ventilation; the air needs to reach far enough down towards the floor to be effective for the people seated in the Auditorium. The air of an evaporative cooling system is 100% fresh air and this needs to be able to escape, which is easily achieved by the openable louvres and windows mentioned earlier, similar to the induction systems mentioned above.

**2.2.2 Air conditioning**

Air conditioning systems operate on a refrigeration basis and this involves compressors to provide cooling to lower temperatures than evaporative cooling can achieve. The compressors are electrically operated, and both the running costs and the initial capital expense for this type of system will be much larger than either evaporative cooling or large ceiling fans combined with some induction systems.

We have performed some initial calculations based on the plan provided, a roughly scaled off floor area of 1200m<sup>2</sup>, some photos that we took at the initial site inspection, and using a population of 420 people.

The initial calculation returned a cooling capacity requirement of 295kW<sub>r</sub>. Using some more economically operating systems (incorporating heat recovery systems) this could come down to 230kW<sub>r</sub>.

Incorporating CO<sub>2</sub> sensors that sense how many people are in the facility (or at least how much CO<sub>2</sub> is expelled by all these people breathing) will allow modulation of the amount of fresh air introduced into the air conditioning system, which will greatly reduce the running cost of the system, but will not affect the overall cooling capacity and equipment size required. For instance when there is "only" 100 people present there will be a longer time for the CO<sub>2</sub> levels to rise high enough to increase the introduced amount of fresh air, and it will never rise to the same level as when there are 400 people present.

Air conditioning systems supply air will also need to be ducted into the facility and needs to be pointed towards the people on the floor. However the buoyancy of the cold air means

**18-0058 Laidley Auditorium**  
**Cooling options report**

that it will by itself want to drift down to floor level, so ducting at relatively high level with directional grilles pointing downwards will in all likelihood work satisfactory.

The capacity required could possibly be provided by one large unit, but more likely it would be split over two units. These could be located on the roof, but that would impose extra structural works and expenses. The units could easily be located in a screened off area behind the building on the side of the largely blank wall (behind the stage area) with ducting running externally to high level or even to above the roof if ducting through the stage area is not an option.

**2.2.3 Heating**

One aspect of air conditioning is that (almost) all systems are in fact reverse cycle systems, meaning that they are also (at no additional cost) capable of providing heating in the winter situation. Given that winters in Laidley could be rather crisp, this is something that may be considered as an added bonus to installing air conditioning. If heating is a desirable function of the system, then some consideration is required in the design of the air distribution aspect of the system, as the heated air needs to be pushed down against its upward buoyancy.

**2.2.4 Air conditioning budget**

A rough estimate for the cost of air conditioning of this type is based on \$1000 to \$1100 per kW<sub>r</sub> for the simple system, or up to \$1300/kW<sub>r</sub> for systems incorporating heat recovery modules (more expensive equipment).

Based on above mentioned 295kW<sub>r</sub> requirement this would mean an estimate cost of around \$300,000 to \$330,000 and for the lower capacity system with heat recovery incorporated it would still be in the same order of cost \$310,000.

Alternatively rough budget estimates can be based on \$/m<sup>2</sup> rates, which for this kind of application would be in the order of \$250 - \$300/m<sup>2</sup>. Based on around 1250m<sup>2</sup> the estimate for air conditioning would again be in the order of \$300,000 - \$360,000.

These costs do NOT include any building works considerations (slabs, fencing, wall and/or roof penetrations, roof top platforms, etc), nor do they include allowance for professional fees, approvals, builders margins, etc.

These costs also do NOT take into consideration whether or not the site power, site main switchboard and site infra-structure are capable of handling the additional electrical load caused by the air conditioning systems.

More detailed calculations and progressed initial design would need to take place before these estimate figures can be firmed up further, and more research is required to determine associated electrical and site aspects mentioned.

**2.2.5 Air conditioning running costs**

Running costs are even more difficult to estimate than the installation budget estimate, as there are too many variables to consider. Some of these are:

- Number of people present
- Time of day
- Duration of performance
- Number of times per week/month/year that the system is turned on
- Amount of stage lighting that is being used for a performance

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engineers

- Electricity tariff for the facility

As a worst case scenario we can advise that, based on common unit efficiency and performance, a system of 295kW<sub>r</sub> operating at full capacity can be assumed to use approximately 100 to 150kWh every hour. If the electricity tariff were \$0.30 per kWh then it would cost \$30 - \$45 to run the system for one hour.

There are also maintenance aspects to consider, as well as other accountant type financial considerations such as writing off the equipment over time, etc.



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**3 CONCLUSION**

A number of options have been identified that will provide improved comfort conditions in the Auditorium space.

The optimum outcome would be to air condition the space, but this also comes with the highest associated budget and ongoing running costs. If the costs are within the possibilities of Council, and (some of) the running costs can be passed on to organisations that rent the space then maybe this option is feasible.

If air conditioning is considered too costly, than a viable alternative could be to provide a combination of induction ventilation systems and HVLS (large diameter) ceiling fans. This combination will provide air movement over the people on the Auditorium floor, and the air movement will have a cooling effect due to evaporation of moisture on the skin. The running costs of this system are virtually negligible.

18-0058 Laidley Auditorium

Cooling options report

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#### 4 APPENDICES

Appendix:

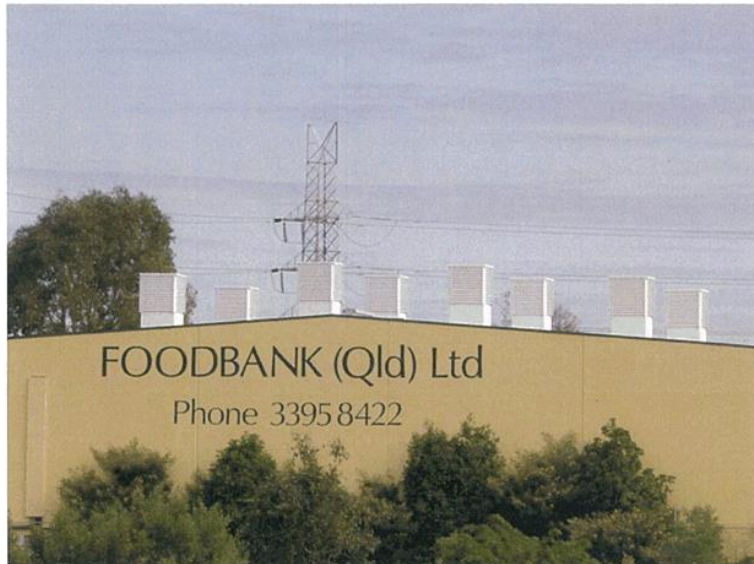
- Auditorium sketch – Cardiffair Induction system combined with HVLS ceiling fans
- Auditorium sketch – Air conditioning option
- CardiffAir photos

**18-0058 Laidley Auditorium  
Cooling options report**

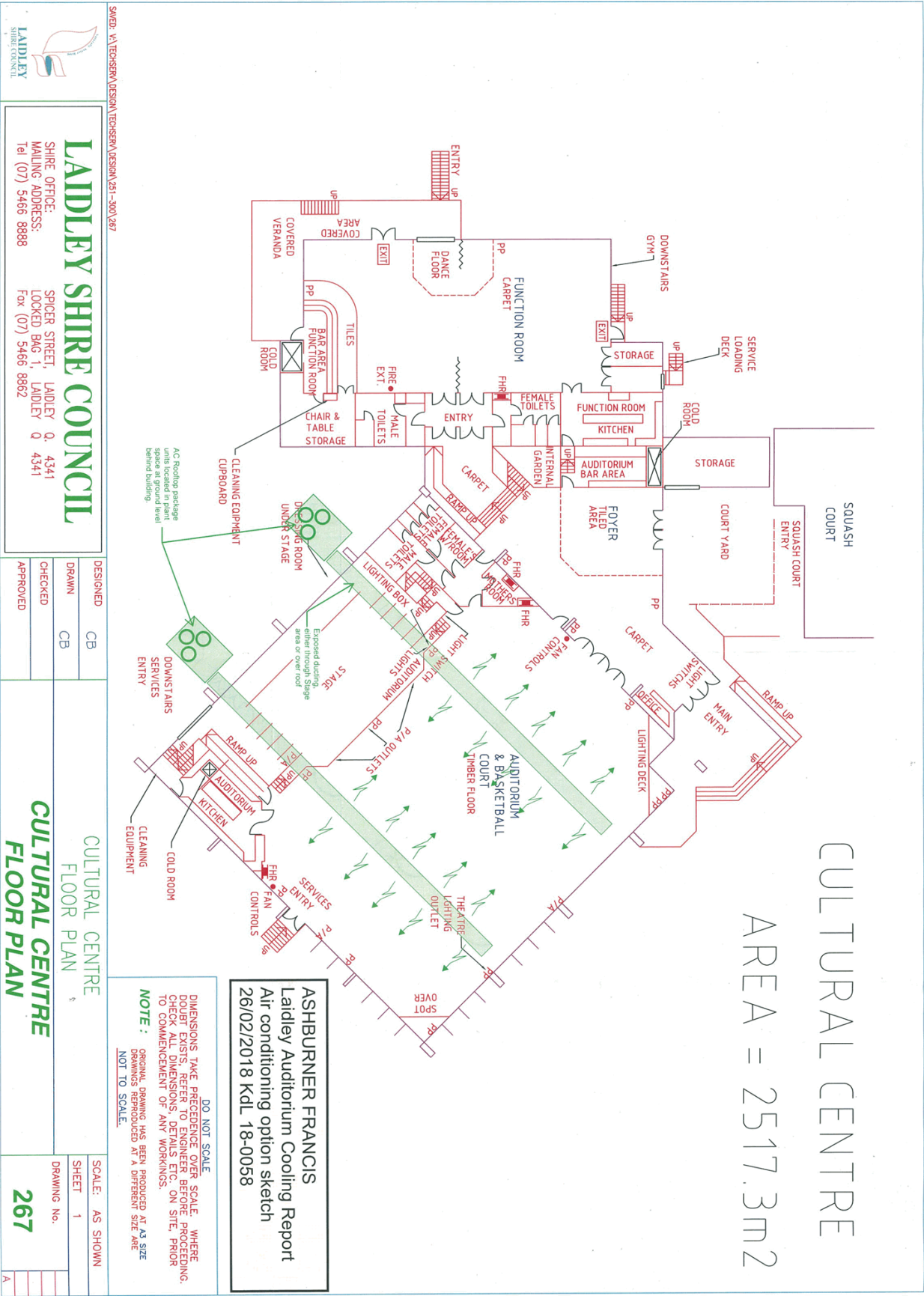
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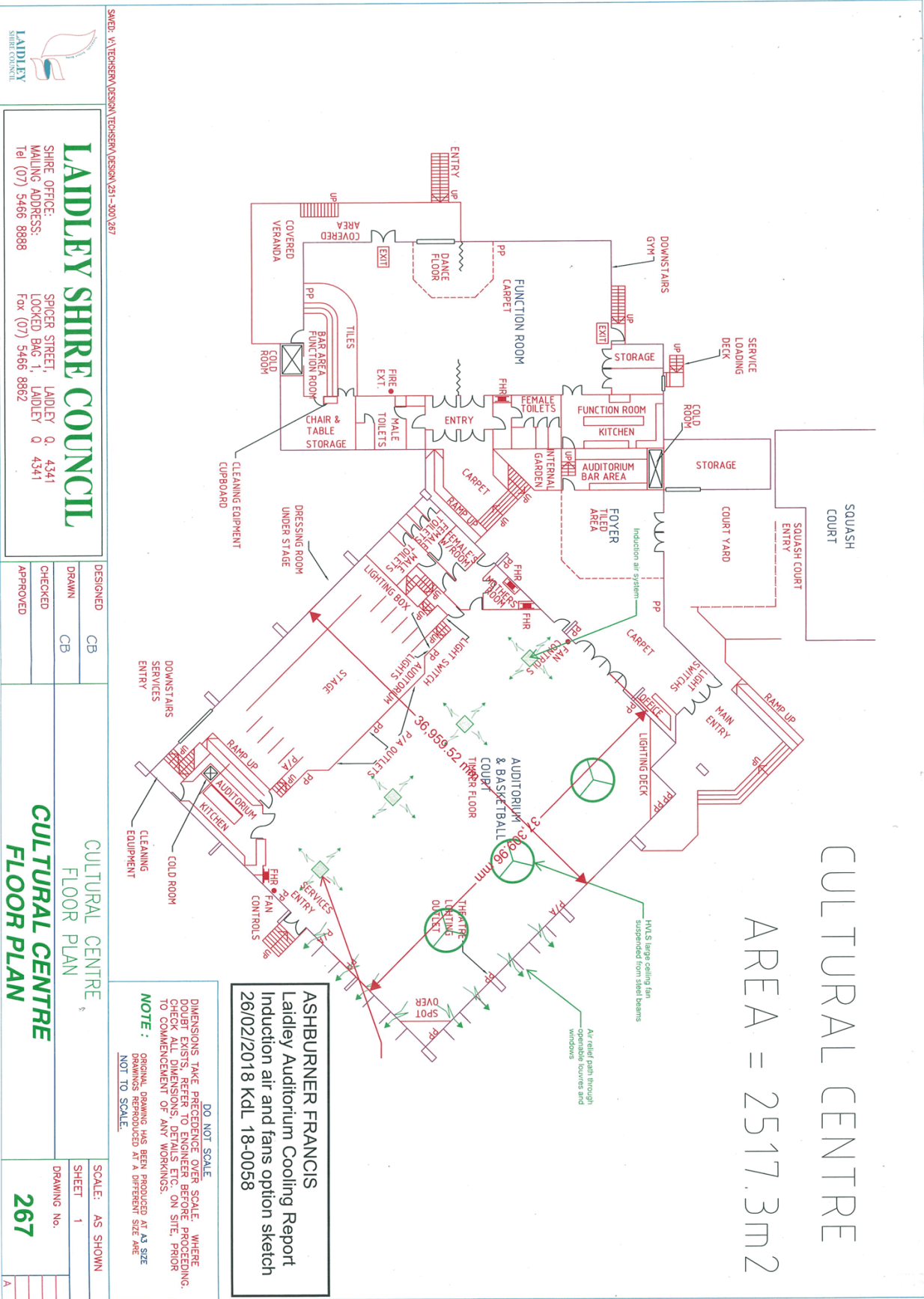
**CARDIFF AIR INDUCTION SYSTEM**

Some photos of the induction system as offered by CardiffAir, mounted on the roof of the building.



11







## Executive Manager Corporate and Community Services Monthly Report for February 2018

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

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during February 2018.

**THAT Council receive and note the Executive Manager Corporate and Community Services' Monthly Report for February 2018.**

**THAT Council receive and note the Executive Manager Corporate and Community Services' Monthly Report for February 2018.**

**Resolution Number: 16-20/0829**

**6/0**

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during February 2018.

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

A brief summary of the key outcomes for Corporate and Community Services during February by functional grouping follows.

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## ORDINARY COUNCIL MEETING MINUTES 14 MARCH 2018

### Finance

As of 23 February, 32.71% of the second levy 2017/18 rates levy had been collected. This remains on par with the previous year. Rates are due on 2 March.

The collection process for outstanding rates is ongoing.

2018/19 budget packs have been released and are being worked on by responsible officers.

The December 2017 Budget Review has been deferred for further consideration.

### Customer Services

This section of the report breaks down February 2018 activity within the Customer Services Branch by service type.

#### *Service Requests*

Details of February customer service requests and recent trends in relation to same for the Customer Services Unit are detailed in the attachments to this report.

#### *Councillor requests*

There were 10 new Councillor Requests in February 2018, with 49 Councillor requests remaining open at 28 February 2018.

#### *Telephones*

2901 telephone calls attempted to connect with Council's telephone exchange in February 2018 with Council's service level 83.26%.

During February Council's "call back" function increased to 60. 43 live chats were performed during the month of February.

#### *QGAP*

There were 536 QGAP transactions processed by Council during the month of February 2018.

## **COMMUNITY FACILITIES AND SERVICES**

### Facilities

#### *Solar Planning*

- Tender documentation released to the market on Tuesday, 30 January 2018 for a solar plant to the Lockyer Valley Cultural Centre.
- Tender submissions received on 22 February.
- Peak Services to review submissions until 2 March.
- Council to review submissions and make final recommendation by 7 March.



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*North Street Toilets*

- Construction works remain on schedule.
- Tile removal was completed by 9 February.
- Skylights replaced and roof painted by 9 February.
- Waterproofing was completed by 15 February.
- Floor tiler commenced on 16 February with expected completion by 28 February.

*Gatton Depot Facilities Shed*

- Received the information request from building certifier.
- Submitted all information request items on 14 February and now awaiting confirmation of approval by building certifier.

*LV Sports & Aquatic Centre*

- Engineer report recommendations were for a Cardiffair System – estimated at \$80,000. Budget remaining for this project equates to \$101k.

*Gatton Showgrounds internal Roadworks and Energy Reduction & Yellow Toilet Replacement*

- Internal roadworks started on 15 February.
- IWS construction crew undertaking all roadworks with an estimated completion date of 23 February.
- Seeking quotes to demolish existing toilet block and install new mobile toilets.

*Withcott Toilet Block*

- No expressions of interest to relocate the CWA hall were received with the hall subsequently demolished in late February.
- Tender submissions for the toilet and shade structure due are due by 1 March.

*Laidley Cultural Centre*

- Quotes received for the upgrade of the audio, lighting and cooling systems, removal of basketball hoops and Squash Court flooring.

Libraries

During February, 150 new members joined our service with 10,832 items being issued.

Childcare

Average occupancy rates for the month of February 2018 were Gatton 68% and Kensington Grove 40%.

**HEALTH, WASTE & REGULATORY SERVICES**

**ORDINARY COUNCIL  
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A total of 406 Health, Waste and Regulatory Services related customer requests (CRMs) were received by Council during February with 107 of these still current at the end of the month. Of the requests received, 228 related to Regulatory Services, 120 to Waste and 30 to Environmental Health.

Waste Management

The standalone Solar System for the Withcott Transfer Station is now complete with “green” power now provided to run the facility in its entirety.

The project to upgrade CCTV at the Withcott transfer Station is also complete with 5 (five) 6 Mp cameras in place to secure this site.

The Voice of the Customer Waste Steering Team held its first meeting to discuss ways forward with the next meeting scheduled for 15 March 2018

The specification for a suitable reticulation pump system of the sedimentation dam was released to the market with a site meeting conducted and attended by seven (7) interested parties.

The Waste Reduction and Recycling Plan consultant has been engaged with initial meetings and some site inspections completed.

Hydrogeological works as part of a requirement to meet Department of Environment and Science (previously EHP) have commenced with ATC Williams and Council officers. This work will result in a minimum of 21 groundwater monitoring bores being installed over the coming months and the preparation of Post Care and Maintenance Plans for old landfills on current Waste Management Transfer Station locations.

Environmental Health

*Food*

Four (4) food Licences issued.  
Twenty four (24) routine food inspections completed.

*Public Health*

An Enter and Clear notice issued in Placid Hills expired resulting in Contractors under supervision of Council officers cleaning out sheds to remove waste, debris and scrap metals.

*Environmental Protection*

Noise monitoring by a noise consultant has commenced in Regency Downs for potential breaches due to a refrigeration motor on a truck.

Animal Control

During February 2018, there were 17 dog attacks reported to Council with five (5) attacks on persons. Details of the five (5) attacks on persons follow.

**ORDINARY COUNCIL  
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- Customer at Laidley Heights reported his dog had attacked and bitten a child. Customer advised Council that he had had his dog euthanized as a result. Parent of child has been spoken to and is happy with outcome.
- Customer at Glenore Grove reported a dog had attacked their dog and by putting its head through the boundary fence biting them on the leg (minor injuries). Ongoing Investigation
- Customer from Rosewood reported a dog had attacked (near miss) while she was attending a property at Regency Downs. Nil Injury.
- Customer at Gatton reported she had been bitten (minor injuries) by 1 of 2 dogs that had been straying in street. Alleged offending Dogs and their owners have not been identified.
- Customer at Placid Hills reported two (2) minors had been attacked by 1 of 2 dogs that had been straying in street. Alleged offending Dogs and their owners have not been identified.

During the reporting period one (1) Regulated Dog (Dangerous Dog) destruction was undertaken.

Within the period there were six (6) Infringement Notices and 23 Warning Notices issued to animal owners / others by Local Laws Compliance Officers.

During February the following key outcomes were achieved through Council's Dog Registration Survey (DRS):

- 37 Warning Notices issued to animal owners by the DRS Officer
- a total of 210 new dogs were registered
- the DRS was completed in the Churchable and Spring Creek area.

A total of 7216 dogs have now been registered for the 2017/18 period which represents 111.10% of the 2016/17 total)

## **INFORMATION SERVICES**

### Projects

The Property & rating CI Anywhere Upgrade project is starting to gain momentum with Technology One. It is essential for the success of the project and the Connected Council project that this project is resourced appropriately internally and given the appropriate priority as a corporate wide initiative.

### CCTV

- Further issues have been experienced with the Gatton QPS CCTV computer. Secure Solutions is currently working to resolve these issues.
- Proposed locations for CCTV signage approved. Awaiting confirmation from IWS prior to installation.
- Five (5) additional cameras have been installed at the Gatton Depot.

### Skype For Business (SFB)

## ORDINARY COUNCIL MEETING MINUTES 14 MARCH 2018

- On hold until telecommunications contract is awarded.

### Technology One

- Ci Enforcement Local Laws –postponed, this will now be completed in in CiA rather than Ci.
- CiA BI Analytics Dashboards – Presentation given at the Leadership Forum, followed by the release of a suite of Finance & HR dashboards.
- CiA eRecruitment – Awaiting release of 2018A.

### ECM Upgrade

- Further testing of new workflows completed with some minor improvements implemented. Go live with new workflows is now scheduled for mid-March.

### Security

- Due to delays to the supply of new chips for readers, security access for the Laidley Sports Centre is still to be moved across into the migrated system.
- GPRS systems have been installed at the Gatton Administration, Gatton Depot, Gatton Shire Hall, Lockyer Valley Cultural Centre and Nielsen's Place buildings.
- A direct network link has also been installed to the Emergency Shed to allow more reliable connectivity to the system.

## **DISASTER MANAGEMENT**

### Council Report – Referable Dams

An updated referable dam Emergency Action Plan (EAP) approval process has been introduced by the Department of Energy & Water Supply which now includes Council as part of the local government involvement (previously LDMG only).

### Emergency Services Day 21 October 2018

An initial meeting has taken place with representatives from key agencies. Disaster Management will manage the coordination of the event with stakeholders to manage their respective displays and interaction during the event.

### Fire Trails

New fire trail at Old Grandchester Road Laidley has now been serviced with LVRC signage in place ("Not a Formed Road...")

### SES Information

#### SES Activations

14/02/18 Storm Damage Operation: THORNTON – roof damage. Height Safety Team removed loose sheeting and tarped damaged area. (LC, 4 Gatton, 3 Forest Hill, 5 Laidley)

**ORDINARY COUNCIL  
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- 14/02/18 Storm Damage Operation: THORNTON – trees & branches blocking driveway. Chainsaw Team removed fallen trees from driveway. (LC, 1 Gatton, 1 Laidley)
- 16/02/18 Storm Damage Operation: GATTON – split tree on driveway. Chainsaw Team cleared driveway. Advised tree lopper needed to remove remaining tree section. (3 Gatton, 2 F/Hill)
- 18/02/18 Support QAS: GATTON medivac – provided emergency lighting. (LC, DLC, 1 Gatton).

Queens Baton Relay (QBR)

The Manager Disaster Coordination has been working with QPS, QFES and QAS to finalise a Security & Emergency Plan for the QBR. A final draft version has now been produced.

The Manager Disaster Coordination also attended a QPS “Crowded Places” forum in Toowoomba. The forum was to highlight safety and security issues around large gatherings and workplaces. The forum was timely for the Queen’s Baton Relay in March.

Other Issues

Disaster Management attended workshop on Spontaneous Volunteering which was hosted by SRC. A further meeting is to be held with Volunteering Queensland to determine the best way forward for the management of spontaneous volunteers. Also another provider (e.g. Conservation Volunteers Australia) will need to be engaged via an MOU. Meetings will be arranged to pursue this line of investigation.

**BUSINESS IMPROVEMENT COORDINATOR**

Connected Council (progress groups focused on business unit-specific customer service process improvement):

- Waste will commence action planning in late March
- IS action planning has commenced
- Work on tools and participant guide is ongoing
- currently working with Parks, Gardens and Cemeteries to consolidate action planning and commence reporting and measurement
- working with IS to align business process mapping to ensure it will meet the needs of the Technology One upgrade (in order to avoid re-work) is ongoing.

Connected Council (whole-of-Council progress group focused on issues highlighted in the employee opinion survey):

- Participants have been selected and first progress group session will be held in late March.

PhoneFox (mystery shopper calls):

- The next PhoneFox survey will start in late March 2018.

Voice of the Customer (in-depth customer survey)

- The schedule up until June has been agreed.
- Information Services is complete and the team has been debriefed. Building and Plumbing; Infrastructure Delivery (Roads and Drainage); Infrastructure Planning and Design and Customer Service to follow.

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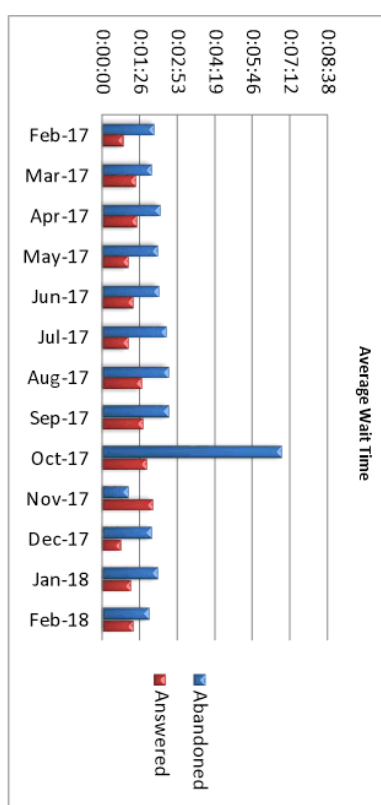
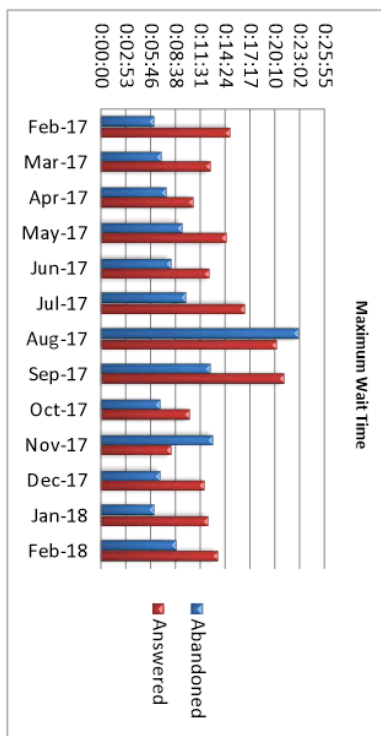
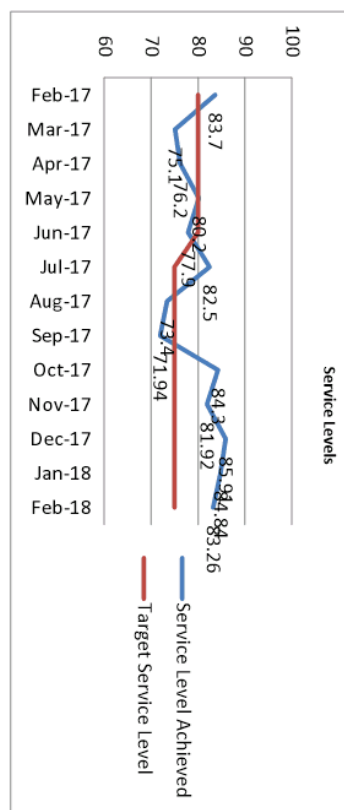
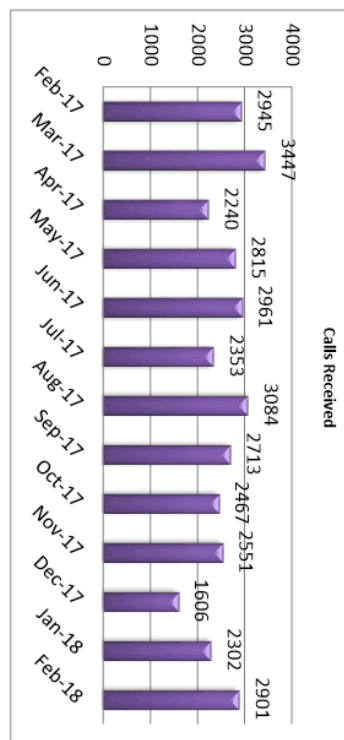
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**Attachments**

1 [View](#) Monthly Report - February 2018 5 Pages

Lockyer Valley Regional Council – Customer Service Monthly Statistics –February 2018

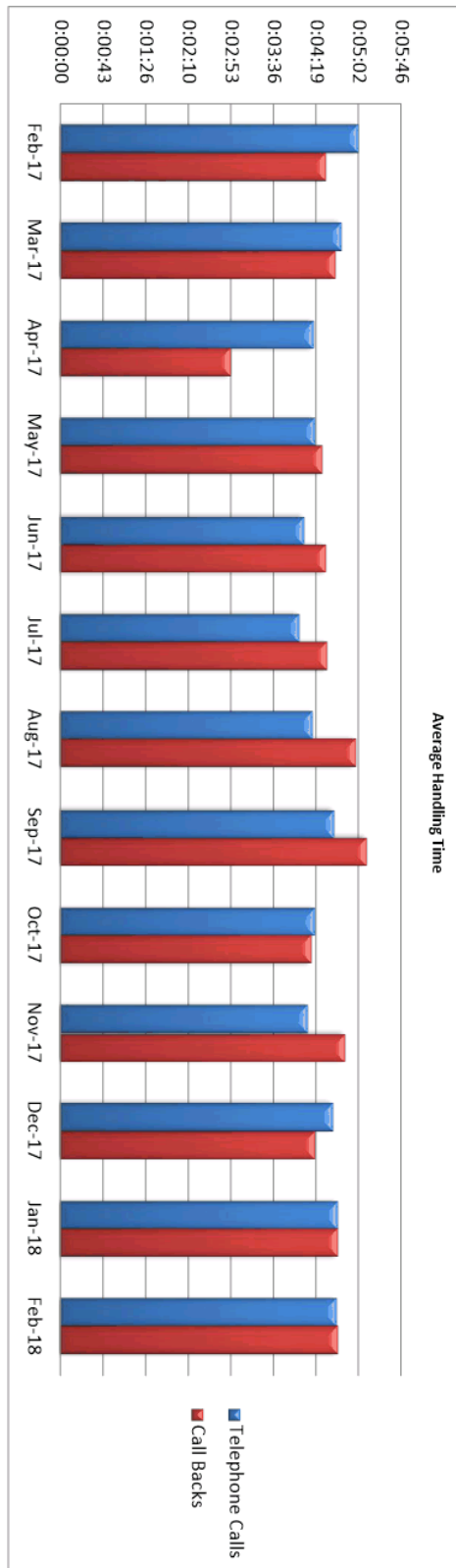
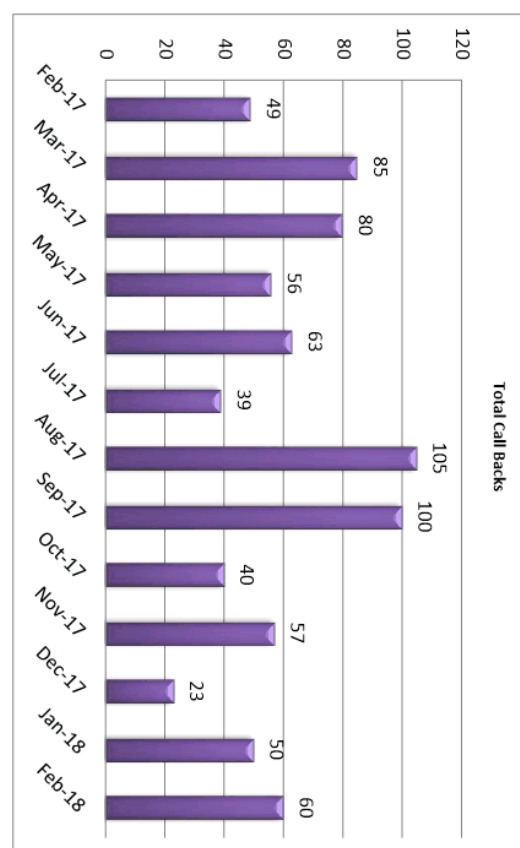
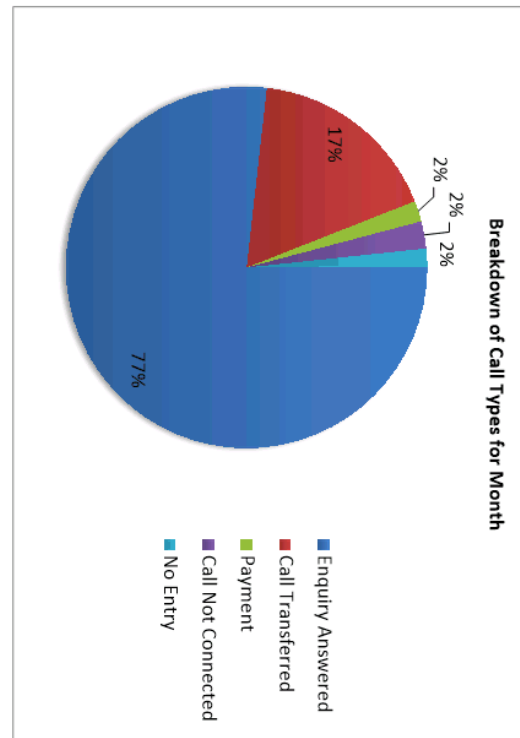
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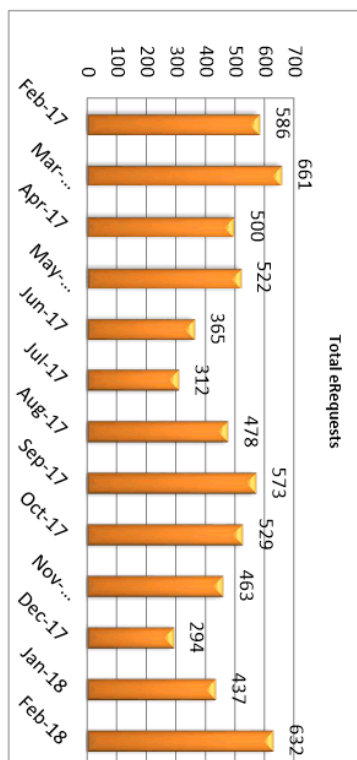
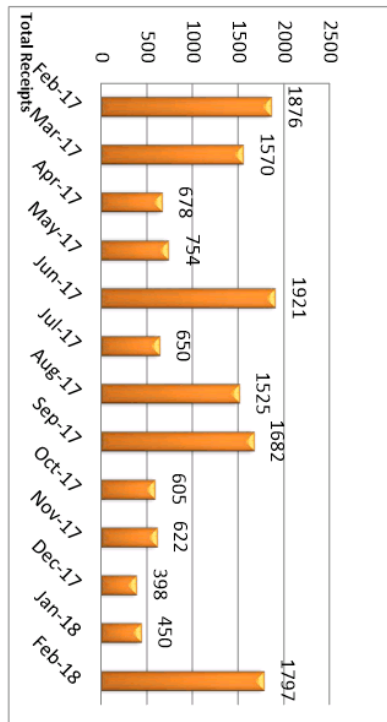
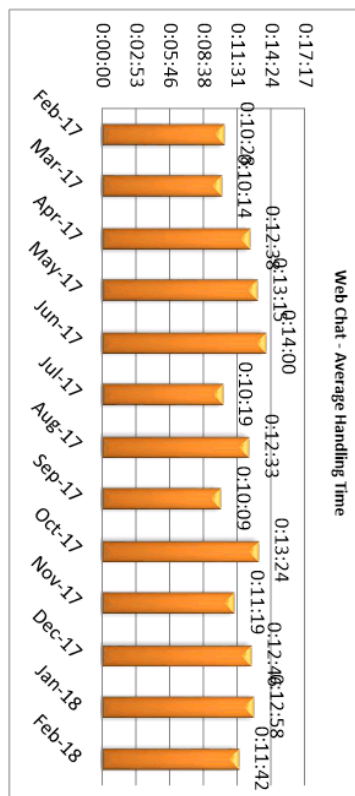
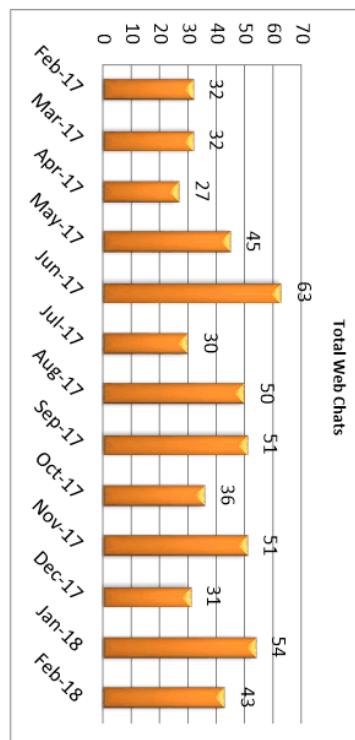
## QGAP Performance Report

Total time taken for all transactions	80.43hrs
Total number of transactions	536
Total average time for all transactions	9.00mins





## Live Chat, eRequests & Receipts

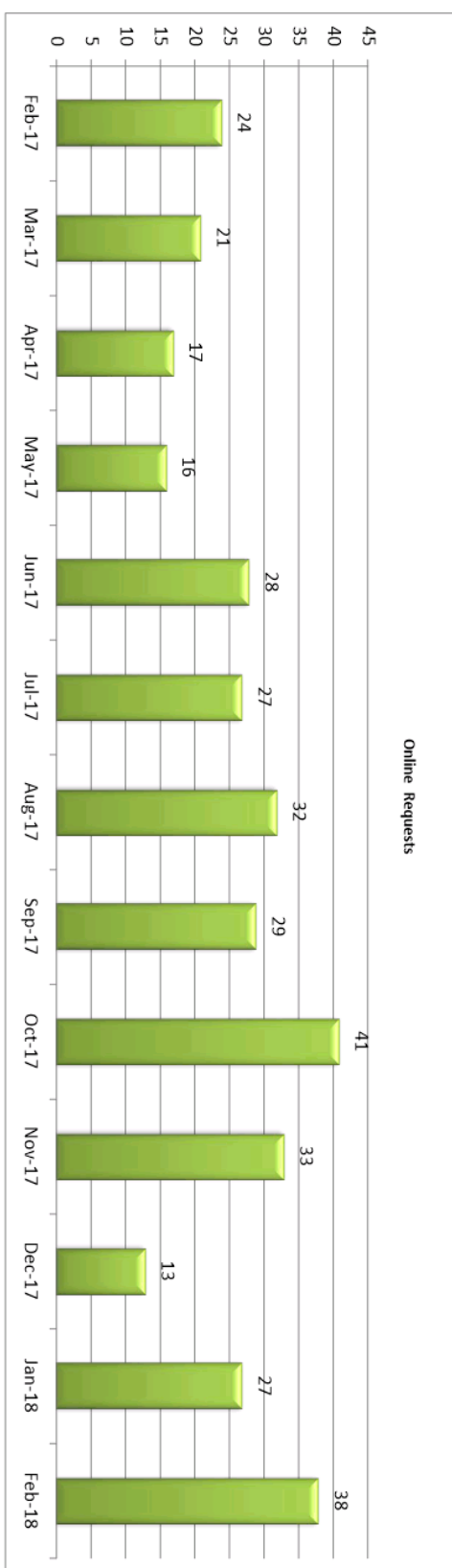


## Councillor Requests

Total Taken in February: 10

Total Requests Still Open: 49

## Online Requests



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## 13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS

### 13.1 Hopeland Hall, Laidley - Request for directional signs

**Date:** 07 March 2018

**Author:** Seren McKenzie, Manager Infrastructure Planning & Design

**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services

#### Summary:

Council is in receipt of a request for new community facility guidelines for Hopeland Hall at Laidley. The requested locations for signs have been assessed in accordance with Council's adopted *Community Facility Signs Guideline*.

#### Officer's Recommendation:

**THAT Council refuse the request for the installation of directional signage for Hopeland Hall, Laidley as the request is not in accordance with Council's *Community Facility Signs Guideline* or the State Government's *Manual of Uniform Traffic Control Devices*.**

#### RESOLUTION

**THAT Council refuse the request for the installation of directional signage for Hopeland Hall, Laidley as the request is not in accordance with Council's *Community Facility Signs Guideline* or the State Government's *Manual of Uniform Traffic Control Devices*.**

**Moved By: Cr Holstein**

**Seconded By: Cr Wilson**

**Resolution Number: 16-20/0830**

**CARRIED**

**6/0**

#### Report

##### 1. Introduction

The historical hall was relocated from Hopeland, western Queensland to the Tabeel retirement village in 2016. It has recently been renovated for the use of Tabeel residents and visitors who may hire it as a function centre. Installation of directional street signage to the hall has been requested.

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Figure 1: Location of Hopeland Hall

## 2. Background

The request is to install directional signage to Hopeland Hall, Laidley in the following locations as seen in figure 2 below:

- (i) Corner of Patrick Street and William Street
- (ii) Corner of William Street and Robinson Road
- (iii) Corner of Robinson Road and Alfred Street



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Figure 2: Locality map indicating where request signage be installed

### 3. Report

In assessing the merits of installing signage for community facilities, Council officers assess issues such as:

- (a) Clearance of the sign from the surrounding ground level
  - In this instance the lack of sufficient clearance if using the existing posts would necessitate the installation of new posts
  - There are already other blue and white signs for other facilities at the key decision points for drivers, and adding another sign could compromise drivers' ability to safely read all of the signs
- (b) Whether or not the facility in question provides a broad community service function
  - Hopeland Hall services a select clientele on a commercial basis
- (c) Is Hopeland Hall likely to be sought by significant numbers of visitors to Laidley district
  - Visitor numbers are not expected to be sufficiently high to require venue-specific signage
- (d) Is the route to Hopeland Hall particularly difficult to identify from Patrick Street
  - The route to the facility is relatively straight forward, this being from Patrick Street to William Street to Robinson Road to Alfred Street.

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Council's *Community Facility Signs Guideline*, October 2013 states the following:

*"c) A desirable maximum of two facilities and absolute maximum of three facilities should be signposted at any location on a first-come, first-served basis and/or based on a priority basis decided by Council officers*

*d) The number of signs provided for a facility should be kept to a minimum and should generally be only provided on the most direct access route. (A "major" road is defined as a road having an arterial function. These roads will normally be well defined in the road network and clearly identified with guide signs at significant intersections.)"*

In accordance with *Manual of Uniform Traffic Control Devices (MUTCD)* the lowest sign on the post must be greater than 2.5 metres from the ground. Installing signage for Hopeland Hall at the requested locations on the existing signposts would not meet the MUTCD and Council's *Community Facility Signs Guideline* requirements, due to both height limitations, and number of directional signs to be placed on the street sign posts.

Council's *Community Facility Signs Guidelines* do allow Council to determine which signs should be a priority if there are numerous signs on a post, and that Council has the right to remove signage if it deems it necessary, for example if it is considered a safety risk to drivers due to overuse of signs.

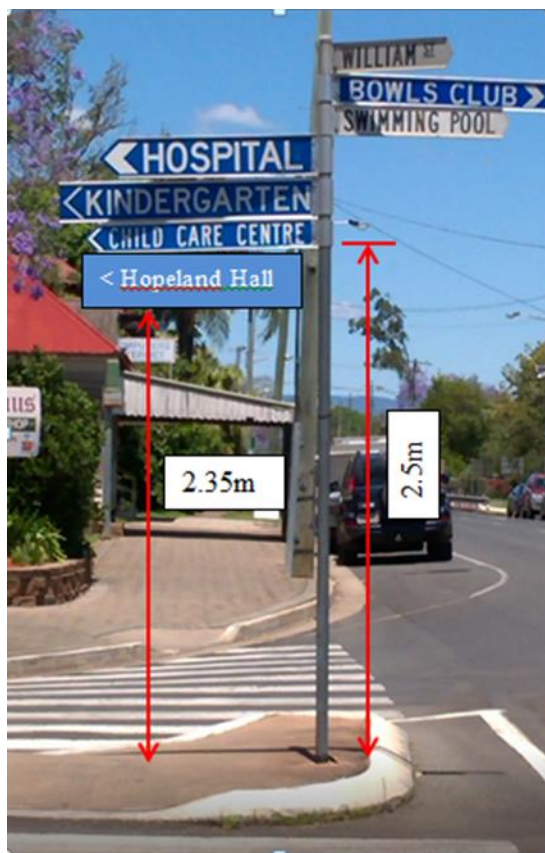


Figure 3: Existing signage on corner of Patrick Street and William Street, Laidley

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**4. Policy and Legal Implications**

*Community Facility Signs Guideline* and the *Manual of Uniform Traffic Control Devices*.

**5. Financial and Resource Implications**

The posts could be replaced at all three locations to meet the height requirements, however the whole project may then cost in the vicinity of \$2500, for the cost of posts and signs, labour, and requirements for traffic management on Patrick Street which is a State-controlled road.

**6. Delegations/Authorisations**

That the Chief Executive Officer is delegated authority to advise of the outcome.

**7. Communication and Engagement**

Council officers have been in discussions with the applicant regarding their request and the process to determine if the signs will be allowed.

**8. Conclusion**

Considering existing number of signs on the street posts at all three locations and the height limitations, installing the requested signage would breach the *Manual of Uniform Traffic Control Devices* MUTCD and Council's *Community Facility Signs Guideline* requirements. In line with this Council does not support the installation of the requested signage.

**9. Action/s**

It is recommended that the signs not be installed given the existing number of signs on the street posts at all three locations, the height limitations, no demonstrable need for the signage, and that installing the requested signage would breach requirements of the *Manual of Uniform Traffic Control Devices* (MUTCD) and Council's *Community Facility Signs Guideline*.

**Attachments**

There are no attachments for this report.



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**13.2 Executive Manager Infrastructure Works and Services Monthly Report - February 2018**

**Date:** 27 February 2018  
**Author:** Sara Rozynski, Personal Assistant to the Executive Manager Infrastructure Works and Services  
**Responsible Officer:** Myles Fairbairn, Executive Manager Infrastructure Works & Services

**Summary:**

This report is to update Council on the emerging matters arising in regards to the Infrastructure Works and Services Group for February 2018.

**Officer's Recommendation:**

**THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly report for February 2018.**

**RESOLUTION**

**THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly report for February 2018.**

**Moved By: Cr Holstein                      Seconded By: Cr Hagan**  
**Resolution Number: 16-20/0831**

**CARRIED**  
**6/0**

**Report**

**1. Introduction**

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services during February 2018.

**2. Background**

Activities undertaken and issues arising are described in the body of this report.

**3. Report**

**ROADS SAFETY BLACK SPOT PROGRAMME**

In June 2017 Lockyer Valley Regional Council was awarded funding for 3 projects through the Federal Government's Black Spot road safety programme for 2017-18.

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Project	Australian Government Funding	Status	Comments
<b>Summerholm Road, SUMMERHOLM</b> Review and install signage	\$66,000	Issued for construction	Contractor engaged.
<b>Harm Drive / Lake Clarendon Road intersection upgrade, CROWLEY VALE</b> Change of route priority	\$56,500	In design	Unable to complete for the budget due to details that emerged in detailed design. Reassessing project to determine if a change in scope will achieve safety benefits.
<b>Litfin Bridge, GATTON</b> Improve signage and delineation on approaches to bridge and replace damaged guardrail	\$41,500	Amendments required to increase sight distance through bridge	Some works complete, issues with services that will prevent widening of the road, options being investigated
<b>Total for 2017-18</b>	<b>\$164,000</b>		

**TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME (TIDS)**

The Transport Infrastructure Development Scheme (TIDS) is administered by the Scenic Valleys Regional Roads and Transport Group. TIDS is funded on a 50:50 basis (as a maximum) by the Department of Transport and Main Roads, ostensibly to provide funding for local government road and transport-related initiatives that support state government objectives.

The following table provides an update on the TIDS program for 2017-18:

Project Description	Total Project Costs	% of project completed to date	Status / Comments
Flagstone Creek Road – bridge/culvert safety improvements and signage improvements	\$60,000	10%	Signage review undertaken for identified section of the road, with recommendations for a number of improvements. Culvert to be replaced as part of culvert package.
<del>Airforce Road – widening of culvert and approaches</del>	<del>\$300,000</del>	<del>5%</del>	Project deferred due to potential conflict with Inland Rail project.
Seventeen Mile Road - rehabilitation	\$300,000	0%	Project replaces Airforce Road culverts. Scoping stage.
Flagstone Creek State School – parking improvements	\$80,000	5%	Final meeting with school programmed.
Lake Clarendon Way – pavement rehabilitation	\$360,000	50%	Construction pending. Changes approved by RRTG.
Woodlands Road – geometry improvements	\$270,892	5%	Scoping progressing. Survey of corner near Manteuffel Road intersection, and widening of road where geometry allows.

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Project Description	Total Project Costs	% of project completed to date	Status / Comments
Blanchview Road – new culvert	\$30,000	5%	Design complete
Long Gully Road – upgrade gravel road to a sealed standard (approx. 3km)	\$260,000	5%	Under construction
Spencer Street footpath – replace pavers near Maitland Street	\$20,000	100%	Project complete
Spencer Street footpath – replace pavers East Street to Wilsons Lane	\$30,000	100%	Project complete
<b>Total TIDS funding programme</b>	<b>\$1,410,892</b>		

**FUNDING APPLICATIONS**

An update on funding applications is provided below:

- *Building Better Regions* (Australian Govt), submitted December 2017. Awaiting decision.
  - Amos Road upgrade, Withcott. This would upgrade the eastern road access into Jubilee Park.
  - Replacement of Mahon Bridge, Carpendale
- 2018-19 *Cycle Network Local Government Grants Program*. Two applications were submitted 20 December 2017. Awaiting funding decision.
  - Construction of Spencer Street upgrade of shared pathway, Gatton
  - Construction of Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.
- 2017-18 *Cycle Network Local Government Grants Program*.
  - Concept design for Lake Apex Drive and William Street cycle facility (combination of on-road and off-road), Gatton. Construction not funded as yet. Concept design draft report received and with TMR for review and comment.
- Laidley Flood Mitigation Project (*Community Resilience Fund* (State Government, DILGP)).
  - Practical completion was achieved in late February 2018, with some minor landscaping works and fitting of flood gate to be finalised.
- Department of Infrastructure, Local Government and Planning 2016-17 Grants and Subsidies Programs
  - Stormwater Catchment Modelling, Planning and Design for Gatton Sub-catchments.
    - 60% DILGP subsidy of \$150,000 approved to complement \$100,000 from LVRC
    - Project complete, funding paid.

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- Safer Communities Fund – Round 2 (Department of Industry, Innovation and Science – Australian Government) submitted 14 November 2017. Total application of \$296,863. Awaiting funding decision.
  - Railway Street lighting improvements, Gatton \$105,000
  - Centenary Park lighting improvements, Gatton \$83,000
  - Laidley Recreation Reserve bollard installation, Laidley \$103,883
  - Das Neumann Haus – park CCTV installation, Laidley \$4,980
- Black Spot road safety programme, Australian Government. 29 projects submitted mid-2017 and awaiting funding decision – likely know mid-2018 what projects attract funding.

### PARKS, GARDENS AND CEMETERIES (PGC) UNIT

The Parks, Gardens and Cemeteries Unit has undertaken the following activities during February 2018:

#### Capital Works

Strategy / Activity / Project / Program	Update	Next step
Laidley Recreation Reserve bollards	Quotes have been received for renewal of bollards	Bollards have arrived, works to be executed soon.
Littleton Park swing, Gatton	Swing has been installed.	
Forest Hill Columbarium Wall	Contract awarded to Wagners. Footing design completed for building approval.	Once approval received, pouring of footings/slabs.
Rehabilitation of former livestock dip site at Lockrose	Approx. 600 cubic metres of contaminated soil removed to Ipswich. Results proved contaminated area is worse than initially envisaged. Backfilling has commenced.	Excavate further sections, and then import material as required.

#### Maintenance Works

- Mowing
  - Mowing of parks and streets in Gatton, Laidley, Forest Hill, Helidon, Withcott, Grantham, Murphys Creek, Kensington Grove and Hatton Vale.
  - Mowing of Laidley, Gatton, Forest Hill, Murphys Creek and Caffey cemeteries
  - Mowing of sport fields across the region
- Playgrounds
  - Repairs continuing from recent playground safety audit
  - Replacement of shade sail at Progress Park due to wear and tear
  - Vandalism repairs to Shelter at Gatton Skate bowl
  - Audit of playground at Ropehill after storm damage with initial reports of major structural damage to playground.
  - Rubber surfacing repairs Lions Park Laidley

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- Installation of new soft fall at Littelton Park Gatton for new swing area
- Furniture maintenance
  - Removal of graffiti at Cunningham Crest Lookout
  - Repairs to broken bollards at Lake Apex Park
  - Quotes sourced to replace damaged shelter at Narda Lagoon Laidley
- Landscaping
  - Weeding of Welcome to Gatton sign garden
  - Dead tree removal at Lake Apex Park and Lions Park Laidley
  - Spraying of weeds in Lions Park Laidley
  - Irrigation works at Lake Apex Park
  - New planting in Railway Street Gatton for Queens Baton Relay event
- Event assistance
  - Event sign change over
  - Mulching gardens at the Pioneer Village Laidley for movie shoot
  - Gatton gem show at the Gatton Shire Hall
- Funerals – five held during February 2018
- General maintenance and business
  - Resolution of customer requests across the region
  - Rubbish run continuing across the region
  - Cemetery backfilling of graves that have sunk after recent rain

**ROADS AND DRAINAGE UNIT**

The Roads and Drainage Unit has undertaken the following activities during February 2018:

**Capital Works**

Strategy / Activity / Project / Program	Update	Next step
Hickey St, Gatton - Pavement reconstruction and seal	Lime stabilisation works complete.	Pavement works in progress
Railway Street, Laidley - footpath construction (Between Herbert and Winston Street)	Trees have been removed.	Footpath works in progress
Strong Street, Gatton - Pavement reconstruction and seal	Road excavation and subsoil works in progress	Works in progress
Lake Apex stairway upgrade	New stair completed. Handrail constructed.	Handrails to be installed
Bitumen reseal programme	Works to Clark's Lane, Falconer Street, Adare Road and Redbank Creek Road, Gatton commenced.	Works in progress

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Strategy / Activity / Project / Program	Update	Next step
Construction of internal road at Gatton Showgrounds	Base course and table drain works in progress	Works in progress
Naomi Road, Lockyer Waters	Primerseal completed	Works completed
Ingoldbsy Road, Caffey	Primerseal completed	Works completed
Litfin Bridge, Gatton	Minor safety improvement works	Works in progress
Jones Road, Withcott	Footpath completed	Works completed
TMR prior reseals (preparatory works)	Pavement repairs on Gatton-Clifton Road	Works completed
NDRRA Program	Old Laidley-Forest Hill Road, Laidley North – guide posts installed	Works in progress
	Cole Gully Road, Lefthand Branch - Reinstatement works being done	Works in progress
	Heise Road, Hatton Vale – resheet completed	Works in progress
Long Gully Road upgrade	Scoping and drainage works	Works in progress

### Maintenance Works

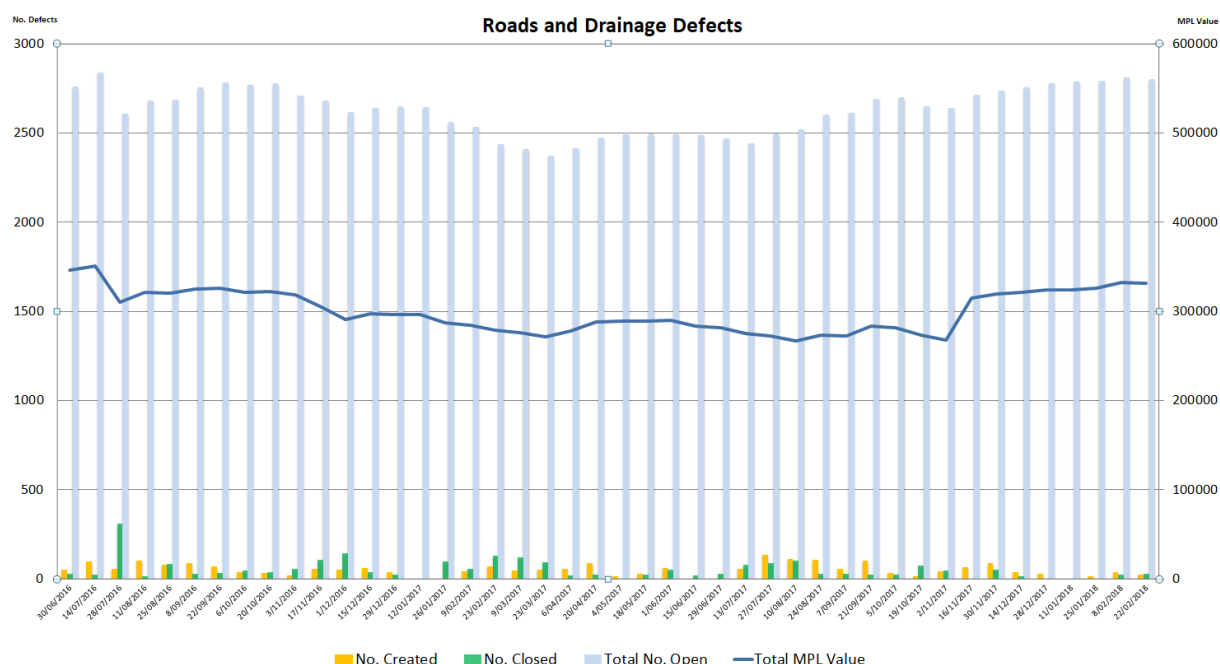
- Gravel road grading works being done at:
  - Helidon Spa
  - Mount Whitestone
- Roadside spraying
  - Blenheim
  - Carpendale
  - Glen Cairn
  - Laidley Heights
  - Plainland
  - Upper Flagstone
  - Woodlands
- Road pavement repairs
  - Withcott
- Vegetation control and slashing
  - Blenheim
  - Carpendale
  - College View
  - Crowley Vale
  - Forest Hill
  - Glen Cairn
  - Glenore Grove
  - Hatton Vale

- 
- Helidon Spa
  - Junction View
  - Laidley Heights
  - Lake Clarendon
  - Lockyer Waters
  - Ma Ma Creek
  - Morton Vale
  - Regency Downs
  - Ropeley
  - Upper Tenthill
  - Veradilla
  - Woodbine
  - Drainage works
    - Blenheim
    - Grantham
    - Laidley
    - Laidley Creek West
    - Plainland
    - Summerholm
  - Road patching works
    - Ballard
    - Blenheim
    - Crowley Vale
    - Forest Hill
    - Gatton
    - Hatton Vale
    - Laidley
    - Murphys Creek
    - Summerholm
  - Traffic signs and linemarking work
    - Gatton
    - Kentville
    - Laidley
    - Lockrose
    - Ma Ma Creek

### **Road and Drainage Defects**

The high MPL value may indicate a heightened focus on the capital works programme. The reduction in the roads and maintenance budget this financial year may also have inadvertently led to a lower level of service being able to be achieved.

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### PLANNING AND DESIGN UNIT

In addition to the Black Spot and TIDS projects lists previously, the Planning and Design Unit has undertaken the following work:

Strategy / Activity / Project / Program	Update	Next step
Toowoomba Second Range Crossing	Ongoing meeting with various teams from Nexus. Monitoring impact on local roads and community. IFC sent to Council for Postmans Ridge Road. B-Double routes approved for Roches/Little Oakey/Gittins/McNamaras route for asphalt batching plant.	Postmans Ridge Road opened on the afternoon of Monday 26th February 2018. Application submitted via TMR for changes to approved B-double route along Postmans Ridge Road. Inspections arranged for remaining Returned Works roads to assess construction and progress.
Buaraba Street Gatton outfall	Outfall works on hold and monitoring levels monthly. Also monitoring internal drain for further movement. Considering alternative design for outfall which doesn't involve removing gabions and is easier to construct. Original design sourced, which is in line with alternative proposed design.	Latest survey results show some movement over time, detailed analysis of results to be undertaken.



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Strategy / Activity / Project / Program	Update	Next step
Footpath projects on TMR roads	Lake Apex Drive planning and design of cycle route improvements. Point8 consultants undertaking concept design.	Concept design report in draft format and sent to TMR for review and comment.
Gatton Revitalisation	Footpath colour trial – Brick n Pave CBD street lighting – GHD Treescape rubber bases trial complete	Detailed design of CBD street lighting project with Council for review.
Stormwater Catchment Modelling, Planning and Design for Gatton Sub-catchments	Project complete	Workshop report to be presented on 6 March 2018.
Laidley Flood Mitigation	Community consultation undertaken in January 2017, good feedback received. Further projects identified from this consultation, and downstream bat area and creek has been checked as tree clearing and tidying up requested here. Notice of intent for construction issued to SEDL on 26/9/17. Operational Works application approved at Council meeting on 27/9/17. Spoil being used as capping for old cell at Laidley landfill.	Project has reached Practical Completion. Some minor landscaping works and fitting of gates to be finalised.

**INFRASTRUCTURE SUPPORT UNIT**

Asset Management Unit activities:

- Working with Program Manager for the NDRRA works on scope definition and control
- Undertaking review of Transport and Parks Service Management Plans (SMPs). Development of Cemetery and Drainage SMPs underway, and assisting in the development/improvement of Waste and Buildings SMPs
- Finalisation of floodway asset condition inspection program to reduce risk of data inaccuracies in light of potential wet weather event over summer
- Capital Works asset processing for capitalisation readiness by Finance unit in February (Infrastructure Works and Services, Building and Facilities, and Waste)
- Supporting Environment and Pest business unit with IT support, training and use of Mobility
- Long term capital renewal programming underway
- Preparation and submission of assignments for level 2 bridge inspector qualification
- Development of risk strategy and monitoring for poor condition culvert and floodway assets

Plant and Fleet Unit activities:

*Fleet Capital 2017-18:*

- Quotes have been called for 8,000 Kg RGVM Crew Cab truck for the Parks and Gardens area. This will replace FL000106 – 2005 Isuzu NPR 400 crew cab job truck. Replaced due to age and kilometres.

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*Fleet Disposals:*

The following fleet items have been sent to auction for disposal. Note - they have been listed on Council's Website advising of their disposal as per Councillor request.

- FL000071 – 2011 Hyundai iX35 Highlander AWD SUV.
- FL000092 – 2004 Isuzu NPR 400 Crew Cab job truck with TWE tray body fitted.
- FL000093 – 2002 Isuzu NPR 300 Single Cab truck with 6m3 Russ Equipment mini compactor body fitted.

*Fleet Insurance:*

FL000548 – Isuzu 80-190 Crew Cab job truck. received damage to its electrical system due to a lightning strike while parked at the depot over the Christmas closedown period. This truck has been written off by our insurer. The truck will be replaced under the new for old component of our fleet insurance policy. The replacement truck has been ordered through Black Truck Sales, Toowoomba. Delivery is 8-10 weeks.

**EXECUTIVE MANAGER ACTIVITIES**

During the month of February 2018, the Executive Manager attended:

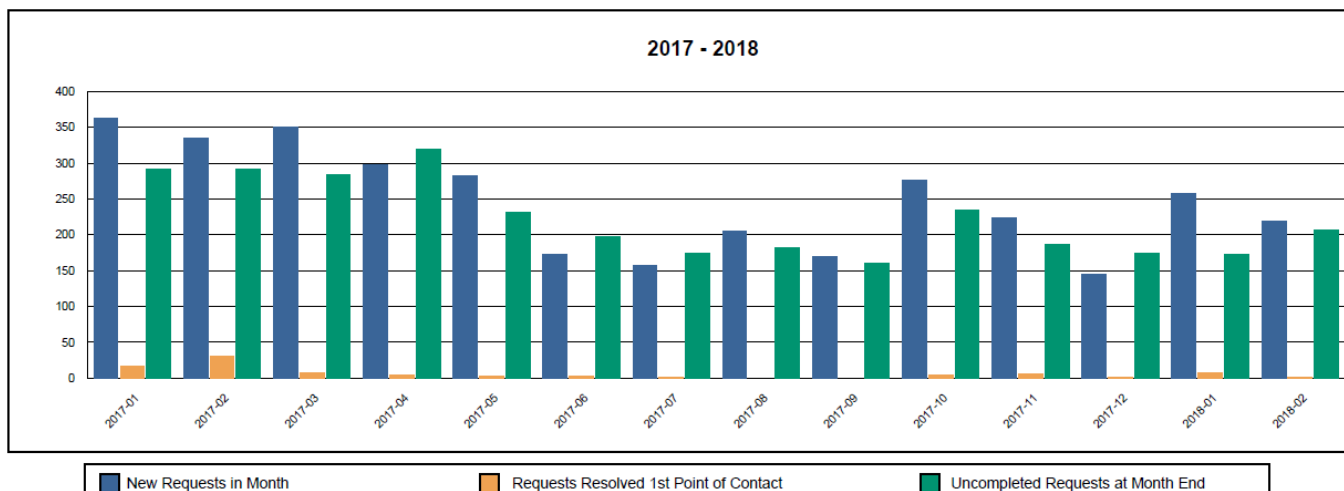
- Council Workshops, Council meetings and Councillor Tours
- Executive Leadership Team (ELT) meetings
- Leadership Forum
- ELT and staff meetings – various locations
- Enterprise Bargaining Agreement meetings
- IWS Management Team meeting
- CEO and ELT Roadshows
- IWS Portfolio meeting with Cr Holstein
- Workplace / IWS site visits at:
  - Hickey Street, Gatton
- Combined Ipswich and Toowoomba District Human and Social Recovery Committee
- Councillor Vela induction
- IPWEA President's Breakfast 2018
- Planning Scheme Development workshops
- Laidley Futures Committee meeting
- Work Health and Safety Committee meeting
- Queens Baton Relay meeting
- Scenic Valleys RRTG Technical Committee meeting
- Lockyer Chamber of Commerce February Networking Breakfast
- Toowoomba Second Range Crossing meeting
- Plainland Network meeting

The Executive Manager's office has also supported the Gatton Revitalisation Project Committee meeting.

**CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING**

The tables below provide a summary of customer service request activity for February 2018.

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## Attachments

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## 14.0 ITEMS FOR INFORMATION

### 14.1 Queensland Urban Utilities Board Update - February 2018

**Date:** 26 February 2018  
**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 October 2017.

**This document is for Council's information only.**

#### RESOLUTION

**THAT Council receive and note the Queensland Urban Utilities Board Update – February 2018 report.**

**Moved By: Cr Holstein                      Seconded By: Cr Wilson**  
**Resolution Number: 16-20/0832**

**CARRIED**  
**6/0**

#### 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 as a result of Queensland Government changes to the way water is managed in South East Queensland.
- Owned by the Brisbane and Ipswich City Councils, and Lockyer Valley, Scenic Rim and Somerset Regional Councils and governed by an independent Board.
- Tasked to deliver drinking water, recycled water and sewerage services to the cities and townships within the boundaries of these five local government areas.
- Responsible for delivering water to customers, collecting, transporting and treating sewage, as well as charging and billing for water and waste water services for customers in the Brisbane, Ipswich, Lockyer Valley, Scenic Rim and Somerset local authority areas.

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### 3. Report

The Board held its first meeting of the year on Monday 19 February 2018. Similar to previous years, the meeting was held offsite here in the Lockyer Valley, which afforded the Board an opportunity to visit the region and meet with a number of their shareholders.

This year, QUU will deliver or progress a number of key initiatives that will improve the customer experience, increase shareholder value, enhance the environment and enrich our communities.

For example, QUU will continue to invest in foundational information, technology and communication platforms, such as their asset management, billing, SCADA, and customer relationship management systems. This investment will allow them to better operate their \$5b asset base and improve their customer interactions.

QUU will continue to advance their billing transformation program to reduce the time between when a customer's meter is read and when they receive their bill, thereby enhancing their experience.

Building on the \$1.5b of infrastructure delivered since formation, QUU will continue to construct new and renew existing water and sewerage infrastructure to meet the growing needs of our service regions. They will also be investing in an intelligent water network to allow them to optimise the network and minimise service disruptions to their customers.

They will continue to place downward pressure on pricing by realising operational efficiencies. In addition, they will focus on providing shareholders with more certain and stable participation returns, while, at the same time, ensuring their long-term financial sustainability.

Finally, over the next six months, they will be finalising their refreshed strategic direction for the next five years. This piece of work has been informed by the findings from their Utility of the Future research, shareholder aspirations from shareholders respective strategic plans, customer insights and macro-environment trends.

The Board looks forward to sharing their refreshed vision and strategic direction with Council in mid-2018, and to identifying opportunities where they can work in strategic partnership for the betterment of our shared customers and communities.

At the meeting, the following matters were discussed.

#### **OPERATIONAL EXCELLENCE**

##### ***Strategic risk review***

This month, as part of the Board's bi-annual review of QUU's risk framework, the Board considered changes to its strategic risk and opportunity profile.

The Board approved the inclusion of a new risk related to the *Failure to prepare for and manage the impacts of drought conditions*. This specific risk is heightened as QUU is dependent on all water grid participants, including Seqwater and other water service providers, to work collaboratively on the Drought Response Plan. A further update on drought under the Customers and Communities strategic pillar has been provided.

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All remaining strategic risks, as set out in our *2017/22 Corporate Plan*, remain unchanged. The Board also considered QUU's strategic opportunities that relate to non-regulated revenue and innovative service delivery approaches.

***Northern Treatment Plant Capital Works Program***

The Board received and approved a new, more efficient and effective procurement strategy to deliver upgrades to their sewerage assets that service the majority of their coastal treatment plants.

Over the next five years, QUU will invest \$445m in wastewater infrastructure, with approximately \$185m earmarked for their northern treatment plants. Most of this investment relates to renewals and upgrades to ensure their plants are able to cater for increased population growth, remain climate resilient and are compliant with stringent environmental requirements.

***Program management approach***

Management proposed a procurement strategy that will enable consulting firms to become QUU's Infrastructure Engineering Service (IES) partners. The proposed IES model will allow QUU to deliver their capital program in a more efficient and cost-effective manner due to greater continuity of and accountability for project designs over the project lifecycle, thereby reducing the number of interfaces and transaction costs.

The Board approved the proposed procurement strategy.

***SCADA program***

Management presented the pre-market business case for the SCADA program, which has been endorsed by the Board's Strategic Asset Management Committee. The business case will see QUU transition to a standardised and common SCADA platform to enable remote monitoring across all of QUU's water and sewerage assets.

The Board approved the SCADA business case.

***Oxley Servicing Strategy***

QUU and Brisbane City Council (BCC) have identified an opportunity to work collaboratively on a key strategic initiative to enhance a 15 kilometre corridor along the Oxley Creek, from the Brisbane River to Larapinta. The joint project, which will result in a world-class leisure destination, strategically aligns to both QUU's and BCC's aspirations of enhancing the environment, creating livable communities and creating economic opportunities.

QUU is also exploring how they can provide recycled water to this corridor, which will improve land quality while, at the same time, reducing nutrient discharges from the nearby Oxley Creek Sewage Treatment Plant. In addition, they are actively considering how recycled bio-solids from their treatment processes can improve land quality in the catchment.

The Board was supportive of management continuing to work closely with BCC on this transformational community project.

***Advanced Solutions update***

The Board received an update on a number of expansionary activities that QUU is piloting and testing across our service territory.

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These initiatives are creating economic and financial value for QUU, as well as their suppliers, customers and shareholders. For example, we're converting waste into valuable resources by directly injecting their customers' trade waste into their treatment plants. In doing so, they are reducing the impact on their wastewater transport network while generating energy for re-use on site. QUU are also testing whether chicken manure sourced from the Scenic Rim has the potential to be used in their treatment processes, allowing the industry to continue to grow without having to be constrained by how to manage this waste stream.

The Advanced Solutions Team is working collaboratively with Lockyer Valley Regional Council and the University of Queensland to identify if there is a market opportunity for a bioenergy hub in the region to produce energy, fertiliser, recycled water and other products from waste streams that we collect.

In addition, they are creating value by offering recycled water to large commercial customers, leveraging our infrastructure to create new revenue streams and exploring how they can create economic and financial value from bio-solids.

## **CUSTOMERS AND COMMUNITIES**

### ***Drought management***

QUU continues to proactively plan and prepare for drought, with Seqwater's water security modelling indicating that regional drought preparedness measures will be triggered this year.

In addition to planning community awareness activities, QUU is working to possibly recommission the Luggage Point Advanced Water Treatment Plant in quarter three to supply approximately 6 ML/day to the western corridor recycled water pipeline for energy generation.

### ***Customer Relationship Management update***

The Board received an update on the implementation of their Customer Relationship Management (CRM) system, which remains on track.

The first phase of implementation is now complete, with key commercial customer and water reliant customer information now being managed through the CRM. The next phase will see residential customer and strategic stakeholder customer information managed through the CRM.

## **SHAREHOLDERS AND STRATEGIC STAKEHOLDERS**

### ***Participation Return Policy***

The Board and management, in consultation with shareholders, have been working on how they can better balance shareholder needs for short-term certainty and stable participation growth, while, at the same time, maintaining QUU's long-term financial sustainability.

This month, the Board received independent advice on a number of suggested amendments to the Participation Return Policy, which have had input from and the support of shareholders at officer level.

In accordance with the requirements of the Participation Agreement, QUU will require the approval of all five shareholders to enact these changes. I anticipate further details to be provided to your Chief Executive Officer in the near future.

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## **PEOPLE**

### ***Organisational culture***

Since formation, the Board and management have had a continued focus on shifting our organisational culture to being predominately humanistic and encouraging, as defined by the Human Synergistic Organisational Culture Index.

Every two years, QUU measure their progress towards this aspirational state, with the last survey being conducted in late 2017.

This survey, which had a 75% participation rate, shows that significant improvements have been made and that their employees feel their culture is constructive, with the result close to the 50 percentile target. At the same time, their employees have experienced a reduction in defensive and aggressive cultural styles, with these results below the 50<sup>th</sup> percentile.

### **Attachments**

There are no attachments for this report.



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**15.0 CONFIDENTIAL ITEMS**

**CLOSED SESSION**

THAT Council resolve to move into Closed Session at 10.50am 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 like to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage, in order to discuss:*

- *Item 15.1 – Queensland Urban Utilities Participation Return Policy Amendment*

**Moved By: Cr Hagan**

**Seconded By: Cr Vela**

**Resolution Number: 16-20/0833**

**CARRIED**

**6/0**

**OPEN SESSION**

THAT Council move into open session, the time being 10.58am.

**Moved By: Cr Hagan**

**Seconded By: Cr McLean**

**Resolution Number: 16-20/0834**

**CARRIED**

**6/0**

