



# **ORDINARY MEETING OF COUNCIL**

## **AGENDA**

**13 JUNE 2018**





**ORDINARY MEETING OF  
COUNCIL AGENDA  
13 JUNE 2018**

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**1. MEETING OPENED**

**2. LEAVE OF ABSENCE**

*No Leave Of Absence*

**3. CONDOLENCES/GET WELL WISHES**

**3.1 Condolences/Get Well Wishes**

**Date:** 06 June 2018

**Author:** Erin Carkeet, Governance & Strategy Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

**Officer's Recommendation:**

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

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

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

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor or senior council officer 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 or senior council officer who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the councillor's personal interest in the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.



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**5. MAYORAL MINUTE**

*No Mayoral Minute*

**6. CONFIRMATION OF MINUTES**

**6.1 Confirmation of Ordinary Meeting Minutes of 16 May 2018**

**Date:** 06 June 2018  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 16 May 2018 be taken as read and confirmed.**

**6.2 Confirmation of Special (Budget) Meeting Minutes of 5 June 2018**

**Date:** 06 June 2018  
**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT the Minutes of the Special (Budget) Meeting of Lockyer Valley Regional Council held on Tuesday 5 June 2018 be taken as read and confirmed.**



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**6.3                      Receipt of the Minutes of the Gatton Revitalisation Project Advisory Committee held on 29 May 2018**

**Date:** 06 June 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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**Officer's Recommendation:**

**THAT the Minutes of the Gatton Revitalisation Project Advisory Committee Meeting held on 29 May 2018, as attached, be received and noted.**

**Attachments**

1 [View](#)    Minutes   3 Pages

**Gatton Revitalisation Project Committee (GRPC) Meeting Minutes  
Tuesday 29 May 2018**



**Attendees:** Helen McGraw, Cr McLean, Cr Wilson, Cr Vela, Brendan Sippel, Seren McKenzie, Belinda Wheelband, Neil Williamson and Trent Nibbs

**Apologies:** Cr Milligan, Cr Holstein, Cr Cook, Ian Church, Jason Harm, Cr Hagan, Atem Jok

**Chair:** Seren McKenzie

**Minute Taker:** Sara Rozynski

**Meeting commenced at 3:32pm**

Item	Topic	Key Points/Discussion	Action	By whom and When
1.	Welcome and apologies			
2.	Previous minutes – 30 January 2018 ECM 3532948			
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.	Community Engagement	Nil		
5.	Successful Funding	<p>Council received confirmation of successful Safer Communities grant funding for:</p> <ul style="list-style-type: none"> <li>Centenary Gardens lighting (including gazebo lighting)</li> <li>Railway Street, Gatton lighting</li> </ul> <p>Confirmation of successful funding was also received for:</p> <ul style="list-style-type: none"> <li>Passenger Transport Infrastructure Investment Program (PTIIP) 2017/18/19 for the relocation of the bus stops from the CBD to QR terminal interchange.</li> </ul>	Was noted to avoid undertaking works from October through to December due to a high volume of activities occurring within the park during this period. IWS to commence detail design.	SM

ECM 3499363



Item	Topic	Key Points/Discussion	Action	By whom and When
6.	Clarification of Park Name	Centenary Park is sign-posted Centenary Gardens however both names are appearing on Council systems.	Clarification required around name and correct Council systems where needed. It was suggested Centenary Gardens is the preferred name.	BS
7.	Welcome to Gatton Sign at intersection of Eastern Drive and Gatton Laidley Road.	Review of this sign to be undertaken. Comment was made that a community group/member could contribute to the design instead of paying a contractor. This poses a uniformity risk.	Regional Development to investigate where this request is at. Options for design are to be reported at next meeting.	HM
8.	General business	<p>Cr McLean</p> <ul style="list-style-type: none"> <li>- The Multicultural festival ran smoothly and was again successful this year.</li> <li>- Community groups are proving to work well together.</li> </ul> <p>Brendan Sippel</p> <ul style="list-style-type: none"> <li>- PGC Unit are painting selected seats within the CBD during the winter period.</li> <li>- Next week the Railway Street roundabout is being repaired.</li> <li>- PGC unit are contemplating painting the bollards a lighter colour due to visibility reasons. The bollards are often hit so painting them a lighter colour may help prevent this.</li> <li>- Lake Apex Skate Park carpark is being sealed. Works have commenced.</li> <li>- A new shelter is being installed and the BBQ replaced at Rotary Park.</li> <li>- \$50,000 has been allocated in the 2018-19 budget to undertake works to the front gardens/area of the office.</li> </ul> <p>Belinda Wheelband</p> <ul style="list-style-type: none"> <li>- Creek revegetation works due to occur in spring around the Smithfield Road region to Cahill Park. Landholder</li> </ul>		

Item	Topic	Key Points/Discussion	Action	By whom and When
		<p>engagement is currently underway.</p> <p>Neil Williamson</p> <ul style="list-style-type: none"> <li>- ARTC Inland Rail are currently proposing alternative routes. These routes have been proposed on their website.</li> </ul> <p>Cr Wilson</p> <ul style="list-style-type: none"> <li>- Advised he is happy with the funding we have recently received.</li> </ul> <p>Seren McKenzie</p> <ul style="list-style-type: none"> <li>- Discussion was held regarding the frequency of the meetings. Agreement to occur every 3 months. Should more important items arise happy to review frequency again.</li> </ul>		
7.	Next meeting date	29 August 2018, 10:00am to 11:00am.		

Meeting closed 3:52pm



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**7. BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes*

**8. COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes*

**9. DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations*



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### 10. EXECUTIVE OFFICE REPORTS

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

**Date:** 04 June 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 May 2018.**

#### 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 and Council Business. Legal and Property Services are subject to separate reports to Council

##### 3. Report Governance:

###### Audit & Risk Management

Expressions of Interest for nominations for the positions of Independent Chairperson and Independent Community Member have been called, with applications closing on Friday 15 June 2018. The next meeting of the Committee is scheduled for Thursday 28 June 2018.

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### Complaints

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

Type of complaint	No received year to date		Currently under investigation 2017-18	Received during the month 2017-18	Completed in the month 2017-18
	2017-18	2016-17			
Staff	3	8	0	0	0
Administrative Action	8	14	2	0	0
Privacy	1	0	0	0	0
<b>TOTAL</b>	<b>12</b>	<b>22</b>	<b>2</b>	<b>0</b>	<b>0</b>

The review of the Complaints Management System has been completed and is now in the engagement and feedback stage.

### Local Laws

The final State interest check (Department of Transport and Main Roads) for the Waste local law and subordinate local law is in progress. It is expected that the new local law and subordinate will be presented at the 27 June 2018 Council meeting with a recommendation for adoption.

### Insurance

Preparation of Council's liability insurance renewal for 2018/19 was completed on 30 May 2018. This included a review of Council's public liability, professional liability & employment practices liability.

The completion of the Local Government Mutual Liability Risk Self-Assessment 2018 was completed providing a 1% incentive rebate on membership contributions.

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

Claim Type	Received during month	Current/ongoing	Finalised during month
Public Liability – personal injury (above excess)	1 (Notification only)	4	0
Professional Liability (above excess)	0	2	0
Professional indemnity (below excess)	1	0	1
Council Motor Vehicle (above excess)	2 (1 Notification only)	3	1
Property	0	0	2
Third party property	1	0	3
<b>TOTAL</b>	<b>5</b>	<b>9</b>	<b>7</b>

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## Strategy:

### 2018-19 Operational Plan

The 2018-19 Operational Plan was adopted at the 5 June Budget Meeting. The Operational Plan strategies and goals will form the basis for projects and activities undertaken during the 2018-19 financial year.

## Marketing, Communications & Engagement (MCE)

### Queensland Transport Museum (QTM)

Monthly Statistics with previous year comparison

Description	May 2017	May 2018
Museum Ticket Sales	\$2,057	\$1,381
Merchandise Sales	\$1380.69	\$1,869.42
Adult Tickets	155	111
Concession Tickets	137	86
Children under 15	19	13
Children under 6 (Free)	25	22
QTM Free Entry		
Adult/Concession	82	76
Child 6-15yrs	34	87

An open day has been scheduled for Saturday 14 July as a means of promoting the QTM and everything it has to offer. The museum and associated activities, including a jumping castle, face painting and guided tours, will be free of charge throughout the day. In addition, musician/singer Adam Kilpatrick has been booked to perform. More than 1,000 people have indicated on Facebook their interest in attending this event.

The proposed project to turn the donated former firetruck into a mural depicting the history of local fire services has been put on hold due to the estimated cost.

A Facebook promotion has been developed encouraging non Lockyer Valley residents to like the QTM Facebook page and tag a friend to win an annual membership.

### Visitor Information Centre (VIC)

The VIC has ordered environmentally-friendly "Luvyalockyer" branded paper gift/shopping bags to replace the current plastic bags, effective from 1 July.

19 Council volunteers attended the National Volunteers Week function held at Pohlman's Nursery on 23 May and staff received positive feedback from the volunteers.

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Two members of staff and two volunteers attended a workshop in Ipswich on Tuesday 15 May, in order to gain skills in promoting tourism by storytelling, based on the premise that people remember stories more readily than facts. In addition, eight volunteers and the VIC Coordinator will attend a free forum at North Stradbroke Island for all regional Visitor Information Centres in the near future. Some transport costs will be shared with Ipswich City Council.

Events

Planning is currently underway for Seniors Week, Laidley Spring Festival, Council Race Day and Business Awards. The revamp of the Garden Competition is in progress with the aim of transitioning it into an online competition. Pohlman's Nursery has agreed to sponsor the 'first time entrants' category in this year's Garden Competition.

Support is also being given to the Chrome & Clutter Retro Festival and the Lights on the Hill Memorial Convoy. The Helidon Heritage Weekend is unlikely to proceed following the most recent meeting of the organising group, due to an adverse assessment of their risk management and resourcing.

Youth Development & Engagement

The school holiday program for the first two weeks of July is almost finalised, including partnerships with Council's Libraries, Anglicare Southern Queensland, Laidley Community Centre, UQ Gatton Sports Centre and Council's Youth Development program.

The Youth Development Program is financially supporting a Laidley-based youth driver education program (Braking the Cycle) in partnership with PCYC and Ipswich Community Youth Service. Discussions are underway to run a similar program in Gatton later this year.

The Marketing, Communication and Engagement Team will host a Year 10 student from Faith Lutheran College for a week of work experience later in June.

Council hosted the Lockyer Youth Agency Network on 22 May, which was attended by 12 representatives from education, drug & alcohol rehabilitation, employment assistance, child and youth psychology, family support and general youth support agencies.

The Mayor and Youth Development Officer will attend a meeting with the CEOs of West Moreton Health & Hospital Service, Darling Downs Hospital & Health Service and Mental Health & Specialised Services to address issues where young people are being turned away from health services because of where they live. This issue came from a Lockyer Youth Agency Network discussion earlier this year.

Community Development & Engagement

The most recent Backpacker Welcome event was attended by more than 100 backpackers, and was supported by Queensland Health's Public Health Unit (PHU). The PHU attended at our request to promote strategies to reduce the spread of the flu as well positive sexual health behaviours. The engagement of PHU for this purpose was the result of a conversation at a Disaster District Human and Social Recovery Group meeting about preventing flu epidemics among transient populations that live in close proximity with each other and who have high levels of contact with fresh vegetables.

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Engagement support is being provided on the Waste Management Strategy, Laidley Off-Leash Dog Park, Laidley Pool BBQ Facility, Gatton Skatepark carpark sealing, Parklea Estate parklands, Gatton Administration Customer Service Centre refurbishment, conducting welfare checks within regulatory enforcement processes, and with various other projects. Planning is underway for the future engagement processes for the Strategic Plan and the Laidley and Gatton Shows in July.

The engagement team continues to liaise between Council and ARTC (Inland Rail), Nexus (Toowoomba Second Range Crossing), COMSEQ (Olympic Games & Mass Transportation Feasibility Projects) and Queensland Rail (track and tunnel upgrades).

Capacity building support continues to be provided to various community groups across the region including, but not limited to, Gatton & District Historical Society, Murphys Creek Progress Association and Helidon Progress Association.

Multicultural Development & Engagement

The Lockyer Multicultural Festival was held Sunday 27 May 2018 and attended by around 1000 people from a wide range of cultural backgrounds. Anecdotal feedback from attendees and stall holders was very positive with many saying it was the best one yet. Council acknowledges the coordination and partnership of Spirit of the Valley Events Inc.

Media

A total of nine media releases or statements were issued over the past month.

Media coverage included Queensland Week/Shop Local promotion and promotion of the Lockyer Valley Multicultural Festival. Council also responded to media enquiries on the Laidley Pool, the off-leash dog park and a dog attack.

Council received television news coverage for the following stories:

- Prime Minister Turnbull's visit to the Lockyer Valley including discussions on Inland Rail and water security (WIN, Nine and Seven News)
- Lockyer Valley Multicultural Festival (WIN and Nine News)

Communications

Council did not submit articles to external publications during May.

**Regional Development**

Regional Flavours

The "Creative" from Brisbane Marketing has been signed off and marketing information including social media posts/images and advertising for the magazine have been provided to Brisbane Marketing. The major competition has also gone live and is being promoted across digital platforms with street banners featuring Alastair McLeod and the *Luvya Lockyer* logo to be erected in Queen Street and on the Victoria Bridge in the lead-up to the event.

Destination Guide

The publication is in the design phase with files to be reviewed and finalised by 22 June and printing scheduled for 25 June. This will allow delivery prior to the Regional Flavours event, where the guide will be launched. Council has returned to the 2015/16 advertising pricing model which has been successful, with advertising sales generating approximately \$42,000 to offset project costs.



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South East Queensland (SEQ) Food Trail

The Tourism and Marketing Coordinator attended the SEQ Food Trails Platform User Group Meeting on 30 May. The main focus of discussion was the launch of the site at the upcoming Regional Flavours event. As well as media coverage, the launch of the site will include two large maps (3m x 2m) outside the Piazza to showcase the food trail and a 20-30 minute stage activation in the new Future Food Pavilion. Lockyer Valley has offered its Food Ambassador to lead the SEQ Food Trail interactive session on the Future Foods stage.

Lockyer Valley Tourism

The Tourism & Marketing Coordinator attended the May networking meeting of Lockyer Valley Tourism to provide a Council update.

Brisbane Marketing

On 18 May, the Project Officer Regional Development made a presentation to Brisbane Marketing staff and the Convention/Conference team, in respect of the Lockyer Valley Function Centre (Cultural Centre) and the value-add opportunities that it can provide to the conference market.

Shadow Minister and Assistant Shadow Minister Tourism Update

On 2 May, the Mayor and the Tourism and Marketing Coordinator attended Parliament House to meet with David Crisafulli MP and Brent Mickelberg MP, Shadow and Assistant Shadow Ministers for Tourism, to provide them with an update on tourism opportunities in the Lockyer Valley.

Social Media Insight

The Visit Lockyer Valley Facebook monthly insight had over 1,530 page likes to 3 June. Reach for the month, (people who saw posts), was 3,745, (15,599 last month); post engagement, (likes, comments, shares), was 919, (3,360), and video views totalled 635, (1,119). The strongest performing posts for the month were the Chrome & Clutter Festival, Alastair McLeod's winter soup recipe and a series of farm gate posts.

Grantham Premium Farm Workers Resort

Project Enhancement Group (PEG) meetings continued in May and the latest meeting was held on 4 June, with an update provided by the Developer on progress with the scope of works. The Developer advised some key pieces of infrastructure were now in place including the onsite sewage treatment plant, internal road, and water connection.

The use of solar and batteries as an energy source is currently being evaluated by the Developer and improved design elements such as additional landscaping between buildings and significant turf areas to assist in minimising dust while providing a better scenic amenity, are being discussed with the Developer.

The Developer has employed a significant number of local tradesperson's on site.

Lockyer Valley and Somerset Water Collaborative

At the time of writing this report, the next meeting of the Lockyer Valley and Somerset Water Collaborative is scheduled for Thursday 7 June. The agenda will include, but not be limited to:

- A stakeholder's project completion report on the outcomes of the NU-Water project

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- An update on the funding submissions for the Maturing the Infrastructure Pipeline Program 2
- An update on the meeting held with the Department of Natural Resources and Mines with regard to Building Queensland support for the project and amendments proposed to the Moreton Resource Plan.

Lockyer Valley Economic Development and Tourism Destination Plans

The draft Plans were workshopped with Council on 5 June and will be presented to Council for adoption in the near future. In addition stakeholder updates, for those businesses who contributed to the drafts, were also provided on 5 June.

Local Government Association of Queensland (LGAQ) Regional Economic Development Advisory Group (REDAG)

The purpose of this Group is to assist inform policy makers on which are the important economic drivers throughout Queensland's Local Government regions. The Group met on Friday 1 June with Local Government representatives from across the State and the Manager Regional Development was appointed chair for the next 12 month period.

Minutes and discussion items addressed can be provided to Councillors upon request.

Shop Local during Queensland Week

Engagement in this concept by business has been strong, with over 35 businesses getting involved and participating in the shop local promotion. Prize winners will be drawn on Thursday 14 June, with one lucky shopper and one lucky participating business each winning a Maroon Zone double pass to Queensland's only State of Origin game on 11 July. Council has been supported in this initiative by the *Gatton Star*.

Lockyer Valley Business, Training and Apprenticeship Awards

Council has begun to discuss sponsorship opportunities for this year's Awards with past sponsors and potential new sponsors. The gala presentation dinner will be held on Saturday 20 October at the Gatton Shire Hall. Nominations for businesses are scheduled to open on Wednesday 1 August and close on Friday 31 August, followed by the People's Choice Awards in September.

Digital Business Workshop

As part of the Digital Queensland initiative a Digital Business Workshop will be held in the Lockyer Valley on 20 June at the Lockyer Valley Cultural Centre. This free workshop gives practical advice and builds digital skills to help businesses grow. Council is helping the State Government promote the workshop to businesses in our region.

Lockyer Legends

Nominations for additional Lockyer Legends closed on 31 May, with a number of nominations received from members of the community. Interest has been very positive throughout the nomination period. At the time of writing this report, the assessment panel plan to meet in the near future to evaluate the nominations and provide recommendations to Council.

Gener8 Students

Council is currently hosting two students in the Genr8 structured work placement program. Both students will spend time in various departments throughout Council until October, and along the way learn about the workings of Local Government while undertaking a Certificate II in warehousing and logistics.

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### Future Foods









Brisbane Marketing, through their Future Foods Brisbane Initiative, is providing industry development to increase investment and jobs growth in the food and agribusiness industries. Following an introduction, and with support from Brisbane Marketing, two local well established businesses have participated in capability and capacity building intensive workshops. Both have the intention to explore direct export opportunities.

### Lockyer Chamber of Commerce & Industry

The Chamber's annual local business recognition dinner will be held on Friday 22 June, at which a number of businesses will be recognised for their contributions. The Chamber also continues to host networking breakfasts and business after hours. The next breakfast is scheduled for Wednesday 20 June 2018.

### 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 Team being the first point of contact in these instances is to assist potential developers and 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 further detail please do not hesitate to contact me or the Manager Regional Development.

Industry Sector	Level of interest	Notes:
Accommodation and Food Services		Additional short term accommodation facilities focusing on Students.
Tourism		Potential new tourism experience operation - both enquiries will take time to bring to fruition
Manufacturing		Enquiry from processing facilities considering relocating to SEQ.
Electricity, Gas, water & waste services		Early stage discussions with project proponents.
Arts & Recreational Services		New facilities and 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 expanding existing business
Agriculture & Agribusiness		Adding Value-Added processing (small scale)

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ARTC Inland Rail

The Australian Rail Track Corporation (ARTC) has been conducting consultation on the proposed Inland Rail Projects – Gowrie to Helidon and Helidon to Calvert. Officers have attended consultation sessions at Gatton, Forest Hill, Grandchester, Withcott and Helidon in order to keep up to date with alignment changes and options as well as to identify key areas of concern. ARTC also held an Industry Session in Brisbane which was attended by the Mayor and Officers.

Council of Mayors South East Queensland (COMSEQ)

Officers and Councillors have attended meetings of the COMSEQ Advocacy Working Group and Economic Development Working Group. Details of key matters from the Board Meeting were also provided to Council.

A COMSEQ City Deals meeting covered the release of the Benchmarking SEQ in a Global Context and the SEQ Economic Foundations Paper. A COMSEQ Smart City Collaboration Group meeting was also held in May. That group is driving the roll out of the “Thinextra” network in South East Queensland and officers have been considering the most suitable Lockyer Valley facility locations, the corresponding network coverage and licensing agreements.

Advocacy

Further advocacy on behalf of the region has included preparation in anticipation of visits by the Prime Minister and the Federal Member on 18 May 2018. The Mayor raised a particular focus on water and the impacts of the Inland Rail Project.

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**10.2**

**Councillor Portfolio Update - May 2018**

**Date:** 05 June 2018  
**Author:** Kayla Bunn, Executive Support Officer - CEO & Councillors  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

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

**Officer's Recommendation:**

**THAT Council receive and note the Councillor Portfolio Update report for the month of May 2018.**

**Report**

**1. Introduction**

This report is to provide an update from Portfolio Councillors.

**2. Background**

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

**3. Report**

***Portfolio:***

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

- Attend Councillor Workshop
- Attend the Executive Manager Infrastructure Works and Services farewell bbq at the depot with staff and Councillors
- Meeting with Acting Chief Executive Officer and officers about development at Grantham
- Catch-up meeting with the Acting Chief Executive Officer
- Meeting with community member re community shed
- Meeting with David Crisafulli MP (Shadow Minister for Tourism), Brent Mickelberg MP (Assistant Shadow Minister for Tourism) and Tourism & Marketing Coordinator re tourism
- Meeting with Officer re briefing of Council of Mayors SEQ (COMSEQ)
- Attend Gatton RSL Anzac Day debrief
- SEQ Catchment Board Members meeting at Dayboro
- Attend site visits with SEQ Catchment Board and community members

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- Attend Lockyer Valley Crime Stoppers bowls night at Laidley
- Attend community BBQ at Stockyard
- MC Heavy Horse Field Day event at Gatton for the official opening
- Media with ABC re tourism opportunities
- Attend the Grantham Backpackers Project Enhancement Group meeting
- Chair the Special Meeting of Council
- Attend a Water Users Forum meeting at Arkwood
- Attend the Local Government Association Queensland (LGAQ) Finance Summit
- Attend and participate on the Panel at the LGAQ Civic Leaders Summit
- Attend the Inland Rail Industry briefing in Brisbane
- River 949 media
- ABC Radio re Australian Rail Track Corporation (ARTC) community sessions
- Meet with Community Development and Engagement Officer and Verifact
- Agenda catch-up meeting with the Chief Executive Officer
- View the Grantham Backpackers with Cr Vela and Manager Regional Development
- Attend the Inland Rail Helidon to Calvert Environmental Impact Statement (EIS) consult at Lockyer Valley Cultural Centre (LVCC)
- Drop in to the Multicultural TAFE students
- Attend Lockyer Valley Crime Stoppers meeting
- Attend meeting with Deputy Mayor, Chief Executive Officer and Community Development & Engagement Officer re community group
- Attend Councillor Budget workshop
- Meeting with Chief Executive Officer and Regional Development re potential business
- Meeting with Community Development & Engagement Officer (Youth) re Community Reflection and Thanksgiving Service
- Meeting with Executive of Murphy's Creek Progress committee
- Chair Ordinary Meeting 16 May
- Attend Councillor Workshop
- Attend Growers Group BBQ
- Meeting with Manager Disaster Coordination
- Meeting with the Chief Executive Officer
- Lunch / Meeting with ABC Journalist
- Site visit to Grantham Backpackers
- Officiate Australian Citizenship Ceremony
- Attend Inland Rail Helidon to Calvert Environmental Impact Statement (EIS) consultation at Forest Hill
- Attend Lockyer High School, School Council meeting
- Teleconference Council of Mayors SEQ (COMSEQ) re Advocacy Group
- Attend Laidley Performing Arts Inc. matinee production
- Attend Project Enhancement Group meeting, but could not stay due to later start of the meeting
- Attend the Councillor workshop re the Budget
- Meet with business person re Gatton-West Industrial Zone (GWIZ)
- Media re Prime Minister visit and talk inland rail and water
- Catch-up meeting re calendar with Executive Coordinator Mayor & Deputy Mayor and Executive Support Officer to CEO and Councillors
- Pre meeting with Cr McLean and Cr Vela, and officer re a building matter
- Meeting with local transport operator

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- Chair the Queensland Transport Museum (QTM) meeting
- Meet with a community member re Lockyer Legends nomination
- Attend the National Volunteer afternoon tea at Pohlman's Nursery
- Meet with Cannery group and associates, with the Chief Executive Officer and Regional Development Manager
- On site visit to a community member with Cr McLean, Cr Vela and officer
- Portfolio catch-up meeting
- Engagement / Communications briefing
- Meeting with Chief Executive Officer and Manager Organisational Development re HR matters
- Pre meeting with officers re Healthy Land and Water
- Meeting with officers from Healthy Land and Water re new agreement and LVRC priorities
- Briefing with Cr McLean and Planning Staff re a planning issue
- Meeting with Cr McLean and Planning staff with community member, builders, developer re a planning issue
- Catch-up meeting with the Chief Executive Officer
- Participate in USQ Passenger Rail documentary interview
- Meet with a community member experiencing some personal issues
- Meeting with Manager Health, Waste and Regulatory Services re update
- Meet with community member re the upcoming Community Reflection and Thanksgiving service
- Meeting with departmental officers and water collaborative
- Attend the Inland Rail Helidon to Calvert Environmental Impact Statement (EIS) consultation session at Laidley
- Radio interview re Fire Ants at Thornton
- TV interview re Multicultural Festival
- Attend and speak at the Multicultural Festival
- Attend Murphy's Creek opening of the time capsule
- Media re photo opportunity with Murphy's Creek Progress and Nexus re the new community shade area
- Catch-up with community member
- Meeting with staff person
- Open and do the Keynote Address at Country Doctors Practice GP and Skin Care Clinic
- Catch-up with local community person who is currently unwell
- Meeting with the Chief Executive Officer
- Meeting with Chief Executive Officer, Officers and State Member re Community Housing
- Participate with Regional Development in a video for Plainland Crossing promotion

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

Away on Leave.

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

- 1/5 - Lockyer Chamber of Commerce & Industry Sub Committee catch up
- 1/5 - Portfolio Meeting – Governance



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- 1/5 - Council Workshop
- 2/5 - Depot BBQ to farewell IWS Executive Manager
- 2/5 - Lockyer Chamber of Commerce & Industry meeting
- 3/5 - Crime Stoppers Bowls night at Laidley Bowls Club
- 5/5 - Mulgowie Markets
- 5/5 - Clydesdale & Heavy Horse Field Day in Gatton
- 5/5 - Attended the auction of the Forest Hill shops
- 8/5 - Grantham backpackers project enhancement group meeting
- 8/5 - Council meeting
- 8/5 - LGAQ & QTC Local Government financial sustainability summit
- 9/5 - LGAQ & QTC Local Government financial sustainability summit
- 10/5 - Farewell morning tea for IWS Executive Manager
- 10/5 - Meeting with Dan Wood from GWI on behalf of Mayor
- 11/5 - Attended the USQ Ipswich Graduation ceremony on behalf of Mayor
- 15/5 - Portfolio meeting - Governance
- 15/5 - Council workshop
- 15/5 - Attended Rotary Lockyer Valley's meeting and presentation
- 16/5 - Lockyer Chamber of Commerce & Industry Sub Committee catch up
- 16/5 - Council meeting
- 16/5 - Lockyer Chamber of Commerce & Industry business after 5 event at Elf Realty
- 17/5 - Spring Bluff Trust committee meeting on behalf of Cr Holstein
- 17/5 - Australian Citizenship ceremony
- 21/5 - Grantham backpackers project enhancement group meeting
- 21/5 - Meeting with Gatton Show Society
- 22/5 - Council workshop
- 22/5 - Staging Post working group meeting
- 23/5 - Lockyer Chamber of Commerce & Industry Sub Committee catch up
- 23/5 - QTM steering committee working group
- 23/5 - National volunteer's week afternoon tea at Pohlmanns Nursery
- 23/5 - Laidley futures meeting
- 25/5 - COMSEQ economic development meeting
- 27/5 - Lockyer Multicultural Festival
- 29/5 - Morning tea with Burke Shire Council Chief Executive Officer
- 30/5 - Lockyer Chamber of Commerce & Industry Sub Committee catch-up
- 30/5 - Bichel Oval drainage design meeting

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

- Finalise prizes for Crime Stoppers Bowls night
- Attend Council workshop
- Attend Depot BBQ
- Attend meeting with Manager Disaster Coordination re LDMG meeting
- Attend and Chair LDMG meeting
- Attend to RDA IWM business including sign off of support to businesses applications to Federal Government Regional Growth Fund
- Attend Crime Stoppers Bowls night in Laidley, sell raffle tickets etc.



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- Attend Scenic Valleys Regional Road Group meeting in Ipswich with Executive Manager Infrastructure Works and Services
- Attend to banking for Crime Stoppers and work on financials from event
- Attend Heavy Horse Field Day in Gatton
- Attend Council Special meeting
- Attend farewell lunch with Executive Manager Infrastructure Works and Services to discuss Infrastructure projects
- Attend meeting with Regional Development Australia (RDA) Executive Officer
- Attend Darling Downs Moreton Rabbit Board meeting in Beaudesert including inspection of Moreton section of rabbit fence
- Attend Regional Development Australia (RDA) Ipswich & West Moreton meeting regarding committee member recruitment process
- Attend Lockyer Valley Orchid Show at Shire Hall in Gatton
- Attend to interview with 'Government News' journalist regarding recovery and resilience from 2011 flood disaster for the Mayor
- Attend to Interview with Gatton Star journalist regarding National Crime Stoppers Day
- Update Spring Bluff Railway Station Facebook page

*Darling Downs-Moreton Rabbit Board (DDMRB) update*

Moreton division patrolmen, as part of their normal patrol duties have been replacing foot netting and posts, cleaning drains and floodgates, and doing vegetation control e.g. slashing, brush cutting and spraying. A fence replacement program has commenced in the Lindsay Creek area. Some of the strainer posts have been installed. Currently awaiting delivery of materials to complete the program. Work has commenced on a foot netting replacement program in the Mt Lindsay area. Clearing of drains and fallen timber has been an issue due to the summer storms. There was 72 metres of 300mm PVC foot netting installed.

A meeting was held with Biosecurity Qld and all staff regarding biosecurity. A Rabbit and Weed field day was held in Southern Downs.

An update of three Lockyer Valley surveys where Pest Animal Management Queensland Pty Ltd (PAMQ) visited Lockyer Valley properties where breeding areas had been removed to mop up displaced rabbits and record spotlight counts. Eight properties in the Lockyer Valley were included in the last spotlight count and only two rabbits were seen, included in the count was the area on Tenthill Creek where no rabbits were seen.

To assist with the reduction of the rabbit population in the Toowoomba Region following destruction of harbour at Ballie Henderson Hospital, Darling Downs-Moreton Rabbit Board (DDMRB) contacted Pest Animal Management Queensland Pty Ltd (PAMQ) to spotlight and shoot displaced rabbits. Pest Animal Management Queensland Pty Ltd (PAMQ) have recorded seeing 29 rabbits and 23 rabbits destroyed during two visits. In the Toowoomba survey stage 1 has seen 841 properties surveyed with 59 breeding places located. Stage 2 of the survey will involve inspection of 1600 properties.

*Crime Stoppers*

The bowls night was extremely successful with the break down showing 53 players on the night and profit from event \$1922.88. Monies raised will go towards the Rewards program and signage planned for the Lockyer Valley. A stand for Crime Stoppers was held in the foyer area of the Lockyer Valley Cultural Centre for the first 3 weeks of May ready for National Crime Stoppers Day on May 21. Articles appeared in the Gatton Star regarding National Crime Stoppers Day.

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*Spring Bluff*

The children's playground is currently under construction and will be a fantastic addition to the grounds and sure to be a hit at Carnival time. Through connections I was asked to submit a story and photos to "Our Gardens" national magazine put together by The Garden Clubs of Australia. One of my photographs of Spring Bluff Railway Station was chosen as the cover of the winter edition with a two page spread including photographs appearing inside. This feature may very well result in more visitors to Spring Bluff.

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

- Councillor Workshop
- BBQ breakfast at the depot
- Meeting with planning staff and constituents regarding road calming
- Planning Scheme Steering Group meeting
- Visit library re picture from old Laidley Chambers
- Clydesdale and Heavy Horse field day
- Special Meeting of Council Pioneer Village
- Meeting Councillor Budget Workshop
- Planning Portfolio catch-up
- Lockyer Valley Tourism meeting
- Ordinary Council meeting
- Meeting with officers and the Mayor concerning Funk Rd.
- Lockyer Chamber Business after hours
- Spring Bluff Committee meeting
- Lockyer Performing Arts Gala Dinner
- Present Certificate of thanks from Council to Faith Lutheran High School
- Meeting between Council and Gatton Show Society
- Meeting of Gatton Historical Village
- Councillor Workshop
- Pre-meeting for Site Visit with the Mayor and Cr Vela
- QTM meeting
- Media training
- National Volunteers Week afternoon tea
- Laidley Futures Meeting
- Site visit with the Mayor, Cr Vela and staff over constituent issue
- Pre briefing on Douglas McInnes development concerns
- Meeting with constituents, developer, builder, Mayor and council staff about flood issues
- Manage Conflict Workshop
- Helidon Cricket Club Trophy Presentation
- Night Lockyer multi-cultural festival
- Murphy's Creek Time Capsule opening
- Gatton and District Historical Village meeting
- Country Doctors official opening
- Meeting with officers and constituents to discuss compliance issues
- Catch-up with the Mayor over planning concerns
- Pre-meeting with officers over constituents development concerns

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- Meeting with constituents and officers over planning concerns

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

**Youth and Disability / Multicultural**

I attended the Together 44341 meeting at Laidley State School.

- An under 5s day is being planned and has been scheduled to coincide with the Spring Festival weekend. Stakeholders are meeting to define a possible theme that will influence the types of activities that will be offered to families. Community service attendees will include the Police, Ambulance/Paramedics and the State Emergency Service.
- A parent/Community engagement discussion day has been planned for June centred around four survey questions.
  - Where do you and your child go regularly that you both enjoy?
  - How can we make schools ready for you?
  - What do you value or like most about your community?
  - What services do you access outside of the Laidley community (Ipswich, Brisbane and Toowoomba) that you would like to have here?
- A sub-committee has been formed with the aim of implementing 3A training (a strategy to promote early literacy skills as well as parental engagement with children). It is hoped that it will be a community approach with a community vision that can benefit all the Early Childhood Educators in the area, and assist parents that move from organisation to organisation.
- I attended the Australian Citizenship Ceremony at the Lockyer Valley Cultural Centre.
- I attended the Lockyer Youth Agency Network meeting at the Lockyer Valley Shire Hall.
- Whilst in Townsville for the Disaster Management Forum, the Executive Manager Corporate & Community Services and I visited a Child Care Centre that has been purposefully built to cater for children and/or their parents with a disability. The centre is built on flat ground with no stairs or ramps and all play areas are accessible by concrete paths. All buildings including the office, store room and classrooms are able to be accessed by a wheelchair. The owner designed it herself and has been in a wheelchair as a result of a hit-and-run accident.

**Organisations and Committees Representation:**

- Attend the Farewell BBQ breakfast for Executive Manager Infrastructure Works & Services.
- Represented the Mayor at the Water Steering Group meeting with the Manager for Regional Development and the Chief Executive Officer and Deputy Mayor of Somerset Region Council.
- Attended the Lockyer Valley & Somerset Water Collaborative meeting.
- Participated in the Crime Stoppers bowls night with; Deputy Mayor, Cr's Wilson and Vela.
- Attended the Stockyard Creek Community BBQ.
- Visited the Clydesdale & Heavy Horse field day at Gatton Showgrounds.
- Attended the Forest Hill Community Development Association meeting.

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- Attended the Special Council meeting – Local Government Infrastructure Strategy Plan discussion.
- Attended the Laidley Spring Festival Planning meeting – Neilsen's Place, Laidley.
- Attend the 2018 Disaster Management Officers' Network Forum in Townsville.
- I attended the Lockyer Valley Rural Fire Brigades training at Lake Apex, (included brigades from outside the Region).
- Attended the Rotary Function at Killing Time with Coffee - Gatton.
- Lefthand Branch Rural Fire Brigade's Quarterly Meeting – short visit, no attendees!
- Attend the Lockyer Chamber of Commerce & Industry business after hours – Golf links Villa.
- Attended the Lockyer Growers group BBQ for special presentations on the progress of the Lockyer & Somerset Water Collaborative and international trade initiatives for the Lockyer Valley growers.
- Attended the Inland Rail Helidon to Calvert Environmental Impact Statement (EIS) consultation session at Forest Hill
- Attended Peak Services training – 'Governing Councils' - Brisbane.
- Attend the Lockyer Valley Shed Men's day at Ringwood Road.
- Meeting with Councillors, Officers and the Gatton Show Society Committee.
- Attend the Helidon Progress Committee meeting.
- Meeting with the Queensland Transport Museum (QTM) Steering Committee.
- Attended the National Volunteers Week afternoon tea at Pohlman's nursery.
- Attend Laidley Futures meeting.
- Attended Council meetings, workshops and tours.

### **2018 Disaster Management Officers' Network Forum**

This was the third Annual Forum attended by fifty Disaster Management Officers (and one elected member) representing 32 councils.

Some of the key messages from the forum;

- The business drivers of Disaster Management are not diminishing (climate change, demographics, and socio-tech integrations).
- Community will demand that disaster management is core business – for councils and all Local Disaster Management Group member agencies.
- We all need to work seamlessly under the arrangements towards meeting community and political expectations.
- System integration (different systems actually integrated across the Disaster Management arrangements).

A key factor in successful disaster management is the ability to mobilise the community.

Shared responsibility and coordinated approach – the community accepting they have a role and all agencies working together. The key principles of success identified include: honesty and transparency with community, setting realistic expectations and building awareness of risk, understanding of roles, responsibilities and enhancing skills to lead to win/win outcomes.

Drawing on other organisations – to manage issues outside of council core business would save both resources and time. For example, spontaneous volunteers to be encouraged to register with official organisations so they are covered by work-cover, and coordinated via the Local Disaster Coordination Centre.

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Most of the Forum was presentations based on case studies from various Councils on the following topics;

- The Future of Disaster Management – our role of influencers
- Capitalising on our Capabilities – enabling and supporting each other
- Mobilising our Community – collaborating & empowering through partnership
- Stakeholder Engagement – the LDMG and beyond

Lockyer Valley Council's presentation by Manager Disaster Coordination was titled Mobilising community – A whole of Council Approach.

He spoke of the project to engage with the business community of Laidley to find out just where they sit as far as their understanding of disaster management arrangements goes. Part of this process included educating and 'myth-busting' as the business owners and operators were engaged face to face over a period of weeks.

The Manager also informed the forum that Lockyer Valley Regional Council prides itself on its community engagement activities. From a Disaster Management perspective, the great work done by all business units of council on a daily basis benefits us greatly when it comes to our standing and credibility during disaster events.

It is important to remember that it is far too easy to think of the 'community' as one single entity when in fact it is a diverse and complex conglomerate of individuals, groups, vulnerable groups, faiths and commercial entities. This must be considered when engaging with the 'community', and especially when interacting during a disaster event.

It must also be remembered that some members of the community have been through disaster events at various levels. When engaging with any community members or groups it must be considered that some post-disaster victims will always be 'victims', some just want to forget about it, and some will want to talk about it.

It was apparent that while the State Government wants Disaster Management to be core business of Local Government, many don't seem to have the resources, and some the will to do so.

The Lockyer Valley Council however appears to be one of the leaders in its desire and ability to fulfil this obligation. From the Mayor, Chief Executive Officer, Executive Managers, the Disaster Management team and staff should be congratulated for the ongoing effort and commitment from this council to Disaster Management.

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

- 01/05 Attend Councillor Workshop
- 02/05 Attend Farewell BBQ for LVRC Executive Manager Infrastructure Works & Services
- 02/05 Attend Councillor Portfolio meeting
- 02/05 Attend Community Environmental Grants meeting
- 03/05 Attend meeting re: Local housing development
- 03/05 Attend Crime Stoppers bowls night
- 04/05 Attend Stockyard Community Hall BBQ
- 05/05 Attend Clydesdale & Heavy Horse Field Day

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- 08/05 Attend Special meeting of Council
- 09/05 Attend Councillor Portfolio meeting
- 10/05 Attend Farewell morning tea for LVRC Executive Manager Infrastructure Works & Services
- 11/05 Attend University Southern Qld Graduation Ceremony
- 14/05 Attend site meeting Grantham Backpackers Development
- 15/05 Attend Councillor Budget Workshop
- 15/05 Attend briefing LVRC building services
- 15/05 Attend Lockyer Tourism Networking event
- 16/05 Attend Ordinary Council Meeting
- 16/05 Attend Meeting re: Local subdivision
- 16/05 Attend Lockyer Chamber of Commerce networking event
- 17/05 Attend Australian Citizenship Ceremony
- 19/05 Attend Lockyer Performing Arts event
- 21/05 Attend Meeting Gatton Show Society
- 21/05 Attend briefing Resilient Rivers Initiative Catchment Action Plan (RRICAP) - revegetation project
- 22/05 Attend Councillor Workshop
- 22/05 Attend Meeting re: Staging Post Cafe
- 23/05 Attend Councillor Portfolio meeting
- 23/05 Attend briefing re: Possible illegal dwelling
- 23/05 Attend Queensland Transport Museum (QTM) steering committee meeting
- 23/05 Attend Afternoon Tea National Volunteers Week
- 23/05 Attend Stakeholder meeting re: Resilient Rivers Initiative Catchment Action Plan (RRICAP) revegetation project
- 23/05 Attend Laidley Futures meeting
- 24/05 Attend site meeting re: Possible illegal dwelling
- 24/05 Attend site meeting re: development East Egypt
- 24/05 Attend Lockyer Say's No To Violence meeting
- 27/05 Attend Lockyer Multicultural Festival
- 27/05 Attend Murphy's Creek Time Capsule opening
- 29/05 Attend welcome morning tea for Burke Shire Chief Executive Officer
- 29/05 Attend Gatton Revitalisation Committee meeting
- 30/05 Attend Moreton Scouts AGM



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**10.3                                      Application of Section 236(1)(b)(i) Local Government Regulation 2012 - Exception for Renewal of Lease to the State of Queensland (Represented by Public Safety Business Agency) – Lot 11 on RP 25729**

**Date:** 05 June 2018  
**Author:** Caitlan Natalier, Solicitor & Legal Services Coordinator  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The Lessee has requested a renewal of the lease for the purpose of conducting the Grantham Rural Fire Brigade Service over Lot 11 on RP25729 located at 3 Christopher Street, Grantham. As a new lease will need to be entered into, the purpose of this report is to consider this request and apply the relevant exception from tendering in accordance with Section 236 of the *Local Government Regulation 2012*.

**Officer's Recommendation:**

**THAT with respect to the request for the renewal of the Lease over Lot 11 on RP 25729, Council resolve to:-**

- a)      apply the exception contained in Section 236(1)(b)(i) of the *Local Government Regulation 2012* to the Lease; and**
- b)      authorise the Chief Executive Officer to negotiate a lease with the existing Lessee over the whole of the land on terms satisfactory to Council.**

**Report**

**1.      Introduction**

The purpose of this report is to consider the Lessee's request for a renewal of lease over Lot 11 on RP25729 and meet Council's statutory obligations before a new lease is offered to the State of Queensland (Represented by Public Safety Business Agency).

**2.      Background**

The State of Queensland (represented by the Public Safety Business Agency) has leased part of the land situated at 3 Christopher Street, Grantham and described as Lot 11 on RP25729 since 1 November 1993. The land is used by the Grantham Rural Fire Brigade Service.

The current lease term is due to expire on 31 October 2018.

On 23 May 2018 the Lessee requested a renewal of the lease on expiry of the current term and proposed that a new lease be entered into for a term of 20 years at a peppercorn rental.

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**3. Report**

An Aerial Plan showing the current leased area is attached to this report.

The leased area comprises approximately 1,120m<sup>2</sup> and is zoned as Community Facility. It contains two buildings and a cement slab for use by the Grantham Rural Fire Brigade Service.

The lease contains no further options, although it is noted that when it was previously renewed, it was renewed for only 10 years rather than the 15 years allowed. If the full renewal option had been granted, the lease would have been due to expire on 31 October 2023.

The rent under the lease is nominal. Since it was granted, the rental has remained at \$2 per annum, if demanded. The lease also provides for the lessee to be responsible for all rates (if any), water supply, electricity and insurance costs for the premises.

A check of Council's records confirms that the property has not been valued by the Department of Natural Resources, Mines and Energy for rates to be issued. This is not unusual when compared to other similar leases. The lessee does pay the State Emergency Management levy.

As the lessee is a government agency there is no requirement for Council to impose a market rent. As the purpose of the lease is to provide an important community service by volunteers, it is in the public interest to ensure that the essential community safety service provided under the lease continues and appropriate to offer a new lease at a peppercorn rental of \$2 per annum. This would be consistent with the approach taken in relation to leases entered into with the State for other fire brigade premises in the Lockyer Valley.

Since the request for a new lease was made, it has been noted that the lessee is the sole user of the land. The lessee has now indicated that it would be prepared to lease the entire lot. This would avoid survey plan requirements and ensure that the lessee is responsible for mowing and maintaining the entire lot.

In order to ensure the lease is consistent with lease terms offered in relation to other rural fire brigade services in the Lockyer Valley, the lessee has agreed to accept a lease term of 10 years.

There is no record of any defaults of the current lease. As the purpose of the lease is to provide an essential community safety service, it is recommended that a new lease be granted over the whole of the land for a term of 10 years.

In order to meet Council's statutory obligations, Council must first resolve to apply a relevant exception from tender or auction requirements as set out in Section 236 of the *Local Government Regulation 2012*. The relevant exception is contained in Section 236(1)(b)(i) *Local Government Regulation 2012* for the disposal of land to a government agency.

The recommendation made in this report will enable Council to meet its statutory procurement obligations and enter into a new lease to ensure the continued operation of the Grantham Rural Fire Brigade Service.



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**4. Policy and Legal Implications**

There are two statutory exceptions that could be applied to avoid the tender or auction requirement for the lease of the land. Section 236(1)(c)(iii) *Local Government Regulation 2012* allows for the disposal of land or an interest in land if the disposal is for the purpose of renewing the lease of land to the existing tenant of the land.

The recommendation is to apply the exception in Section 236(1)(b)(i) *Local Government Regulation 2012* to dispose of land to a government agency. This is because only this exception allows a lease to be offered for a value less than market rent. It is considered to be in the public interest to do so based on the lease being granted to a government agency for the purpose of providing an essential community safety service that is staffed by local volunteers.

**5. Financial and Resource Implications**

The lessee will be responsible for all costs involved in the preparation, execution and registration of the Lease, including registration fees.

The lease preparation, review and execution can be managed by Council's Legal Services and Property team.

**6. Delegations/Authorisations**

It is recommended that the Chief Executive Officer be granted delegated authority to do all things necessary to enable new lease arrangements to be negotiated and formalised through the Legal Services & Property team.

**7. Communication and Engagement**

The Chief Executive Officer, through Council's Legal Services and Property team shall be responsible for engaging with The State of Queensland (represented by Public Safety Business Agency) to finalise a new lease over the land.

**8. Conclusion**

The recommendation made in this report will discharge Council's statutory obligations and enable formal lease arrangements to be entered and the operation of Grantham Rural Fire Brigade Service to continue uninterrupted.

**9. Action/s**

1. Advise The State of Queensland (represented by Public Safety Business Agency) of Council's resolution.
2. Prepare, enter and register new lease.

**Attachments**

1 [View](#) Aerial Map 1 Page



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**10.4 Request to Transfer Trustee Lease - Lot 181 on CP CC514 - Kleins Road, Ma Ma Creek**

**Date:** 06 June 2018  
**Author:** Julie Millard, Property Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to consider the Lessee's request to transfer the Trustee Lease over Lot 181 on CP CC514.

**Officer's Recommendation:**

**THAT with respect to the request to transfer the Trustee Lease over Lot 181 on CP CC514 to the Proposed Assignee, Council resolve to write to the Lessee's Solicitors advising that Council consents to the transfer of the Trustee Lease.**

**Report**

**1. Introduction**

The purpose of this report is to consider the Lessee's request to transfer the Trustee Lease over Lot 181 on CP CC514 to the Proposed Transferee.

**2. Background**

On 1 November 2014 Council entered into a Trustee Lease with the Lessee to lease the whole of Lot 181 on CP CC514 situated at Kleins Road, Ma Ma Creek for cattle grazing purposes. The Lessee also owns adjoining freehold property described as Lot 206 on CH311996.

An Aerial Plan showing the leased land and the Lessee's adjoining freehold land is attached to this report.

The leased land was previously leased to the Lessee under a State lease, but when this ended the Department of Natural Resources, Mines and Energy asked Council to consider granting a trustee lease. The current lease term is due to expire on 31 October 2024. As a Trustee Lease, it does not contain any options to renew.

The Lessee has now entered into a Contract of Sale with the Proposed Transferee to sell his adjoining freehold land. The Lessee also wishes to transfer the Trustee Lease so that it may continue to be used for grazing in conjunction with the freehold property.

In accordance with Clause 11.1 of the Mandatory Standard Terms document which forms part of the Trustee Lease, the Lessee is required to obtain the consent of Council (as Trustee) and



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the Minister of Natural Resources, Mines and Energy before the Trustee Lease can be transferred.

On 1 June 2018 the Lessee's Solicitors contacted Council providing a copy of the Contract of Sale and requesting Council's consent to a transfer of the Lease to the Proposed Transferee.

**3. Report**

The leased Land comprises approximately 43.3 hectares and is a reserve for scenic purposes. The land is zoned as rural general and has been consistently used for cattle grazing purposes since 1996. This is considered to be the most appropriate use of the land due to its location and topography.

The lease rental is \$221.00 plus GST per annum with annual CPI increases. The Lessee is responsible for the payment of rates and all outgoings and must maintain the land.

The Proposed Transferee has undertaken an inspection of the land with Council's Environment Officer. During the inspection it was noted that the Land contains two areas of endangered vegetation. These areas are on very steep slopes and are not accessible to stock. There is no need for these areas to be fenced off.

It was also identified that the land contains large infestations of lantana and very small amounts of velvet tree pear (restricted matter).

Council's Environment Officer has advised that the Proposed Transferee intends to put \$15,000 - \$20,000 into the treatment of the lantana. This is a large investment on a leased property. He also appears to have a good environmental understanding of the value of the land and appropriate stocking rates.

It is therefore recommended that Council consent to the proposed transfer of the Trustee Lease to the Proposed Transferee.

**4. Policy and Legal Implications**

If the Council accepts the recommendation and consents to the transfer of the Trustee Lease, the Trustee Lease will continue on the same terms and conditions for the balance of the lease term. The transfer of lease will need to be registered, with the Minister's and Council's consents, in the Titles Registry.

The Lessee is required to separately apply to the Minister of Natural Resources, Mines and Energy for consent to the transfer of the Trustee Lease.

If Council does not consent to transfer the Trustee Lease, the Lessee would either continue to use and manage the Land (the Lessee owns other adjoining freehold properties to the north and east) or apply to surrender the Trustee Lease. If the Trustee Lease is surrendered, Council would then be responsible as Trustee for the management and maintenance of the land.

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**5. Financial and Resource Implications**

The Lessee and Proposed Transferee will be responsible for all costs associated with the transfer of the Trustee Lease. No financial implications for Council have been identified if the Trustee Lease is transferred.

There will be an increased impact on Council's financial and staff resources if the Trustee Lease is ultimately surrendered and Council becomes responsible for maintaining the land.

**6. Delegations/Authorisations**

No delegations or authorisations are required.

**7. Communication and Engagement**

The Chief Executive Officer, through Council's Property Officer, is authorised to advise the Lessee's Solicitors of Council's resolution.

**8. Conclusion**

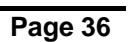
The recommendation made in this report will enable the existing Lessee to apply to the Minister for consent to transfer the Trustee Lease.

**9. Action/s**

1. Provide written notification of Council's resolution to the Lessee's Solicitors.

**Attachments**

1 [View](#) Map 1 Page





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## **11. ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS**

### **11.1 Acting Executive Manager Organisational Development and Planning Services Monthly Report**

**Date:** 05 June 2018

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

**Responsible Officer:** Lyle Kajewski, Acting Executive Manager Organisational Development & Planning Services

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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 Acting Executive Manager Organisational Development and Planning Services Monthly Report for May 2018.**

#### **Report**

##### **1. Introduction**

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

##### **2. Background**

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

##### **3. Report**

###### ***ORGANISATIONAL DEVELOPMENT***

###### **Enterprise Bargaining Update**

The Lockyer Valley Regional Council Enterprise Bargaining Agreement (Field) 2018 has been voted up unanimously with 91.5% percentage of those who voted in favour. With the Agreement now voted on and accepted by staff, it is in the process of being signed by Council and Union representatives and will then be lodged with the Queensland Industrial Relations Commission for final certification. Council is still in discussion with The Services Union (TSU) regarding a number of clauses in the draft Enterprise Bargaining Agreement (Officers). We hope to have an in-principle agreement for the Officers' EBA in not too distant future.

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*Workforce*

Council's establishment full time equivalent (FTE) number for May 2018 is 325.72. This figure includes six trainees who are partially funded by the State Government on a fixed term contract for a maximum of 12 months. These figures also reflect casual hours calculated as FTE's.

*Learning & Development*

Training Held since the Last Report

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)
- Authorised Persons/Local Government Worker Training (Completed online)
- Leadership Development Program (Grevillea Consultants)
  - One on one Emotional Intelligence feedback sessions held between Grevillea Consultants and members of the 3 learning groups.

Upcoming Training

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)
- Code of Conduct
- Enter a Confined Space
- Working Safely at Heights
- Drug and Alcohol Awareness (All Staff)
- Rescue Systems Operator
- Asbestos Awareness
- Provide First Aid (Catch Up)
- Provide Cardiopulmonary Resuscitation (Catch Up)

Currently Planning/On Hold

- Negotiation Skills/Assertiveness Training
- 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

Disciplinary Matters / Investigations

- 5 x Disciplinary Matters – 1 x Resolved and 4 on-going

*Work Health & Safety*

*Injuries/ Incidents*

There have been three (3) injuries/incidents reported during this period:

- An employee sustained a lower back strain whilst installing concrete boxing.
- An employee sustained a mild lower back strain whilst setting up equipment for an event.
- An employee tripped over a mower tyre, resulting in a fractured wrist, while attempting to break the fall.



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*Plant Vehicle/Property incidents*

There have been six (6) plant vehicle / property damage incidents reported during this period:

- A truck received damage to the welding on the tail gate when a tree stump, being transported to the dump point, hit the ground, bounced and hit the tail gate of the truck.
- The flashing lights on a Grader were knocked off by low overhanging branches, whilst conducting work.
- The back, left side window of a slasher tractor was smashed when a stone was flicked up from the slasher.
- Traffic control contractors were involved in an incident onsite, where one traffic control ute hit the door of another.
- The ladder on a slasher tractor was damaged when slashing around guideposts on the edge of the eastern direction of the Warrego Highway. An oncoming truck hit the side of the slasher tractor.
- A stationary, unoccupied utility has received damage to the tray, tailgate, indicators & canopy when a water truck reversed into the utility, whilst manoeuvring in a confined space.

*Near Miss Incidents*

There has been one (1) near miss incident reported during this period:

- A small Eastern Brown snake was found in the Gatton Library Staff Room. The snake was trapped and observed until a snake catcher arrived. The snake was caught and removed with no incident.

*Workers Compensation Claims*

There are five (5) approved, active workers compensation claims.

There are nil (0) workers compensation applications pending.

There is one (1) damages claim.

**SPORTS, RECREATION AND COMMUNITY GRANTS**

The Sports, Recreation & Community Grants Officer attended a meeting with Cr Holstein and Coordinator Council Business with Toowoomba Regional Council officers and Cr Geoff McDonald. The meeting was held to discuss the possible opportunities of the Toowoomba Mountain Bike Club facilities as a suitable location for the 2032 Olympic Games bid. The working group is looking at potentially developing an escarpment trails network throughout the Toowoomba and Lockyer Valley Regions.

**PLANNING & ENVIRONMENT**

Development Assessment

The development assessment team continues to have a shortage in the engineering assessment capability for applications despite Geneng assisting with limited applications this is causing delays in assessment timeframes. Advertising has commenced to fill the Technical Officer/Development Engineer position as soon as possible.

Lockyer Valley Planning Scheme

The strategic planning team remain on track and have prepared drafts of the majority of planning controls for the new planning scheme; including the zone, use and overlay codes.



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Work is currently focussed on the Planning Scheme Policies (the procedural advice for preparing development applications).

Local Government Infrastructure Plan

The Local Government Infrastructure Plan is progressing and will be presented to Council at the 27 June 2018 Council Meeting for adoption.

Refer to the attached table and graphs indicating all development applications, decisions and requests as at 31 May 2018.

*Environmental Planning*

Project Updates

Alice Creek Nature Refuge

Site works for improved access and weed control are underway.

Resilient Rivers Initiative Projects

The project plan has been formulated for submission to CoMSEQ following site visits with landholders adjacent to revegetation sites.

LiDAR capture complete, data currently being processed.

Community Environmental Grants

The applications for the Community Environmental Grants have been assessed and awarded to four organisations.

Water Quality at Lakes Apex and Freeman

The final Water Quality report has been received and it will be presented at the next available Workshop.

Mitigation measures such as tree planting and planning for returfing exposed areas of soil in spring are in progress in collaboration with Parks, Gardens and Cemeteries.

Balaam Hill Biodiversity Offset

Tenders for a rehabilitation contract have been received and reviewed.

Natural Resource Management Plan

The second community meeting for review of regional biodiversity priorities and activities was organised and hosted by Lockyer Uplands Catchments Inc. The meeting demonstrated that a lot of work is being undertaken across the community to understand, protect and enhance the region's biodiversity. Opportunities to participate in the development of LVRC's region-wide NRM plan will be welcomed by the community.

The next round of consultations and presentations will be organised by Lockyer Valley Regional Council officers.

Program Updates

Program	Activity	Monthly Statistics
Land for Wildlife	Property visits	3
	New properties signed up	1

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Program	Activity	Monthly Statistics
Internal	Development Assessment – compliance/conditions/site inspections	4
Weeds	Property visits	19
	New Property Pest Management Plans	14
	Herbicide Subsidy Scheme vouchers issued	12
	Community loan spray equipment	8
	Weed surveying – local roads	
	Weed surveying – DTMR roads	16
	Weed surveying – Council properties	
	Weed spraying – local roads	3
	Weed spraying – DTMR roads	1
	Weed spraying – Council properties	
Feral Animals	Wild dog, fox and pig baiting	1
	Community loan traps	4
	Rabbit survey	
	Other trapping/Mosquito monitoring	8
	Scalps	
Community Pest Groups	Glen Cairn/Forest Hill	
	Junction View	
	Murphys Creek	

## Requests

Mayor / Councillor	New	1
	Completed	1
	Active	2
Customer	New	74
	Completed	84
	Active	54

## PLUMBING AND BUILDING SERVICES

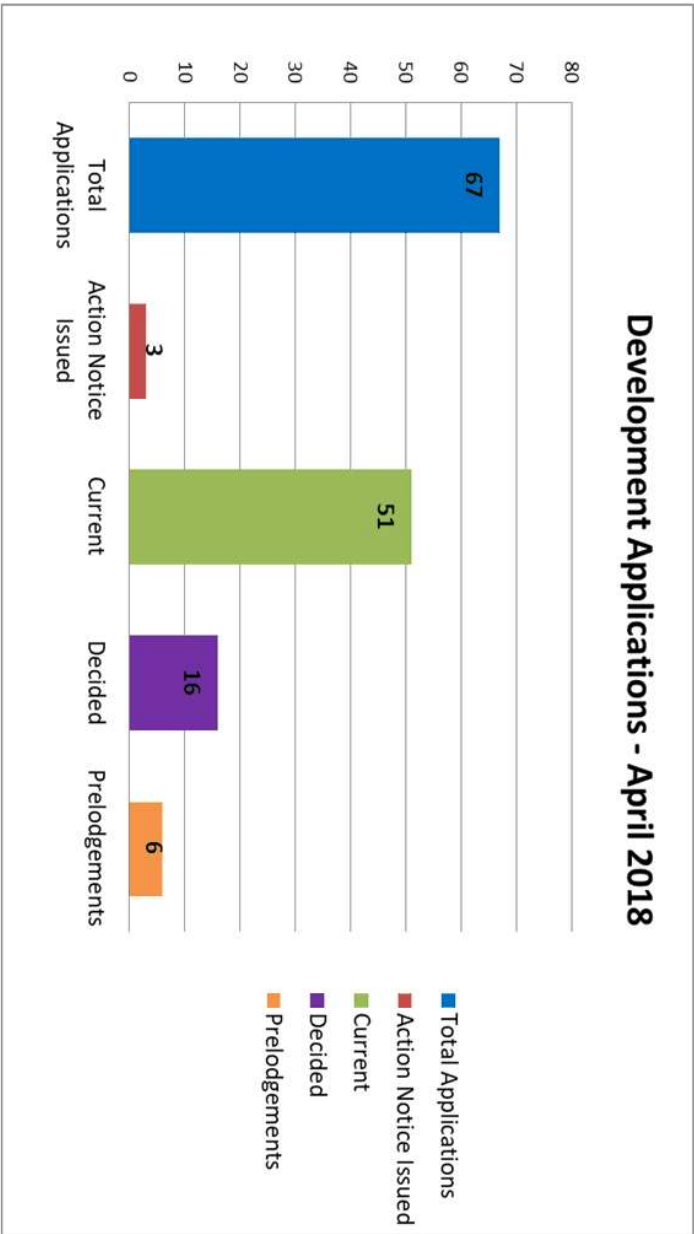
Please refer to the attached table indicating statistics from May 2018.

## Attachments

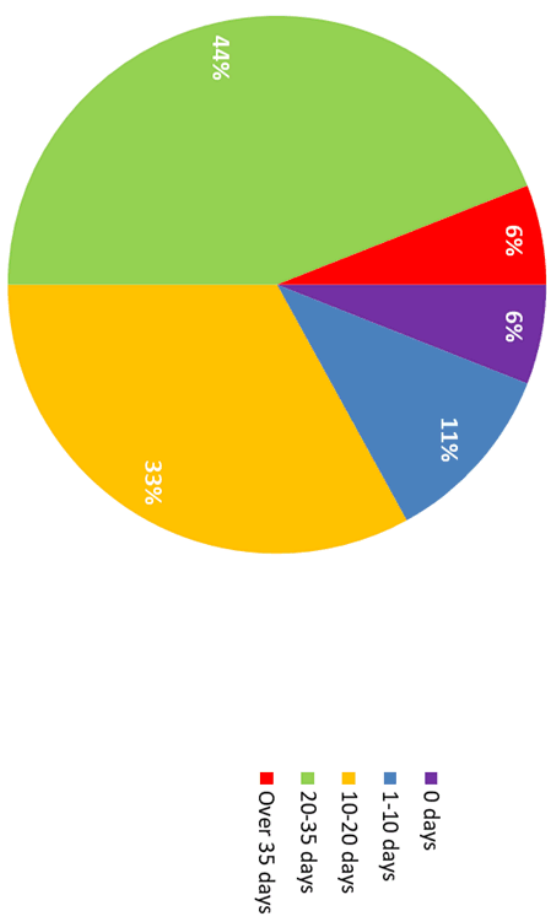
- 1 [View](#) Development Applications Monthly Summary - May 2018 2 Pages
- 2 [View](#) Development Application Graph's - May 2018 2 Pages
- 3 [View](#) Plumbing and Building Statistics - May 2018 4 Pages

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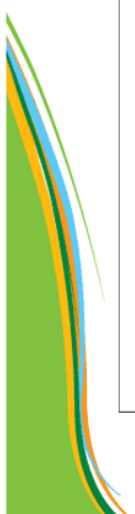
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**Applications Decided in Days  
May 2018**



MC2018/0017	24 days	Engineering Officer workload
OW2018/0006	24 days	Engineering Officer workload
RL2018/0013	24 days	Council unable to decide application until Response Notice received from Referral Agency (received 20/4/18)
RL2017/0023	25 days	Engineering Officer workload
MC2018/0005	29 days	Engineering Officer workload
MC2018/0006	31 days	Engineering Officer workload
MC2017/0056	33 days	Engineering Officer workload
RL2017/0029	33 days	Engineering Officer workload
MC2017/0037	37 days	Discussions with applicant regarding conditions prior to the report going on a Council agenda and availability of Council meetings in April and May

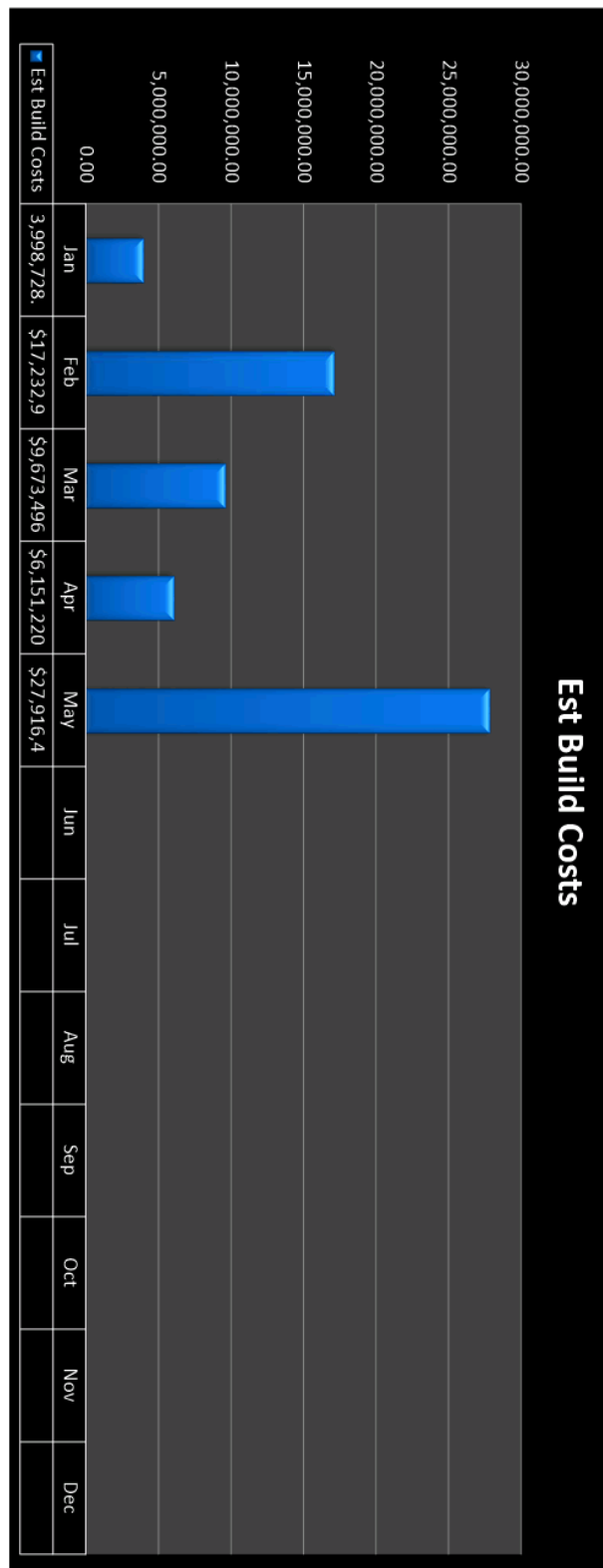


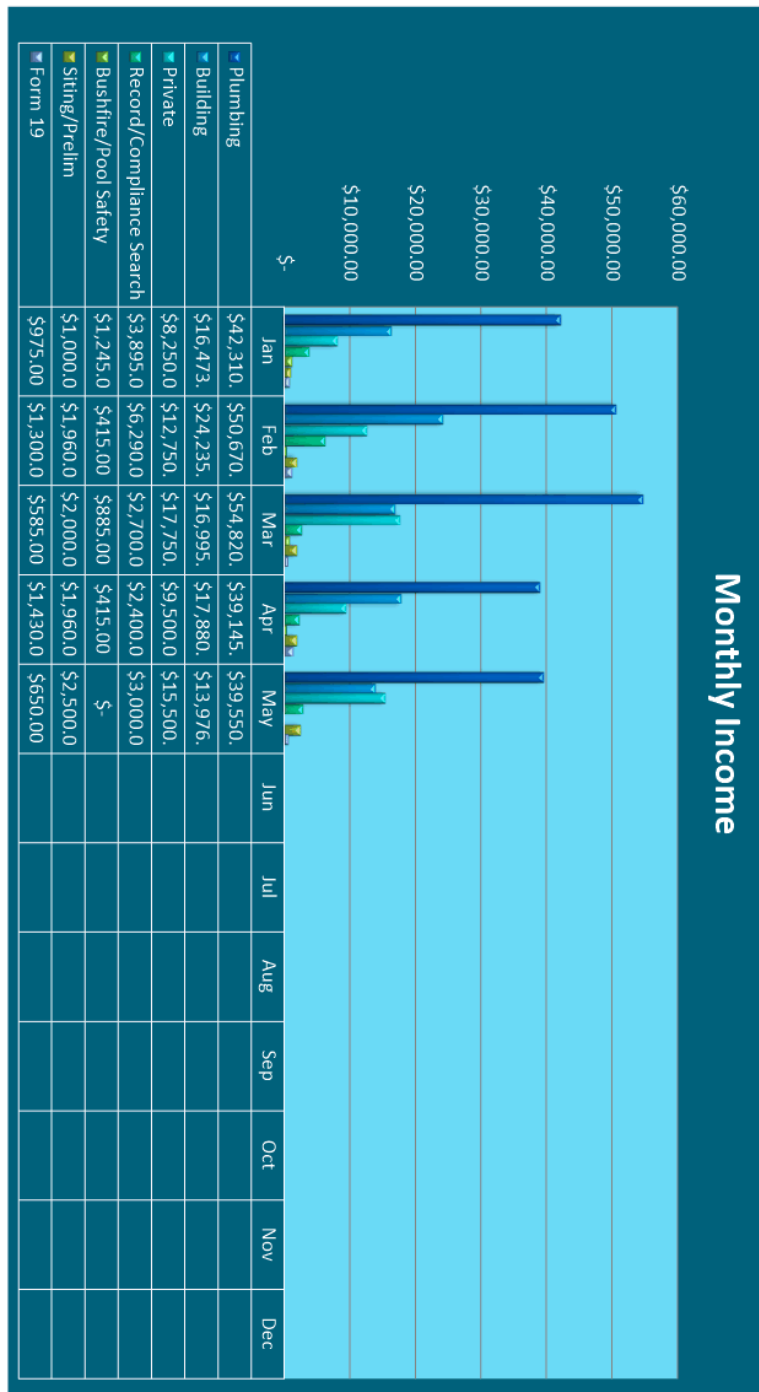


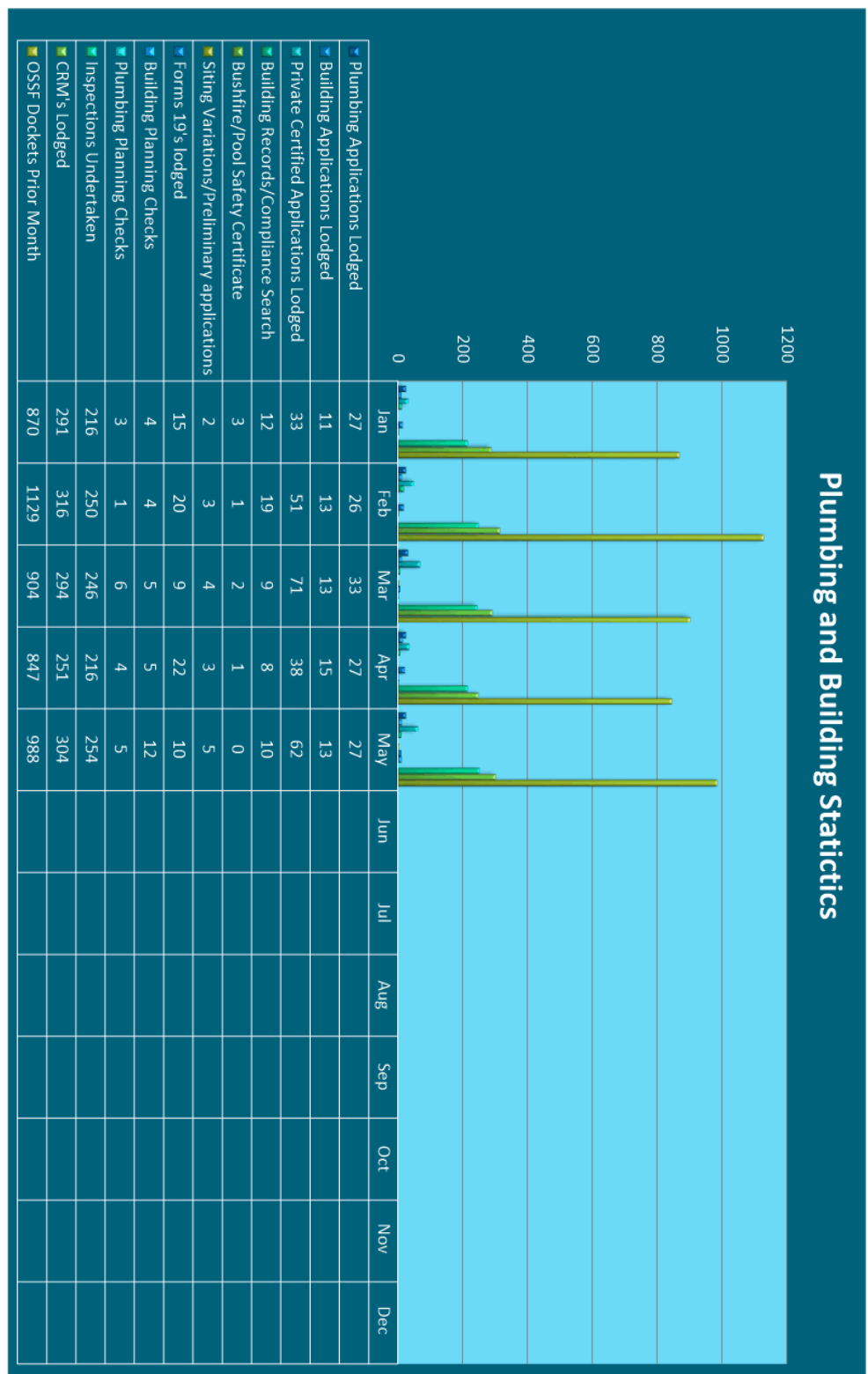


ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	27	\$39,550.00	2.45	Plumbing
2.0	Building Applications Lodged	13	\$13,976.25	5	Building
3.0	Private Certified Applications Lodged	62	\$15,500.00		Admin Team
4.0	Building Record/Compliance Search Lodged	10	\$3000.00		Admin Team
5.0	Bushfire/Pool Safety Certificates Lodged	0	\$0.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	5	\$2500.00		Building
7.0	Form 19's Lodged	10	\$650.00		Admin Team
8.0	Building Planning Checks	12	N/A		Building
9.0	Plumbing Planning Checks	5	N/A		Plumbing
10.0	Inspections Undertaken	254	N/A		Plumbing and Building
11.0	CRM's Lodged (inc. phone calls for inspections)	304	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for April	988	N/A		Admin Team
	TOTAL		\$75,176.25		
CONSTRUCTION VALUE OF BUILDING WORKS					
1.0	Building Applications 01-05-18 to 31-05-18	Domestic	\$7,316,061.80		
	Building Applications 01-05-18 to 31-05-18	Commercial	\$20,600,339.00		
	Year to Date	Total	\$60,974,051.41		









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## **12. CORPORATE AND COMMUNITY SERVICES REPORTS**

### **12.1 Update to Register of Cost Recovery and Commercial Fees & Charges 2018/2019**

**Date:** 31 May 2018

**Author:** Tony Brett, Manager Finance & Customer Services

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

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#### **Summary:**

The purpose of this report is to make changes to Council's 2018/2019 Register of Fees and Charges (attached) effective from 1 July 2018.

#### **Officer's Recommendation:**

**THAT Council include within its Cost Recovery and Commercial Fees and Charges for 2018/2019 the additional fees and charges as attached to this report with an effective date of 1 July 2018;**

**And further;**

**THAT Council remove the following fees as they are no longer applicable:**

- a. 2.4.10 – Library Events - Room Hire Charge, and**
- b. 2.10.7 – Withcott CWA Hall – Hire fees and bond.**

#### **Report**

##### **1. Introduction**

The purpose of this report is to seek the amendment of Council's register of fees and charges effective from 1 July 2018.

##### **2. Background**

Council is required as part of its annual budget process, to review its fees and charges each year to ensure that:

- Cost recovery fees and charges continue to reflect the cost of providing the services performed; and
- Commercial fees and charges are appropriate given the commercial nature of the services provided.

The fees and charges for 2018/2019 were originally adopted on 16 May 2018 to take effect from 1 July 2018.

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**3. Report**

Since the adoption of the 2018/2019 Fees & Charges it has become apparent that a number of fees need to be amended. The reasons why fees need to be amended include updated information and errors or omissions from Council business units in compiling the original document.

Minor changes have also been made to correct spelling and wording of the fee descriptors where necessary.

While Finance staff co-ordinate the preparation of Council's annual budget process which includes annual fees and charges, Council business unit managers are responsible for setting both the level and expected revenue from fees and charges.

Attachment 1 contains the fees and charges to be included in the updated Register. All of these items were originally included in the fees and charges documents provided to Council as part of budget workshops during May.

Fees for the Withcott CWA Hall hire need to be removed from the Register as the building has been demolished and the fees are no longer relevant. The Library Events Room hire charge is no longer required as there are now separate fees for Library Meeting rooms.

**4. Policy and Legal Implications**

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

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

Council may amend its Fees and Charges by resolution at any time during the year.

**5. Financial and Resource Implications**

The amendments to Council's 2018/2019 Fees and Charges will ensure that the correct fee is charged for each service either on a cost recovery or commercial basis.

**6. Delegations/Authorisations**

There are no new or additional delegation or authorisation issues associated with this report.

**7. Communication and Engagement**

Once amended by Council, the revised fees and charges will be updated on the Council's website and internal systems.

**8. Conclusion**

The adoption of fees and charges forms an integral part of Council's annual budget process and ensures cost recovery fees and charges reflect the true cost of providing the associated

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service. Adoption of the register of fees and charges also ensures compliance with Council's legislative obligations.

**9. Action/s**

1. Publication of the Register on Council's website prior to 1 July 2018.
2. Update of the fees in Council's systems.

**Attachments**

1 [View](#) Amendments to 2018/2019 Fees & Charges 12 Pages

Name	Year 18/19 Fee (incl. GST)	GST
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## 1.6 – Material Change of Use

### 1.6.1 – Residential & Residential Related

#### Laidley Planning Scheme Area

#### *Dwelling on a Small Lot (less than 600sqm)*

Dwelling on a Small Lot (less than 600sqm)	\$1,640.00	N
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## 1.7 – Planning Other & Copies

### 1.7.1 – Other

#### Subsequent Application to Change Preliminary Development Approval (Section 241) to Development Permit

Where a Preliminary Development Permit is sought, the fee paid is in addition to the standard development permit fee.

Subsequent Application to Change Preliminary Development Approval (Section 241) to Development Permit	80% of the relevant application fee	N
The applicable fee is equal to the standard impact/code assessable fee for that use with a 25% reduction for the subsequent DA.		

#### Section 242 – Preliminary Approval That May Affect a Local Planning Instrument

Base Fee	\$27,315.00	N
Plus use components, per use area (i.e. commercial uses area, accommodation units area, etc).		

#### Resubmission of an Application Where an Application Not Approval Has Lapsed in Previous Twelve Months

Code Assessment	25% of the current application fee	N
Impact Assessment	50% of the current application fee	N

### 1.7.2 – Form 19

Charge/Fee applies per lot to which the request applies.

Form 19 – Flood Level Information (Medium and High Hazard area)	\$65.00	N
Form 19 Flood Advice (B2)	\$65.00	N

Name	Year 18/19 Fee (incl. GST)	GST
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## 1.8 – Reconfiguration of Lots & Operational Works

### 1.8.2 – Operational Work

The fee for any matter relating to a decision for a development application, or other matter not listed or defined in the Register

#### Development (Except Advertising Signs)

Road works, stormwater drainage, landscaping, car parking and driveways within a development. The charge is based on the site area – this is the defined as the development footprint area of the approved use. The fee must be paid with lodgement of application for application to be 'properly made'.  
Where lodged as single integrated application

Landscaping application	\$783.00	N
Vegetation clearing – Impact Assessable	\$2,650.00	N

#### Operation Works – Subdivision Works – Inspection

Inspections for works relating to subdivision works. The fee must be paid with lodgement of application for application to be 'properly made'.

Base Fee for Inspections	\$1,135.00	N
Including Pre-Start Meeting and 4 x hold point Inspections.		
Reinspection Fee (where insufficient preparation or contractor's staging and/or programming of works necessitates additional inspections, or where pavement inspections have failed) per inspection	\$300.00 during business hours and \$450.00 outside.	N



Name	Year 18/19 Fee (incl. GST)	GST
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## 1.9 – Building Services

### 1.9.1 – Lodgement Fees

Lodgment fee (applications approved by a private certifier)	\$260.00	N
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### 1.9.2 – Concurrence Agency Fees including when Council is the assessment Manager for a Development Approval

Request to determine bond for removing buildings into the Council area	Minimum \$760.00	N
Minimum fee for site inspection	Minimum \$180.00	N
Security bond to be lodged with Council for removal house to be determined on a case by case basis	POA	N
To be determined on a case by case basis.		
Request to determine bond to remove a building (any type of building) from a site in the Council area	\$210.00	N
Security bond to be lodged with Council for removal of a building (to be determined on a case by case basis to the value of the proposed building works)	POA	N
To be determined on a case by case basis to the value of the proposed building works.		
Request for siting variation under QDC MP1.1, 1.2 and 1.3	\$500.00	N
Request to use a non residential building for temporary residential purposes (e.g. to use a class 10a shed for habitable purposes)	\$500.00	N
Request for assessment against a performance requirement for class 1a or 10 buildings that do not meet an acceptable measure under the Planning Scheme specified in S.33 of Building Act	\$500.00	N
Request to determine if building work complies with QDC MP2.1 fire safety standard for budget accommodation buildings	By quote. Minimum \$565.00	N
Request for assessment against a performance requirement of QDC MP5.2 higher risk personal appearance services where proposal does not comply with an acceptable measure (per item)	\$200.00	N
Per Item.		
Request to determine if building work complies with QDC MP5.7 residential services building standard building requirements (up to 10 persons)	By quote. Minimum \$565.00	N
Request for assessment against a performance requirement for buildings that do not meet an acceptable measure under the QDC MP4.2 water saving targets	\$200.00	N

Name	Year 18/19 Fee (incl. GST)	GST
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### 1.9.3 – Supply of Plans and Information to Consultants/Building Certifier/Owner

Form 19 – the application and the approval documents for the application (copy of structural plans only) (Part B – G1)	\$65.00	N
Building record search (not including copies of plans)	\$310.00	N
50% of the fee charged is refundable when a search is cancelled by applicant prior to commencement of search. Refund requests must be in writing. (Search includes plumbing records & OSSF last inspection service date if available).		
Commercial building record search (not including copies of plans)	\$500.00	N
Form 19 – the decision notice or negotiated decision notice for the application (part B – G2) certificates relied on to decide the application (per certificate) (part B – G5)	\$65.00	N
Form 19 – copy of the plans, drawings & specifications & other documents & information lodged by the applicant, stamped approved or otherwise endorsed by the assessment manager (site, floor, elevations plans only) (part B – G3)	\$65.00	N
Form 19 – copy of certificate of classification (part C – H5)	\$65.00	N
Form 19 – details of existing buildings on the property if available (part A – D1)	\$65.00	N
Form 19 – copy of soil test report (part C – H7 other)	\$65.00	N
Form 19 – search building act notice register (for a particular lot on plan) (part A – F3)	\$65.00	N
Request for certificate of classification (hourly rate) hourly rate plus minimum fee for site inspection \$180	\$150.00	N
Hourly Rate plus Minimum Fee for Site Inspection \$180.00.		
Building compliance report (including inspection & copy of plans) – class 1a & 10	\$615.00	N
Building compliance report (including inspection & copy of plans) – other classes	By Quote.	N

Name	Year 18/19 Fee (incl. GST)	GST
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**1.10 – Plumbing****1.10.1 – Plumbing & Drainage Applications**

All applications include a \$250.00 administration fee (non-refundable).

Fees include lodgement, scrutiny and inspections necessary to issue a compliance certificate for new buildings & additions/alterations to existing buildings with fixtures.

Commercial applications may incur additional fees.

N.B. Fire hydrants and/or fire reels are fixtures.

Lodgment fee	\$260.00	N
Plus fees per fixture as calculated with reference to the fee scale below.		
Per fixture – no. of fixtures less than or equal to 150	\$120.00	N
Per fixture – no. of fixtures 151 to 200 inclusive	\$102.00	N
Plus base fee of \$18,000.00.		
Per fixture – no. of fixtures 201 to 250 inclusive	\$84.00	N
Plus base fee of \$23,100.00.		
Per fixture – no. of fixtures 251 to 300 inclusive	\$66.00	N
Plus base fee of \$27,300.00.		
Per fixture – no. of fixtures 301 to 350 inclusive	\$48.00	N
Plus base fee of \$30,600.00.		
Per fixture – no. of fixtures greater than or equal to 351	\$30.00	N
Plus base fee of \$33,000.00.		
Minor applications – no fixtures – lodgement and inspection process (one inspection) (i.e. new water service)	\$380.00	N

**1.10.2 – On-Site Sewerage Facilities**

New installation, upgrade or alteration to existing facility including HSTP, septic tank, waterless toilet or grey water treatment facility.

Application and inspection process (two inspections)	\$500.00	N
Commercial OSSF (over20EP) land application area only (two inspections)	\$500.00	N
Minor land application area change (e.g. moving turf valve for shed) (one inspection)	\$380.00	N
For example, moving turf valve for shed. one inspection.		

**1.10.3 – Amended Permit/Plan Fee**

Amended plan assessment	\$245.00	N
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**1.10.4 – Alternate Solution**

Applications that contain alternate solutions as part of compliance assessment (fee is additional to application fees)	By Quote	N
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Name	Year 18/19 Fee (incl. GST)	GST
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### 1.10.5 – Inspections

At Officer's discretion.

Additional or re-inspections	\$120.00	N
Minor re-inspections	\$75.00	N
After hours Monday – Friday	\$260.00	N
Saturday & Sunday	\$385.00	N

### 1.10.6 – Concurrent Agents Fee – Sustainable Planning Regs (SPR)

Concurrence for onsite wastewater management (fee is inclusive when Council is the assessment manager for a development approval)	\$80.00	N
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### 1.10.7 – Refunds

Refunds	Cancelled/Withdrawn applications – A refund of 50% of fees paid is applicable where an application has been assessed or a permit is issued but no inspections are performed. Requests for refunds must be in writing. (N.B. lapsed permits are non-refundable) (When permits have not reached assessment stage the lodgment fee only is retained).	N
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Name	Year 18/19 Fee (incl. GST)	GST
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### 1.10.8 – Supply of Plans & Information to Consultants/Building Certifier/Owner

No refunds shall apply.

Form 19 – class 1 and 10 'as constructed' sanitary drainage plan (part A – A1)	\$65.00	N
Form 19 – a copy of the plans, drawings and specifications and other documents and information lodged by the applicant, stamped approved or otherwise endorsed by the assessment manager) (site, floor and elevations plans only (part B – G3)	\$65.00	N
Form 19 – certificates relied on to decide the application (part B – G5) per certificate	\$65.00	N
Form 19 – copy of soil test report (part C – H7 other)	\$65.00	N
Form 19 – hydraulic services plans (existing commercial buildings) class 2 to 9 'as constructed' (part A – D3)	By quote. Minimum \$65.00	N
Form 19 – the application and the approval documents for the application (part B – G1) (copy of structural plans only) per item	\$65.00	N
Form 19 – details of any required land application area for on-site disposal of sewerage, including any reserve area (part A – A5)	\$65.00	N
Form 19 – details of approved swimming pool discharge point (part A – A6)	\$65.00	N

### 1.10.9 – Backflow Prevention Devices

Commercial annual registration fee – first device	\$70.00	N
Commercial additional devices – each up to 20 devices	\$20.00	N
Commercial additional devices – each greater than 20 devices	\$15.00	N
Domestic dwelling – first device	\$30.00	N

### 1.10.10 – File Reinstatement Fee

Compliance inspections & compliance certificate requests for permits issued more than 2 years ago	\$310.00	N
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Name	Year 18/19 Fee (incl. GST)	GST
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## 2.12 – Building Services

### 2.12.1 – Building

Lodgement Fee is to be added to Base Fee for all Classes.

All fees are based on footing & slab inspections being undertaken by RPEQ.

#### Class 1A

Change of classifications – all other types	60% of Relevant Fee	Y
New dwellings/removal dwellings	\$1,450.00	Y
Additions, alteration/extension to dwelling (including raising & restumping)	\$850.00	Y
Minor alterations may incur a reduced fee at the discretion of the Building Certifier.		
Veranda's and decks	\$650.00	Y
Demolition of building or structure	\$410.00	Y

### 2.12.2 – Units

Units (class 1, 2 & 3 including duplex, town houses, motel, boarding house, etc.) per unit up to 4, (5 and above units by quote) additional inspections charged at discretion of Certifiers	\$1,100.00	Y
Additions or alterations & new commercial industrial class 4 to 9	By Quote	Y

### 2.12.3 – Special Structures/Temporary Buildings

Buildings that cannot be classified in any other class.

New buildings and additions	By Quote	Y
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### 2.12.4 – Class 10 (Outbuildings, Carports, Patios, etc.)

New buildings and additions	\$550.00	Y
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### 2.12.5 – Class 10b

Swimming pool/spa & fence or pool fence only	\$800.00	Y
Pool safety certificate (including two inspections)	\$450.00	Y
Other structures eg. sign, retaining wall (over 1.0m high), silo	\$550.00	Y

Name	Year 18/19 Fee (incl. GST)	GST
------	----------------------------------	-----

## 2.12.6 – Miscellaneous Building Fees

Miscellaneous or re-inspection fee. Class 1 to 10 only all others by quote	\$135.00	Y
New application where existing approval has been lapsed (lodgment fee applies)	By Quote	Y
Inspection requested – (where current period has expired or disengaged by a Private Certifier) class 1	\$410.00	Y
Fee charged at the discretion of the Building Certifier.		
Inspection requested – (where current period has expired or disengaged by a Private Certifier) class 10	\$280.00	Y
Fee charged at the discretion of the Building Certifier.		
Inspection requested – (where current period has expired or disengaged by a Private Certifier) commercial & industrial	By quote.	Y
Where current period has expired or disengaged by a private Certifier.		
Amendments to plans or application	By quote. Minimum \$140.00	Y
Negotiated decisions – commercial rates on time basis	By quote. Minimum \$160.00	Y
Minimum charge.		
Negotiated decisions – extension of currency period (before permit expiry date) no lodgement fee	\$250.00	Y
Before Permit Expiry Date.		
Bushfire inspection, assessment & report including BAL determination for building applications lodged through Council or at the request of a Private Certifier	By quote. Minimum \$480.00	Y
Refund of fees	To be determined by Manager of Building Services	Y

## 2.13 – Camping Grounds & Recreation Reserves

### 2.13.1 – Hire of Recreation Reserves or Council Lands

#### Laidley Sports & Recreation Reserve – Commercial Use

Line Marking	\$103.00	Y
Per hour charge for linemarking of the fields.		

Name	Year 18/19 Fee (incl. GST)	GST
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## 2.16 – Pest Management

### 2.16.2 – Loan Equipment – Bonds

Loan equipment is available for use subject to acceptance of the terms and conditions of loan and the payment of the bond.

The use of loan equipment for commercial purposes or outside of the Council Region will result in forfeiture of the bond and exclusion from future use of loan equipment.

Where a borrower is found to have failed to adhere to Council procedures and safety requirements, or verbally abuses, harrasses or behaves in an unacceptable way towards a Council Officer, for a third time, the borrower will be excluded from further use of the loan equipment.

Bond – Dog Traps	\$100.00	N
Bond – Medium Traps	\$75.00	N
Bond – Pig Traps	\$300.00	N
Bond – Skids	\$250.00	N
Bond – Splatter Gun	\$150.00	N
Bond – Spray Backpack	\$60.00	N
Bond – Trailers (including boom spray)	\$300.00	N
Bond– Small Traps	\$50.00	N

### 2.16.3 – Loan Equipment Other Charges

Loan Equipment (Spray/Traps) – Damage to spray equipment, trailers, traps, accessories and parts At cost to replace or repair including parts and labour. Plus Processing Fee	At cost.	Y
Loan Equipment (Spray/Traps) – Missing Items to spray equipment, trailers, traps, accessories and parts	At cost to replace (parts and labour). Plus processing fee.	Y
Loan Equipment (Spray/Traps) – Operator Assistance – Troubleshooting Out of Hours Per hour or part thereof. Processing Fee not applicable.	\$80.00	Y
Loan Equipment (Spray/Traps) – Tampering With Devices to spray equipment, trailers, traps, accessories and parts Plus any costs to replace / repair (parts and labour) and Processing Fee. Three occurrences will result in exclusion from further use.	\$100.00	Y
Loan Equipment (Traps) – Delivery/Collection Fee	Up to 20km from Gatton – \$40.00 > 20km but < 50km from Gatton – \$60.00 > 50km from Gatton – \$80.00 Per Trip. Plus Processing Fee.	Y
Processing Fee	\$20.00	Y



Name	Year 18/19 Fee (incl. GST)	GST
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### 2.16.3 – Loan Equipment Other Charges (cont'd)

Loan Equipment (Spray) – Cleaning Fee (Herbicide, Dye, Mud etc.)	\$50.00	Y
Loan Equipment (Spray) – Flushing Tanks/Lines	\$50.00	Y
Loan Equipment (Spray) – Re-fueling	At current price of fuel per litre. Plus Processing Fee.	Y
Loan Equipment (Spray/Traps) – Equipment Failure – Troubleshooting Out of Hours	No charge.	N
Loan Equipment (Spray/Traps) – Failure to Show for Collection Without Notice	\$50.00	Y
Notice to be provided prior to 3pm the previous day.		
Loan Equipment (Spray/Traps) – Late to Collection or Return	\$20.00	Y
Per fifteen minute interval or part thereof. Processing fee does not apply.		

Name	Year 18/19 Fee (incl. GST)	GST
------	----------------------------------	-----

*Commercial & Business General Waste*

*Green Waste – Uncontaminated*

i.e. Contains no steel, plastic, concrete, building products, milled/treated timber.

Excludes Root Boles.

Trailer/Ute 6x4	\$15.00	Y
(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply		
Per cubic metre charge if weigh bridge not available	\$20.00	Y
(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply		
Per tonne charge/weigh charge if weighbridge is available	\$32.00	Y
(Must NOT contain general waste, steel, plastic, concrete, building products, milled/treated timber, soil, mud,ect) otherwise general waste fees apply.		
Minimum charge \$10.00 (inc. GST).		



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**12.2 Additional Repayment of Loan**

**Date:** 31 May 2018  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

This report seeks Council approval of a one-off payment of \$5 million to the “Lockyer Valley Regional Council Other Capital Works” loan.

In making this repayment Council will reduce the balance of its debt and make interest savings over the remaining life of the loan estimated at \$1.72 million. The estimated net benefit to Council of making the repayment is \$0.30 million when the early repayment adjustment and estimated investment interest foregone are taken into account.

**Officer’s Recommendation:**

**THAT Council make an additional one-off payment of \$5 million to the “Lockyer Valley Regional Council Other Capital Works” loan.**

**Report**

**1. Introduction**

The purpose of this report is to seek Council approval for a one-off payment of \$5 million to the “Lockyer Valley Regional Council Other Capital Works” loan.

**2. Background**

In recent times there has been some discussion within the Local Government Sector around the options for using surplus cash and whether or not it should be held on deposit or used to retire debt. With investment interest rates staying low, repaying debt has become more attractive.

Since the finalisation of the flood recovery, Council has had an amount of around \$16M in investments which has remained constant and not been used for day to day operations. At the same time, Council has around \$32.54M in loans with Queensland Treasury Corporation (QTC) split as follows:

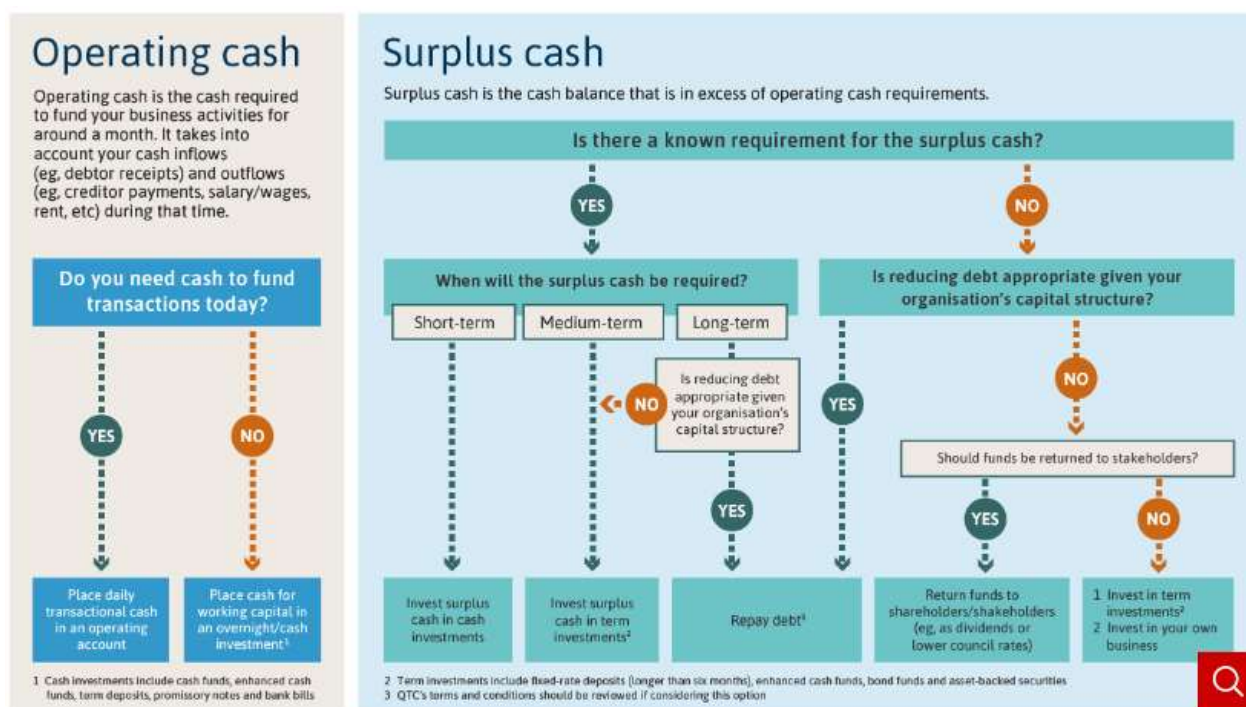
Loan	Remaining Term	Interest Rate	Balance
Other Capital Works	14.10 yrs	4.71%	\$22.67M
General	12.84 yrs	4.96%	\$9.02M
Gatton Landfill 2016	17.85 yrs	3.11%	\$0.85M
<b>Total</b>			<b>\$32.54M</b>

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As reducing debt is a Council priority, further investigations were undertaken into the feasibility of making additional repayments. During the 2016/2017 financial year, Council made an additional repayment of \$0.70 million and further repayments have been considered.

### 3. Report

QTC uses the following framework to guide decisions about the use of surplus cash:



Using that framework, an opportunity has been identified to reduce Council's debt and make savings in interest payments which would be more than the reduction in interest revenues. Analysis by QTC has shown that making a \$5 million repayment would result in an estimated net benefit of \$0.30 million.

### 4. Policy and Legal Implications

Council's adopted Debt Policy allows for additional repayment to be made on loans provided that surplus funds are available and it is advantageous to do so. It has been estimated that there is a net benefit to Council of making the proposed repayment, which is in compliance with the Policy.

The loan terms and conditions allow for additional repayments, however as it is a fixed rate loan, an early repayment adjustment will be charged.

### 5. Financial and Resource Implications

As requested, QTC have analysed a number of options based on making an additional repayments of \$5 million, \$10 million or \$15 million. On present assumptions all of these repayments would result in a net saving to Council; however the larger repayment amounts

# ORDINARY MEETING OF COUNCIL AGENDA 13 JUNE 2018

represent an increased risk to Council's cash flows and the ability to provide funds for emerging projects or unexpected costs.

Analysis of Council's predicted cash flows, and forecast operational and capital costs has shown that a repayment of \$5 million could be made without reducing the cash balance below the three month cash holding bench mark limit. This would also retain some flexibility for the funding of unexpected costs or emerging works which may arise in the future.

In identifying which of the two larger loans to make the repayment on, costs and benefits were compared. As the interest rate for the "General" loan is higher than the "Other Capital Works" loan, there would be a larger early repayment adjustment which reduces the potential savings. Therefore it is proposed to make the payment to the "Other Capital Works" loan.

The interest rate on that loan is 4.71%, while the investment rate for the QTC Cash Fund is 2.62%. As the investing rate is less than the debt rate, and with no significant increase in investment rates anticipated over the next few years, there is a benefit to making an additional repayment.

In estimating the financial benefit, QTC has calculated the following:

Item	\$ Amount
Early Payment Adjustment	(438,409)
Interest Savings	1,722,565
Investment Interest Foregone	(979,618)
<b>Net Interest Savings</b>	<b><u>304,539</u></b>

This means that Council will achieve an estimated saving of \$0.30 million by making the additional payment at this time. The repayment will also reduce the "Other Capital Works" Loan balance to \$17.95 million net of the early payment adjustment.

As the payment is a one-off lump sum, the term of the loan has not been changed, with the quarterly principal and interest payments being reduced accordingly.

## 6. Delegations/Authorisations

The outcomes of this report will be managed in line with existing delegations.

## 7. Communication and Engagement

Communication arising from this report will be managed through existing communication channels.

## 8. Conclusion

It is recommended that a one-off payment of \$5 million is made to the "Other Capital Works" loan.

In making this repayment Council will reduce the balance of its debt and make interest savings over the remaining life of the loan estimated at \$1.72 million. The estimated net benefit to Council of making the repayment is \$0.30 million when the early repayment adjustment and estimated investment interest foregone are taken into account.

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**9. Action/s**

1. Council officers to complete the required paperwork and arrange for the repayment to be made prior to 30 June 2018.



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**12.3 Summary of Council Actual Financial Performance vs. Budget – 31 May 2018**

**Date:** 05 June 2018  
**Author:** Tony Brett, Manager Finance & Customer Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 May 2018.

**Officer's Recommendation:**

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 May 2018.**

**Report**

**1. Introduction**

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

**2. Background**

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

**3. Report**

The following report provides a summary of Council's financial performance against budget to 31 May 2018.

**Statement of Income and Expenditure**

**Operating Revenue - Target \$54.03 million Actual \$55.18 million or 102.13%**

At 31 May 2018, overall operating revenue is slightly exceeding the budgeted amount. For the year to date, income from development applications has exceeded the annual budgeted amount by \$0.31 million, and waste disposal fees remain more than anticipated. Facilities hire and saleyard fees are also higher than budget, while childcare fees and building applications are less than expected.

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

**Operating Expenditure - Target \$50.46 million Actual \$49.44 million or 97.98%**

At 31 May 2018, overall operating expenditure for the year to date was under budget by \$1.02 million.

Employee costs are on target for the year to date with a 0.56% variance (\$0.12 million) pending the finalisation of the certified agreement negotiations.

At 31 May, goods and services were \$0.91 million less than budget due to the timing of materials, contractor, and project payments across a number of cost centres. Although some of the timing issues have been addressed, and adjustments made to offset increased costs in other areas, overall expenditure remains less than expected. It is likely that this trend of under expenditure will continue through to year end.

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.

**Capital Revenue - Target \$3.64 million Actual \$6.50 million or 178.57%**

Overall capital grants and subsidies revenue is over the target for the year to date mainly due to a large amount of contributed assets from developers being brought to account. The timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process.

The 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 31 May, Council had \$39.32 million in current assets compared to \$8.83 million in current liabilities with a ratio of 4.45:1. This means that for every dollar of current liability, there is \$4.45 in current assets to cover it.

**Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 May, there has been a net cash inflow of \$1.75 million with \$13.95 million received from operating activities and a net cash outflow for investing activities of \$11.03 million with the proceeds from sales of property and grants received partially offsetting the amount spent on capital works. For the year to date, \$1.17 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

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around \$11.00 million cash at any one time; at 31 May, Council's cash balance was \$29.00 million.

**Capital Expenditure – Target \$20.17 million Actual \$14.82 million or 73.47%**

To 31 May 2018, Council has expended \$14.82 million on its capital works program with a further \$3.04 million in committed costs for works currently in progress. With commitments included, the percentage spent is 88.53% which is on track for the year.

The main expenditures are \$11.35 million within Infrastructure, Works and Services and \$2.59 million within Corporate and Community Services. Major projects include the Laidley Flood Mitigation Project, Gravel Re-sheeting, 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.

A further budget review has been considered; however due to the timing of the adoption of the 2018/2019 budget it will not be implemented. Therefore it is likely that the forecast surplus of \$1.60 million will be around \$1 million higher if the spending trends continue. Monitoring of operational projects not yet started, the timing of contractor payments and any negotiated certified agreement pay increase on Council's employee costs remains ongoing.

**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 31 May, Council's revenues are slightly above target, and overall expenditure remains under target.



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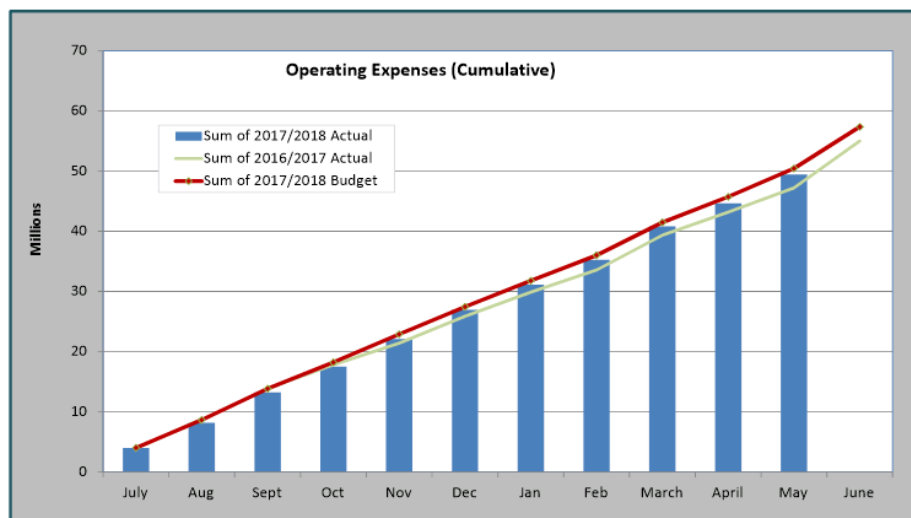
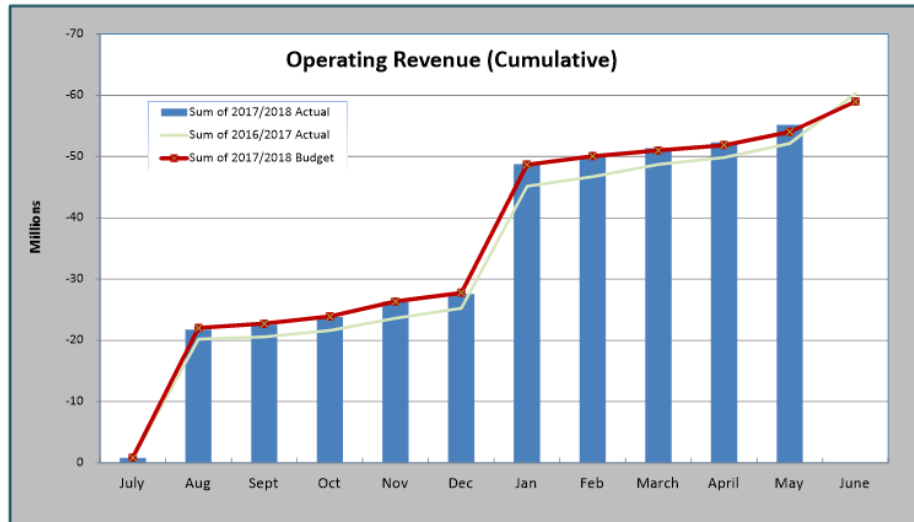
**9. Action/s**

1. Nil

**Attachments**

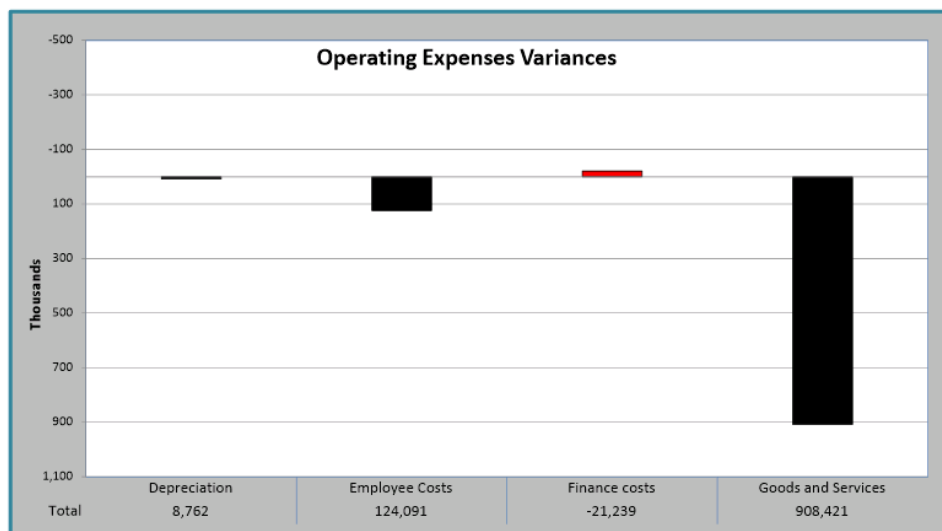
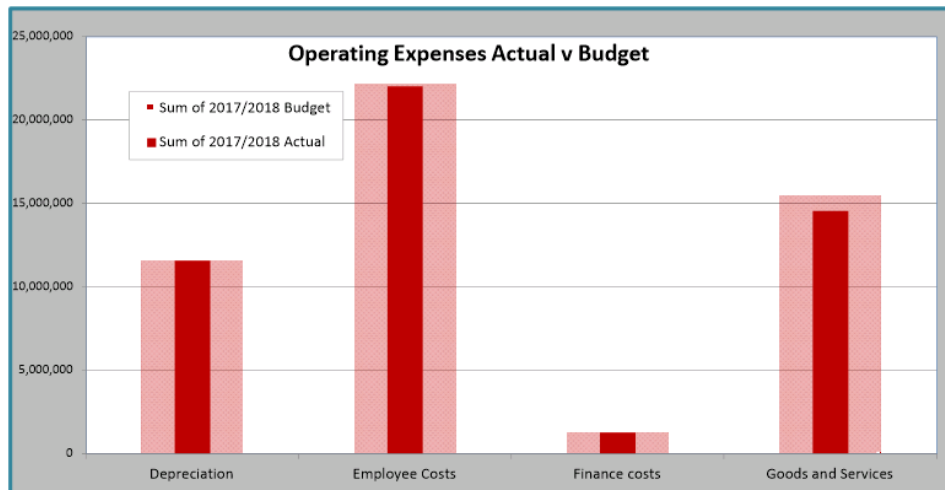
- 1 [View](#) Monthly Financial Report May 2018 19 Pages

**LOCKYER VALLEY REGIONAL COUNCIL**  
Total Council Operating Revenue and Expenses  
For the Period Ended 31 May 2018



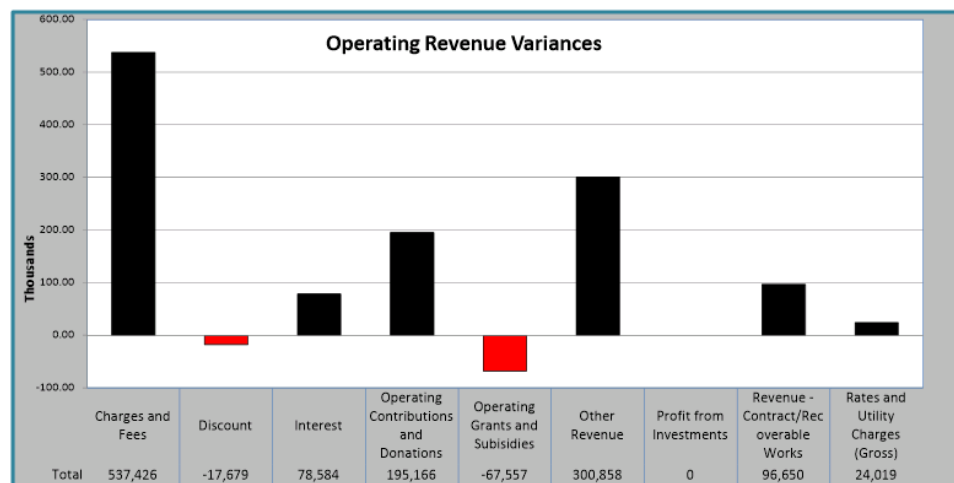
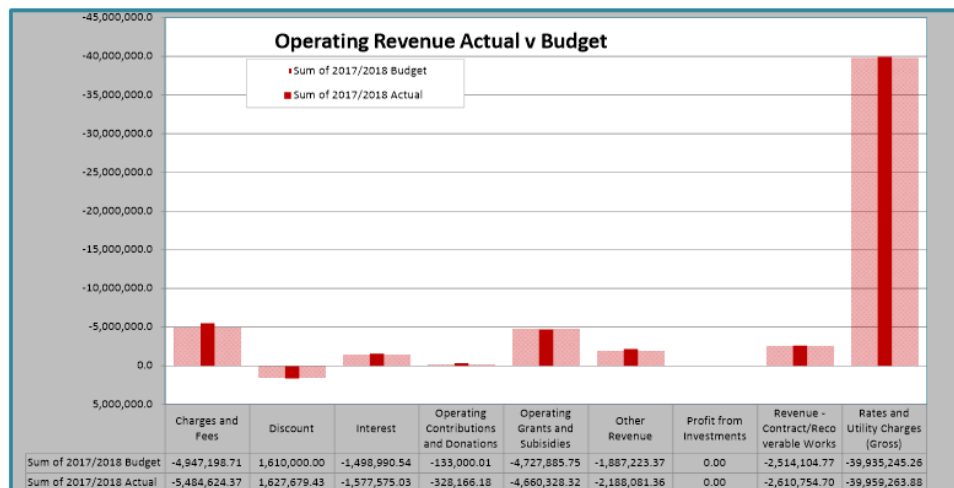
## LOCKYER VALLEY REGIONAL COUNCIL

Operating Expenses  
For the Period Ended 31 May 2018



## LOCKYER VALLEY REGIONAL COUNCIL

### Operating Revenue For the Period Ended 31 May 2018





Lockyer Valley Regional Council (Whole Council)  
Statement of Comprehensive Income  
For Period Ending May 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Operating Revenue:</b>					
Rates and Utility Charges (Gross)	40,057,990	39,959,264	39,935,245	(24,019)	(0.06)
Discount	(1,610,000)	(1,627,679)	(1,610,000)	17,679	(1.10)
Charges and Fees	5,284,500	5,484,624	4,947,199	(537,426)	(10.86)
Interest	1,682,880	1,577,575	1,498,991	(78,584)	(5.24)
Operating Grants and Subsidies	6,843,306	4,660,328	4,727,886	67,557	1.43
Operating Contributions and Donations	158,000	328,166	133,000	(195,166)	(146.74)
Revenue - Contract/Recoverable Works	2,630,300	2,610,755	2,514,105	(96,650)	(3.84)
Other Revenue	2,114,900	2,188,081	1,887,223	(300,858)	(15.94)
Profit from Investments	1,807,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>58,968,876</b>	<b>55,181,114</b>	<b>54,033,648</b>	<b>(1,147,466)</b>	<b>(2.12)</b>
<b>Operating Expenses:</b>					
Employee Costs	24,705,635	22,030,295	22,154,411	124,116	0.56
Goods and Services	18,374,606	14,557,598	15,466,019	908,421	5.87
Finance costs	1,639,430	1,267,023	1,245,784	(21,239)	(1.70)
Depreciation	12,647,310	11,584,605	11,593,368	8,762	0.08
<b>Total Operating Expenses</b>	<b>57,366,981</b>	<b>49,439,521</b>	<b>50,459,582</b>	<b>1,020,061</b>	<b>2.02</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,601,894</b>	<b>5,741,593</b>	<b>3,574,067</b>	<b>(2,167,527)</b>	<b>(60.65)</b>
<b>Capital Revenue:</b>					
Capital Grants, Subsidies and Contributions	4,911,500	9,313,358	3,519,750	(5,793,608)	(164.60)
Profit (Loss) on Disposal of Non Current Assets	120,000	(2,810,397)	120,000	2,930,397	2,442.00
<b>Total Capital Revenue</b>	<b>5,031,500</b>	<b>6,502,961</b>	<b>3,639,750</b>	<b>(2,863,211)</b>	<b>(78.67)</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>6,633,394</b>	<b>12,244,554</b>	<b>7,213,817</b>	<b>(5,030,737)</b>	<b>(69.74)</b>

Lockyer Valley Regional Council (Executive Office)  
Statement of Comprehensive Income  
For Period Ending May 2018

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Operating Revenue:</b>					
Charges and Fees	-	3	-	(3)	0.00
Operating Grants and Subsidies	121,000	106,000	106,000	-	0.00
Operating Contributions and Donations	6,000	180,148	6,000	(174,148)	(2,902.46)
Revenue - Contract/Recoverable Works	-	65	-	(65)	0.00
Other Revenue	400,900	506,125	382,825	(123,300)	(32.21)
<b>Total Operating Revenue</b>	<b>527,900</b>	<b>792,341</b>	<b>494,825</b>	<b>(297,516)</b>	<b>(60.13)</b>
<b>Operating Expenses:</b>					
Employee Costs	3,704,540	3,508,220	3,416,804	(91,416)	(2.68)
Goods and Services	2,993,265	1,950,480	2,331,876	381,396	16.36
Finance costs	4,000	3,665	3,520	(145)	(4.13)
Depreciation	88,320	39,009	80,960	41,951	51.82
<b>Total Operating Expenses</b>	<b>6,790,125</b>	<b>5,501,375</b>	<b>5,833,160</b>	<b>331,786</b>	<b>5.69</b>
<b>Operating Surplus/(Deficit)</b>	<b>(6,262,225)</b>	<b>(4,709,034)</b>	<b>(5,338,335)</b>	<b>(629,302)</b>	<b>11.79</b>
<b>Capital Revenue:</b>					
Capital Grants, Subsidies and Contributions	95,000	95,629	95,000	(629)	(0.66)
Profit (Loss) on Disposal of Non Current Assets	-	-	-	-	0.00
<b>Total Capital Revenue</b>	<b>95,000</b>	<b>95,629</b>	<b>95,000</b>	<b>(629)</b>	<b>(0.66)</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(6,167,225)</b>	<b>(4,613,405)</b>	<b>(5,243,335)</b>	<b>(629,930)</b>	<b>12.01</b>

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

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	267,200	269,850	267,200	(2,650)	(0.99)
Charges and Fees	3,175,000	3,267,580	3,013,897	(253,683)	(8.42)
Interest	2,000	1,020	1,833	814	44.39
Operating Grants and Subsidies	85,000	76,364	85,000	8,636	10.16
Operating Contributions and Donations	56,000	76,000	56,000	(20,000)	(35.71)
Revenue - Contract/Recoverable Works	920,300	826,189	847,105	20,916	2.47
Other Revenue	5,000	5,848	1,200	(4,648)	(387.31)
<b>Total Operating Revenue</b>	<b>4,510,500</b>	<b>4,522,850</b>	<b>4,272,235</b>	<b>(250,615)</b>	<b>(5.87)</b>
<u>Operating Expenses:</u>					
Employee Costs	5,170,253	4,647,613	4,774,911	127,298	2.67
Goods and Services	1,908,590	1,466,039	1,561,619	95,580	6.12
Finance costs	900	1,049	825	(224)	(27.11)
Depreciation	20,040	21,325	18,370	(2,955)	(16.08)
<b>Total Operating Expenses</b>	<b>7,099,783</b>	<b>6,136,025</b>	<b>6,355,725</b>	<b>219,700</b>	<b>3.46</b>
<b>Operating Surplus/(Deficit)</b>	<b>(2,589,283)</b>	<b>(1,613,174)</b>	<b>(2,083,490)</b>	<b>(470,315)</b>	<b>22.57</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	-	5,937,785	-	(5,937,785)	0.00
<b>Total Capital Revenue</b>	<b>-</b>	<b>5,937,785</b>	<b>-</b>	<b>(5,937,785)</b>	<b>0.00</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(2,589,283)</b>	<b>4,324,610</b>	<b>(2,083,490)</b>	<b>(6,408,100)</b>	<b>307.57</b>

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

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	38,881,589	38,780,212	38,758,844	(21,368)	(0.06)
Discount	(1,610,000)	(1,627,679)	(1,610,000)	17,679	(1.10)
Charges and Fees	2,081,500	2,189,188	1,907,635	(281,553)	(14.76)
Interest	1,680,880	1,576,515	1,497,157	(79,358)	(5.30)
Operating Grants and Subsidies	3,914,081	2,328,451	2,385,213	56,762	2.38
Operating Contributions and Donations	46,000	47,379	46,000	(1,379)	(3.00)
Revenue - Contract/Recoverable Works	-	112	-	(112)	0.00
Other Revenue	1,392,400	1,362,757	1,210,582	(152,176)	(12.57)
Profit from Investments	1,807,000	-	-	-	0.00
<b>Total Operating Revenue</b>	<b>48,193,450</b>	<b>44,656,935</b>	<b>44,195,431</b>	<b>(461,504)</b>	<b>(1.04)</b>
<u>Operating Expenses:</u>					
Employee Costs	9,310,404	7,846,455	7,944,860	98,404	1.24
Goods and Services	10,103,156	8,637,921	8,715,071	77,150	0.89
Finance costs	1,186,530	953,580	905,439	(48,141)	(5.32)
Depreciation	3,484,830	2,906,696	3,194,428	287,731	9.01
<b>Total Operating Expenses</b>	<b>24,084,920</b>	<b>20,344,652</b>	<b>20,759,797</b>	<b>415,145</b>	<b>2.00</b>
<b>Operating Surplus/(Deficit)</b>	<b>24,108,530</b>	<b>24,312,283</b>	<b>23,435,635</b>	<b>(876,649)</b>	<b>(3.74)</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	474,500	482,761	474,500	(8,261)	(1.74)
Profit (Loss) on Disposal of Non Current Assets	-	(437,325)	-	437,325	0.00
<b>Total Capital Revenue</b>	<b>474,500</b>	<b>45,436</b>	<b>474,500</b>	<b>429,064</b>	<b>90.42</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>24,583,030</b>	<b>24,357,719</b>	<b>23,910,135</b>	<b>(447,584)</b>	<b>(1.87)</b>

Lockyer Valley Regional Council (Infrastructure, Works and Services)  
Statement of Comprehensive Income  
For Period Ending May 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	27,853	25,667	(2,186)	(8.52)
Interest	-	40	-	(40)	0.00
Operating Grants and Subsidies	2,723,225	2,149,514	2,151,673	2,159	0.10
Operating Contributions and Donations	50,000	24,640	25,000	360	1.44
Revenue - Contract/Recoverable Works	1,710,000	1,784,389	1,667,000	(117,389)	(7.04)
Other Revenue	316,600	313,352	292,617	(20,735)	(7.09)
<b>Total Operating Revenue</b>	<b>5,737,026</b>	<b>5,208,988</b>	<b>5,071,157</b>	<b>(137,831)</b>	<b>(2.72)</b>
<u>Operating Expenses:</u>					
Employee Costs	6,520,438	6,028,007	6,017,836	(10,171)	(0.17)
Goods and Services	3,369,595	2,503,158	2,857,454	354,295	12.40
Finance costs	448,000	308,729	336,000	27,271	8.12
Depreciation	9,054,120	8,617,575	8,299,610	(317,965)	(3.83)
<b>Total Operating Expenses</b>	<b>19,392,153</b>	<b>17,457,470</b>	<b>17,510,900</b>	<b>53,430</b>	<b>0.31</b>
<b>Operating Surplus/(Deficit)</b>	<b>(13,655,127)</b>	<b>(12,248,481)</b>	<b>(12,439,743)</b>	<b>(191,261)</b>	<b>1.54</b>
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	4,342,000	2,797,184	2,950,250	153,066	5.19
Profit (Loss) on Disposal of Non Current Assets	120,000	(2,373,073)	120,000	2,493,073	2,077.56
<b>Total Capital Revenue</b>	<b>4,462,000</b>	<b>424,112</b>	<b>3,070,250</b>	<b>2,646,138</b>	<b>86.19</b>
<b>Operating Surplus/(Deficit) After Capital Items</b>	<b>(9,193,127)</b>	<b>(11,824,370)</b>	<b>(9,369,493)</b>	<b>2,454,877</b>	<b>(26.20)</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 May, 2018**

	2017-2018 Full Year Budget	2017-2018 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	22,370,000	14,396,982
Cash investments	-	14,600,000
Trade and other receivables	3,540,000	7,673,768
Inventories	3,400,000	357,660
Non-current assets classified as held for sale	-	2,297,137
<b>Total Current Assets</b>	<b>29,310,000</b>	<b>39,325,547</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	619,140,000	569,042,383
Intangible assets	5,520,000	4,298,521
<b>Total Non Current Assets</b>	<b>672,020,000</b>	<b>618,696,106</b>
<b>TOTAL ASSETS</b>	<b>701,330,000</b>	<b>658,021,653</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	4,000,000	3,710,157
Provisions	4,680,000	4,678,139
Borrowings	1,770,000	446,436
<b>Total Current Liabilities</b>	<b>10,450,000</b>	<b>8,834,732</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>67,390,000</b>	<b>68,305,627</b>
<b>NET COMMUNITY ASSETS</b>	<b>633,940,000</b>	<b>589,716,026</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	377,380,000	367,465,610
Asset revaluation surplus	254,960,000	205,124,593
Reserves	-	4,881,295
Current Surplus/(Deficit)	1,600,000	12,244,528
<b>TOTAL COMMUNITY EQUITY</b>	<b>633,940,000</b>	<b>589,716,026</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31 May, 2018**

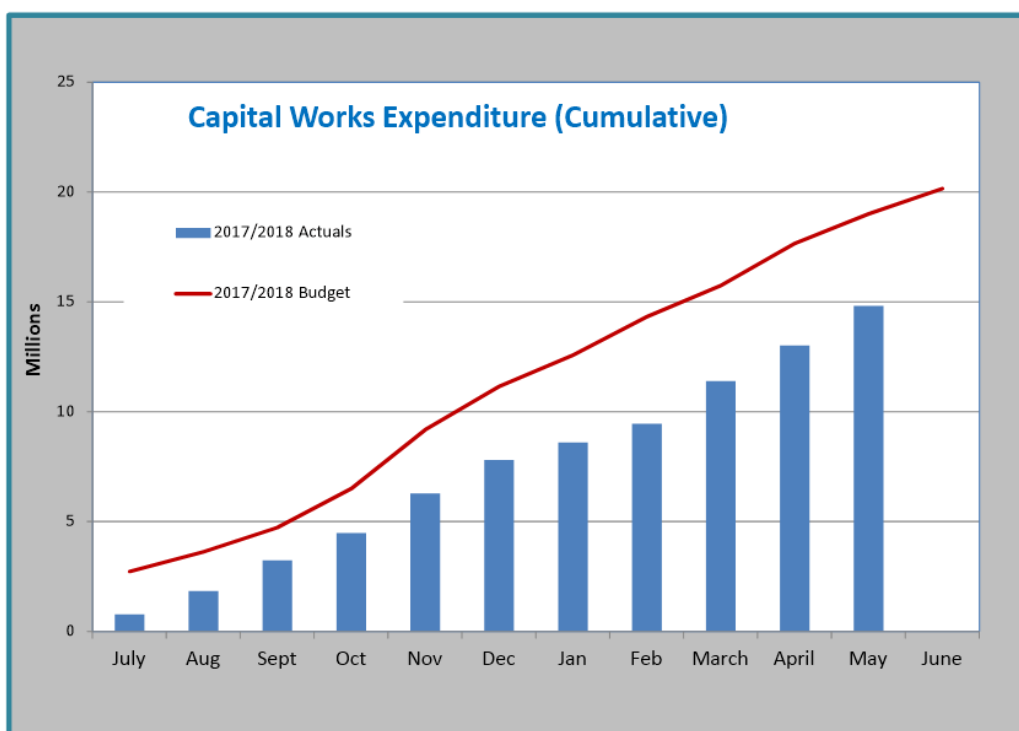
	2017-2018 Full Year Budget	2017-2018 YTD Actuals
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	56,910,000	52,599,486
Dividend received	-	-
Interest received	1,680,000	1,577,575
<b><u>Payments</u></b>		
Payments to suppliers and employees	(45,390,000)	(39,076,248)
Interest expense	(1,470,000)	(1,151,363)
<b>Net cash inflow (outflow) from operating activities</b>	<b>11,740,000</b>	<b>13,949,451</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	4,610,000	9,313,358
Payments for property, plant and equipment	(19,870,000)	(20,391,354)
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>(14,250,000)</b>	<b>(11,027,996)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(2,360,000)	(1,165,241)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(2,360,000)</b>	<b>(1,165,241)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(4,870,000)</b>	<b>1,756,213</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>22,370,000</b>	<b>28,996,982</b>



## LOCKYER VALLEY REGIONAL COUNCIL

### CAPITAL WORKS BY GROUP

Row Labels	Values		
	2017/2018 Budget	2017/2018 Actuals	Sum of PercentSpent
Corporate & Community Services	4,520,000	2,588,040	57.26%
Executive Office	444,000	318,491	71.73%
Infrastructure Works & Services	14,320,932	11,347,438	79.24%
Organisational Development & Planning	884,000	563,943	63.79%
<b>Grand Total</b>	<b>20,168,932</b>	<b>14,817,912</b>	<b>73.47%</b>



**LOCKYER VALLEY REGIONAL COUNCIL**  
**CAPITAL WORK SUMMARY**  
May, 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	70,000	21,572	0	21,572	48,428
Disaster Management	262,000	216,734	32,956	249,689	12,311
Facilities	2,100,000	1,280,118	679,907	1,960,026	139,974
Information Management	100,000	74,967	0	74,967	25,033
Information Technology	810,000	507,363	172,025	679,388	130,612
Public Order & Safety	70,000	18,393	48,568	66,961	3,039
SES	47,000	6,529	0	6,529	40,471
Transfer Stations	814,000	307,393	431,766	739,159	74,841
Gatton Child Care Centre	22,300	22,299	0	22,299	1
Waste Collection	25,000	25,032	0	25,032	-32
Gatton Library	12,000	373	0	373	11,627
Kensington Grove Community Childcare	17,700	15,409	0	15,409	2,291
Health and Regulatory Services	170,000	91,858	34,356	126,214	43,786
<b>Corporate &amp; Community Services Total</b>	<b>4,520,000</b>	<b>2,588,040</b>	<b>1,399,577</b>	<b>3,987,617</b>	<b>532,383</b>
<b>Executive Office</b>					
Old Transport Museum	30,000	20,400	0	20,400	9,600
Regional Development Management	224,000	177,250	0	177,250	46,750
Tourism Initiatives	65,000	7,326	0	7,326	57,674
Legal Services	20,000	8,603	2,981	11,584	8,416
Advocacy	105,000	104,913	0	104,913	87
<b>Executive Office Total</b>	<b>444,000</b>	<b>318,491</b>	<b>2,981</b>	<b>321,472</b>	<b>122,528</b>
<b>Infrastructure Works &amp; Services</b>					
Capital Program Delivery	10,632,892	8,917,777	582,306	9,500,083	1,132,809
Depot	75,000	200	79,500	79,700	-4,700
Fleet	2,372,000	1,720,794	672,869	2,393,663	-21,663
Parks & Open Spaces	617,890	479,654	35,219	514,872	103,018
Roads & Drainage	0	-433	0	-433	433
Cemetery	60,650	13,243	1,655	14,898	45,752
NDRRA Program - Infrastructure Recovery	562,500	216,203	168,939	385,143	177,357
<b>Infrastructure Works &amp; Services Total</b>	<b>14,320,932</b>	<b>11,347,438</b>	<b>1,540,487</b>	<b>12,887,926</b>	<b>1,433,006</b>
<b>Organisational Development &amp; Planning</b>					
Staging Post Café	0	-3,667	0	-3,667	3,667
Planning Scheme	744,000	526,362	95,462	621,824	122,176
Environmental Planning	25,000	0	0	0	25,000
Sport Recreation and Community Grants	50,000	13,416	0	13,416	36,584
Pest Management	65,000	27,832	0	27,832	37,168
<b>Organisational Development &amp; Planning Total</b>	<b>884,000</b>	<b>563,943</b>	<b>95,462</b>	<b>659,405</b>	<b>224,595</b>
<b>Grand Total</b>	<b>20,168,932</b>	<b>14,817,912</b>	<b>3,038,508</b>	<b>17,856,420</b>	<b>2,312,512</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**CAPITAL WORKS DETAIL**  
**May, 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	70,000	21,572	0	21,572	48,428
Community Facilities Management Total	70,000	21,572	0	21,572	48,428
<b>Disaster Management</b>					
Flood Mapping and Modelling L'yer Catchm	56,980	34,532	29,246	63,777	-6,797
Floodway Manual Gauges	7,000	661	0	661	6,339
River Height Gauges Laidley & Thornton	90,000	90,171	0	90,171	-171
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	216,734	32,956	249,689	12,311
<b>Facilities</b>					
Admin Building Fire Detection/Counter	150,000	98,220	21,581	119,801	30,199
Das Neumann Haus Refurbish Ramp & Paint	5,000	4,537	0	4,537	463
Decommission Old Gatton Pool	2,261	2,261	0	2,261	-0
Forest Hill Rec Res Upgrade Toilet Block	0	291	0	291	-291
Gatton Depot Facilities Shed	43,000	33,532	13,104	46,636	-3,636
Gatton Depot Foreman's Toilet Refurbishm	40,000	4,733	1,200	5,933	34,067
Gatton Library Painting	20,000	0	0	0	20,000
Gatton North St Toilets Interior Refurb	97,000	95,417	11,518	106,935	-9,935
Gatton RV Park	84,000	83,772	0	83,772	228
Gatton Show Grounds Internal Roadworks	60,000	59,741	71	59,811	189
Gatton Showgrounds Energy Reduction	0	1,532	30,133	31,665	-31,665
Gatton Showgrounds Separate Metering	70,000	9,468	4,700	14,168	55,832
Gatton Showgrounds Yellow Toilets Replac	50,000	11,117	0	11,117	38,883
Helidon Community Hall Painting & Repair	30,000	25,262	9,900	35,162	-5,162
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	159,000	90,121	120,751	210,872	-51,872
Jessie's Cottage Repairs & Painting	10,000	11,185	0	11,185	-1,185
Laidley Admin Building Refurbishment	80,000	23,188	21,577	44,765	35,235
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	11,455	0	11,455	8,545
LCC Replace Curtains & PA System	35,000	13,033	0	13,033	21,967
Lions Park Laidley Replace Toilet Block	133,000	72,568	58,417	130,985	2,015
Lockyer Valley Cultural Centre Storage	10,000	6,247	6,594	12,841	-2,841
LV Cultural Centre Tile Replacement	105,000	55,019	40,309	95,328	9,672
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
Replace Ageing Furniture at Prem Halls	10,000	113	0	113	9,887
Replace Shade Shelters-Laidley Pool	15,000	14,637	0	14,637	363
Shire Hall Basement Exit/Fire Detection	95,000	33,584	16,772	50,356	44,644
Solar planning for buildings	211,739	107,998	113,098	221,096	-9,357
Static Safety Lines Various Facilities	25,000	16,489	0	16,489	8,511
Vets Support Laidley Disabled Carpark	15,000	654	0	654	14,346
Withcott Toilet Block	245,000	28,628	210,184	238,812	6,188
Facilities Total	2,100,000	1,280,118	679,907	1,960,026	139,974
<b>Information Management</b>					
Physical Records Relocation Project Ldly	100,000	74,967	0	74,967	25,033
Information Management Total	100,000	74,967	0	74,967	25,033
<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	16,211	0	16,211	-211
GIS Enhancement	155,000	41,358	49,135	90,493	64,507
Implementation of Live Pro System	30,000	19,996	2,731	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	26,561	0	26,561	13,439
Network Upgrades & Replacements	20,000	16,950	0	16,950	3,050
Skype for Business	5,000	0	0	0	5,000
Technology One 'ECM Upgrade'	175,000	166,232	705	166,937	8,063
Technology One 'One Council' Project	230,000	147,964	119,454	267,418	-37,418

Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
Upgrade MS Office	50,000	5,000	0	5,000	45,000
Upgrade Windows Desktop Operating System	10,000	0	0	0	10,000
Website Upgrade	30,000	0	0	0	30,000
Information Technology Total	810,000	507,363	172,025	679,388	130,612
<b>Public Order &amp; Safety</b>					
Depot CCTV	15,000	5,419	0	5,419	9,581
Gatton CCTV Project	10,000	0	21,564	21,564	-11,564
Laidley Library CCTV	5,000	2,007	0	2,007	2,993
Mobile Body CCTV Cameras for Staff	25,000	6,134	27,004	33,138	-8,138
Renewal of CCTV Equipment in Laidley	10,000	4,832	0	4,832	5,168
Unidentified CCTV Works	5,000	0	0	0	5,000
Public Order & Safety Total	70,000	18,393	48,568	66,961	3,039
<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
SES Total	47,000	6,529	0	6,529	40,471
<b>Transfer Stations</b>					
Bitumen Sealing at Transfer Stations	60,000	0	42,810	42,810	17,190
Bunded Sheds & Units Hazardous Material	75,000	48,774	17,082	65,856	9,144
Digital Camera Replacement for 3 sites	5,000	5,084	0	5,084	-84
Driveway Entrance Repairs to Lock Waters	36,000	10,653	2,907	13,560	22,440
Electricity to Withcott Transfer Station	118,000	117,102	0	117,102	898
Gatton and Laidley Sites Landscaping	10,000	4,500	4,180	8,680	1,320
Gatton Landfill EHP Compliance	297,000	11,723	262,530	274,253	22,747
Gatton L'Fill Capping Design Western End	8,000	7,620	0	7,620	380
Laidley Landfill Capping Works	64,000	56,858	6,177	63,035	965
Laidley Transfer Station Improvement	0	0	80	80	-80
Lockrose Transfer Station Building & R/Wall	36,000	35,778	0	35,778	222
New Landfill Cell (4) for Gatton Site	10,000	9,301	0	9,301	699
Water Pump & Reticulation System Gatton	95,000	0	96,000	96,000	-1,000
Transfer Stations Total	814,000	307,393	431,766	739,159	74,841
<b>Gatton Child Care Centre</b>					
Gatton CC Centre Supply Furniture	4,164	4,163	0	4,163	1
GCCC Recover Exist Brick with Plaster	18,136	18,136	0	18,136	-0
Gatton Child Care Centre Total	22,300	22,299	0	22,299	1
<b>Waste Collection</b>					
Laidley Levy/Garbage Truck Turnarounds	25,000	25,032	0	25,032	-32
Waste Collection Total	25,000	25,032	0	25,032	-32
<b>Gatton Library</b>					
Gatton Library New Furniture	12,000	373	0	373	11,627
Gatton Library Total	12,000	373	0	373	11,627
<b>Kensington Grove Community Childcare</b>					
KGCC Replacement of Vinyl Flooring	17,700	15,409	0	15,409	2,291
Kensington Grove Community Childcare Total	17,700	15,409	0	15,409	2,291
<b>Health and Regulatory Services</b>					
Dog Off Leash Area(s)	50,000	18,566	27,983	46,549	3,451
LVR Animal Management Facility	100,000	73,292	6,373	79,665	20,335
Security Fencing	5,000	0	0	0	5,000
Shade Shelters for Cattle Yards	15,000	0	0	0	15,000
Health and Regulatory Services Total	170,000	91,858	34,356	126,214	43,786
<b>Corporate &amp; Community Services Total</b>	<b>4,520,000</b>	<b>2,588,040</b>	<b>1,399,577</b>	<b>3,987,617</b>	<b>532,383</b>
<b>Executive Office</b>					
<b>Qld Transport Museum</b>					
QTM Portable Fan for Museum	30,000	20,400	0	20,400	9,600
Qld Transport Museum Total	30,000	20,400	0	20,400	9,600
<b>Regional Development Management</b>					
GWIZ	0	261	0	261	-261
Lakeview Accommodation Precinct	40,000	42,003	0	42,003	-2,003
Lockyer Legends	20,000	0	0	0	20,000
Pre-sale Activities Grantham West	105,000	93,673	0	93,673	11,327
Pre-sale activities Lakeview remain lots	20,000	0	0	0	20,000
Upgrade to Water Infrastructure Hawck St	39,000	41,312	0	41,312	-2,312
Regional Development Management Total	224,000	177,250	0	177,250	46,750
<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
Tourism Initiatives Total	65,000	7,326	0	7,326	57,674

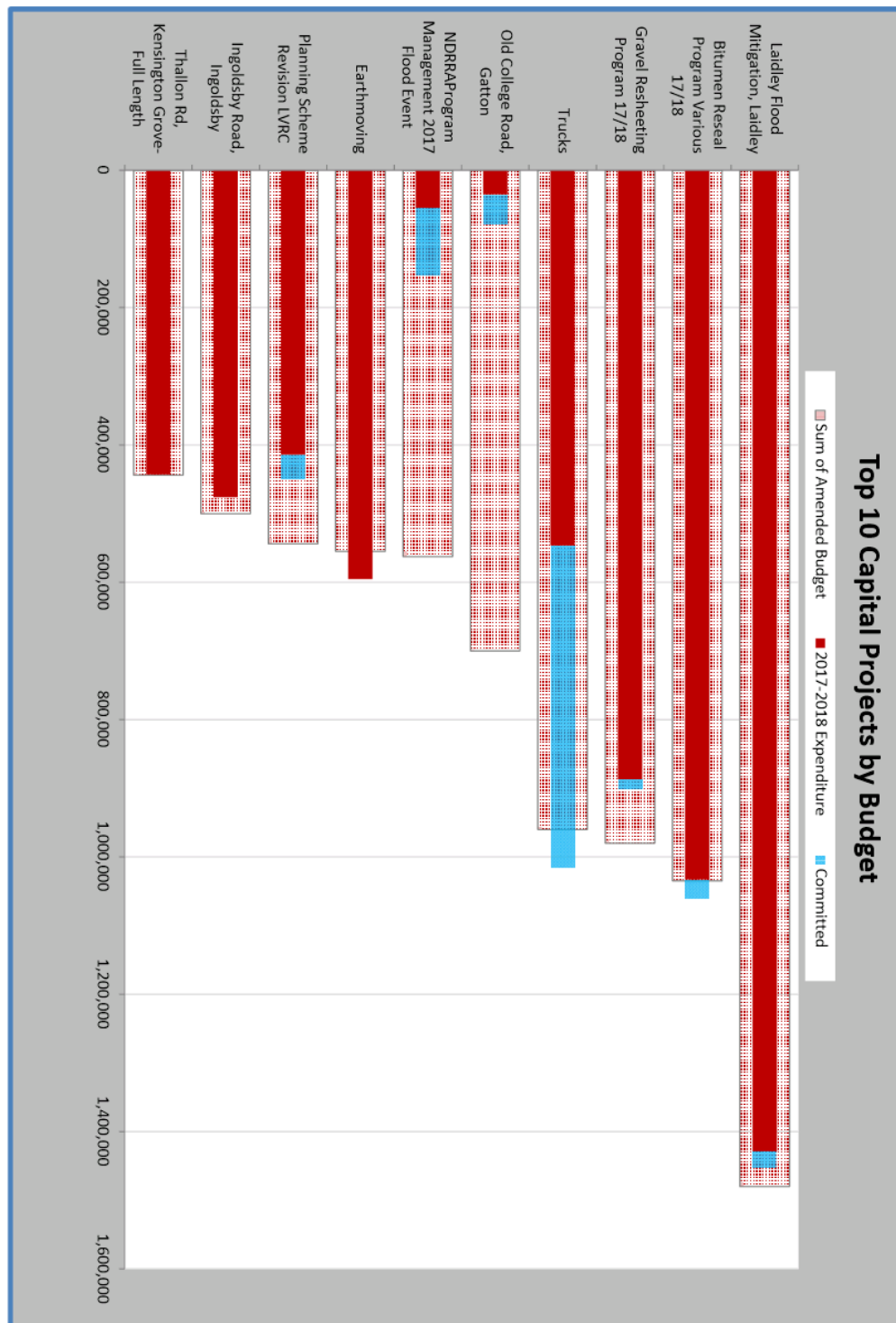
Row Labels	Amounts			2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure	Committed		
<b>Legal Services</b>					
Land disposal costs	20,000	3,207	2,981	6,188	13,812
Sale of Council Owned Land	0	5,395	0	5,395	-5,395
<b>Legal Services Total</b>	<b>20,000</b>	<b>8,603</b>	<b>2,981</b>	<b>11,584</b>	<b>8,416</b>
<b>Advocacy</b>					
Lockyer Valley Pre-Feasibility Study	105,000	104,913	0	104,913	87
<b>Advocacy Total</b>	<b>105,000</b>	<b>104,913</b>	<b>0</b>	<b>104,913</b>	<b>87</b>
<b>Executive Office Total</b>	<b>444,000</b>	<b>318,491</b>	<b>2,981</b>	<b>321,472</b>	<b>122,528</b>
<b>Infrastructure Works &amp; Services</b>					
<b>Capital Program Delivery</b>					
Airforce Road, Helidon	5,000	2,273	0	2,273	2,727
Ambrose Street, Laidley	25,000	22,946	0	22,946	2,054
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	1,035,000	1,033,106	28,540	1,061,646	-26,646
Blanchview Road, Blanchview	30,000	8,142	4,232	12,374	17,626
Brightview Road, Glenore Grove	20,000	17,618	0	17,618	2,382
Church Street, Forest Hill	16,000	14,580	0	14,580	1,420
Crowley Vale Road, Crowley Vale	0	382	0	382	-382
Culvert Renewals - Various	300,000	2,699	77,566	80,265	219,735
Cycle Network Gatton	28,000	27,215	5,620	32,835	-4,835
East/Crescent Streets Gatton	160,000	156,250	0	156,250	3,750
Fairway Drive	20,000	19,086	0	19,086	914
Feldhahn Street, Gatton	290,000	194,660	24,422	219,081	70,919
Flagstone Creek Road, Flagstone	60,000	5,362	32,950	38,312	21,688
Flagstone Creek State School	80,000	36,153	5,697	41,850	38,150
Forest Hill Flood Mitigation Stage 1B	0	262	0	262	-262
Gehrke Road Culvert Replacement	10,000	6,448	0	6,448	3,552
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	980,000	887,045	14,558	901,604	78,396
Harm Dr/Lake Clarendon Rd Black Spot Pro	56,500	5,022	0	5,022	51,478
Hickey Street Kerb Ramps	15,000	10,964	0	10,964	4,036
Hickey Street, Gatton	250,000	242,216	13,674	255,890	-5,890
Ingoldsby Road, Ingoldsby	500,000	476,021	0	476,021	23,979
Jones Road, Withcott	94,000	94,092	0	94,092	-92
Kensington Grove Speed Review	10,000	4,924	0	4,924	5,076
Kerb and channel rehabilitation programm	60,000	58,872	0	58,872	1,128
Laidley Flood Mitigation, Laidley	1,480,000	1,428,845	24,591	1,453,436	26,564
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	398,371	0	398,371	-3,371
Lake Clarendon Way/Main Greenswamp Rd	225,000	225,502	0	225,502	-502
Liffin Bridge-Black Spot Project 17/18	41,500	9,035	0	9,035	32,465
Long Gully Rd (CH.0-1.4) Upgrade gravel	345,000	456,640	124,808	581,448	-236,448
Mahon Bridge strengthening	18,000	17,526	0	17,526	474
Meadows Road, Withcott	5,000	4,450	0	4,450	550
Naomi Road, Lockyer Waters	400,000	402,878	0	402,878	-2,878
North St/William Street Gatton	315,000	278,315	0	278,315	36,685
Old College Road, Gatton	700,000	35,075	44,787	79,862	620,138
O'Neil's Road, Withcott	0	32,626	29,192	61,818	-61,818
Operational Works Application Fees	0	20,635	0	20,635	-20,635
Patrick Street, Laidley	26,000	25,350	0	25,350	650
Peters Street, Gatton	0	806	0	806	-806
Queens Baton Relay	40,000	23,745	0	23,745	16,255
Railway St, Laidley - CH 125 - 365 - Her	60,000	52,468	0	52,468	7,532
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	7,890	0	7,890	7,110
Seventeen Mile Rd (Ch. 0.0-0.9)	298,000	286,036	37,794	323,830	-25,830
Spencer Street Gatton	36,000	35,600	0	35,600	400
Spencer Street, Gatton	20,000	18,671	0	18,671	1,329
Spencer/William Street, Gatton	26,000	7,804	1,009	8,813	17,187
Strong Street, Gatton	320,000	317,355	0	317,355	2,645
Summerholm Road - Black Spot Project	66,000	55,213	1,774	56,987	9,013
Tallaringa Drive Adare Shoulder widening	115,000	91,724	13,510	105,234	9,766
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	443,104	0	443,104	896
Vehicle Activated Signs Road Safety PJ	25,000	0	23,333	23,333	1,667
Wandin Road, Withcott - CH 170 -300	55,000	62,956	13,419	76,375	-21,375

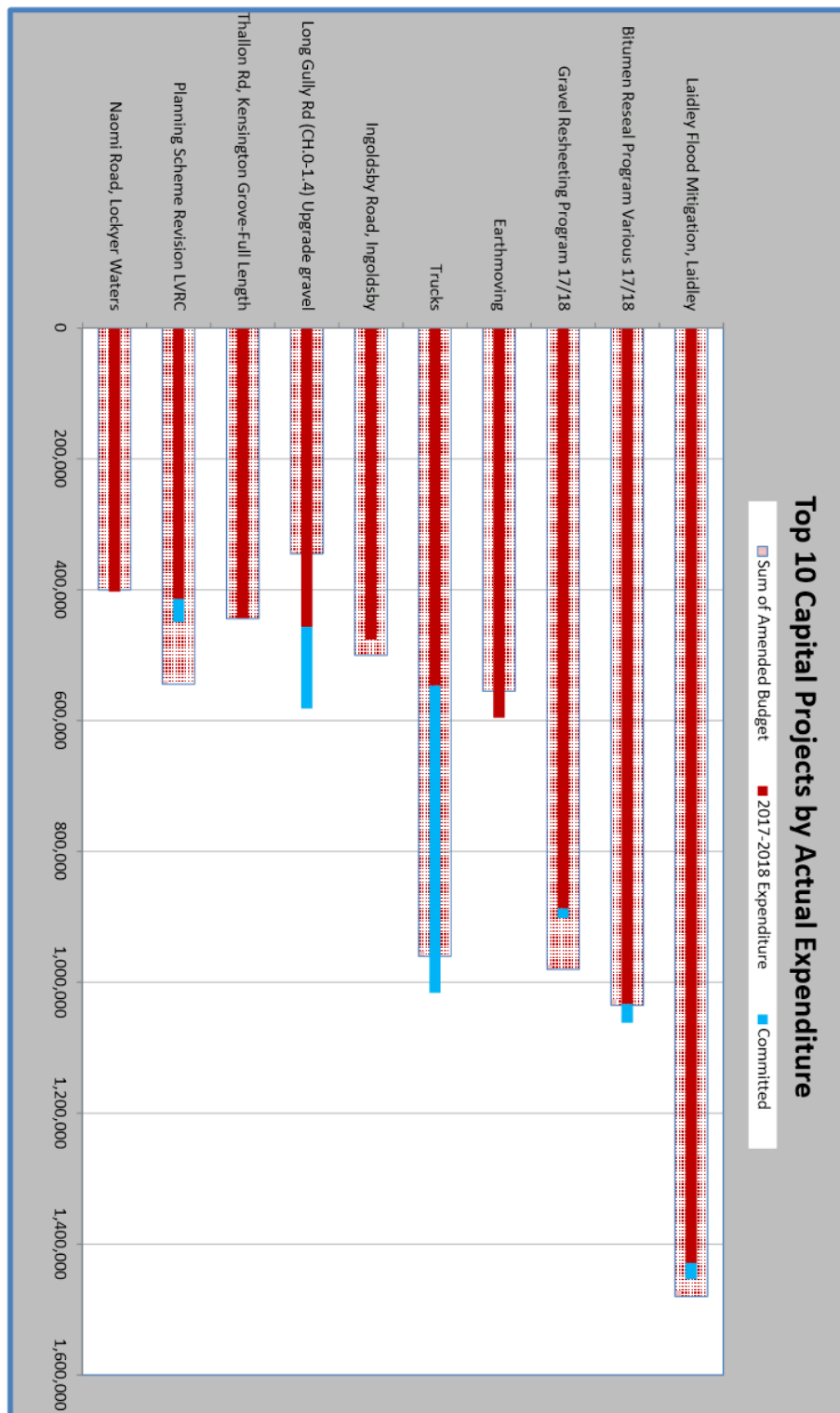


Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
William Street and Lake Apex Drive PCNP	25,000	3,989	0	3,989	21,011
Woodlands Road	15,000	0	0	0	15,000
Woodlands Road 17/18	270,892	102,965	60,829	163,794	107,098
<b>Capital Program Delivery Total</b>	<b>10,632,892</b>	<b>8,917,777</b>	<b>582,306</b>	<b>9,500,083</b>	<b>1,132,809</b>
<b>Depot</b>					
New Emulsion Tank at Gatton Depot	75,000	200	79,500	79,700	-4,700
<b>Depot Total</b>	<b>75,000</b>	<b>200</b>	<b>79,500</b>	<b>79,700</b>	<b>-4,700</b>
<b>Fleet</b>					
Capital Plant Purchases - 2016/2017	180,000	177,694	0	177,694	2,306
Earthmoving	555,000	595,475	0	595,475	-40,475
Light Commercial Vehicles	441,000	248,370	146,915	395,285	45,715
Mowers	57,000	44,222	56,768	100,990	-43,990
New Trencher for Parks	6,000	0	0	0	6,000
Passenger Vehicles	135,000	97,004	0	97,004	37,996
SES Vehicles and Plant	23,000	0	0	0	23,000
Trailers	15,000	11,707	-309	11,398	3,602
Trucks	960,000	546,322	469,495	1,015,817	-55,817
<b>Fleet Total</b>	<b>2,372,000</b>	<b>1,720,794</b>	<b>672,869</b>	<b>2,393,663</b>	<b>-21,663</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	0	5,997	9,003
Hatton Vale Park Concept and Design	20,000	0	10,000	10,000	10,000
Laidley CC Bichel Oval Earth Drain Const	14,000	2,565	0	2,565	11,435
Laidley Rec Res Renewal PA001460	8,680	0	0	0	8,680
Laidley Rec Res Renewal of PA001454	30,000	44,531	0	44,531	-14,531
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	26,500	26,279	0	26,279	221
Lake Apex Pk Irrigation & Landscaping	35,000	21,131	4,520	25,651	9,349
Lake Apex Skate Bowl Carpark	50,000	8,152	4,774	12,926	37,074
Lake Clarendon Rec Res Renewal of BBQ	13,800	11,250	0	11,250	2,550
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	17,000	11,464	0	11,464	5,536
Parks and Gardens Deficiencies Review	25,000	0	0	0	25,000
Removal of Poor Condition & Obsol Assets	5,500	2,460	0	2,460	3,040
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	298,500	296,418	15,925	312,343	-13,843
<b>Parks &amp; Open Spaces Total</b>	<b>617,890</b>	<b>479,654</b>	<b>35,219</b>	<b>514,872</b>	<b>103,018</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>
<b>Cemetery</b>					
Forest Hill Cemetery Erect a Columbarium	18,650	11,427	705	12,132	6,518
Gatton Cemetery Garden Edging	9,000	0	0	0	9,000
Laidley Cemetery Concrete Strips	15,000	0	0	0	15,000
Laidley Cemetery Garden & Fence Removal	8,000	1,816	950	2,766	5,234
Master Plan for all LVRC Cemeteries	10,000	0	0	0	10,000
<b>Cemetery Total</b>	<b>60,650</b>	<b>13,243</b>	<b>1,655</b>	<b>14,898</b>	<b>45,752</b>
<b>NDRRA Program - Infrastructure Recovery</b>					
NDRRA Works 2017 - Submission 1	0	145,373	978	146,350	-146,350
NDRRA Works 2017 - Submission 4	0	15,970	69,616	85,587	-85,587
NDRRAProgram Management 2017 Flood Event	562,500	54,860	98,346	153,206	409,294
<b>NDRRA Program - Infrastructure Recovery Total</b>	<b>562,500</b>	<b>216,203</b>	<b>168,939</b>	<b>385,143</b>	<b>177,357</b>
<b>Infrastructure Works &amp; Services Total</b>	<b>14,320,932</b>	<b>11,347,438</b>	<b>1,540,487</b>	<b>12,887,926</b>	<b>1,433,006</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	112,426	60,080	172,506	27,494
Planning Scheme Revision LVRC	544,000	413,937	35,382	449,319	94,681
<b>Planning Scheme Total</b>	<b>744,000</b>	<b>526,362</b>	<b>95,462</b>	<b>621,824</b>	<b>122,176</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	13,416	0	13,416	36,584
<b>Sport Recreation and Community Grants Total</b>	<b>50,000</b>	<b>13,416</b>	<b>0</b>	<b>13,416</b>	<b>36,584</b>

Row Labels	Amounts		Committed	2017-2018 Expenditure (including Committed)	Remaining Budget (including Committed)
	2017-2018 Budget	2017-2018 Expenditure			
<b>Pest Management</b>					
Freezer and electricity supply/lighting	25,000	21,177	0	21,177	3,823
Spray Unit Collection Shed	40,000	275	0	275	39,725
Upgrade Animal Traps	0	6,380	0	6,380	-6,380
Pest Management Total	65,000	27,832	0	27,832	37,168
<b>Organisational Development &amp; Planning Total</b>	<b>884,000</b>	<b>563,943</b>	<b>95,462</b>	<b>659,405</b>	<b>224,595</b>
<b>Grand Total</b>	<b>20,168,932</b>	<b>14,817,912</b>	<b>3,038,508</b>	<b>17,856,420</b>	<b>2,312,512</b>







**ORDINARY MEETING OF  
COUNCIL AGENDA  
13 JUNE 2018**

**12.4 Executive Manager Corporate and Community Services Monthly Report for May 2018**

**Date:** 06 June 2018  
**Author:** David Lewis, Executive Manager Corporate & Community Services  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

**Summary:**

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

**Officer's Recommendation:**

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

**Report**

**1. Introduction**

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

**2. Background**

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

**3. Report**

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

**FINANCE AND CUSTOMER SERVICES**

**Finance**

- At of 25 May, 93.35% of the second 2017/18 rates levy had been collected. This remains on par with the previous year.
- The collection process for outstanding rates from the current levy is ongoing.
- The Sale of Land for Unpaid Rates Auction was held on 4 May with two properties being sold on the day. The remaining six properties were paid out prior to the auction being held. Over \$90,000.00 was recovered during the process. Planning is now underway for the next auction with a report to be prepared for Council in July/August.
- The 2018/19 Budget process remained on track for adoption at the special meeting to be held on 5 June. This is the earliest Council has ever adopted its budget.

**ORDINARY MEETING OF  
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13 JUNE 2018**

- The team is currently preparing for the second field visit of Council's external auditors which will occur in mid-June. The financial statement template has been received as well as the majority of the asset valuations. At this stage, the process is on track to meet agreed deadlines.

### Customer Services

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

#### *Service Requests*

Details of May 2018 customer service requests and recent trends in relation to same for the Customer Services Unit, Corporate and Community Services Group and Council are detailed in the attachments to this report.

#### *Councillor requests*

There were 13 new Councillor Requests in May 2018, with 36 Councillor requests remaining open at 31 May 2018.

#### *Telephones*

2,646 telephone calls attempted to connect with Council's telephone exchange in May 2018 with a service level 82.11% achieved.

During May Council's "call back" function had a small increase from 37 calls in April to 68 calls in May. 44 live chats were also performed during the month.

#### *QGAP*

There were 597 QGAP transactions processed by Council during the month of May 2018.

## **COMMUNITY FACILITIES AND SERVICES**

### Facilities

#### *Laidley Library Upgrade*

- Awaiting delivery of formal plaque for installation.

#### *Gatton Administration Front Counter*

- Ceiling structure and counter has been installed
- Lighting, air-conditioning, power and data and now progressively being installed.

#### *Gatton Shire Hall*

- Submission of master plan documents were received 18 May.
- Seeking quotes for upgrade to the audio and PA system for the auditorium and a stage to basement communication system.

**ORDINARY MEETING OF  
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*Solar Planning*

- Solar panels installed as of 18 May
- Connection of invertors is expected by 31 May.

*Gatton Depot Facilities Shed*

- Building completed 4 May
- Fire extinguishers installed 18 May
- Awaiting electrical connection which is expected by mid-June.

*Gatton Showground's Energy Reduction and Yellow Toilet Refurbishment*

- Temporary fence and toilets installed 1 May
- Building strip out undertaken 4 May
- Painting of roof and ceiling 11 May
- Carpentry framing works underway
- Design of lighting and retrofit and solar system is being undertaken by Peak Services with a draft report expected by 31 May.

*Gatton Showgrounds Washbay*

- Final design expected 31 May
- Soil test and report due 28 May
- Quotes for plumbing expected by 31 May.

*Withcott Toilet Block*

- Local contractor engage for the installation of the new toilet block in April
- Finalise design and scope on 4 May
- Awaiting drawings and documentation from the toilet building manufacturer which are expected by 31 May.

*Lockyer Valley Cultural Centre*

- Contractor engaged to supply and install of Cardiff Air System by end June.

*Laidley Pool BBQ Shelter*

- Demolition of original storage building completed 18 May
- Finalising design and scope expected by 31 May.

*Lions Park Laidley Toilets*

- Energex connection of temporary power was completed 12 May
- Demolition of existing toilet completed 18 May.

Libraries

During May, 218 new members joined our service with 11,156 items being issued.

Lockyer Valley Libraries also hosted 38 attendees from neighbouring regions school and public libraries at a Kevin Henna Library workshop which explored ways to refresh libraries and increase usage by changing shelving arrangement and signage etc. One participant, Helen said, *"The workshop was fantastic, so many new ideas floating around. If you intend holding any more workshops in the future, please keep me in mind."*

**ORDINARY MEETING OF  
COUNCIL AGENDA  
13 JUNE 2018**

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Childcare

Average occupancy rates for the month of May 2018 were Gatton 72% and Kensington Grove 41%.

**HEALTH, WASTE and REGULATORY SERVICES**

Waste

*Waste Reduction and Recycling Review*

- The Queensland Government have advised a Waste Levy will be reintroduced across Queensland similar to the pre-existing Levy. Details are limited, however it is understood all waste streams will be included in some form. A levy price will be \$70 per tonne and the commencement date is somewhere between 1 January 2019 and 31 March 2019. Councillors Wilson and Vela, Executive Manager Corporate and Community Services and Manager Health Waste and Regulatory Services will be attending a LGAQ Waste Forum in June.
- 17 ground water monitoring bores have been installed across Council's waste transfer stations.
- The Department of Environment and Science have advised they will be reauditing Waste Management sites during June.
- A meeting between Queensland Government waste personnel, Waste Industry and Recycling Qld (peak waste body) and other waste personnel has been organised at the Lockyer Valley Cultural Centre for late June. Also a tour of the Material Recovery Facility (MRF) at Gatton is being coordinated. The purpose of this meeting is to design a standardised recycling sticker for yellow kerbside wheelie bins.
- Weekly litter patrols are being undertaken along Fords Road and Adare Gatton to ensure windblown litter is being collected.
- Legacy illegal dumping was removed from the road reserve adjacent to 1 Nandine Road, Churchable.
- Recycled crushed concrete was used on a rural road in Long Gully as part of road maintenance activities.
- Two truckloads (approximately 10 tonne) of E-waste were transported to CDS Recycling in Pinkenbah.
- Installation of "COVER YOUR LOAD" signage has commenced at various road locations on route to Council's waste transfer stations. These works should be completed during June.
- Maintenance repairs to litter fencing in Murphys Creek, Helidon and Grantham transfer stations was completed.

Regulatory Services

A total of 422 Health, Waste and Regulatory Services related CRMs were received by Council during the month with 138 of these remaining open at month end.

*Local Laws*

- 19 dog attacks were reported to Council during May 2018 with nine (9) of these attacks being on people.

# ORDINARY MEETING OF COUNCIL AGENDA 13 JUNE 2018

- During May there were one (1) Proposed Regulated Dog Notices issued with a further 27 Warning Notices issued to animal owners by Local Laws Compliance Officers.
- The Dog Registration Survey was completed on 13 May 2018. 7,579 dogs are now currently registered for the 2017/18 period. This is an increase of 1,084 or 17% of dogs on the 2016/17 year.
- Dog Registration Renewals were issued 30 May 2018 for renewal by 26 June 2018.

The following table gives a summary of the increase in dog registration fees by category over the last 3 years.

Dog Registration Type	2015-2016	2016-2017	2017-2018	2018-2019
<b>NON-PENSION FEES</b>				
Entire	\$100.00	\$105.00 <b>+5</b>	\$120.00 <b>+15</b>	\$125.00 <b>+5</b>
Desexed - Male or Female	\$35.00	\$35.00	\$45.00 <b>+10</b>	\$45.00 <b>+0</b>
Regulated Dog - Dangerous Dog	\$350.00	\$365.00 <b>+15</b>	\$400.00 <b>+35</b>	\$440.00 <b>+40</b>
Regulated Dog - Menacing Dog	\$350.00	\$365.00 <b>+15</b>	\$400.00 <b>+35</b>	\$440.00 <b>+40</b>
Accredited Assistance Dogs and Farming Dogs	Free	Free	Free	Free

<b>PENSION FEES</b>				
Entire	\$70.00	\$72.00 <b>+2</b>	\$75.00 <b>+3</b>	\$77.00 <b>+2</b>
Desexed - Male or Female	\$25.00	\$25.00	\$30.00 <b>+5</b>	\$30.00 <b>+0</b>
Regulated Dog - Dangerous Dog	\$350.00	\$365.00 <b>+15</b>	\$400.00 <b>+35</b>	\$440.00 <b>+40</b>
Regulated Dog - Menacing Dog	\$350.00	\$365.00 <b>+15</b>	\$400.00 <b>+35</b>	\$440.00 <b>+40</b>
Accredited Assistance Dogs and Farming Dogs	Free	Free	Free	Free

<b>OTHER FEES</b>				
Kennel Dog	\$10.00	\$11.00 <b>+1</b>	\$12.00 <b>+1</b>	\$14.00 <b>+2</b>
Reciprocal Registration Fee	\$10.00	\$11.00 <b>+1</b>	\$12.00 <b>+1</b>	\$12.00 <b>+0</b>
Replacement Dog Registration Fee	\$10.00	\$11.00 <b>+1</b>	\$12.00 <b>+1</b>	\$12.00 <b>+0</b>
Replacement Tag (2nd or more in Registration Period)	\$10.00	\$11.00 <b>+1</b>	\$12.00 <b>+1</b>	\$12.00 <b>+0</b>
Accredited Assistance Dogs and Farming Dogs	Free	Free	Free	Free

Notes:

1. **+ Number** - represents the increase in \$ from previous year.
2. In 2016-2017 a comparative review was undertaken with neighbouring Local Governments and fees were balanced to ensure appropriate fees were being set.
3. One of the strategies used to achieve the statute's objectives of encouraging desexing is to have higher entire dog fees than desexed dog fees.
4. Regulated dog (Dangerous and Menacing) fees are set to cover annual property inspections by officers.



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5. Council provides a \$30 voucher for all owners of registered entire dogs who take a registered dog to a vet for desexing.

The following data showing a significant fall in the number of dog related customer requests reflects the impact of recent initiatives to improve responsible dog ownership within the region.

- 2014/15 > 6213
- 2015/16 > 4628
- 2016/17 > 4831
- 2017/18 > 2167 (to 5 June 2018)

### **INFORMATION SERVICES**

#### Skype Issues

Skype Services were again impacted on the 30 and 31 May.

On investigation it appeared that the installation of a new management console on the Skype For Business servers resulted in phone number layouts changing to a format that Skype For Business did not recognise. Numbers were manually changed back which rectified the issue.

#### CCTV

- External CCTV signage has been installed.
- Annual maintenance of CCTV cameras has been undertaken.
- Power supply issues affected a number of CCTV cameras in Laidley causing them to be out for several days. The issue rectified but some work may need to be undertaken in the long term to relocate the power supply from its current position.
- CCTV PC installed at the Sports and Aquatic Centre

#### Skype For Business (SFB)

- On hold until telecommunications contract is awarded.

#### TechnologyOne

- CiA eRecruitment – Issue resolution from the last round of testing is complete. A new full test round is scheduled for 3 May 2018.
- CiA Property and Rating – Project required for public consultation of Council's Draft Planning Scheme. While this is part of CiA Property and Rating, it is being implemented as a standalone module in order to achieve Planning Scheme consultation. Initial training and testing has commenced. This is an Early Adoption module so there is a high risk around software readiness.
- CiA Safety (including Employee Self Service) – Configuration complete and tested in the Development environment. Additional development is required for the electronic Hazard Inspection checklist which is pending provision of information by Workplace Health and Safety.

### **DISASTER MANAGEMENT**

- Recruitment will soon commence for the Lockyer Valley State Emergency Services (LV SES) Local Controller position which is currently vacant and temporarily being filled by an SES employee. The honorarium for the voluntary position will be increased in line with 2018/19 Budget allocations.

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- Three Local Disaster Management Plan (LDMP) sub-plans were endorsed during the 3 May Local Disaster Management Group (LDMG) meeting. They are; Local Disaster Coordination Centre (LDCC) Operational Plan, Animal Management Plan and Environmental Health Plan.
- One of two sandbagging machines has now been sold at auction. The funds from the sale will be directed to the SES budget and be used for the purchase of fit-for-purpose equipment by the Lockyer Valley (LV) Unit.
- Due to the departure of the Executive Manager Infrastructure Works and Services from Council, the position of Disaster Recovery Committee Coordinator was left vacant. The Chief Executive Officer (CEO) has agreed to take up this position with this appointment endorsement by the Mayor as the Chair of the LDMG.
- The WaterRide system continues to require many man hours to keep it functional (new data, upgrades). We are awaiting feedback from the Water Information System Engineering (W.I.S.E.) flood system engineers as to whether or not that system would be beneficial to Lockyer Valley Regional Council (LVRC). Council has supplied flood modelling data to ascertain the system's viability.
- Disaster Management is in the process of engaging a contractor to carry out field based maintenance on flood infrastructure.

Community Engagement

- Council officers and Cr Holstein met with a family in Laidley to discuss bushfire risk and mitigation. Subsequently a meeting was held with Paul Storrs from RFSQ with the view to doing a multi-agency mitigation activity around the railway line in Laidley.

**BUSINESS IMPROVEMENT COORDINATOR**

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

- Waste; Parks, Gardens and Cemeteries; and Information Services are continuing to implement their action plans.
- A Council workshop is currently being developed where Waste will be presenting a proposed process improvement around better education and instant feedback to customers.
- Local Laws (animal management) have prepared their action plan and will commence implementation in June.
- Participant training in continuous improvement tools and techniques will be piloted in the new financial year. The intent is to roll this out to any interested employee in Council (not just progress group participants).

PhoneFox (mystery shopper calls)

- The Phone Fox audit is currently underway.



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### Voice of the Customer (in-depth customer survey)

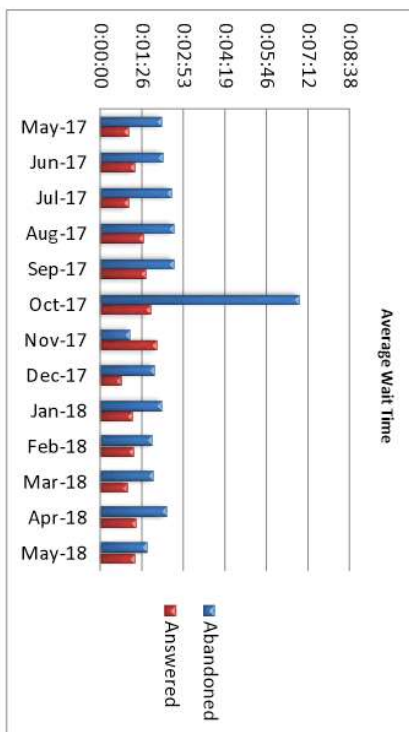
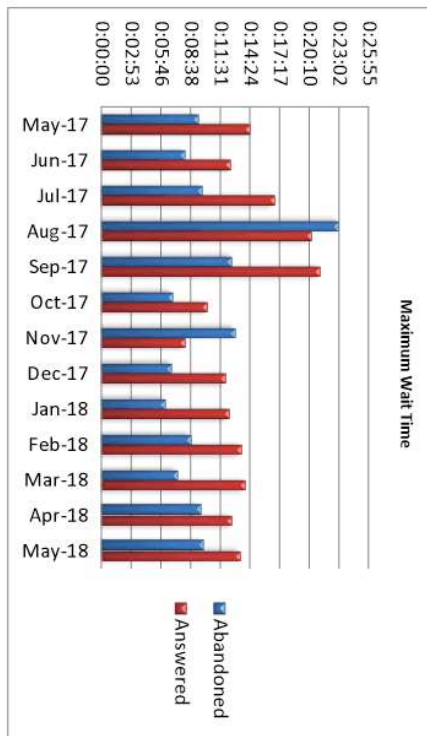
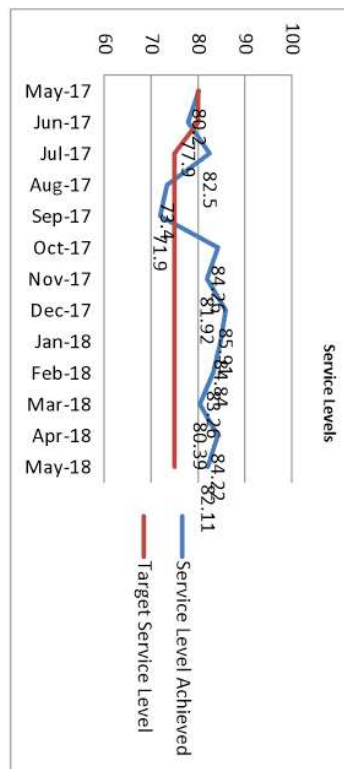
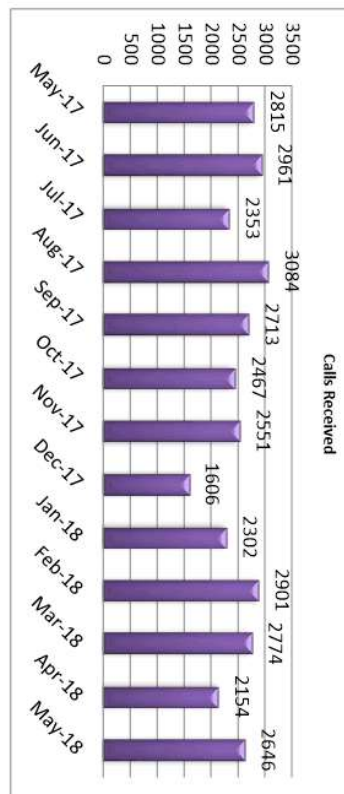
- The schedule up until June has been agreed.
- Building and Plumbing and Infrastructure Delivery/Infrastructure Planning and Design Voice of the Customer surveys have been completed. Debriefing has commenced for Building and Plumbing in May, and will commence for the two Infrastructure teams in June. The Customer Service's internal Voice of the Customer survey is currently underway.

### **Attachments**

1 [View](#) Customer Service - Monthly Statistics - 201805 5 Pages

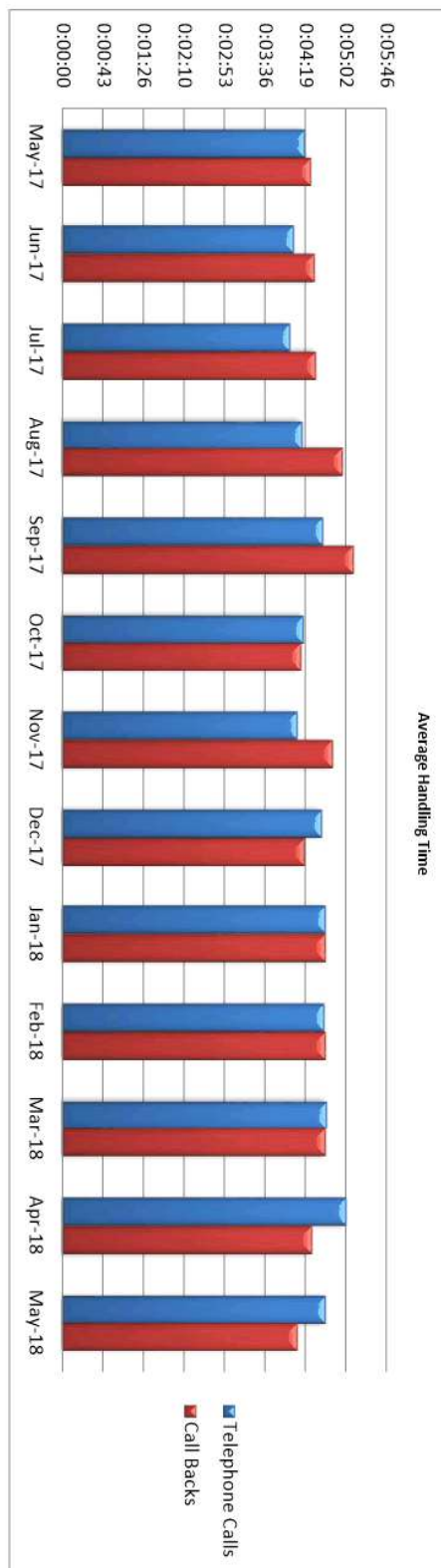
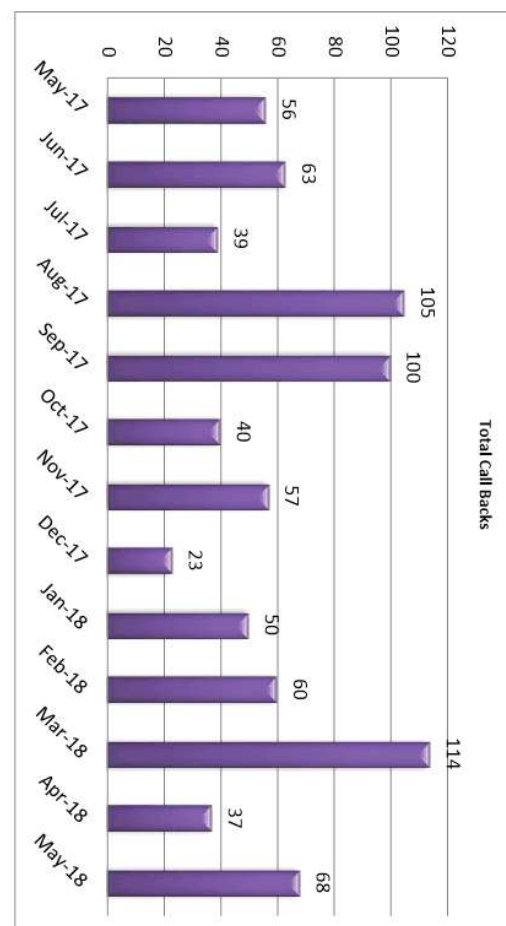
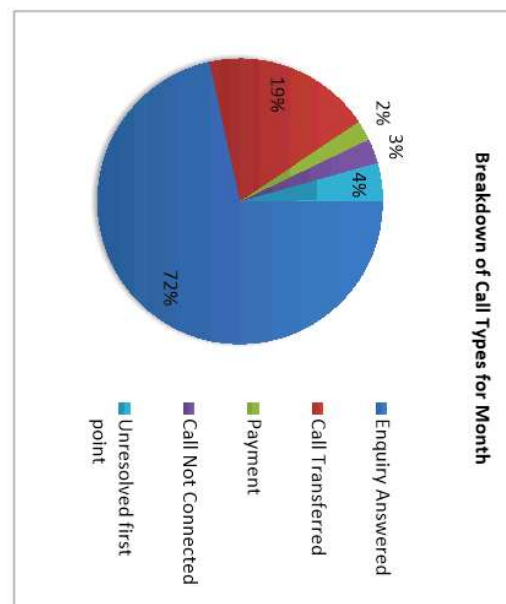
Lockyer Valley Regional Council – Customer Service Monthly Statistics – May 2018

Telephone

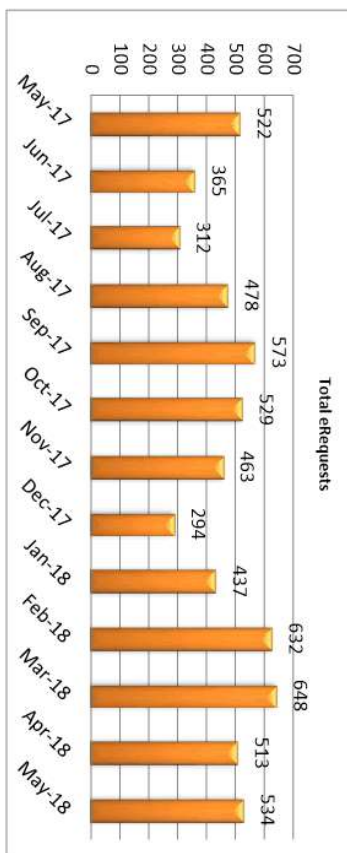
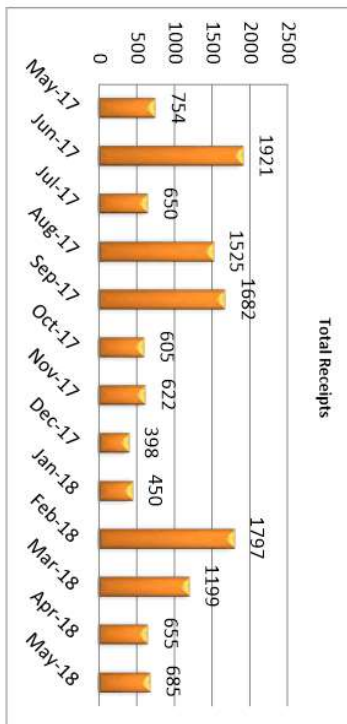
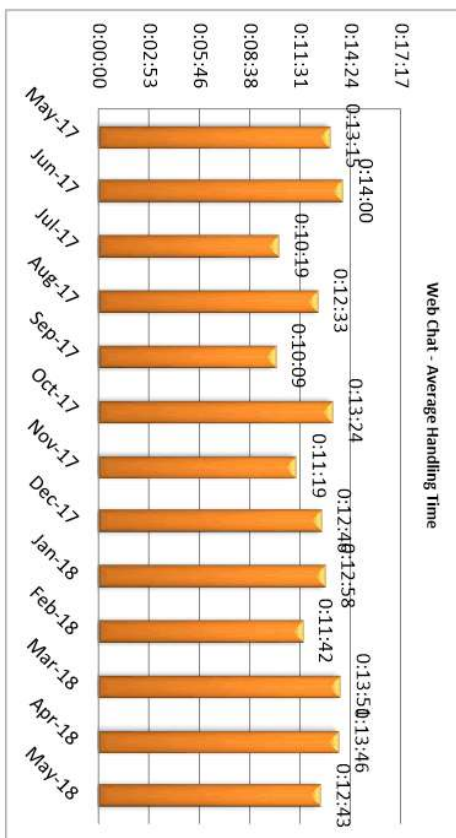
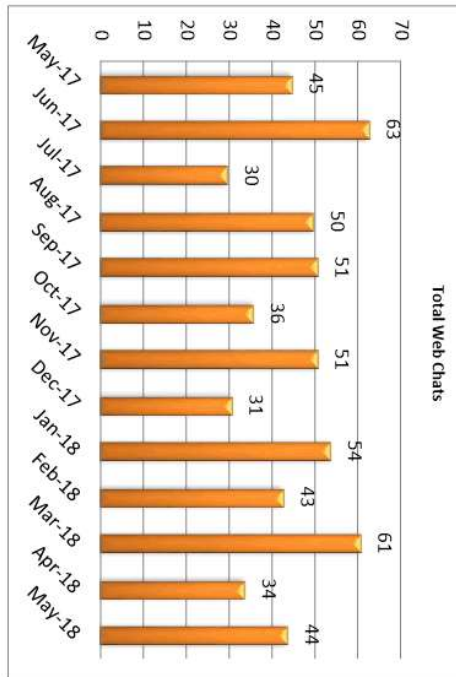


## QGAP Performance Report

Total time taken for all transactions	100.51hrs
Total number of transactions	597
Total average time for all transactions	10.10mins



## Live Chat, eRequests & Receipts

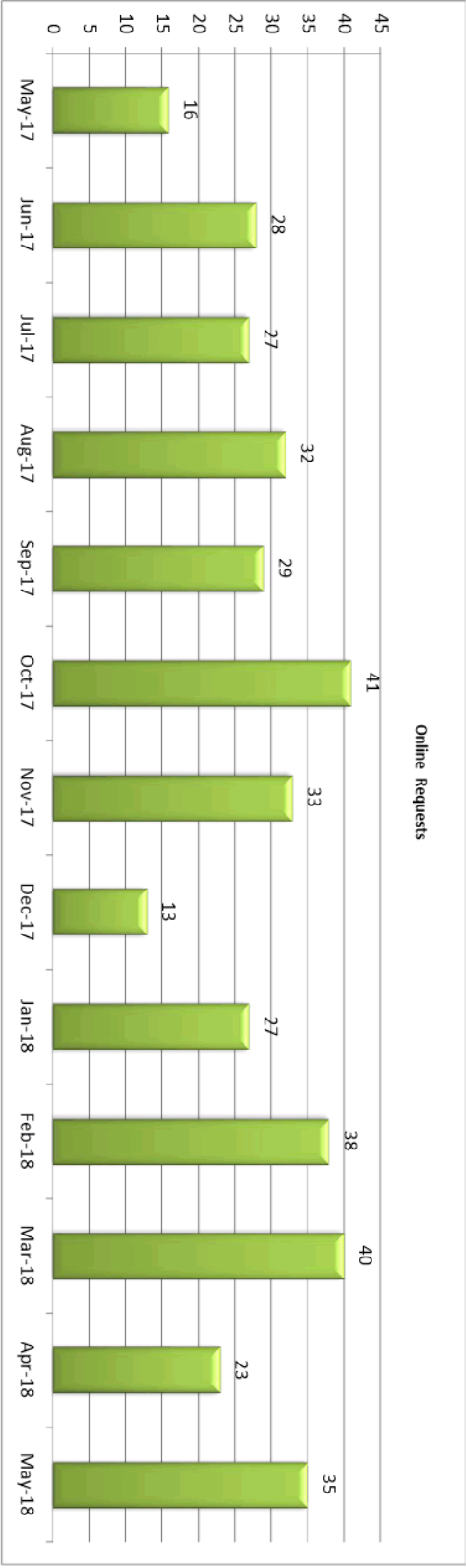


Councillor Requests

Total Taken in March: 13

Total Requests Still Open: 36

Online Requests





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### 13. INFRASTRUCTURE WORKS AND SERVICES REPORTS

#### 13.1 Infrastructure Works and Services Acting Executive Managers Monthly Update - May 2018

**Date:** 04 June 2018  
**Author:** Sara Rozynski, Personal Assistant to the Executive Manager Infrastructure Works and Services  
**Responsible Officer:** Seren McKenzie, Acting 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 May 2018.

#### Officer's Recommendation:

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

#### Report

##### 1. Introduction

#### 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.

2017-18 Black Spot Projects		
Project	Australian Govt Funding	Status
<b>Summerholm Road, Summerholm</b> Review and install signage	\$66,000	Completed
<b>Harm Drive / Lake Clarendon Road intersection upgrade, Crowley Vale</b> Change of route priority	\$56,500	Awaiting response to request for change of scope
<b>Litfin Bridge, Gatton</b> Improve signage and delineation on approaches to bridge and replace damaged guardrail	\$41,500	Final works pending
<b>Total for 2017-18</b>	<b>\$164,000</b>	

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In late March 2018, the Australian Government has released the outcome of the 2018-19 road safety Black Spot Program funding round:

[http://minister.infrastructure.gov.au/mccormack/releases/2018/march/mm021\\_2018.aspx](http://minister.infrastructure.gov.au/mccormack/releases/2018/march/mm021_2018.aspx).

The 12 successful funding submissions were:

<b>2018-19 Black Spot Projects</b>		
<b>Project</b>	<b>Australian Govt Funding</b>	<b>Status</b>
Gehrke Road / Rons Road intersection, Glenore Grove	\$167,000	Concept design
Blanchview Road / O'Neills Road, Withcott	\$82,000	Concept design
Rockmount Road / Walkers Road, Rockmount	\$67,500	Concept design
Blanchview Road / Nuttals Road, Blanchview	\$67,300	Concept design
Woodlands Road, from Rangeview Drive to Manteuffel Road, Woodlands	\$58,200	Detail design
Woodlands Road, Pitt Road and Forest Hill Blenheim Road, Blenheim	\$35,000	Concept design
Dolleys Road, From Knitters Road to 2.0km north, Blanchview	\$27,500	Detail design
Lake Clarendon Way / Lake Clarendon Road, Lake Clarendon	\$24,000	Concept design
William Street / Smith Street, Gatton	\$20,000	Concept design
Old Toowoomba Road, from Lachlan Way to Parklea Drive, Placid Hills	\$19,000	Concept design
Rockmount Road / Sawpit Gully Road and Stockyard Creek Road, Rockmount	\$18,500	Concept design
Mountain View Drive, 900m section from western junction with Warrego Highway, Hatton Vale	\$14,500	Concept design
<b>Total for 2018-19</b>	<b>\$600,500</b>	

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**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:

<b>2017-18 TIDS Projects</b>		
<b>Project</b>	<b>Total Project Costs</b>	<b>Status</b>
Airforce Road – widening of culvert and approaches	\$300,000	Project deferred due to potential conflict with Inland Rail project.
Flagstone Creek State School – parking improvements	\$80,000	Final seal pending
Blanchview Road – new culvert	\$30,000	Works pending
Woodlands Road – geometry improvements	\$270,892	Final seal pending
Long Gully Road – upgrade gravel road to a sealed standard (approx. 3km)	\$260,000	Final seal pending
Seventeen Mile Road - rehabilitation	\$300,000	Final seal pending
Flagstone Creek Road – bridge/culvert safety improvements and signage improvements	\$60,000	Signage works complete. Culvert replacement programmed
Lake Clarendon Way – pavement rehabilitation	\$360,000	Project complete
Spencer Street footpath – replace pavers near Maitland Street	\$20,000	Project complete
Spencer Street footpath – replace pavers East Street to Wilsons Lane	\$30,000	Project complete
<b>Total TIDS funding programme</b>	<b>\$1,410,892</b>	

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## FUNDING APPLICATIONS

An update on funding applications is provided below:

Funding Programme	Project Title	Status	Funding Amount
Building Better Regions	Amos Road upgrade, Withcott	Submitted	\$436,000
Building Better Regions	Replacement of Mahon Bridge, Carpendale	Submitted	\$1,024,500
2018-19 Cycle Network Local Government Grants Programme	Construction of Spencer Street upgrade of shared pathway, Gatton	Submitted	\$108,900
2018-19 Cycle Network Local Government Grants Programme	Construction of Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.	Submitted	\$247,500
Safer Communities Fund	Railway Street lighting improvements	Funding successful	\$105,000
Safer Communities Fund	Centenary Gardens lighting improvements	Funding successful	\$83,000
Safer Communities Fund	Laidley Recreation Reserve bollard installation	Funding unsuccessful	\$103,883
Safer Communities Fund	Das Neumann Haus – park CCTV installation	Funding successful	\$4,527.86
Passenger Infrastructure Investment Programme	Long Distance Coach Project	Funding successful	\$21,128
Heavy Vehicle Safety and Productivity Programme	Enhancement of Moon Road, Blenheim	Submitted	\$70,000

## PARKS, GARDENS AND CEMETERIES (PGC) UNIT

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

### **Capital Works**

Project	Status
Laidley Recreation Reserve bollards	Installation underway
Forest Hill Columbarium Wall	Cemetery module further refined for improved customer service
Rehabilitation of former livestock dip site at Lockrose	Final report with the auditor for review, to be sent to State government once finalised.
Lake Clarendon BBQ	Completed
Forest Hill cemetery seam strips	Completed
Lake Apex park irrigation works	Installation underway
Narda Lagoon shelter	Installation underway

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### Maintenance Works

Activity	Description
Mowing	<ul style="list-style-type: none"> <li>Reduction in mowing of parks, streets, sporting field and cemeteries in the region due to the mowing season ceasing.</li> </ul>
Playground maintenance	<ul style="list-style-type: none"> <li>Repairs continuing following recent playground safety audit</li> <li>Repair of shade sails at Lake Dyer and Grantham upper park progressing</li> <li>Repairs to rubber soft fall at Laidley Recreation reserve progressing</li> <li>Insurance claim for Ropehill playground</li> </ul>
Furniture maintenance	<ul style="list-style-type: none"> <li>Cunningham Crest Lookout, Dawson Phipps park and Schultz lookout</li> <li>Refurbishing Laidley and Gatton main street seats</li> <li>Removal of shelter from Laidley Recreation reserve</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>Irrigation repairs at Centenary Park, Gatton and Anzac Park Laidley</li> <li>Landscaping and maintenance works at Gatton transfer station, Smith Street Gatton, various Gatton parks and Laidley CBD flower pots</li> <li>Installation of silt fencing at Koala Park Estate</li> </ul>
Event assistance	<ul style="list-style-type: none"> <li>Provided Council Event Unit assistance with 3 events.</li> </ul>
Funerals	<ul style="list-style-type: none"> <li>8 held during May 2018</li> </ul>
General maintenance and business	<ul style="list-style-type: none"> <li>Hatton Vale park investigation, site meeting for concept design</li> <li>Laidley ashes memorial garden design works</li> </ul>

### ROADS AND DRAINAGE UNIT

The following table provides a status update on Roads and Drainage Unit projects as of end of May 2018:

Project	Status
Hickey Street, Gatton - Pavement reconstruction and seal	Completed with final seal pending
Railway Street, Laidley - footpath construction (Between Herbert and Winston Street)	Completed with the exception of a small gap awaiting service provider works
Bitumen reseal programme	Completed reseal on Spicer Street, Laidley Completed reseal on Australia II Drive, Kensington Grove
NDRRA Program	Cole Gully Road, Lefthand Branch – Rock protection works pending Black Duck Creek - resheet Heise Road, Hatton Vale – completed Old Laidley Forest Hill Road – completed
Feldhahn Street, Gatton – Pavement reconstruction and seal	Completed with final seal due with Peters Street works in 2018/19 year
Rons Road, Glenore Grove – new access track	Completed
Lake Apex park skate bowl carpark – construction of a sealed carpark	Works in progress
Construction of internal road at Gatton Showgrounds	Final seal pending

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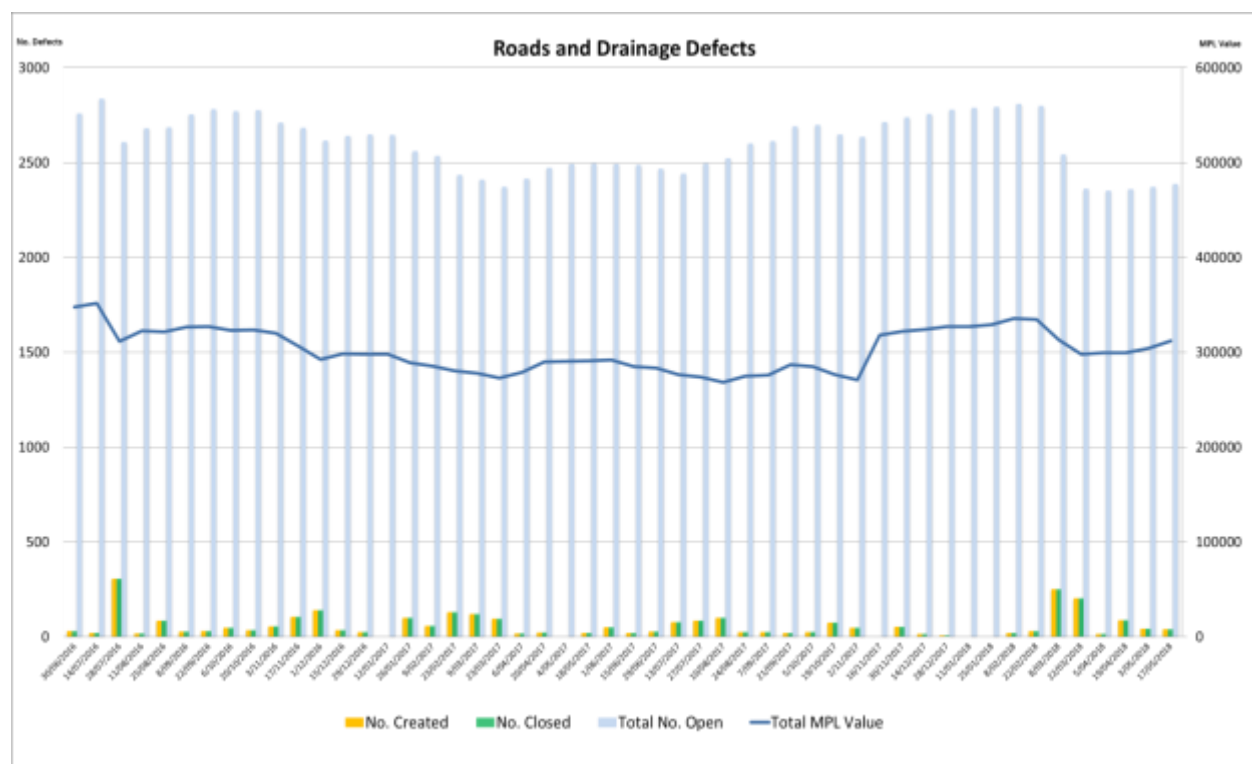
**Maintenance Works**

Activity	Suburb	
Road Grading	<ul style="list-style-type: none"> <li>Flagstone Creek</li> <li>Fordsdale</li> <li>Laidley Creek West</li> <li>Ma Ma Creek</li> </ul>	<ul style="list-style-type: none"> <li>Morton Vale</li> <li>Stockyard</li> <li>Withcott</li> </ul>
Roadside spraying	<ul style="list-style-type: none"> <li>Brightview</li> <li>Caffey</li> <li>Gatton</li> <li>Ingoldsby</li> <li>Junction View</li> <li>Kensington Grove</li> </ul>	<ul style="list-style-type: none"> <li>Lockrose</li> <li>Lower Tenthill</li> <li>Ma Ma Creek</li> <li>Mount Sylvia</li> <li>Regency Downs</li> <li>Ropeley</li> </ul>
Road pavement repairs	<ul style="list-style-type: none"> <li>Gatton</li> <li>Lake Clarendon</li> </ul>	
Vegetation control and slashing	<ul style="list-style-type: none"> <li>Adare</li> <li>Blanchview</li> <li>Blenheim</li> <li>Churchable</li> <li>Derrymore</li> <li>Flagstone Creek</li> <li>Forest Hill</li> <li>Glen Cairn</li> <li>Glenore Grove</li> <li>Hatton Vale</li> </ul>	<ul style="list-style-type: none"> <li>Laidley</li> <li>Lockrose</li> <li>Lockyer Waters</li> <li>Murphys Creek</li> <li>Placid Hills</li> <li>Plainlands</li> <li>Postmans Ridge</li> <li>Summerholm</li> <li>Withcott</li> </ul>
Drainage works	<ul style="list-style-type: none"> <li>Blanchview</li> <li>Gatton</li> <li>Helidon</li> <li>Laidley</li> <li>Mount Whitestone</li> </ul>	
Road patching	<ul style="list-style-type: none"> <li>Adare</li> <li>Blenheim</li> <li>Gatton</li> <li>Glen Cairn</li> <li>Hatton Vale</li> <li>Helidon</li> </ul>	<ul style="list-style-type: none"> <li>Laidley</li> <li>Lake Clarendon</li> <li>Lockyer Waters</li> <li>Regency Downs</li> <li>Spring Creek</li> <li>Woodlands</li> </ul>
Traffic signs and linemarking	<ul style="list-style-type: none"> <li>Adare</li> <li>Crowley Vale</li> <li>Gatton</li> </ul>	<ul style="list-style-type: none"> <li>Grantham</li> <li>Laidley</li> <li>Lower Tenthill</li> </ul>

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## Road and Drainage Defects

As at 17 May 2018 the Maintenance Priority Level (MPL) is 312,178. There were 2,362 defects open on the network at the end of March and at the end of May there are 2,387. Maintenance effort has been trending in line with the networks performance.



## INFRASTRUCTURE 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:

Project	Status
Toowoomba Second Range Crossing	Ongoing meeting with various teams from Nexus. Monitoring impact on local roads and community.
Buaraba Street outfall	Regular monitoring of gabions and internal drain for movement.
Footpath projects within TMR funding program	Lake Apex Drive planning and design of cycle route improvements. Final concept design pending.
Gatton Revitalisation	Funding successful for Railway Street lights, Centenary Gardens lights, and bus stop relocation.
Laidley Flood Mitigation	Project complete (current stage)

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## INFRASTRUCTURE SUPPORT UNIT

Asset Management Unit activities:

- Working with Program Manager for the NDRRA program to develop a package of works to be delivered by Contract
- Long term capital renewal programming
- 2018/2019 Reseal list being finalised with defect collection beginning for prep works to start first up in new financial year
- Annual asset inspections progressing with only culvert inspections remaining.
- Level 2 bridge report templates being reviewed prior to next Level 2 bridge inspections.
- Asset valuations being reviewed with Finance team.
- Additional asset types being adopted into the asset registers including car parks, bus shelters and CBD roadside furniture.
- Review of Council Service Management Plans in preparation for Council adoption.

Plant and Fleet Unit activities:

### *Fleet Capital 2017-18:*

Final orders placed for current financial year, for Crew Cab truck and remote controlled steer slope mower with trailer.

Fabrication and setup of the following items for Pest Management have been completed.

- FL000621 – 8X5 tandem axle box trailer
- 3 wild dog traps
- Boilermakers are working with Animal Control Unit on the fabrication of a new cattery

The table below lists the vehicles and plant that have been sent to auction for disposal and vehicles that have been purchased.

	<b>Replacement</b>	<b>Disposal</b>
<b>Light fleet</b>	3	
<b>Heavy plant</b>		1
<b>Miscellaneous</b>		1

### *Fleet Insurance:*

The replacement Crew Cab truck is expected to be delivered by the end of June 2018.

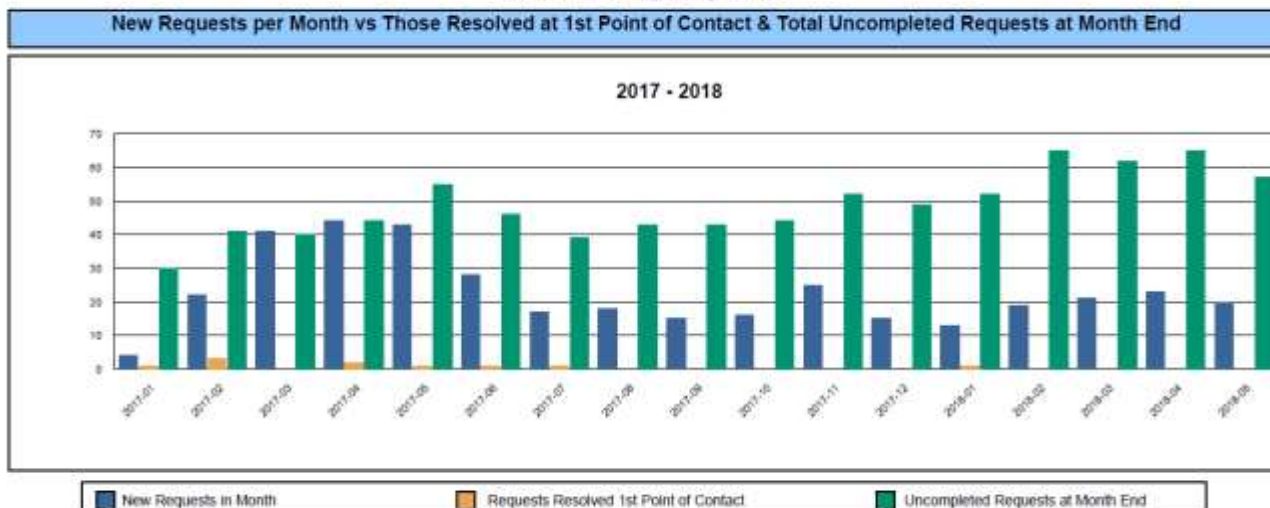


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### CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

The tables below provide a summary of customer request activity to the end of May 2018.

#### Customer Requests Statistics for Workgroup - IWS\_Infra Works and Servi Month Ending :May 2018



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**13.2 Disposal of Bedford Truck - FL000419**

**Date:** 05 June 2018  
**Author:** John Keen, Manager Infrastructure Support Services  
**Responsible Officer:** Seren McKenzie, Acting Executive Manager Infrastructure Works & Services

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**Summary:**

Council own a Bedford truck that is deemed to be not suitable for its intended purpose due to work health and safety considerations that cannot be mitigated.

**Officer's Recommendation:**

**THAT Council agree to dispose of Bedford Truck - Fleet Number FL000419 by way of auction as it is no longer required for operational purposes.**

**Report**

**1. Introduction**

This report is being presented to Council to determine the future of Fleet Number FL000419, Bedford truck.

**2. Background**

In 2013 Council procured a 1977 Bedford four wheel drive truck. The vehicle was refurbished with the intent of using it as an emergency response vehicle in times of flood.

**3. Report**

Council bought the vehicle in question and refurbished the truck in its own workshop.

The refurbishment consisted of:

- Removing the firefighting body and building and fitting a tray body
- Reupholstering the seating
- Replacing the hood lining
- Spray painting the entire truck
- Fitting a new clutch

The engine, gearbox and differential are all original and no further work was undertaken on these components. Since the truck has been refurbished it has been used on a number of occasions for promotional activities and spent time on display at the Queensland Transport Museum at the Lockyer Valley Cultural Centre. It is currently stored at the Gatton Depot.

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The vehicle has been deemed unsuitable for the original intention to use as an emergency response vehicle due to work health and safety considerations and is surplus to operational requirements.

**4. Policy and Legal Implications**

Council is disposing of this truck in accordance with the requirements of *Section 224* and *227* of the *Local Government Regulation 2012*.

**5. Financial and Resource Implications**

It is unlikely that Council will be able to sell this vehicle for the current written down value of the asset.

**6. Delegations/Authorisations**

Authorise the Chief Executive Officer to take all necessary actions to enact the resolution of Council on this matter.

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

**7. Communication and Engagement**

If the disposal of fleet number FL000419 – Bedford Truck is endorsed by Council, the Acting Executive Manager Infrastructure Works and Services will be informed to initiate the disposal arrangements.

Engagement was undertaken with Councillors at the Council workshop held on 22 May 2018.

**8. Conclusion**

Due to the lack of operational use for this piece of equipment it is appropriate for Council to dispose of this truck.

**9. Action/s**

- Advise that the vehicle is being disposed of on Councils website.
- Advise the Historical Commercial Vehicle Association of Queensland that this truck is being disposed of.

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**13.3 Rectification of Drainage Works - Ingoldsby Road, Upper Tenthill**

**Date:** 05 June 2018  
**Author:** Anthony McDonald, Acting Manager Infrastructure Planning & Design  
**Responsible Officer:** Seren McKenzie, Acting Executive Manager Infrastructure Works & Services

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**Summary:**

The purpose of this report is to determine appropriate rectification works the property owner of lot 2 RP 32660 is required to undertake in the road reserve adjacent to their property on Ingoldsby Road, Upper Tenthill.

**Officer's Recommendation:**

**THAT Council write to the owner of Lot 2 RP 32660 advising the following rectification works are required:**

- Reinstall top soil on all works within the road reserve.
- Grass seed all disturbed areas and ensure satisfactory establishment of grass.
- Provide cement grouted rock protection or equivalent to the cross road drainage outlet due to the deep outfall.
- Trim the bank between the drain and the property by 300mm to the apparent previous height.

**Further;**

**THAT these works require ongoing monitoring and any damage to neighbouring properties as a result of these works must be rectified by the owner of Lot 2 RP 32660.**

**Report**

**1. Introduction**

Council was contacted by the owner of Lot 2 RP 846018 on Ingoldsby Road regarding concerns with work that has been undertaken to clear and construct a drain within the road reserve adjacent to Lot 2 RP 32660. The concern raised is water from the drain would discharge into the property to the north, Lot 2 RP 846018 and cause damage to their property through the overland flows.

## 2. Background



Figure 1: Looking south from existing driveway through reworked drain



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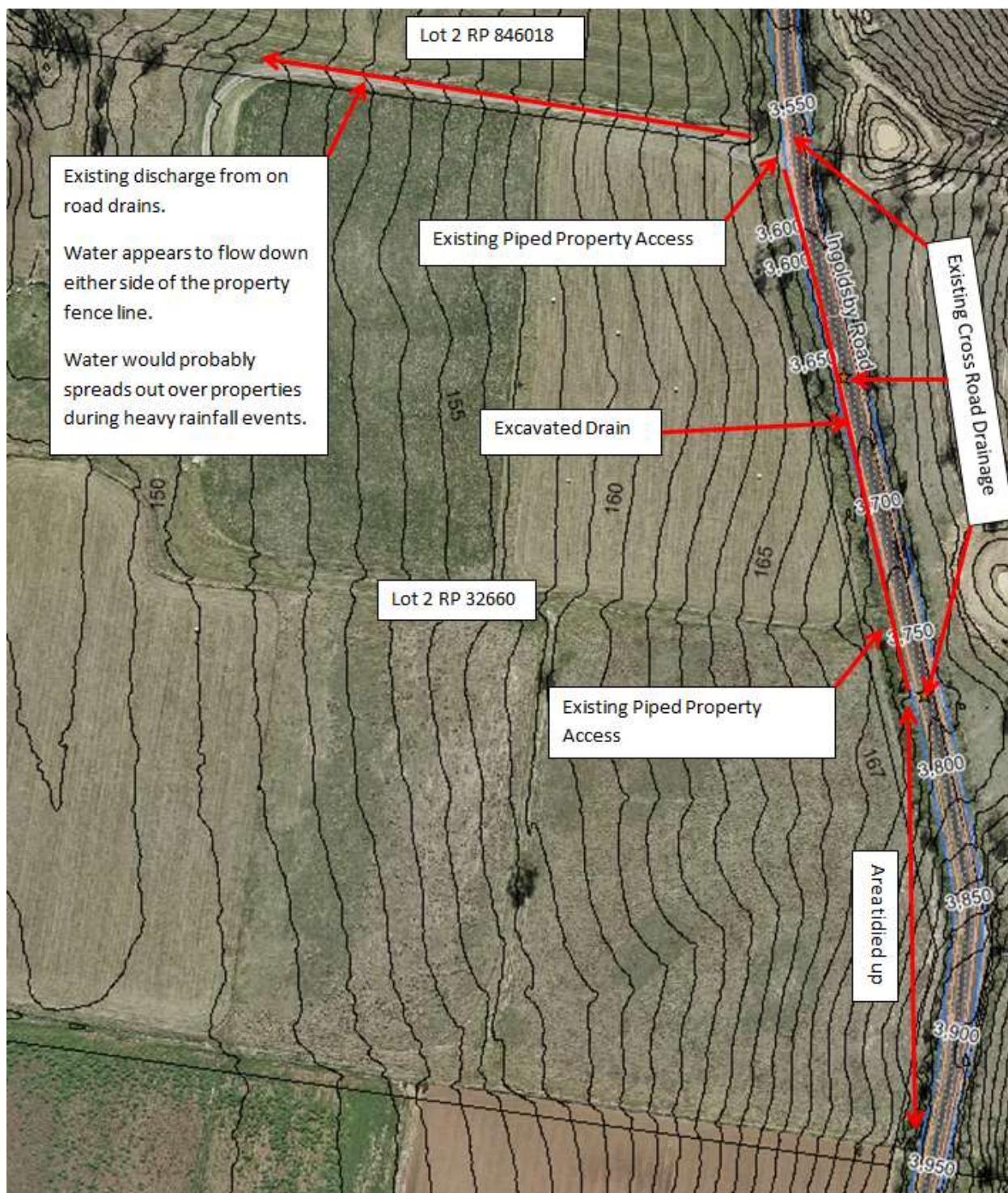


Figure 2: Aerial photograph property and explanation of works undertaken

### 3. Report

Council officers have met with both parties to discuss the works that have been undertaken and the resulting concerns.

The property owner who has undertaken the works has explained that their intent was to reinstate the existing drain above the property and clear vegetation to enable better slashing and presentation of the property following the purchase of the property earlier this year. The owner did not apply to Council to undertake works in the road reserve; therefore Council officers had no opportunity to view the area prior to the works being undertaken. Drainage works were also undertaken within the property.

The owner also stated there had always been a drain within the road reserve with a bank along the property boundary conveying water from under road culverts to the northern boundary of the property, with the previous owners confirming this with Council officers.

The owner indicated that the drain was silted and the bank had been breached, and that the water discharged down the existing northern fence line, where there appeared to be a drain with heavy grass growth.

The excavated drain is a flat bottom drain with a width between 1.6m and 1.8m (Figure 3 typical cross section of drain). The drain was graded between pipe culverts under the two existing driveways and flows to the north at an approximate grade between -0.2% and -3.2%. The existing table drain on the eastern side of the road also flows to the north, as do the existing double culverts under the two driveways.

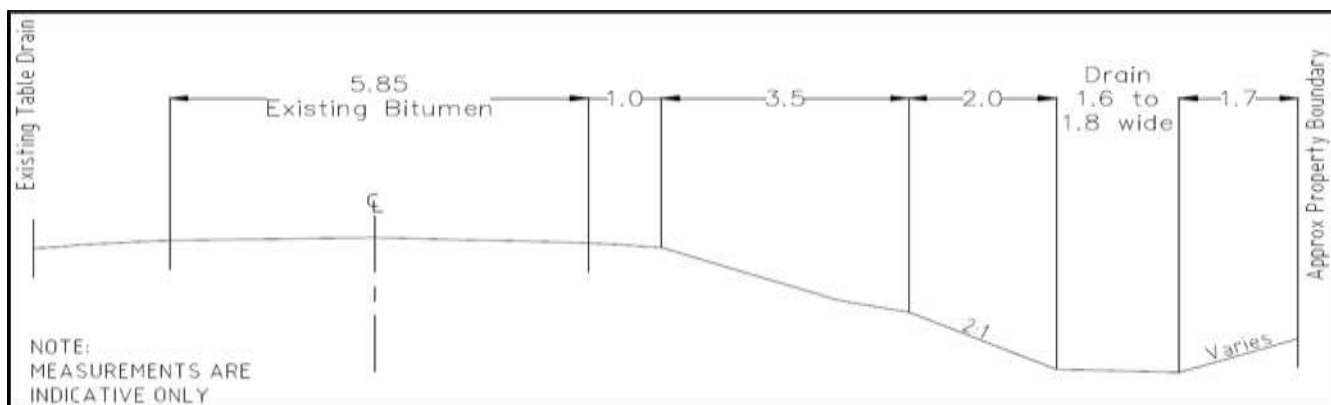


Figure 3: Typical cross section of drain

From observation on site it appeared that a reasonable amount of material may have been removed. This was probably due to a wider drain than the original drain being constructed and siltation of the existing drain over many years.

The bank appeared to be slightly higher than the original bank, based on the two existing fence posts which appeared to have a slight build-up of soil around them, as well as some patches of grass evident around 200-300 mm below the new bank level.

The owners of the property to the north where the water is directed state that there never has been a drain in place and water flowed over the farmland rather than through the culverts. Reportedly, the water overtopped and flowed through the property creating deep scours.

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The previous owner of the property had owned the property for approximately 40 years. He has stated that there was a similar size drain in place, with a slope similar to that of the road (resulting in the water flowing north). It was stated the drain required cleaning out, and water normally flowed north and then discharged down the boundary fence line on both properties. Typically water did not enter the property during normal rainfall events through overtopping of the drain. Council's maintenance supervisor also has advised there has always been a drain in this location.

Council officers have reviewed aerial photography to determine if there is any evidence of scour in the paddocks. This includes photographs following the 2011 and 2013 rainfall events; however there are no clear scour marks apparent on the aerial photography.

**4. Policy and Legal Implications**

The owner of Lot 2 RP 32660 failed to submit an application for *Works on a Road* prior to undertaking the drainage works. No initial inspections were therefore undertaken by Council officers to ascertain pre-existing drainage conditions.

**5. Financial and Resource Implications**

No rectification works by Council are proposed.

**6. Delegations/Authorisations**

The Chief Executive Officer and Acting Executive Manager of Infrastructure Works and Services will manage requirements in line with existing delegations.

**7. Communication and Engagement**

Communication will be provided to both property owners regarding the outcome.

**8. Conclusion**

Whilst it is acknowledged that the owner of Lot 2 RP 32660 should have obtained a permit prior to undertaking the drainage works in the road reserve, it is difficult to conclusively say that a drain did not exist.

This is based on a number of factors including the existence of two piped culverts under each access which are sloped to allow flow to the north, the drain on the eastern side of the road flowing to the north, the review of aerial photography which does not indicate deep scour as suggested from overland flow, and discussions with the previous owner as well as Council's maintenance supervisor who both state there has always been a drain there.

**9. Action/s**

1. Write to both property owners advising of Council's decision.





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## **14. ITEMS FOR INFORMATION**

### **14.1 Queensland Urban Utilities - May 2018**

**Date:** 05 June 2018  
**Author:** Vickie Wieland, EA to Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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#### **Summary:**

Council has received an update from Queensland Urban Utilities (QUU) Board which provided highlights from their Board Meeting for the month of April 2018.

#### **Officer's Recommendation:**

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

#### **Report**

##### **1. Introduction**

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

##### **2. Background**

Queensland Urban Utilities is:

- A statutory body, created on 1 July 2010 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.

##### **3. Report**

#### **OPERATIONAL EXCELLENCE**

##### ***Internal Audit Program***

The Board considered QUU's 2018-19 Internal Audit Program, which takes into consideration strategic risks, internal audit universe and the QAO's strategic audit program.

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The program, which had been considered and endorsed by the Audit and Risk Committee, is aligned to their strategic risks and provides the Board with assurance that QUU's control environment and management systems are effective.

The Board approved the Internal Audit Program.

***2018-19 budget and Corporate Plan financials***

The Board received the draft 2018-19 operating budget and *2018-23 Corporate Plan* financials.

Over the coming 12 months, QUU will continue to invest in strategically significant projects that are transforming the organisation, such as improvements to their asset, customer and developer operating models, enhancements to ICT environment, and ongoing infrastructure maintenance to ensure their assets and networks are reliable, safe and compliant.

Following consideration by the Board's Finance and Pricing Committee, the Board approved both the 2018-19 operating budget and *2018-23 Corporate Plan* financials.

***Corporate Plan***

After consideration by the Board in January and March, the Board endorsed QUU's 2018-23 strategy.

The revised strategic direction is centered on four strategic goals, namely Foundational Success, Environmental Leadership, Social and Economic Value and Constructive Culture.

Foundational Success will focus on smarter ways of operating and enhancing how they predictively and proactively respond to customer and community needs. Environmental Leadership will guide the way they reduce their impact on the natural environment, while, at the same time, improving the livability of their communities. Social and Economic Value will identify opportunities for QUU to facilitate economic growth across their service territory by working closely with our key commercial customers, developers and shareholders to create shared value. Finally, Constructive Culture is a continuation of work that is advancing QUU towards a humanistic and encouraging workplace culture.

Management will issue the Corporate Plan to shareholders for approval in accordance with the Participation Agreement.

The Board look forward to sharing the refreshed strategic direction with Council at the July Board and Mayor workshop.

***Quarter three forecast and final participation return***

The Board approved a number of quarter three operating budget changes, which were overall favourable to the original budget.

The Board also resolved the final participation return, which will be paid to shareholders in late September. Advice on the participation return will be provided to shareholders on 27 July.

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***Northern Treatment Plants Capital Program***

The Board received an update on the tendering process for the appointment of a contractor to partner with QUU to deliver our Northern Treatment Plants Capital Program over the next three to five years.

The Board will further consider this matter at its June meeting.

***Oxley Creek Transformation Project***

Further to the March update, the Board was advised that QUU is working closely with the Oxley Creek Transformation Program to develop a Memorandum of Understanding (MoU). The MoU will set out how QUU will support this project, such as through the provision of recycled water and biosolids for land application to create green spaces for community enjoyment.

***Billing Program update***

QUU has been continuing to identify initiatives to enhance their customers' billing experience. Already, a number of initiatives have been successfully implemented, including a refreshed bill design and the rollout of new payment channels, such as Sniip. At the same time, they have been working hard to identify opportunities to improve how they read and bill customers to reduce the time between when the meter is read and the account is issued. This is a complex billing transformation that requires careful planning to minimise customer impacts. QUU is continuing to analyse the different options to transition to daily billing.

***Credit card fees***

The Board noted an update on the current arrangements for the on-charging of fees that are incurred by QUU when customers pay their accounts by credit.

***Drought update***

The Board was advised that combined regional dam levels are at 82.9%, which is a slight decrease from the previous period.

QUU continues to work closely with Seqwater to ensure a coordinated and consistent approach will be applied, should the region move into drought.

**PEOPLE**

***Enterprise Agreement***

As communicated in previous updates, QUU has successfully implemented two of the three Enterprise Agreements. The final Enterprise Agreement relates to our field workforce.



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QUU has been negotiating in good faith with employees and union representatives for an extended period, and it has been determined that the most appropriate strategy is to now issue the final Enterprise Agreement to employees for their consideration by way of ballot in late May.

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**15. CONFIDENTIAL ITEMS**

**15.1 Transfer of Sundry Debtor Accounts to Rates Assessments**

**Date:** 31 May 2018

**Author:** Tony Brett, Manager Finance & Customer Services

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

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

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**Summary:**

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

**15.2 Sundry Debtor Write-Off**

**Date:** 31 May 2018

**Author:** Tony Brett, Manager Finance & Customer Services

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

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

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**Summary:**

The purpose of this Report is to recommend that Council resolve to write off a sundry debtor account which is deemed unrecoverable.

**16. MEETING CLOSED**