



**REGIONAL COUNCIL**

# **ORDINARY MEETING OF COUNCIL**

## **MINUTES**

**8 AUGUST 2018**



**ORDINARY COUNCIL  
MEETING MINUTES  
8 AUGUST 2018**

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## **ATTENDANCE:**

### **Councillors Present**

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

### **Officers Present**

- **Ian Church, Chief Executive Officer**
- **Dan McPherson, Executive Manager Organisational Development & Planning Services**
- **David Lewis, Executive Manager Corporate & Community Services**
- **Angelo Casagrande, Executive Manager Infrastructure Works & Services**
- **Rick Machin, Manager Marketing, Communication & Engagement**
- **Erin Carkeet, Governance & Strategy Officer**
- **Brendan Sippel, Manager Parks, Gardens & Cemeteries**
- **Stephen Hart, Coordinator Council Business**
- **Corrin Bischoff, Governance & Strategy Coordinator**
- **Nicholas Cooper, Acting Manager Planning & Development**
- **Caitlan Natalier, Legal & Property Services Coordinator**
- **Tammee Van Bael, Graduate Planning Officer**
- **Kerry Wicks, Building and Facilities Business Coordinator**

## **1.0 MEETING OPENED**

*The meeting commenced at 9:57am.*

*The Mayor, Cr Milligan as the Chairperson opened the meeting and welcomed all present, and acknowledged the commencement of Mr Angelo Casagrande, Executive Manager Infrastructure Works and Services. Pastor Noel Burton led the meeting in prayer, following a minute's silence for those persons recently deceased.*





### 3.1 Condolences/Get Well Wishes

**Officer's Recommendation:**

## RESOLUTION

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

**Moved By: Cr Holstein                      Seconded By: Cr Hagan**  
**Resolution Number: 16-20/1045**

**CARRIED**

7/0

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

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

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

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

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

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

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

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

**5.0 MAYORAL MINUTE**

*No Mayoral Minute.*







**LAKE APEX COMMUNITY ADVISORY COMMITTEE (LACAC) MEETING**

**MEETING RECORD**

Minutes of the Lake Apex Community Advisory Committee meeting held in the Gatton Council Chambers at the Lockyer Valley Regional Council, cnr Railway Street and North Street Gatton on Tuesday 19 June 2018.

**Opening**

Alan Wearing opened the meeting at 4:05pm.

**In Attendance**

- Alan Wearing (Friends of Lake Apex) - Chairperson
- Belinda Whelband (LVRC Coordinator Environment and Pest)
- Brendan Sippel (LVRC Parks and Open Spaces)
- Cr Janice Holstein (Councillor)
- Cr Rick Vela (Councillor)
- Jocelyn Wilson (Friends of Lake Apex)
- Juanita Johnson (Lights on the Hill)
- Rob Wilson (Friends of Lake Apex)
- Sara Rozynski (LVRC – minute taker)

**Apologies**

- Bill Beckman (Lockyer Chamber of Commerce and Industry)
- Di Lewin (Friends of Lake Apex)
- Graham Voss (Lights on the Hill)
- Ian Church (LVRC CEO)
- Karen Hawker (Lights on the Hill)
- Neil Williamson (LVRC Community Development and Engagement)
- Nicholas Cooper (LVRC Planning and Environment)
- Sigrid McGarva (Friends of Lake Apex)
- Trevor Boheim (LVRC Planning and Environment)

**1. Welcome**

The meeting was welcomed by Chairperson Alan Wearing. A brief conversation was held about attendees. Julie Reid from FOLA, Kerry Wilkins from LOTH and Myles Fairbairn from LVRC can formally be removed from the meeting.

**2. Minutes of Previous Meeting**

Moved by Sara Rozynski and seconded by Cr Holstein that the minutes of the meeting held on Tuesday 20 March 2018 be taken as read and confirmed.

The motion was voted upon and CARRIED.

**3. Outstanding Actions**

Refer to the outstanding actions items document (ECM3161961).

**4. 2018-19 Infrastructure Works and Services Budget items**

Council approved the following items to be included in the 2018-19 Infrastructure Works and Services (IWS) budget:

- General tree planting \$4,000
- Fingerboard signage \$8,000
- Shelter \$19,800
- Contribution towards storage facility \$4,000
- Upgrade steps near monorail area \$27,500

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
19 June 2018

General tree planning

Brendan asked the committee for suitable locations to plant the trees. The committee discussed a number of locations however no areas were agreed upon. It was decided for committee members to email recommendations to Sara and to bring the preferred locations to the next meeting.

|        |   |
|--------|---|
| Action | Tree planting locations to be emailed to Sara and discussed at next meeting |
| Who    | All committee members   |
| Due    | Before next meeting   |

Fingerboard signage

Brendan advised this project won't commence before December 2018. Major points of interest are to be listed on the signage. The Lake Apex Bird Guide is to be considered when planning the signage as it lists the major points of interest at Lake Apex.

Shelter

Brendan tabled three images of shelter options. See appendix 1 attached. Cr Holstein prefers option 2. Belinda raised depending on where the shelter is situated could depend of the type of shelter design. The committee also discussed saving the allocated funds from 2018/19 budget to put towards building a larger shelter in a future financial year. The location is yet to be determined. Brendan is to investigate costs and designs of larger shelters and provide at the next meeting. Committee is to consider preferred locations.

|        |  |
|--------|--|
| Action | Shelter locations to be discussed at next meeting on site. |
| Who    | All committee members                                      |
| Due    | At next meeting.   |

|        |  |
|--------|--|
| Action | Larger shelter designs and costs to be investigated. |
| Who    | Brendan  |
| Due    | At next meeting.                                     |

Contribution towards storage facility

FOLA submitted a funding application under the Lockyer Valley Community Environmental Grants Programme for assistance in the supply and install of a small shipping container to be used for storing tools and equipment. FOLA were successful in obtaining the grant. IWS have \$4,000 in the 2018/19 budget to put towards supplying the concrete slab for the shipping container.

Brendan tabled a map of the proposed shipping container location. The committee agreed to the location proposed behind the Dry Rainforest Arboretum to the north. See appendix 2 attached.

Alan discussed who would be responsible for the insurance of the tools that will be stored in the shipping container. Brendan spoke of previous examples that have occurred within Council however will gain clarity from Council's Legal team and provide feedback.

|        |   |
|--------|---|
| Action | Clarity on responsibility of insurance to be provided to FOLA |
| Who    | Brendan Sippel  |
| Due    | At next meeting.  |

Upgrade steps near monorail area

Council will upgrade the steps near the monorail area with the allocated funds.

Belinda advised Council's Organisational Development and Planning Services group have allocated funds in the 2018/19 budget to returfing exposed areas of soil mainly near the old BMX track. This project is to be undertaken in the wet season.

**5. Successful Lockyer Valley Community Environmental Grant for storage unit**

Item discussed under item 4 above.

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
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**6. Installation of a gate**

FOLA requested a gate be installed at the entrance of the bottom carpark to help prevent vandalism occurring at night. See appendix 3 attached. The gate would be opened in the morning and closed at night. There are a number of risks that this possess such as who is responsible for the opening and closing of the gate each day, emergency services access and disability/pram access. Belinda also raised that installing the gate could prevent vehicles from accessing the water edge which could help prevent the soil erosion. Belinda advised she will discuss the pros and cons of the installation of the gate at the Councillor Workshop after the Water Quality report is discussed.

|        |   |
|--------|---|
| Action | Belinda present pros and cons of installation of the gate at Councillor Workshop on 26/06/2018 and provide feedback to the committee. |
| Who    | Belinda Whelband  |
| Due    | At next meeting   |

**7. Restraining Dogs**

Brendan advised on behalf of Council's Local Laws Coordinator, Animal Control Officers are stopping people who are not restraining their dogs to speak with them. Residents who see people walking their dogs off a leash are encouraged to contact Council's Customer Service Centre and log a request detailing times, location and the type of dog seen off a leash.

**8. Snakes**

FOLA have requested the community be made aware that snakes are a part of environment. Suggestion was made to install signs in the park or possibly put an article in the Gatton Star newspaper. Options are to be brought back to the next meeting.

|        |  |
|--------|--|
| Action | Provide options on educating the public about snakes |
| Who    | Belinda Whelband                                     |
| Due    | At next meeting                                      |

**9. Water Quality Report update**

The report is being presented at a Councillor Workshop on 26 June. The presentation will provide Councillors with the findings of the investigation and provide options on actions to proceed with.

**10. Upcoming Events**

- Jayde Kendall walk will be undertaken around the Lake this year instead of the route that was undertaken in previous years.
- Queensland Transport Museum open day 14 July
- Land for Wildlife event will be held at the Cultural Centre 30 June
- Lights on the Hill Memorial convoy 30 September

**11. General Business**

**11.1 Irrigation upgrade update**

Stage 1 of the upgrade works have been undertaken and it now operational. Parts for stage 2 have been ordered.

**11.2 Skate park carpark**

All works have been undertaken apart from the final seal. The bollards are being installed today.

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
19 June 2018

**11.3 Repairs to bitumen footpaths**

Crack sealing repairs are currently being conducted to the bitumen footpaths around the lake.

**11.4 Lights on the Lights on the Hill memorial safety concern**

Juanita thanks Brendan for actioning the safety concern that was present at the memorial.

**11.5 'No mowing' areas**

The committee discussed allowing 'no mowing' areas within Lake Apex parklands. Belinda advised Council is guided by the *Crime Prevention through Environmental Design* Queensland Police Services guideline when considering park designs and structures. Allowing long grass or certain types of plants that people can hide behind to be planted in public spaces can create liability risks.

**12. Next meeting dates**

- 20 September 2018, 3:00-4:00pm Cunningham Room, Lockyer Valley Cultural Centre
- 20 September 2018, 4:00-4:30pm Lake Apex on site discussion. Please note limited meeting notes will be provided from this onsite discussion.

Meeting was closed by the Chairperson at 5:24pm.

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
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**Appendix 1 – Proposed shelter designs**



**Parkland Park Shelter**

Option 1

MORE INFORMATION



(<http://gossi.com.au/products/parkland-park-shelter/>)



**Barossa Park Shelter**

Option 2.

MORE INFORMATION



(<http://gossi.com.au/products/barossa-park-shelter/>)

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Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
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option 3.

### Akiva Park Shelter

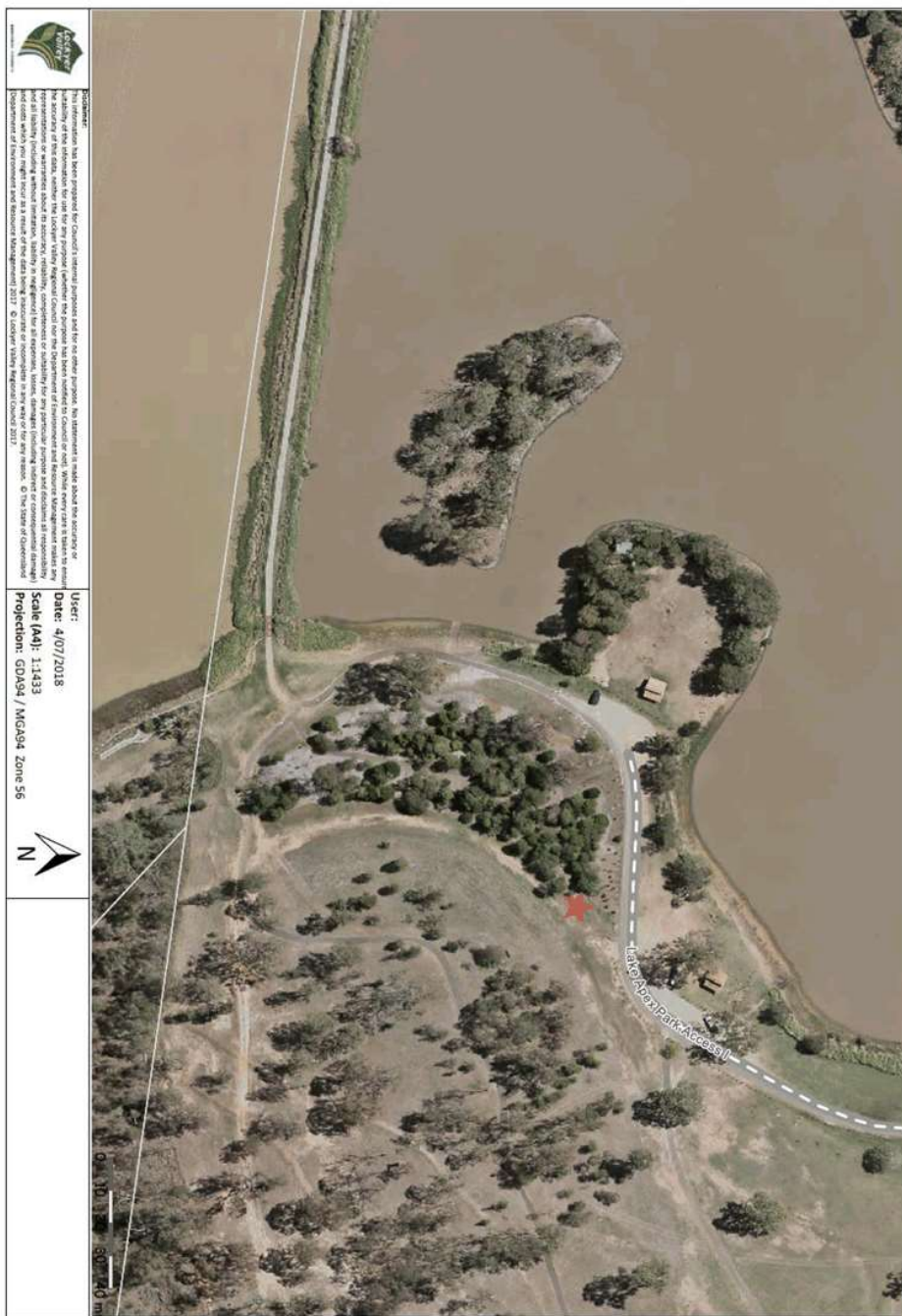
MORE INFORMATION



(<http://gossi.com.au/products/akiva-park-shelter/>)



Appendix 2 – Proposed shipping container/ storage facility location



Appendix 3 – Proposed location of requested gate



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**7.0 BUSINESS ARISING FROM MINUTES**

*The Mayor, Cr Milligan, advised that further correspondence had been received with respect to agenda item 10.4, 'International Resilient Rivers Blueprint', of the Ordinary Meeting held on 25 July 2018. The Mayor further advised that in light of this additional information another report on the matter will be presented to the Council meeting to be held on 22 August 2018.*

**8.0 COMMITTEE REPORTS**

*No Receival of Committee Reports.*

**9.0 DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations.*



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The next meeting of the Audit and Risk Management Committee is scheduled for Thursday 9 August 2018. The key focus of this meeting will be for the Committee to review Council's draft Financial Statements for the year ended 30 June 2018.

### Complaints

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

| Type of complaint     | No. received year to date |          | Currently under investigation | Received during the month 2018-19 | Completed in the month 2018-19 |
|-----------------------|---------------------------|----------|-------------------------------|-----------------------------------|--------------------------------|
|                       | 2018-19                   | 2017-18  |                               |                                   |                                |
| Staff                 |                           |          | 1                             |                                   | 0                              |
| Administrative Action | 1                         | 1        | 2                             | 1                                 | 1                              |
| Privacy               |                           |          | 0                             | 0                                 | 0                              |
| <b>TOTAL</b>          | <b>1</b>                  | <b>1</b> | <b>3</b>                      | <b>1</b>                          | <b>1</b>                       |

Feedback has now been received from the engagement process of the review of the Complaints Management System. As a result documents are currently being amended to reflect some of the feedback received.

### Insurance

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)             | 0                       | 0               | 0                      |
| Council Motor Vehicle (above excess)              | 4 (1 notification only) | 5               | 3                      |
| Property  | 1                       | 0               | 0                      |
| Third party property                              | 2                       | 1               | 2                      |
| <b>TOTAL</b>                                      | <b>8</b>                | <b>12</b>       | <b>5</b>               |

### **Strategy:**

#### 2017-18 Annual Report

Drafting of the 2017-18 Annual Report has commenced in alignment with adoption of Council's annual financial statements. The *Local Government Act 2009* requires Councils to adopt an Annual Report within one month of the financial statements being signed by the Queensland Audit Office.

#### Connected Council

A workshop with the Leadership Team was held on 31 July 2018 to further analyse the three priority issues that the Connected Council Progress Group is working on; building trust in

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LVRC; cooperating across work areas and sharing information. Attached to this report is the Connected Council Action Register, providing a summary of actions raised and progress made to address the three priority issues.

**Marketing, Communications and Engagement (MCE)**

Queensland Transport Museum (QTM)

The QTM Open Day held on 14 July 2018 was a resounding success with more than 1500 people attending. The event received coverage on WIN Television the night before and featured on all Toowoomba based television stations the Monday night after the event. The Open Day also contributed significantly to an increase in revenue for the Staging Post Café.

As an effective but economical way of keeping the facility cool during summer, three commercial grade fans have been delivered to the facility. The fans are also particularly quiet.

Visitor Information Centre (VIC)

VIC staff undertook Social Media and Advanced Strategy training as a means to better engage with visitors through the “Luvyalockyer” website.

Two of three scheduled volunteer training sessions have now been completed. The sessions cover customer service standards and will assist Council volunteers to better engage with visitors and provide a friendlier and enjoyable user experience.

Events

*Laidley Spring Festival*

A new colour programme has been designed for the Festival which will be distributed throughout the three day event. The programme was designed in-house with additional printing costs being offset through the sale of advertising.

Street Parade entries are now open and for the first time a Colour Run has been organised as part of the Festival. Another inaugural element to the Festival this year is the Busking Competition. Competitors will perform outside Laidley businesses and shops with the finalists to be judged on the Saturday at The Old Britannia Hotel.

*Seniors Week*

Both the Gatton and Laidley luncheons as well as the Mystery Bus Tour have already sold out with other activities being monitored.

*Remembrance Day*

With 2018 marking the 100<sup>th</sup> anniversary of the Armistice which ended the First World War, a meeting with local RSL Sub Branches, schools and community groups was held with a view to determining how to celebrate the event. Some ideas have been put forward and information on these will be presented to Council in the near future.

*Lights on the Hill*

Planning for this major event is on track with traffic management, including marshalling areas being approved. The temporary entertainment permit application is in progress with some final documentation still to be lodged.



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### *General*

Following the success of using McDonalds electronic noticeboards as an advertising platform for the Queen's Baton Relay, McDonalds has agreed to assist Council with the promotion of an upcoming skate competition and the Laidley Spring Festival. Artwork for both events has been designed and will feature in all three local McDonald's stores.

### Youth Development & Engagement

The Skate Titans Regional Competition is being held in the Lockyer Valley on Saturday 11 August. Competitors and spectators are expected to come from areas including the Gold Coast and Noosa.

### Community Development & Engagement

The following key community and Council led engagement projects are underway:

- Parklea Estate Parklands – community working group to look at cost-effective options to improve usability.
- Hatton Vale Regional Park – planning a detailed engagement process ready for a start late August/early September.
- Gatton Off-Leash Dog Park – working with the project team to look at feasible options and possible engagement processes for the 2nd Lockyer Valley off-leash dog park.
- Waste Reduction & Recycling Strategy – providing engagement support for the strategy (includes legislated engagement).
- Gatton & Laidley Skate Park Master Plans – staff are currently using a community engagement model that provides a lot more say/input to the community than we have used in the past. Staff will provide feedback on this to Council in consideration of extending the use of this model.
- Inland Rail Technical Working Group – staff are working with the Group and providing engagement advice as well as protecting Council's interests with the community.

### Communications

Council received good television coverage with stories airing on issues including:

- Laidley off-leash dog park
- Queensland Transport Museum Open Day
- Inland Rail
- Gallery of Modern Art (GOMA) travelling exhibition showing at the Lockyer Valley Art Gallery
- Council designed and built wild dog trap
- Hickey Street drainage

Media releases were issued on Council's attendance at Regional Flavours and Ekka, Garden Competition, Seniors Week, Book Week and changes to waste times.

### General

Council was successful in gaining \$16,750 in funding through the Building Better Regions Fund for the establishment of an overarching Events Strategy. Work is expected to start on that strategy next month and will include significant consultation with Council and the community.

### **Regional Development**

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Grantham Farmworkers Accommodation

The facility was officially opened on Friday 27 July by Mayor Tanya Milligan and Federal Member for Wright Mr Scott Buchholz MP. The ceremony was attended by over 100 invited guests who were provided with guided tours of the facility.

On Sunday 29 July the developer opened the facility to the community and provided a free sausage sizzle and guided tours of the facility. The community open day was attended by approximately 240 interested locals and the facility's staff reported positive comments and feedback generally all day.

Lockyer Valley Horticultural Research Project Report

The report was formally launched at the opening ceremony of the Grantham Farmworkers Facility by the Mayor Tanya Milligan and Member for Wright Scott Buchholz MP, and Lockyer Growers Group representative. This now finalises the report and the department's requirement under the funding deed of agreement.

Regional Flavours Event (Weekend of 21 and 22 July)

Brisbane Marketing officially reported 85,000 attendees over the two days of the event. Media interest was high, particularly with partner Courier Mail, with Lockyer Valley being sought for comment and content in the lead-up to and during the event.

Lockyer Valley Food Ambassador Alastair McLeod delivered cooking demonstrations on the Hunting Club and Queensland Taste stages, and featured on the main stage with George Calombaris on Saturday afternoon, sharing his knowledge and passion for the Lockyer Valley and its products.

The Picnic Patch area was extremely popular with attendees, including the iconic vegetable truck. The "win an extraordinary foodie experience" competition received over 3000 entries and the collaboration with Caxton Street Catering for the Menu Hub was extremely successful with excellent reviews of the menu items. Staff from The Staging Post executed menu delivery very successfully.

Producers present at the Picnic Patch included Dunlop Apiaries, Bauer's Organic Farms, 9Dorf Farms, Schulte's, Emmos Fine Foods, Hidden Valley Herb Farm and Seatonfire Chilli Chocolate. All producers reported busy trading, with many also having products featured on cooking stages across the event.

Other Lockyer Valley producers lending support to the Regional Flavours event included Qualipac, Derrel Farms, Mulgowie Farming Co, Forest Hill Farm Stall, Boko's, Pacific Farms, Bardon Produce, Ghost Gully Produce, Awassi Qld and Mormor Food.

New imagery of the event, including video footage, was taken to resource future marketing requirements.

Lockyer Valley and Somerset Water Collaborative (LVSWC)

The second working group meeting between members of the Collaborative and the Department of Natural Resources, Mines and Energy is scheduled to be held in Ipswich on Monday 20 August. The meeting will be chaired by Mr Stephen Robertson and the discussion will centre on the project moving forward under the auspices of the Building Queensland Economic Development Framework.



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No announcements have been forthcoming on funding for the business case at this stage.

Lockyer Valley Business Training and Apprenticeship Awards

Nominations for the award categories open on Wednesday 1 August. Nomination kits are being distributed to local businesses and are also available for download from Council's website. Nominations for all business and individual categories will close on Friday 31 August, and will be followed by voting for the People's Choice Award with voting open until Thursday 20 September. The Gala presentation dinner will be held on Saturday 20 October at the Gatton Shire Hall.

Lockyer Valley Business Luncheon

Officers have commenced planning for the luncheon which will be held on Tuesday 11 September at the Lockyer Valley Cultural Centre. A similar format to last year will be used to present information about local projects and business opportunities on the horizon. Discussions with potential guest speakers are occurring, with a quality MC and some guest speakers confirmed. Further details will be available once confirmed.

Tourism Destination Guide

The new Destination Guide was completed and launched at Regional Flavours with the publication in heavy demand. 40,000 copies are now in distribution with copies available from Link Logic or the Lake Apex Visitor Information Centre.

Gatton West Industrial Zone (GWIZ)

The developer requested an extension of the exclusivity period by 2 days until the close of business on Wednesday 1 August, which was granted. At the time of preparing this report the proposed concept has not been received.

Council Hosted Business Afterhours – Lockyer Chamber of Commerce

Council recently hosted members of the Lockyer Chamber of Commerce at the Wyman Room in Laidley to showcase the local demographic and economic tools available from ID Profile. Those that attended were presented with a live demonstration of a number of the tools and resources available. This is a potentially valuable tool which can be used for business planning, marketing and service provision. Feedback from attendees was very positive and the Chamber of Commerce has shared the link on their member database.

State Strategic Tourism Signage Project

Council has now reached resolution with the Department of Transport and Main Roads (DTMR) Metro & Darling Downs District, Toowoomba Second Range Crossing and Brisbane Marketing, on a preferred location for the "Welcome to Brisbane Region" signage. The sign will be positioned after the point where the Second Range Crossing joins the existing Warrego Highway.

South East Queensland (SEQ) Food Trail

The SEQ Food Trail was launched at Regional Flavours on the new Future Food stage. Lockyer Valley Food Ambassador, Alastair McLeod, showed event attendees how to create their own foodie adventure throughout SEQ. Councils will continue to seek other opportunities to promote the new website.

Great Day Out Television Segment

A film crew, including Alastair McLeod, was in the Lockyer Region to shoot a segment for the "Great Day Out" on 3 July. The segment aired on Sunday, 22 July, featuring an SEQ food trail



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in the Lockyer Valley that took in the Awassi Cheesery, 9Dorf Farms, Ghost Gully Produce, Boko's Fruit Mart and a roadside farm stall.

### Brisbane EKKA

Preparations are in hand for the Brisbane Ekka activation, including stand build, styling, produce, staff and volunteer roster and collateral for destination marketing. The Ekka will run from August 10 to 19.

### Lockyer Valley Tourism Group

The Tourism and Marketing Coordinator attended the July meeting of Lockyer Valley Tourism to provide a Council update.

Council will launch the Tourism Destination Guide locally in conjunction with local tourism groups in the near future. Council will also present an update on our regions tourism activities to advertisers and interested community members on Tuesday, 21 August at 6pm. Venue to be announced

### Social Media Insight

The Visit Lockyer Valley Facebook site had 1,660 likes to 30 July. Reach for the month (people who saw posts) was 8,120, (15,525 last month); post engagement (likes, comments, shares) totalled 2,452 (2505) and video views totalled 1,546 (42). The strongest performing posts for the month were about Regional Flavours including spotlights on Picnic Patch producers, Alastair McLeod's Food Trail story, school holiday activities and the new German Bakehouse

### Toowoomba Carnival of Flowers

The Regional Development team are organising the Lockyer Valley tourism trailer to be at Spring Bluff during the Toowoomba Carnival of Flowers event. It will operate as a shared resource for Lockyer Valley and Toowoomba Councils and will be operated by staff and volunteers.

### Collateral Updates

Tourism drive maps for the region have been updated and printed, along with Laidley Pioneer Village and Gatton Historical Village brochures.

### Tourism Events Queensland (TEQ) Conversations with Industry

On 5 July the Tourism and Marketing Coordinator attended the TEQ Conversations with Industry Forum in Brisbane. The forum provided an opportunity to connect with representatives from Tourism Events Queensland, Tourism Australia, Queensland Tourism Industry and Brisbane Marketing.

### Lockyer Chamber of Commerce and Industry

The next business networking event planned by the Chamber of Commerce is a networking breakfast to be held on 15 August with guest speaker Murray Spiers from eQA Pty Ltd. The next business after hours in September will be hosted by Gatton Auto Electrics. The Chamber has recently formed a sub-committee to oversee the planning and delivery of the Laidley Christmas Carnival scheduled for Friday 30 November.

### Lockyer Valley Function and Events Centre Working Group (LVFC)

## ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018

A working group meeting was held with Councillors Vela, Wilson and Cook in attendance with relevant staff. Items discussed were the financial system upgrade and financial performance to date, with a forward forecasting and marketing promotions update provided.

The LVFC Project Officer has been collaborating with local businesses for a photo shoot which took place at the centre on 31 July, in preparation for refreshed imagery to feature across digital platforms and new printed collateral. The shoot featured wedding layouts, room and environment styling, floral and food offerings and other contemporary ideas designed to encourage business at the centre.

### Rail Track Corporation (ARTC) Inland Rail

ARTC have been conducting consultation on the proposed Inland Rail Projects – Gowrie to Helidon and Helidon to Calvert. Monthly meetings of the LVRC ARTC Inland Rail Technical Working Groups are continuing.

Concerns were raised about the ARTC social impact questionnaire and the lack of functionality of the ARTC site. ARTC have advised this has now been corrected.

The Coordinator Council Business attended the Parkes Inland Rail Conference organised by the Australian Logistics Council. A report on this conference will come to the next Council Meeting.

### Council of Mayors South East Queensland (COMSEQ)

A COMSEQ Board Meeting and a Resilient Rivers Meeting were held on 20 July 2018. The Board Meeting covered a range of issues including the work of the Advocacy Working Group, the Economic Development Working Group and the recently formed SEQ Regional Waste Working Group.

Matters of particular interest to Lockyer include our involvement in the SEQ Food Trails launch and the Regional Flavours event. An update on progress on the implementation of the Thinxtra LPWAN Network was provided noting the majority of SEQ local governments have advanced the implementation, including Lockyer Valley Regional Council.









### Advocacy

Further advocacy was undertaken during the month to vary the criteria for eligibility for the Queensland Government's *Works For Queensland* Grant Program. Lockyer Valley Regional Council has been coordinating with Somerset, Noosa and Scenic Rim Councils to approach the Minister to recognise the equity considerations and the need for a better targeted program. At the time of writing this report, a meeting with the Minister has been arranged for 3 August 2018 to lobby for a change to the *Works For Queensland* Grant Program eligibility criteria.

### 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.

**ORDINARY COUNCIL  
MEETING MINUTES  
8 AUGUST 2018**

| Industry Sector                          | Level of interest   | Notes:  |
|--|---|---|
| Accommodation and Food Services          |    | Additional short term accommodation facilities focusing on Students.                          |
| Tourism                                  |    | Development of new tourism experiences for the Lockyer Valley from new and existing operators |
| Manufacturing                            |    | Enquiry from processing facilities considering relocating to SEQ.                             |
| Electricity, Gas, water & waste services |    | A number of enquiries about alternate electricity generation including solar and bio          |
| Arts & Recreational Services             |    | Home based business enquires in respect to 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 new and expansion to the region                                 |

**Attachments**

1  Progress Group Action Register - 4 July 2018 1 Page

# Connected Council

PROGRESS GROUP (WHEEL OF COUNCIL ISSUES)  
ACTION REGISTER  
UPDATED: 4 July 2018

| DATE      | PRIMARY OUTCOME        | SECONDARY OUTCOME                                    | ACTION  | TYPE                   | RESPONSIBILITY                       | TIMEFRAME   | STATUS   |
|-----------|------------------------|--|---|------------------------|--------------------------------------|-------------|--|
| 06-Jun-18 | Sharing information    | Building trust in LVMC                               | Media releases, Valley Voice to be published on the internet  | Just do it             | WCE Team (Well)                      | 30-Oct-2018 | Completed  |
| 06-Jun-18 | Sharing information    | Building trust in LVMC                               | Raise broader communication issues with ELT and work with them to determine the most effective ways to ensure internal information gets out to everyone - Leadership Team minutes available on the internet.  | ELT approval           | GRS                                  | 30-Oct-2018 | Completed  |
| 06-Jun-18 | Sharing information    | Building trust in LVMC                               | Raise broader communication issues with ELT and work with them to determine the most effective ways to ensure internal information gets out to everyone - ELT meeting minutes to be added to internet   | ELT approval           | CEO                                  | 31-Oct-2018 |  |
| 06-Jun-18 | Sharing information    | Building trust in LVMC                               | Raise broader communication issues with ELT and work with them to determine the most effective ways to ensure internal information gets out to everyone - ELT Roadshow times shared to allow all to attend  | Just do it             | CEO                                  | 30-Oct-2018 | Completed  |
| 06-Jun-18 | Sharing information    | Building trust in LVMC                               | Raise broader communication issues with ELT and work with them to determine the most effective ways to ensure internal information gets out to everyone - Further discussion to be held at the 31 July Leadership Team workshop on sharing of information | Stakeholder engagement | Facilitators and Leadership Team     | 30-Oct-2018 | Leadership Team have had an initial discussion regarding communication in the organisation. Further discussion will occur at 31 July 2018 workshop. Consideration to be given to communication by all when have a responsibility to share it |
| 06-Jun-18 | Building trust in LVMC | Sharing information                                  | Inconsistency around communication relating to employees leaving the organisation leading to distress, confusion and gossip   | Stakeholder engagement | Facilitators and Leadership Team     | 31-Jul-2018 | ELT tasked Leadership Team to consider appropriate communication methods at 31 July workshop for ELT consideration   |
| 06-Jun-18 | Building trust in LVMC | Offering fair and appropriate incentives and rewards | Inconsistency regarding how decisions are made around things like gifts / flowers / decisions / catering / how dress days / staff turnouts - develop Guideline  | Stakeholder engagement | New Working Group                    | 30-Oct-2018 | ELT support the establishment of a working group of Managers/Officers to draft a guideline. Also to be included in rewards and recognition, years of service recognition etc   |
| 06-Jun-18 | Building trust in LVMC | Creating consistent process documentation            | Inconsistency regarding how decisions are made around things like gifts / flowers / decisions / catering / how dress days / staff turnouts / develop governance arrangements for staff fundraising  | Stakeholder engagement | Wellbeing Committee and Facilitators | 30-Oct-2018 | ELT agreed to review of Wellbeing Committee for the establishment of governance arrangements around fundraising by staff   |



|           |  |                               |   |                        |  |                    |   |
|-----------|--|-------------------------------|---|------------------------|--|--------------------|---|
| 06-Jun-18 | Sharing information                                | Cooperating across work areas | Lack of access to information about who does what in Council and who to talk to (lack of employee photos, not of date org chart, lack of detail about individuals' roles, confusion about reporting relationships etc.) | EIT approval           | Leadership Team                          | 31-08-2018         | All email and Signe users to upload a photo by 31 August 2018 |
| 03-Jul-18 | Sharing information                                | Cooperating across work areas | Lack of access to information about who does what in Council and who to talk to (lack of employee photos, not of date org chart, lack of detail about individuals' roles, confusion about reporting relationships etc.) | Stakeholder engagement | Organisational Development               | 31-10-2018         | Further work required on role information                     |
| 03-Jul-18 | Sharing information                                | Cooperating across work areas | Lack of access to information about who does what in Council and who to talk to - <b>Information on what each team does to be developed by each team.</b>   | Just do it             | Facilitators and Leadership Team         | 30-09-2018         | Format for team information to be developed                   |
| 03-Jul-18 | Sharing information                                | Cooperating across work areas | Training and development - internal and formal - (thoughts of staff - succession planning/oversharing - communication about training when is possible?)   | Just do it             | Facilitators and Leadership Team and MCE | 31-12-2018         | Schedule of team articles to be developed                     |
| 03-Jul-18 | Sharing and training                               | Sharing information           | Request for each other - acknowledgement/stealing - communication regarding the values and encouraging respect in the workplace   | Stakeholder engagement | Organisational Development               | Future Action 2019 |   |
| 03-Jul-18 | Putting out vision, mission and values into action | Building trust in LWBC        | Request for each other - acknowledgement/stealing - communication regarding the values and encouraging respect in the workplace   | EIT approval           | CEO                                      | 30-09-2018         |   |
| 03-Jul-18 | Sharing information                                | Building trust in LWBC        | Establish guidelines for communication regarding the movement of staff  | Stakeholder engagement | Facilitators and Leadership Team         | 31-08-2018         |   |
| 03-Jul-18 | Sharing information                                | Building trust in LWBC        | Establish guidelines for the use of all staff emails  | Stakeholder engagement | Facilitators and Leadership Team         | 31-08-2018         |   |
| 03-Jul-18 | Sharing information                                | Building trust in LWBC        | Communication regarding the status of Employee of the Quarter/Team of the Year  | Just do it             | CEO                                      | 31-07-2018         |   |
| 03-Jul-18 | Sharing information                                | Building trust in LWBC        | Communication regarding current movement of staff   | Just do it             | CEO                                      | 31-07-2018         |   |
| 03-Jul-18 | Creating consistent process documentation          | Sharing information           | Clearly consistent use and purchase of name tags  | Just do it             | Facilitators                             | 31-07-2018         |   |
| 03-Jul-18 | Cooperating across work areas                      | Sharing information           | Develop process to share information about projects across the organisation   | Stakeholder engagement | Facilitators                             | Future Action 2019 |   |



## Councillor Portfolio Update - July 2018

**Date:** 01 August 2018  
**Author:** Kayla Bunn, Executive Support Officer - CEO & Councillors  
**Responsible Officer:** Ian Church, Chief Executive Officer

### Summary:

**Officer's Recommendation:**

**THAT Council receive and note the Councillor Portfolio Update report.**

## RESOLUTION

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

## Report

This report is to provide an update from Portfolio Councillors.

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

**Portfolio:**

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

- Media with Federal Member at Das Neumann Haus
- Meet ARTC CEO and community members at Forest Hill
- Lunch meet and greet with ARTC CEO, Federal Member, State Member, Chair Community Consultative Committee
- Media re Inland Rail position paper
- Attend Councillor workshop

**ORDINARY COUNCIL  
MEETING MINUTES  
8 AUGUST 2018**

- Attend Watoto Childrens' Choir
- Open and speak at Naidoc celebration at Laidley
- Portfolio meeting with engagement / media staff
- Meeting with DM Coordinator
- Agenda briefing
- Meeting with community members re Ingoldsby Recreation Club
- Meeting with Community Consultative Committee Chair Mr Mark Hohenaus
- Meeting with CEO
- Meeting with Lockyer Valley & Somerset Water Collaborative
- Meeting with Events staff re Emergency Services Day and Mayoral Christmas
- Attend and speak at opening of QLD Art Gallery Physical Video Exhibition
- Attend Laidley Show
- Chair Ordinary Council Meeting
- Officiate Citizenship Ceremony
- Meeting with RFS Regional Manager, Superintendent
- Meeting with Planning staff re community member planning enquiry
- Briefing re COMSEQ
- Meeting with Reg Dev staff re Regional Flavours, Ekka and Race Day
- Attend and Open Off Leash dog park, Laidley
- Meeting with community members re disability housing
- Speak at Water, Land, Vegetation Management and Business Support Leaders from South Region DNRME
- Attend DDMG meeting at Oakey
- Birthday visit for community member
- Meeting with CEO
- Agenda briefing
- Attend 'doing business with council'
- Attend Resilient Rivers Taskforce
- Attend COMSEQ Board Meeting
- 4WK Radio media re Regional Flavours
- ABC Radio re SERCO prison
- Open and speak at Family Health Clinic, Gatton
- Attend and Open Gatton Show
- Attend Regional Flavours
- Attend PEG meeting
- Attend Helidon Police Station re public nuisance
- Teleconference re Father of the Year
- Attend Councillor tour
- Chair Council Meeting
- Meeting with Parks and Gardens
- Meeting with staff re Users Group Laidley Sports Centre
- Meeting with community member re state of our region
- Debrief re COMSEQ
- Meeting with DM Coordinator
- Meeting with CEO
- Open the QLD Pant Horse State Championship
- Deliver Business Awards Kits Gatton Square businesses
- Host Ageo students and delegates



**ORDINARY COUNCIL  
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- Attend and speak at Opening of Grantham Backpackers Lodge
- Media at Grantham Backpackers
- Launch of Building our Future Funding Document with Federal Member
- Attend Ma Ma Creek Exhibition
- Attend SEQ Regional Planning meeting, Brisbane
- Attend LV Planning Scheme workshop
- Home visit of community member

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

1. Attended the Peg meeting on site at the Backpackers Resort Grantham.
2. Attended the Councillor Workshop.
3. Met with Cr Wilson and the CEO regarding the Independent Chair and Community Member for ARMC.
4. Attended the Lockyer Chamber of Commerce and Industry meeting.
5. Attended the LVRC stand at the Laidley Show.
6. Attended the Peg meeting on site at the Backpackers Resort Grantham.
7. Met with Plainland Crossing developers on site to discuss future plans.
8. Attended the Plainland Network meeting at Killing Time with Coffee.
9. Attended the Ordinary Council Meeting.
10. Attended the ARMC interview preparation discussions.
11. Attended the Australian Citizenship Ceremony at the Cultural Centre.
12. Attended ARMC interviews with Cr Wilson, CEO and Governance & Strategy Officer.
13. Attended the Qld Transport Museum Open Day.
14. Attended the opening of the Laidley Dog Park at the Laidley Rec Reserve.
15. Attended the Peg meeting on site at the Backpackers Resort Grantham.
16. Met with a resident with concerns about waste and the waste facilities.
17. Met with the Laidley Rec Reserve Committee.
18. Met with executive members of the Gatton Soccer Club.
19. Attended the Lockyer Chamber of Commerce and Industry After Hours.
20. Met with constituents RE; Mahons Bridge.
21. Met with members of the Mens Shed.
22. Attended the Doing Business with Council evening at the Cultural Centre.
23. Attended the LVRC stand at the Gatton Show.
24. Competed in the Young Farmers Challenge with Cr Vela.
25. Attended the official opening of the Spring Bluff Playground equipment with Cr Holstein.
26. Attended the Peg meeting on site at the Backpackers Resort Grantham.
27. Drove the bus for the Councillor Tour.
28. Attended the Ordinary Council Meeting.
29. Attended the LVCC monthly meeting with Cr Wilson and Cr Vela.
30. Attended the QATSIF/NAIDOC Parade at the Laidley High School.
31. Met with Ageo City Exchange Students at the Council Chambers.
32. Attended the Opening of the Grantham Backpackers Facility.
33. Met with representatives from rotary, regarding a future Wheelchair Challenge.
34. Did an interview for channel Nine News regarding the Gatton Prison.
35. Attended the LVRC Planning Scheme Briefing.

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

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2/7 – Grantham Backpackers Project Enhancement Group meeting  
2/7 – Catholic Education Golf Day (invited to play by St Mary's Laidley)  
3/7 – Council workshop  
3/7 – Audit & Risk Committee Selection Panel meeting  
4/7 – Lockyer Chamber of Commerce & Industry Sub Committee meeting  
4/7 - Lockyer Chamber of Commerce & Industry meeting  
6/7 – Attended Lockyer Valley Art Gallery Physical Video Exhibition  
7/7 – Attended Laidley Show opening & morning tea  
8/7 – Worked on the LRVLC stand at the Laidley Show  
9/7 - Lockyer Chamber of Commerce & Industry Sub Committee meeting  
10/7 – Onsite meeting with developers of Plainland Crossing  
10/7 – Plainland Business networking meeting  
11/7 – Governance Portfolio update meeting  
11/7 – Council meeting  
11/7 – Audit & risk committee interview preparation meeting  
12/7 – Australian Citizenship Ceremony  
13/7 – Audit & Risk committee panel interviews  
14/7 – Attended the Queensland Transport Museum open day  
15/7 – Attended the opening of the Laidley off leash dog park  
16/7 - Lockyer Chamber of Commerce & Industry Sub Committee meeting  
18/7 - Lockyer Chamber of Commerce & Industry business after hours function  
19/7 – Doing business with council presentation  
20/7 – Worked on the LVRCL stand at the Gatton Show  
22/7 – Worked on the LVRCL stand at Regional Flavours  
23/7 - Grantham Backpackers Project Enhancement Group meeting  
24/7 – Council Tour  
25/7 – Council Meeting  
26/7 – Lockyer Valley Cultural Centre working group meeting  
26/7 – Attended Leukaemia Foundation Lockyer Valley's AGM  
27/7 – Meet & Greet with Ageo City exchange students  
27/7 – Attended the opening of the Grantham Backpackers  
28/7 – Attended the Ma Ma Creek Exhibition  
31/7 – Lockyer Valley planning scheme workshop

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

- Meeting with resident regarding Community Hubs / Future Subdivision
- Attend Foothills Art Show & Markets and work at Foothills Art Show
- Attend Council workshop
- Find and email Rabbit Board photos to DDMRB CEO for annual report
- Attend Watoto Children's Choir
- Attend Derrymore Road site inspection with Seren
- Attend Darling Downs Moreton Rabbit Board meeting in Warwick
- Attend Physical Video Art Exhibition opening at Lockyer Valley Art Gallery
- Attend 128<sup>th</sup> Laidley Show and work on Council stand
- Attend Withcott & Upper Lockyer CWA AGM at Withcott Sports Centre
- Attend Crime Stoppers meeting
- Attend Withcott Helidon Lions Club meeting

**ORDINARY COUNCIL  
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- Attend onsite meeting at Norfolk Road with Seren to meet with residents
- Attend onsite meeting at Plainland with Plainland Crossing representatives
- Attend Plainland Business Networking meeting at Killing Time With Coffee
- Attend Council Ordinary Meeting
- Attend RADF meeting
- Attend Australian Citizenship ceremony at Cultural Centre, Gatton
- Attend Withcott Fire Brigade meeting
- Attend Centenary Park, Gatton for interview with WIN TV
- Attend Lions Club fundraiser at Repertory Theatre and supply pumpkin soup
- Attend Dog Off Leash park opening in Laidley
- Attend Darling Downs Moreton Rabbit Board CEO farewell in Warwick
- Attend Lockyer Chamber of Commerce Business After Hours in Laidley
- Attend meeting with CEO and residents regarding Building Better Regions funding
- Attend Spring Bluff Management Committee meeting in Gatton
- Update Facebook pages for Spring Bluff Railway Station and Lockyer Valley Tourism Association
- Attend Gatton Show and work on Council stand
- Attend meeting with RDAIWM CEO
- Attend and work at Regional Flavours on Council stand
- Attend official opening of new playground at Spring Bluff
- Attend Foothills Art Show & Markets Volunteers thank you BBQ
- Attend meeting with Helidon QPS and Mayor
- Attend Council site tour
- Attend Lockyer Valley Tourism Association meeting
- Attend Council Ordinary meeting
- Attend site meeting with John Keen and Lockyer District High School Police Liason Officer
- Attend meeting with Brendan Parks & Gardens and Mayor
- Attend AGEO City student visit
- Attend official opening of Farm Workers lodge in Grantham
- Attend 83<sup>rd</sup> Ma Ma Creek Exhibition
- Attend Withcott Helidon Lions Club changeover breakfast and give the Lions International Toast
- Attend LVRC/TRC Joint Working Group at Withcott Sports Centre
- Attend Withcott Progress Association AGM
- Create flyers for Crime Stoppers Trivia Night and attend to banking
- Attend New Lockyer Valley Planning Scheme briefing
- Attend Helidon Progress Association meeting
- Regional Development Australia Ipswich & West Moreton Update – An end of term meeting was held and retiring committee members were thanked with each receiving a gift for their years of volunteer contribution to RDA. Federal Minister Dr John McVeigh has appointed new committee members and they will attend their first meeting in the coming weeks.
- Darling Downs Moreton Rabbit Board update – The Moreton Division patrolmen have been replacing footnetting and posts, cleaning drains and floodgates, vegetation control, slashing, brushcutting and spraying. The fence replacement program has commenced in the Lindsay Creek area with some of the strainer posts having been installed. Work has commenced on footnetting replacement in the Mt Lindsay area. DDMRB compliance staff surveyed properties in the Murphys Creek area to complete stage 1 of the survey being

**ORDINARY COUNCIL  
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conducted north of Toowoomba. Stage 2 of the Toowoomba Survey is currently underway with over 860 properties attended by DDMRB staff, TRC and Qld Murray Darling Committee. Stage 2 includes properties to the north of the new Second Range Crossing, west to Gowrie Junction and north to Merrits Creek and Hampton areas. This area has been known to harbour rabbits due to soil type, climate and man-made harbour. To date 288 properties have been recorded as having rabbits, of these 180 properties have breeding places. DDMRB compliance staff identified an outbreak of Myxomatosis in the Mt Kynoch area north of Toowoomba. Up to 30 rabbits were found dead on one property with dozens more live rabbits located infected with the virus. The outbreak occurred only two months after RHDV-2 was identified in the same area and will assist by reducing the number of rabbits with immunity to Rabbit Calici Virus.

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

- Meeting with resident regarding Community Hubs / Future Subdivision
- Meeting with resident regarding town planning for a business proposal Councillor Workshop
- Planning Scheme Update
- Physical Video – Art Exhibition Opening
- Morning Tea for the 128<sup>th</sup> year of the Laidley Show
- Manning the Council booth at the Laidley Show
- Onsite meeting and site tour at Plainland Crossing with applicant, councillors and officers regarding an application
- Plainland Networking meeting
- Ordinary Council Meeting
- Australian Citizenship Ceremony
- QTM Fun Day
- Opening of the Laidley Dog Off Leash Area
- Gatton Historical Society Meeting
- Talk at the Lockyer Ladies Social Network at the Grantham Butter Factory
- Planning Portfolio Catch Up
- Planning Scheme Update
- Attend Das Neuman Haus Meeting
- Attend Business After Hours – Council Presentation on ID Profiling
- Spring Bluff Committee Meeting
- Family Health Clinic Opening
- Manning the Council Booth at the Gatton Show
- Biodiversity Property Planning Workshop
- Meeting to discuss the “Overview of the New Lockyer Valley Planning Scheme
- Councillor Tour
- Lockyer Valley Tourism Committee Meeting
- Ordinary Council Meeting
- Leukaemia Foundation AGM
- Ageo City Exchange Student Visit
- Opening of the Backpacker Facility at Grantham
- Launch of the Building our Future Funding Document
- Attend the 83<sup>rd</sup> Ma Ma Creek Exhibition
- New Lockyer Valley Regional Council Planning Scheme Councillors Briefing

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**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 NAIDOC 2018 celebrations at Ferrari Park Laidley.

I attended the Bringing Employees and Schools Together (BEST) meeting in Gatton;

- The Manager, Gatton Branch DISCO said he would be happy to deliver the five module Youth MAX Plus, John Maxwell Team youth leadership program. Nolans Transport would be happy to supply participants for the pilot program
- Faith Lutheran College, in conjunction with the Department of Employment, Small Business and Training and TAFE Queensland South West, are hosting an Industry breakfast on Wednesday 15th August, A tour of the College's Trade Training Centre will be undertaken
- Councils Senior Economic Development Coordinator advised that the Lockyer Valley Business Awards are scheduled for this October. The apprentice and trainee questions are on the nomination forms

I attended the NAIDOC debrief meeting on behalf of the Community Development and Engagement Officer;

- All present expressed great satisfaction with the community turnout and the positive responses received. The Committee also expressed their gratitude to Council for their support. That sentiment was reciprocated.

I visited Crayons Early Learning Centre in Hatton Vale to help plant a tree for National Tree Day.

**Arts and Culture**

I attended the Regional Arts Development fund committee meeting at the Gatton Library.

- Four applications received funding for various projects

I attended the 'Physical Video' art exhibition at the Lockyer Valley Art Gallery.

I attended the Australian citizenship ceremony at the Lockyer Valley Cultural Centre.

**Organisations and Committees Representation:**

- Attended the Foothills Art Show markets at Postman's Ridge Hall
- Meeting with Cr. McLean and Resident regarding the opening of a home-based business.
- Attended the Forest Hill Community Hall Association meeting at School of Arts Forest Hill
- Attend the Lockyer Valley and Somerset Water Collaborative meeting – Council Office
- Laidley Spring Festival meeting regarding stall holder allocations – Laidley Cultural

**ORDINARY COUNCIL  
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Centre

- Interview for Win TV to promote Art Gallery exhibition
- Worked on Council Stand at Laidley Show and attended the 128<sup>th</sup> Celebration morning tea.
- On site meeting and tour with Councillors, Officers and the Developer with regard planning issues around Plainland Crossing development
- Attended the Plainland Network meeting at Killing Time with Coffee – Plainland Shopping Centre
- Meeting with the Coordinator Governance & Strategy
- Attended the 'Growcom Meet and Greet' with the CEO at Cottons Gatton
- Attend Laidley Spring Festival Committee meeting at Laidley Library
- Attended the 'Business After Hours' at Laidley Library – Council presentation on ID Profile
- Attend the 'Doing Business with Council' evening held at Lockyer Valley Cultural Centre
- Worked on Council stand at the Gatton Show
- I attended the official opening of the 'Family Health Clinic' in Gatton
- Worked on Council stand at 'Regional Flavours' – South Bank Brisbane
- Meeting with the Event and Marketing Officer and local community member with regard to new event for Laidley Spring Festival
- Attended the Leukaemia Foundation AGM at Porters - Plainland
- Travelled to Logan City Council Offices for Judging the regional recipient of the 'Father of the Year' award
- Welcomed Ageo City Exchange Students with the Mayor and Councillors - Council Chambers
- Attended the opening of the 'Farm Workers Lodge' and the Launch of the Building our Future funding Document by the Federal Member for Wright at Grantham
- Attended the Ma Ma Creek Festival – Ma Ma Creek Hall
- Attend the 'New Planning Scheme' briefing – Council Chambers
- Attended Council meetings, workshops and tours.

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

01/07 - Attend Lockyer Foothills Art Exhibition and Markets

03/07 - Attend Councillor Workshop

05/07 - Attend Meeting re: Laidley Business Incubator

06/07 - Attend Media Appointment re: LVRC custom made dog traps

07/07 - Assist on the LVRC stand at the Laidley Show

10/07 - Attend Meeting re: Plainland Development

10/07 - Attend Plainland Network Meeting

11/07 - Attend Ordinary Council Meeting

12/07 - Attend Australian Citizenship Ceremony

13/07 - Attend Darling Downs/South West Environmental Health Australia Regional Group Meeting

14/07 - Attend Queensland Transport Museum Fun Day

15/07 - Attend The Opening of the Laidley Off Leash Dog Park

18/07 - Attend Business After Hours presentation on ID Profile.

19/07 - Attend Doing Business with Council Evening



**ORDINARY COUNCIL  
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- 
- 20/07 - Attend The Opening of Gatton Family Health Clinic
  - 20/07 - Compete in the Young Farmers Challenge Gatton Show
  - 21/07 - Assist on the LVRC stand at the Gatton Show
  - 21/07 - Assist The Lions Club of Gatton at the Gatton Show
  - 22/07 - Assist on the LVRC stand at Regional Flavours Event
  - 24/07 - Attend Councillor Tour
  - 25/07 - Attend Councillor Portfolio Briefing
  - 25/07 - Attend Ordinary Council Meeting
  - 26/07 - Attend Lockyer Valley Cultural Centre Planning Meeting
  - 27/07 - Attend Ageo City Exchange Student Visit
  - 27/07 - Attend The Opening of the Grantham Farmworkers Lodge
  - 27/07 - Attend The Healthy Land and Water Gala Awards Dinner
  - 28/08 - Attend The 83<sup>rd</sup> Ma Ma Creek Exhibition
  - 31/07 - Attend Councillor Briefing re: LVRC Planning Scheme



**Submission to the Economics and Governance Committee Inquiry  
into the Draft Local Government (Dissolution of Ipswich City  
Council) Bill 2018**

### Summary:

The purpose of this report is to seek endorsement of the submission made by the Chief Executive Officer on behalf of Lockyer Valley Regional Council, to the Queensland Parliamentary Economics and Governance Committee Inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018. The Queensland Government has proposed legislation to dissolve the Ipswich City Council and appoint administrators. This legislation proposed is inconsistent with a range of fundamental legislative principles and as such a submission was made to the Economics and Governance Committee Inquiry.

**Officer's Recommendation:**

**THAT Council endorse the submission made by the Chief Executive Officer on behalf of Lockyer Valley Regional Council, to the Queensland Parliamentary Economics and Governance Committee Inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018.**

**THAT Council endorse the submission made by the Chief Executive Officer on behalf of Lockyer Valley Regional Council, to the Queensland Parliamentary Economics and Governance Committee Inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018, as attached.**

**Moved By:** Cr Hagan                      **Seconded By:** Cr Cook  
**Resolution Number:** 16-20/1050

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

## Report

The Draft Local Government (Dissolution of Ipswich City Council) Bill 2018 (Bill) has been prepared by the Queensland Government. The policy objective of the Bill is to dissolve the Ipswich City Council and provide for the appointment of an interim administrator to act in place of the Ipswich City councillors for an interim period. As this Bill does not comply with fundamental legislative processes a submission to the Committee to raise concerns about the draft legislation was made.



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**2. Background**

On 17 July 2018 the Economics and Governance Committee of the Queensland Parliament announced an inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018. Submissions on the draft Bill closed at 12.00pm, Wednesday 25 July 2018. In consideration of the short timeframe to lodge a submission on the draft Bill, the Chief Executive Officer on behalf of Lockyer Valley Regional Council made a submission to address the concerns identified. This submission is now presented to Council for endorsement.

An informal overview of the submission was provided to Councillors prior to the document being submitted to the Economics and Governance Committee.

**3. Report**

The Draft Local Government (Dissolution of Ipswich City Council) Bill 2018 seeks to operate outside the existing framework of the *Local Government Act 2009* and overrides current legislation which guides the process for the appointment of administrators in place of councillors. The draft Bill seeks to remove Ipswich City Council councillors and is inconsistent with a range of fundamental legislative principles.

On that basis, the submission made by the Lockyer Valley Regional Council (attached) briefly discusses the role and importance of local government and raised concerns relating to the:

- Council specific nature of the legislation
- Process and limited timeframe for review
- Lack of procedural fairness/natural justice; and
- Removal of the capacity to review decisions.

The main focus of Council's submission is the denial of natural justice, a fundamental legislative principle. Accordingly, the submission concluded that the Bill in its current form could not be supported.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

There are no financial or resource implications arising from this report.

**6. Delegations/Authorisations**

No additional delegations are required by this report.

**7. Communication and Engagement**

Council's submission was lodged with the Economics and Governance Committee and correspondence on the matter has been provided to the Minister for Local Government. No further communication or engagement is proposed at this time.

An informal overview of the submission was provided to Councillors prior to the document being submitted to the Economics and Governance Committee.

**8. Conclusion**

**ORDINARY COUNCIL  
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The above report and attached submission outlines a range of concerns regarding the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018. Given the short timeframe provided by the inquiry into the draft bill, this is the first Council Meeting at which Council can formally consider the submission made by the Chief Executive Officer on behalf of Lockyer Valley Regional Council. It is recommended that Council endorse the submission made to the Queensland Parliamentary Economics and Governance Committee Inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018.

**9. Action/s**

**Attachments**

- 1 [↓](#) Inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018 3 Pages

Lockyer Valley Regional Council



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**Submission to the Economics and Governance Committee Inquiry into the  
Draft Local Government (Dissolution of Ipswich City Council) Bill 2018**

24 July 2018

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**Introduction**

The Economics and Governance Committee of the Parliament of Queensland is conducting an Inquiry into the Draft Local Government (Dissolution of Ipswich City Council) Bill 2018. The policy objectives of the Bill are to dissolve the Ipswich City Council (ICC) and provide for the appointment of an interim administrator to act in the place of the ICC Councillors for an interim period.

This Submission is made by the Chief Executive Officer of the Lockyer Valley Regional Council (LVRC) in response to a number of concerns relating to the Draft Bill. LVRC has been concerned for some time over the alleged behaviour of a number of Councillors and Officers from ICC that has been reported in the press. It is understood there are a range of legal proceedings on foot. It is important to note that Council has no view on the merits or otherwise of the matters that are before the Courts. Council is in favour of these matters being dealt with in accordance with existing legislative framework.

Council does not support the Bill as currently drafted. Despite Council's apprehension over the allegations against individuals from ICC, Lockyer Valley Regional Council has a number of concerns over the passage of this Draft Bill. In particular, Council has concerns over the speed at which this Bill has been drafted which limits consultation and appropriate review. The Council specific nature of the legislation, the apparent lack of natural justice and the absence of a right of appeal are also issues of concern to Council.

**Role of Local Government**

Local governments play a significant role in their respective communities and are an integral part of our Australian democracy. The *Local Government Act 2009* establishes the framework for the way in which local government is constituted, defines roles and responsibilities and establishes a system of government that is accountable, effective, efficient and sustainable.

Significantly that legislation also sets out principles that underpin the Act and specifies a framework to ensure local government is accountable and is performing its responsibilities properly.

These principles include:

- (a) Transparent and effective processes, and decision making in the public interest;
- (b) Democratic representation, social inclusion and meaningful community engagement;
- (c) Good governance of and by local government; and
- (d) Ethical and legal behaviour.

It is most important that these principles are adhered to by local governments. These principles should also be adopted by governments in the promulgation of legislation. On that basis Council retains a number of concerns regarding the Draft Bill that are briefly discussed below.

Lockyer Valley Regional Council



### **Council Specific Legislation**

Council is cognisant of the amendments made to the *Local Government Act* and other legislation following the review of Councillor complaints legislative requirements and the Crime and Corruption Commission's Belcarra Report. These recent changes to the legislative framework apply to all local governments across Queensland. It is concerning that a Bill is now proposed that targets a specific local government.

It is considered that a legislative framework, especially one that has so recently been reviewed and amended, should be robust enough to deal with breaches without resorting to Council specific legislation. If the existing legislation for local governments is ineffective, the framework for all local governments should be addressed.

### **Process for Drafting of Bill**

The local government principles described above appear to be under some threat if this Draft Bill is to proceed. The Council of Ipswich has been democratically elected. To terminate all Councillors and replace them with administrators raises questions about the nature of Ipswich's democratic representation.

Meaningful community engagement would generally provide for legislation to be provided to stakeholders for consideration and input. The current Inquiry has only allowed a week for submissions. This timeframe would generally be considered insufficient for the purposes of meaningful community engagement.

### **Procedural Fairness/ Natural Justice**

As indicated above, the Council specific nature of the Bill is of concern particularly with respect to the *Legislative Standards Act 1992*. That Act specifies fundamental legislative principles that underlie a parliamentary democracy based on the rule of law. One of those fundamental legislative principles is for legislation to be consistent with the principles of natural justice. The legislation does not provide for procedural fairness for affected parties. Councillors who have their role terminated by this legislation will have no rights under this legislation. The Minister is not required to provide justification for this termination and Councillors will not be given a fair hearing or the opportunity to present their case.

### **Appropriate Review of Decisions**

Another of the fundamental legislative principles relates to ensuring that decisions are subject to appropriate review. This Bill specifically removes any right to judicial review relating to decisions made by Minister to appoint administrators. This approach appears to be distinguished from the general capacity under the *Local Government Act* for the review of decisions.

If this Bill were to proceed, the Minister would have the power to dismiss the entire Ipswich City Council which contains 10 Councillors who have no allegations or charges against them. Further, under this Bill, these Councillors would not be able to seek recourse to the decision.

This approach does not seem to be consistent with the local government principles outlined above, nor generally in keeping with the intent of the *Legislative Standards Act*. It is not apparent that there are sufficient grounds at this time for such a punitive approach.

Lockyer Valley Regional Council



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### Concluding Remarks

Lockyer Valley Regional Council is concerned about the reputational damage being caused to the system of local government. The matters currently before the Courts and further allegations made against both individual Councillors and officers at ICC reflect poorly on that Council. These matters also potentially undermine confidence in our entire system of local government.

However, Council is also concerned about the potential changes proposed by this Draft Bill. It is considered that the dismissal of the entire ICC without due process will compound the damage being done to our local government system. While the State Government's frustration with these matters is palpable, the approach taken in the draft Bill is concerning for the reasons outlined above. Further, the substance of the draft Bill does not show sufficient respect for this important tier of government. This in turn works to undermine the effectiveness of, and respect for, local governments in our communities.

Local government seeks quality leadership from our elected representatives. If Councillors can be dismissed from democratically elected positions without any wrongdoing, and without any avenue of appeal, it will discourage good people from entering local government.

It is considered that the approach taken with this Bill compounds the problems that have been highlighted at ICC and that the current legal actions underway against individuals from ICC should be allowed to take their course. Given the concerns outlined above, the Bill in its current form is not supported.

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**Proposed Trustee Lease of Lot 904 on SP179255 - Application of Section 236 (1)(c)(iv) Local Government Regulation 2012 Exception**

**Date:** 01 August 2018  
**Author:** Julie Millard, Property Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

The purpose of this report is to consider the application of the exception from tendering for the disposal of Lot 904 on SP179255 contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* to enable a Trustee Lease for the land to be entered into with an adjoining landholder.

**THAT with respect to the future use of Lot 904 on SP179255, Council resolve to:**

- (a) apply the exception contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* in order for a Trustee Lease to be entered into with the interested adjoining landowner; and**
- (b) delegate authority to the Chief Executive Officer to negotiate a Trustee Lease with the adjoining landowner on terms satisfactory to Council**

**THAT with respect to the future use of Lot 904 on SP179255, Council resolve to:**

- (a) apply the exception contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* in order for a Trustee Lease to be entered into with the interested adjoining landowner; and**
- (b) delegate authority to the Chief Executive Officer to negotiate a Trustee Lease with the adjoining landowner on terms satisfactory to Council**

**Moved By:** Cr Wilson                      **Seconded By:** Cr McLean  
**Resolution Number:** 16-20/1051

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

## Report

## 1. Introduction



**ORDINARY COUNCIL  
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The purpose of this report is to consider applying the exception from tendering contained in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* to enable a Trustee Lease to be entered into over land described as Lot 904 on SP179255 (Land) situated at Fairway Drive, Kensington Grove.

**2. Background**

On the 4 May 2018, Council received a request from the owners of Lot 297 on SP179255 to lease the adjoining land described as Lot 904 on SP179255 for grazing purposes.

To determine whether Council could apply an exception from tendering, or if a tender process was required, Council's Property Officer has written to all other adjoining landowners requesting they advise whether they wished to lease the Land. No written response was received by any of the adjoining landowners.

As no other interest has been expressed, there is an opportunity for Council to apply an exception from undertaking a formal tender process and offer a lease to the interested adjoining owner (Proposed Lessee).

**3. Report**

An Aerial Plan showing the Land, and the adjoining land owned by the Proposed Lessee, is attached to this report.

The Land is approximately 3.78 hectares and is a reserve for park purposes. It is zoned rural landscape and is currently overgrown with tall grass. The Parks Advisor has advised that the Land has sloped topography that is subject to flooding and as such it is unlikely that a park would ever be established in this location. Council currently performs minimal mowing maintenance on the Land.

The Proposed Lessee wishes to use the land for grazing purposes to address the current overgrown nature of the Land. The Proposed Lessee has requested a lease for 5 years, but would be willing to accept a longer or shorter term to suit Council. A rental offer of \$4,160.00 per annum has been made and the Proposed Lessee is open to negotiation. This figure is based on local agistment fees for grazing uses and equates to \$80 per week.

As no other adjoining landowners have expressed any interest in leasing the Land, it is open to Council to resolve to apply the exception from tendering in Section 236(1)(c)(iv) of the *Local Government Regulation 2012* to enable a trustee lease to be offered to the Proposed Lessee. In anticipation of Council adopting this approach, consultation has been undertaken with relevant Council teams to obtain their views in respect of the lease proposal.

Council's Environmental Officer has advised that the Land currently has no environmental value, although it could be suitable for a vegetation offset in future. It was suggested that a shorter term lease, of perhaps two years, may be more appropriate to accommodate this. It was also noted that there are garden beds established by the developer at certain locations on the Land and these should be fenced off to prevent damage by stock.

Council's Acting Executive Manager of Infrastructure Works and Services has no issue with the land being leased and is not aware of any possible vegetation offsets as indicated by Council's Environmental Officer. As the Land floods from time to time, it has not been

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identified for any particular Council use and it may be more appropriate to offer a longer term lease if the Proposed Lessee is willing to maintain the Land as indicated.

After considering these comments, Council's Legal Services and Property Coordinator proposes to offer a lease term of at least five years and include a reservation in the trustee lease that allows Council to terminate the Lease if the Land is required for environmental offset or other strategic purposes.

The recommendation made in this report will enable Council to meet its statutory obligations for disposal of the Land, negotiate satisfactory lease terms and transfer maintenance responsibility for the Land to the Proposed Lessee.

**4. Policy and Legal Implications**

A trustee lease may be offered to an individual for a term of up to 30 years, but cannot contain any renewal options. The Department of Natural Resources, Mines and Energy will need to consent to the Trustee Lease as it is a minor intensification of use of a park reserve, and Council will also need to prepare and register a Land Management Plan. This can all be arranged through Council's Property Officer.

In order to ensure Council will receive a market rent (or higher value) for the Land, as required by the *Local Government Regulation 2012*, a valuation will be obtained at Council's cost. The annual rent will be at least the amount offered by the Proposed Lessee, but will be set at the valuation amount if it is higher in order to meet legislative requirements.

The trustee lease will also include the Mandatory Standard Terms issued by the Department of Natural Resources, Mines and Energy.

**5. Financial and Resource Implications**

Council's costs to obtain a valuation are expected to be approximately \$1,500.00. It is expected that this expense will be recouped in the first 5 months of the lease term. Council will also save costs for maintaining the Land although only minimal maintenance is currently performed.

All application and registration fees will be the responsibility of the Proposed Lessee. No survey costs are anticipated as the lease will be over the whole of the Land, although the garden beds will need to be fenced off to prevent stock access.

**6. Delegations/Authorisations**

The recommendation in this report provides for the Chief Executive Officer to be delegated authority to negotiate satisfactory trustee lease terms with the Proposed Lessee.

**7. Communication and Engagement**

Council's Property Officer will be responsible for engaging with all relevant parties to prepare and register a land management plan and trustee lease over the Land.

**8. Conclusion**



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The recommendation made in this report will enable Council to immediately offer a trustee lease to the Proposed Lessee so that the overgrown Land can be addressed.

**9. Action/s**

1. Advise the Proposed Lessee of Council's resolution.
2. Arrange a valuation of the Land to determine the minimum rental.
3. Prepare the trustee lease and land management plan.
4. Complete negotiations with the Proposed Lessee.
5. Apply to the Department of Natural Resources, Mines and Energy for 'in principle' approval to the Trustee Lease and Land Management Plan.
6. Finalise, execute and register the Trustee Lease and Land Management Plan.

**Attachments**

- 1 [↓](#) Aerial Plan - L904 on SP179255 1 Page





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## **11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS**

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

**Date:** 30 July 2018

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

**Responsible Officer:** Dan McPherson, 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 Executive Manager Organisational Development and Planning Monthly Report for July 2018.**

#### **RESOLUTION**

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

**Moved By: Cr Cook**

**Seconded By: Cr Vela**

**Resolution Number: 16-20/1052**

**CARRIED**

**7/0**

#### **Report**

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

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

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

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

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

*ORGANISATIONAL DEVELOPMENT*



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**Enterprise Bargaining Update**

The Lockyer Valley Regional Council Enterprise Bargaining Agreement (Officers') 2018 has been voted upon with an 84.2% percentage of those who voted in favour of the Agreement. With the Agreement now voted on and accepted by the vast majority of relevant staff, the Agreement is now 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. The Field Agreement has been listed for Certification in the Queensland Industrial Relations Commission on Friday 3 August 2018.

**Lockyer District High School – Year 12 English Communication**

A member of the Organisational Development Team attended and spoke to Year 12 English Communication classes who are completing their employment unit. Topics included the do's and don'ts of drafting a resume, cover letter and how to address the jobs key selection criteria as well as giving students job interview tips. The students gained a lot from the presentation and especially enjoyed hearing real stories from employers who see resume and job applications on a regular basis.

*Workforce*

Council's establishment full time equivalent (FTE) number for July 2018 is 328.09. 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)
- 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

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- Financial Management (Supervisors/Management)
- Best Recruitment Practice

*Disciplinary Matters / Investigations*

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

*Work Health & Safety*

*Injuries/ Incidents*

There have been seven (7) injuries/incidents reported during this period:

- An employee sustained a lower back strain whilst lifting a cage onto a ute tray.
- Upon leaving a job site in Gatton, a truck driver drove past a group of young boys where one of them attempted to cling onto the truck. The concerned driver lost sight of the child who then reappeared from behind the truck. No injuries occurred.
- An employee sustained a lower back strain whilst moving a truck tyre.
- An employee has sustained lower back strain and a twisted knee as a result of falling from steps of a Council facility.
- An employee sustained an ankle sprain and bruising to right knee and arm, when falling over uneven flooring.
- Several employees were removed from their work area, to avoid potential health concerns from the fumes of glue used to lay carpet near their work area.

*Plant Vehicle/Property incidents*

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

- Telstra conduit was damaged during excavation works
- Traffic loop cables were damaged during kerbside excavation works.
- The front bumper and grill of a vehicle was damaged by a street sweeper.
- The windscreen of a parked car was damaged, when a stone flew out of a weeder at the Gatton Showgrounds.
- An aged QUU water main was cracked during kerbside works on South Street, Gatton.
- A ute collided with a power pole, causing damage to the rear panel, tailgate and combing rail.

*Near Miss Incidents*

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

- A driver drove dangerously at high speeds through road works, knocking over cones and narrowly missed entering an open trench. No injuries or damages occurred.

*Workers Compensation Claims*

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

There are one (1) workers compensation applications pending.

There is one (1) damages claim.

**SPORTS, RECREATION AND COMMUNITY GRANTS**

**LED Lighting Upgrade to Laidley Recreation Reserve**

The LED Lighting upgrade to the Laidley Recreation Reserve is now completed and has been successfully used for a little over 12 months, with the clubs paying for the power usage for the

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first time. The purpose of this project was to replace the old sports field lighting with new LED lights and included lighting an extra 2.5 hectares of sporting fields.

This project has reduced the overall power costs when compared to the 2016/17 financial year by \$16,716.40, with the clubs now contributing towards their usage, which totals \$4,077.21, totalling a saving of \$20,793.61 when compared to the 2016/17 financial year.

As the life expectancy of these lights is between 20-30 years depending on usage, Council will continue to see major savings at this facility.

#### Community Grants Program

The current round for Councils Community Grants Program commenced 1 August and will close on 31 August. This program is for non-recurrent grants between \$500 and \$4,000 and is available for not-for-profit community organisations to undertake projects, activities or events which benefit the wider community.

Please see attached minutes from the Laidley Recreation Reserve Committee Meeting, held 19 June 2018. The minutes were not received in time, for inclusion in last month's report.

#### *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 draft content of the Planning Scheme has now been completed, with the exception of the flood hazard overlay. Councillor Workshops will commence in August with completion expected by the end of September. The Planning Scheme amendments public notification has been completed. Submissions are to be reviewed and a report will be prepared for Council.

Refer to the attached table and graphs indicating all development applications, decisions and requests as at 21 July 2018.

#### *Environmental Planning*

##### Project Updates

##### Resilient Rivers Initiative Projects

Tender for revegetation on the Lockyer Creek phase 1 project has closed with 2 tenders under assessment. Further funding has been attained through the Resilient Rivers Initiative Catchment Investment Program. On-ground assessments of the Part 2 - Tenthill Resilience has commenced with landholder engagement.

##### Community Environmental Grants

CEG grants are now available and open for application from 1 August.

##### Water Quality at Lakes Apex and Freeman

Following council workshop discussion, a report has been drafted for the next August meeting.

##### Balaam Hill Biodiversity Offset

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Ten year contract for management of the site has now commenced with initial baseline evaluation of the site and set up transects for monitoring and ongoing assessment.

### Program Updates

| Program               | Activity  | Monthly Statistics |
|-----------------------|---|--------------------|
| Land for Wildlife     | Property visits   | 3                  |
|                       | New properties signed up  | 3                  |
| Internal              | Development Assessment – compliance/conditions/site inspections | 2                  |
| Weeds                 | Property visits   |                    |
|                       | New Property Pest Management Plans                              |                    |
|                       | Herbicide Subsidy Scheme vouchers issued                        |                    |
|                       | Community loan spray equipment                                  |                    |
|                       | Weed surveying – local roads                                    |                    |
|                       | Weed surveying – DTMR roads                                     | 2                  |
|                       | Weed surveying – Council properties                             |                    |
|                       | Weed spraying – local roads                                     |                    |
|                       | Weed spraying – DTMR roads                                      | 5                  |
|                       | Weed spraying – Council properties                              |                    |
| Feral Animals         | Wild dog, fox and pig baiting                                   | 33 participants    |
|                       | Community loan traps  | 4                  |
|                       | Rabbit survey   |                    |
|                       | Other trapping/Mosquito monitoring                              |                    |
| Community Pest Groups | Scalps  |                    |
|                       | Glen Cairn/Forest Hill  |                    |
|                       | Junction View   |                    |
|                       | Murphy's Creek  |                    |

### Requests

|                    |           |    |
|--------------------|-----------|----|
| Mayor / Councillor | New       | 1  |
|                    | Completed | 1  |
|                    | Active    | 2  |
| Customer           | New       | 81 |
|                    | Completed | 41 |
|                    | Active    | 93 |

### PLUMBING AND BUILDING SERVICES

The Grantham Backpackers Development

The project is nearing completion. Plumbing Business Unit expects to issue notification that the works completed so far are compliant, with the Plumbing Final expected to be issued around mid-end August, with Building Certificate of Completion (Form 11) expected around the same timeframe.

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

### Attachments



## **ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018**

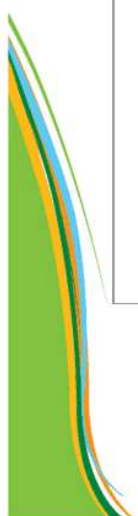
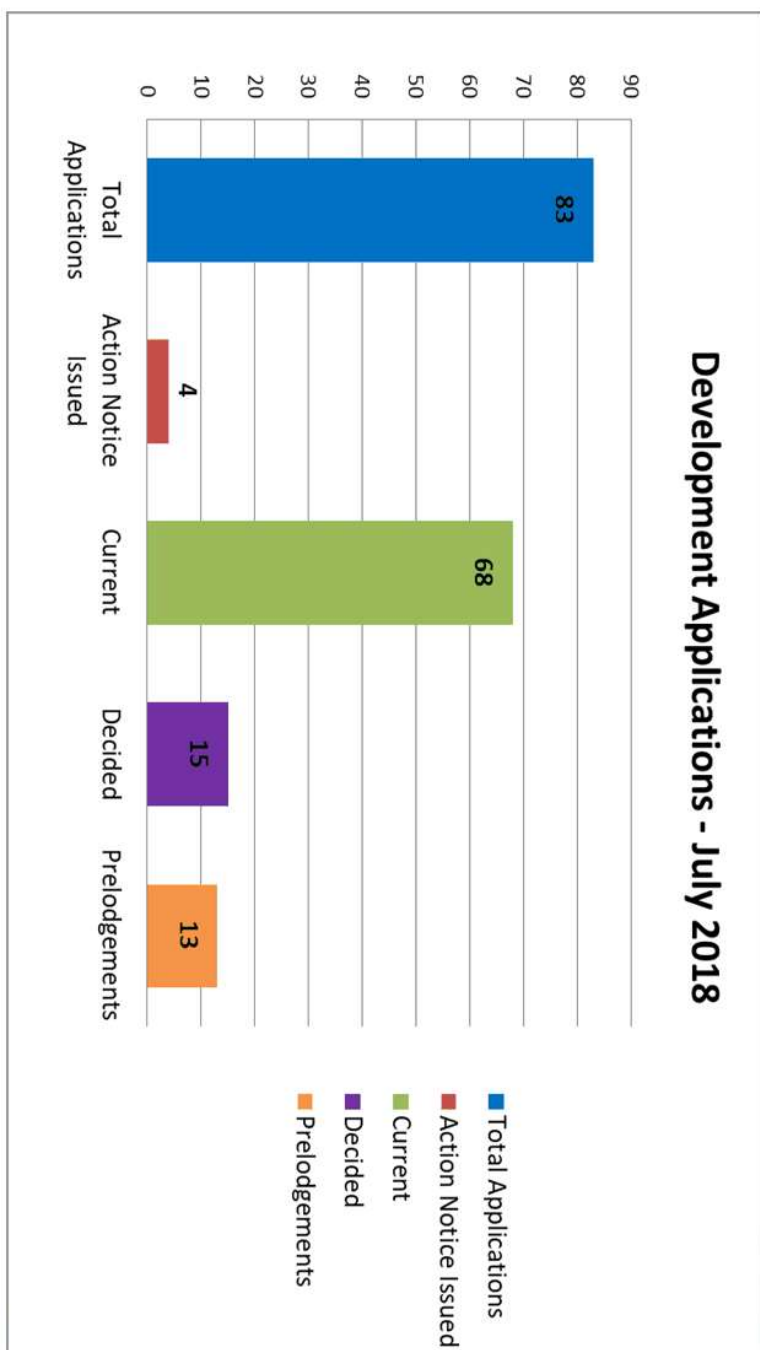
- 
- |   |                   |  |         |
|---|-------------------|--|---------|
| 1 | <a href="#">↓</a> | Development Applications Monthly Summary - July 2018 | 2 Pages |
| 2 | <a href="#">↓</a> | Development Application Graph's - May 2018           | 2 Pages |
| 3 | <a href="#">↓</a> | Laidley Recreation Reserve Committee Minutes - June  | 3 Pages |
| 4 | <a href="#">↓</a> | Plumbing and Building Statistics July 2018           | 4 Pages |



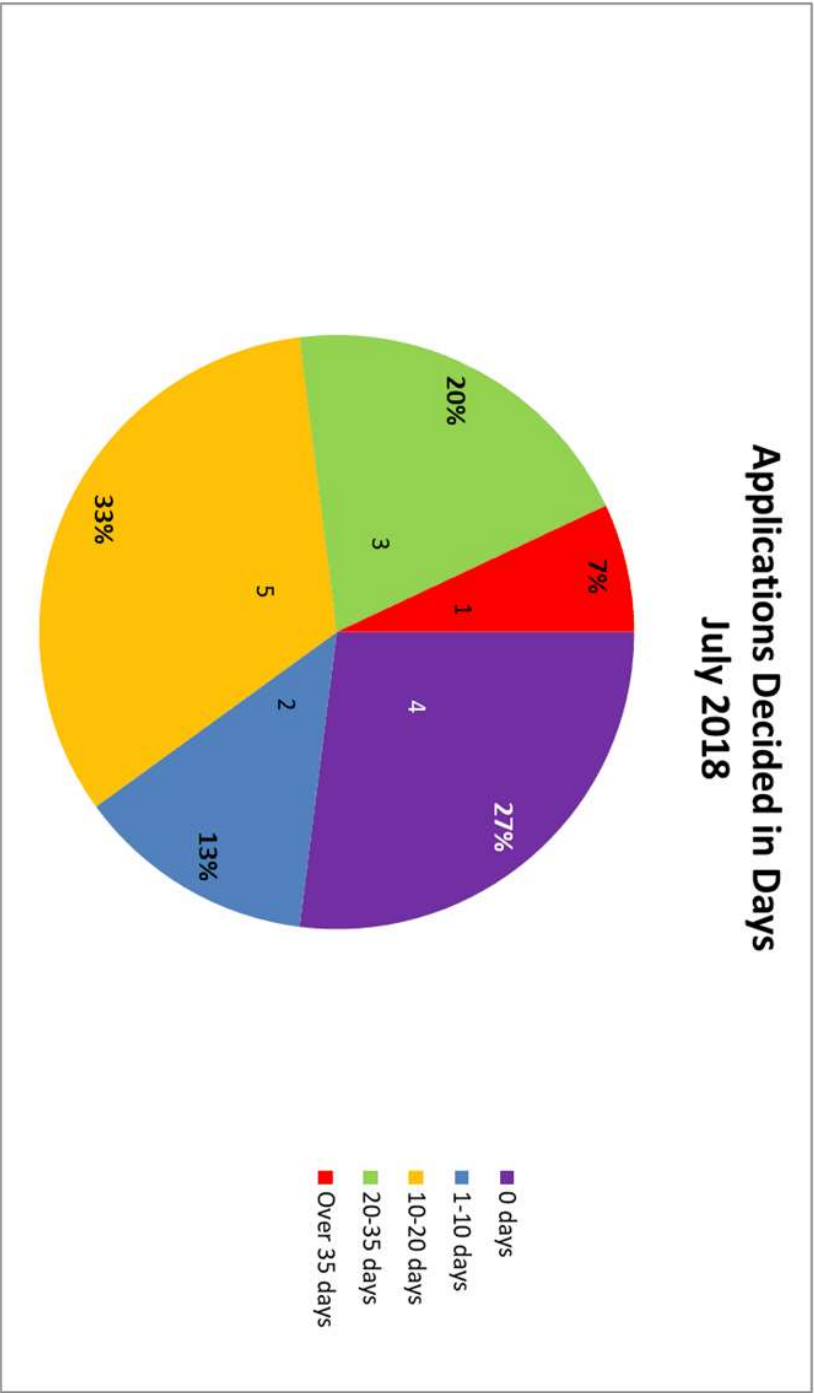
**Attachment 1**  
**Development Applications Monthly**  
**Summary - July 2018**

## Attachment 1

## Attachment 1



Applications Decided in Days  
July 2018



|                |         |  |
|----------------|---------|--|
| RL2018/0012    | 41 days | Additional Information was submitted late in the assessment process.   |
| RL2018/0009    | 34 days | Planning Assessment Officer and Senior Development Engineer workloads. |
| RL2018/0014    | 23 days | Associated application required to be decided prior to decision.       |
| MC2017/0054.01 | 21 days | Engineering Officer workload.  |



**LAIDLEY RECREATION RESERVE COMMITTEE**  
**MINUTES OF GENERAL MEETING HELD 19<sup>TH</sup> JUNE 2018**

**Attendance:** Dan Flanagan (President Laidley Rec Com), Trent Nibbs (LVRC), Pat Byrnes, Jason Cook (LVRC), Chris Wilson (LVRC), Col Lee (Softball), Kaylee Ilka (Netball), Ruby Jackwitz (LJRL), Michael Blackwood (Soccer), Len Moyle (Rugby League), Jill Ilka (LTA).

**Meeting Opened:** 5:40 pm

Firstly, Dan Flanagan informed us that Jason Gray had resigned as President of Laidley Soccer and he welcomed the new President, Michael Blackwood to our meeting.

The minutes from the previous meeting were then read. Jill Ilka moved they be accepted as a true and accurate record – Ruby Jackwitz seconded – carried.

**Business Arising from Minutes:**

- **Field Signs** – Pat Byrnes reported, on behalf of Laidley Touch, that the Acrylic Laser Cut signs, which have been made to replace the existing “Noel Langlands” & “John Lyons” wooden signs on the far fields, have arrived. Talks are underway to organise the brackets to attach the signs to the poles.
- **Bollards** – Council workers have erected bollards along Edward Street finishing the 1<sup>st</sup> Stage. The next stage of new bollards will be included in the next Council budget and erection should commence asap after that.
- **Mick Brennan Sign** – has been removed and has been stored in the Rugby League shed.
- **LED Sign** – Still waiting to hear if our Grant application was successful – grants have not been announced as yet.
- **Areas around fields wet** – Trent reported that the old sprinkler heads are being replaced with new ones throughout the whole grounds.
- **Town of Origin Touch** – between Laidley and Gatton was held in Gatton on the 1<sup>st</sup> June. Four games were played, Open Men’s, Open Ladies, Open Mixed and Over 35’s. The night ended in a 2 all draw.
- **Alara** – Jill reported that touch hosted the Alara Kids on the 26<sup>th</sup> May. Even though only three children turned up they still enjoyed the activities. The next to host the morning will be Rugby League on the 23<sup>rd</sup> June and then Netball on the 21<sup>st</sup> July.

- **CCTV cameras/Power switches** – At the last meeting Dan reported that the power is tripping out when kids are plugging in their devices or poking things into the power switch in the “lean to” area. This in turn throws out the security cameras on top of the “lean to”. Dan said he had put a new switch in but it had been broken again and it was pointless putting in another one. He has been sourcing options for different power points and other options to solve the problem. One suggestion was to erect a cage around the bar area.
- **Car Parking – Whites Road** – Dan and Jill to draft a letter to council to bring to their attention how dangerous Whites Road is becoming. It is a real safety issue with black spots and no street lighting.
- **Netball courts** – At the last meeting Kaylee reported that there is significant damage to the netball courts, especially around the edges. Trent sent her some names of people to contact regarding the courts. She reported at this meeting that Netball committee has received 2 quotes so far and are waiting on a third.

#### GENERAL BUSINESS:

- **Management of Fields** – Discussion about management of fields eg field closures & maintenance took place. Council reps advised they are having a meeting regarding the management on the 3<sup>rd</sup> July. Following this initial meeting, they will then meet with club reps to discuss issues.
- **Detergent dispenser** – In dishwasher in kitchen has not yet been attended to. Trent to follow up.
- **Function Room/Bar Area** – Col Lee posed the question as to whose job it is to put the fridges on prior to a function. Trent said the normal procedure would be that the cleaner could put them on if advised beforehand or someone who has been issued a key for the function could also go in and turn them on. They don’t take very long to get cold.
- **Latch on front door** – Col also brought attention to how difficult it is for people in wheelchairs to get through the front door of the complex. There is no latch to hook the door back, which also makes it difficult for people bringing supplies in through that doorway. Trent said he would look into a way for the door to stay back as people enter the building.
- **Gas Bottles** – Ruby asked who is responsible for replacing empty gas bottles in the kitchen. Trent said he will discuss with Kerry and sort something out eg as to whose job it is to check and change bottles.
- **Ambulance entrance** - The lock is broken on the yellow bollard where the Ambulance enter, near the main gate. A new lock will be put on and keys issued to clubs accordingly, but until this happens it will be left unlocked. A yellow bollard will also be put in at the Ambulance entrance near the Netball courts.

- **Soccer/Netball Building** – Michael reported that the handles on all the male and female toilet doors in the toilet block are nearly broken. Trent will report to maintenance.
- **Soccer Carnival** – Michael reported that their Soccer Carnival which was held on the 16<sup>th</sup> June was a very huge and successful day. He was happy that they had received lots of good reports about the day.
- **Dog Park** – The fencing has gone up for the dog park. It has included the softball mound which wasn't in the Master Plan. The Committee voiced their concerns about the lack of communication regarding where the fencing is positioned. Jason and Chris agreed that our criticism about the project was warranted and they both admitted they were unaware of exactly where the fencing was to go. Communication with our committee, regarding any project at the Reserve, needs to be addressed. They will bring it up at the Council Management meeting.
- **Function** – Dan proposed that we, as a committee, hold a Sporting Function in the Function Room. He suggested getting a few speakers perhaps locals eg Kathy Raymont – Cricketer and Jimmy Orman – Jockey. Discussion took place about who else we could ask and whether to have a dinner and what night would be suitable. Dan will see if he can chase up Jimmy Orman and see what nights would suit him. He had already seen Kathy and she was happy to speak. More discussion next meeting.
- **Cleaner/Hirer Tasks** – Trent gave each club a copy of a list of cleaning duties the cleaner of the complex is responsible for and also a list of duties a Hirer of the complex is to undertake after use. The cleaner cleans at the complex from 6am to 8am every day.
- **Drain pipe** – Trent asked when the pipe, that is sticking up about 1 metre behind the new Netball/Soccer storage shed, is going to be cut off. Pat Byrnes replied, on behalf of Soccer/Netball, that since the building has been handed over to council it was up to council to cut it off.

**Meeting Closed** – 7.30pm

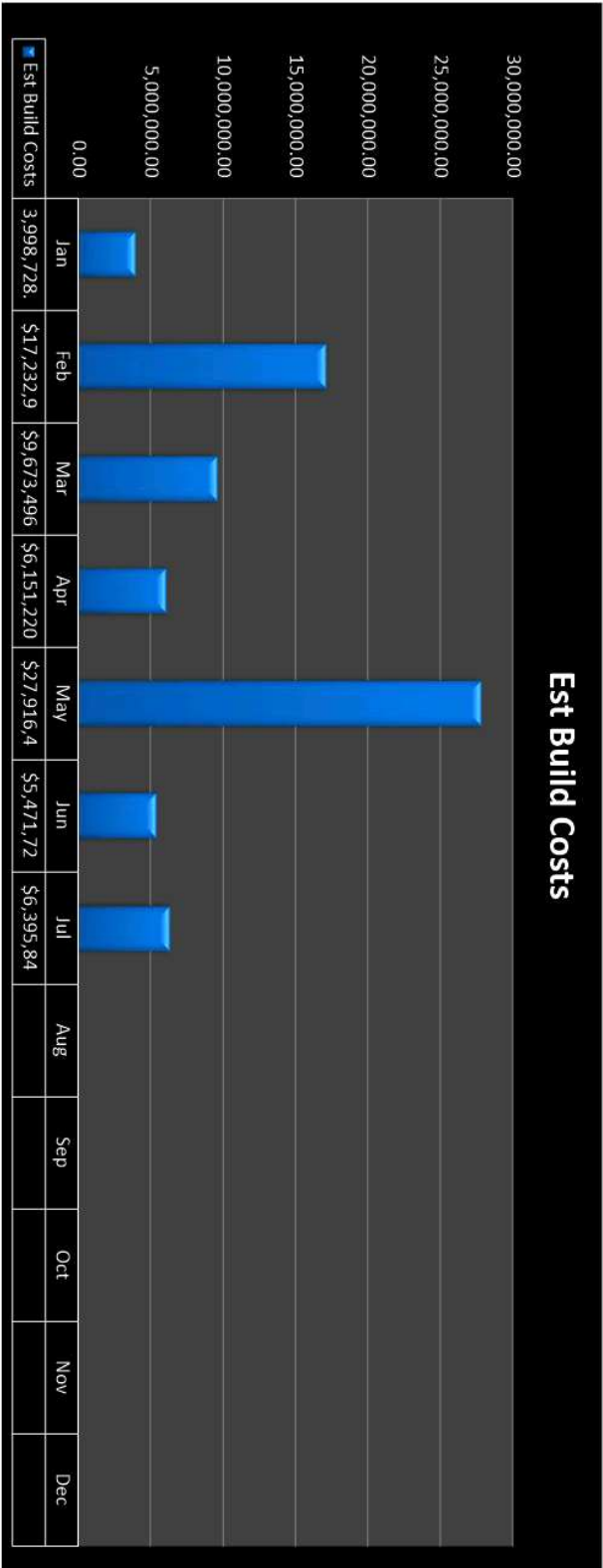
**Next Meeting** – Tuesday 17<sup>th</sup> July at 5.30pm.

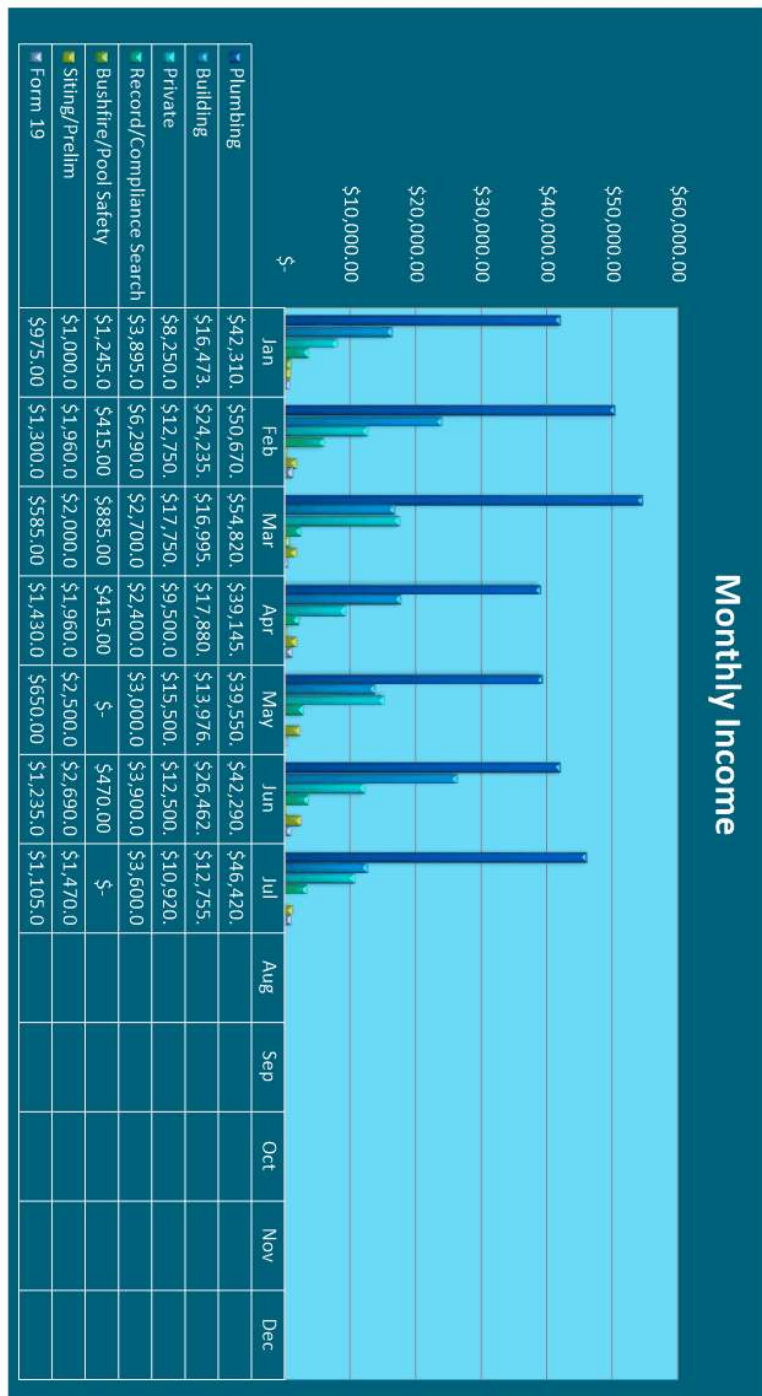


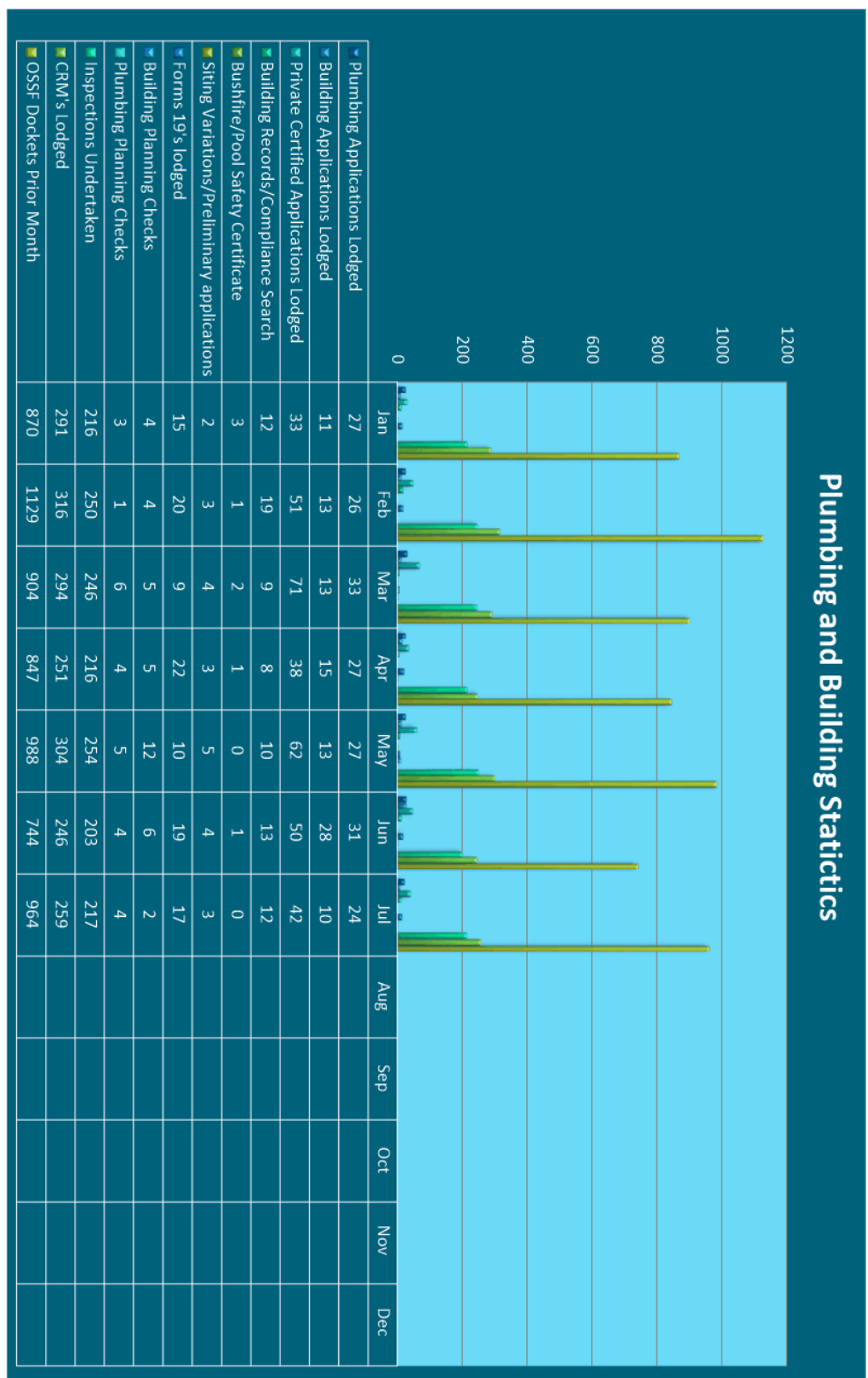
## PLUMBING AND BUILDING STATISTICS – JUL 2018



| ITEM | DESCRIPTION                                       | TOTAL        | APPLICATION FEES       | Days to Approve | REGIONAL COUNCIL<br>RESPONSIBLE OFFICERS |
|------|---|--------------|------------------------|-----------------|--|
| 1.0  | Plumbing Applications Lodged                      | 24           | \$46,420.00            | 2.17            | Plumbing                                 |
| 2.0  | Building Applications Lodged                      | 10           | \$12,755.00            | 5.75            | Building                                 |
| 3.0  | Private Certified Applications Lodged             | 42           | \$10,920.00            |                 | Admin Team                               |
| 4.0  | Building Record                                   | 12           | \$3600.00              |                 | Admin Team                               |
| 5.0  | Bushfire/Pool Safety Certificates Lodged          | 0            | \$0.00                 |                 | Building                                 |
| 6.0  | Siting Variations Lodged/Preliminary Applications | 3            | \$1470.00              |                 | Building                                 |
| 7.0  | Form 19's Lodged                                  | 17           | \$1105.00              |                 | Admin Team                               |
| 8.0  | Building Planning Checks                          | 2            | N/A                    |                 | Building                                 |
| 9.0  | Plumbing Planning Checks                          | 4            | N/A                    |                 | Plumbing                                 |
| 10.0 | Inspections Undertaken                            | 217          | N/A                    |                 | Plumbing and Building                    |
| 11.0 | CRM's Lodged (Inc. phone calls for inspections)   | 259          | N/A                    |                 | Plumbing and Building                    |
| 12.0 | OSSF Dockets Updated for June                     | 964          | N/A                    |                 | Admin Team                               |
|      | <b>TOTAL</b>                                      |              | <b>\$76,270.00</b>     |                 |  |
|      | <b>CONSTRUCTION VALUE OF BUILDING WORKS</b>       |              |                        |                 |  |
| 1.0  | Building Applications 01-07-18 to 31-07-18        | Domestic     | \$6,095,848.66         |                 |  |
|      | Building Applications 01-07-18 to 31-07-18        | Commercial   | \$300,000.00           |                 |  |
|      | <b>Year to Date</b>                               | <b>Total</b> | <b>\$72,841,621.96</b> |                 |  |







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**11.2 Application for Development Permit for Material Change of Use for Tourist Accommodation (Bed and Breakfast Accommodation) on L34 RP854931 at 7 Point Piper Close, Laidley Heights**

**Date:** 01 August 2018  
**Author:** Tammee Van Bael, Graduate Planning Officer  
**Responsible Officer:** Dan McPherson, Executive Manager Organisational Development & Planning Services

**Summary:**

The purpose of this report is to consider an application for a Material Change of Use for a Tourist Accommodation (Bed and Breakfast Accommodation) at 7 Point Piper Close, Laidley Heights.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and found to comply with the relevant benchmarks. It is therefore recommended that the proposal be approved in accordance with the officer's recommendation.

**Officer's Recommendation:**

**THAT the application for a Development Permit for Material Change of Use for Tourist Accommodation (Bed and Breakfast Accommodation) on Lot 34 RP854931 at 7 Point Piper Close, Laidley Heights be approved subject to the following conditions:**

| No.                                   | Condition  | Timing  |
|---------------------------------------|--|---|
| <b>General</b>                        |  |   |
| 1.                                    | Undertake the development generally in accordance with the following approved plans:<br>(a) <i>Site Plan</i> , prepared by JE & LE Reid and dated May 2018;<br>(b) <i>Floor Layout Plan</i> , prepared by JE & LE Reid and dated May 2018 (as amended by Council);<br>(c) <i>Dimensioned Plan</i> , prepared by JE & LE Reid and dated May 2018 (as amended by Council);<br>(d) <i>North Elevation</i> , prepared by JE & LE Reid and dated May 2018;<br>(e) <i>East Elevation</i> , prepared by JE & LE Reid and dated May 2018;<br>(f) <i>South Elevation</i> , prepared by JE & LE Reid and dated May 2018;<br>(g) <i>West Elevation</i> , prepared by JE & LE Reid and dated May 2018; | Prior to commencement of use and to be maintained at all times. |
| 2.                                    | Maintain the approved development in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.   | At all times.   |
| <b>Alterations and/or Relocations</b> |  |   |
| 3.                                    | Any alteration or relocation in connection with or arising from  | At all times.   |

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|---|---|--|
|   | the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council. |  |
| 4.  | Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.   | At all times.  |
| <b>Duration of Stay</b>                       |   |  |
| 5.  | Visitors are accommodated for a maximum of twenty-one (21) consecutive nights.  | At all times.  |
| <b>Car Parking</b>                            |   |  |
| 6.  | A minimum of one (1) car parking space for the exclusive use of the bed and breakfast must be provided on site.   | At all times.  |
| <b>Stormwater</b>                             |   |  |
| 7.  | The roofwater discharge from the new building must be directed into a rubble pit (or similar) to remove energy and prevent scour and/or erosion.  | Prior to the issuing of a Building Approval.                       |
| 8.  | All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.   | Prior to the commencement of use, and to be maintained thereafter. |
| <b>Fencing</b>                                |   |  |
| 9.  | A 1.8m high solid fence that is a minimum 27m in length must be constructed along the eastern boundary as identified on the approved plans.   | Prior to commencement of use, and to be maintained thereafter.     |
| <b>Building Work</b>                          |   |  |
| 10.   | A Development Approval for Building Work is required.   | Prior to commencement of building work.                            |
| 11.   | A form 21 (final certificate) must be issued.   | Prior to commencement of use.                                      |
| <b>Water &amp; Wastewater</b>                 |   |  |
| 12.   | Provide evidence by the relevant distributor-retailer that the development has been connected to reticulated water.   | Prior to the commencement of use.                                  |
| 13.   | Provide an on-site effluent treatment and disposal system in accordance with relevant Australian standards.   | Prior to the commencement of use.                                  |
| <b>GENERAL CONDITIONS DURING CONSTRUCTION</b> |   |  |



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| <b>Hours of Construction</b> |   |                                   |
|------------------------------|---|-----------------------------------|
| 14.                          | Hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.  | Whilst construction is occurring. |
| <b>Noise</b>                 |   |                                   |
| 15.                          | <p>Noise generated from building works, are limited to the requirements set out in the <i>Environmental Protection Act 1994</i>, Chapter 8, Part 3B, Division 3, Section 440R.</p> <p>(a) A person must not carry out building work in a way that makes an audible noise:-</p> <p>(i) on a business day or Saturday, before 6.30a.m. or after 6.30p.m; or</p> <p>(ii) on any other day, at any time.</p> <p>(b)</p> <p>(i) All plant and equipment does not result in a level greater than LA90 39 dB(A) when measured at 4 m from the most exposed façade of the nearest residential uses; and</p> <p>(ii) The contribution from all varying noise sources associated with the development during night-time hours (10pm-7am) does not exceed a level of LAMAX 50 dB(A), adjusted for tonality and impulsiveness, when measured at 4 m from the most exposed façade of the nearest residential uses; and</p> <p>(iii) All mechanical plant and equipment, including but not limited to, air conditioning/refrigeration plant and ventilation exhausts/extracts shall be screened/shielded where a noise complaint is determined.</p> | Whilst construction is occurring. |
| <b>Air Pollution</b>         |   |                                   |
| 16.                          | <p>The land owner must comply with <i>Environmental Protection (Air) Policy 2008</i> during construction of added facilities and during operation of normal activities including:</p> <p>(a) Suppression of airborne particles including dust so that the qualities of the air environment that are conducive to; health and biodiversity of ecosystems, human health and wellbeing, protecting the aesthetics of the environment, including the appearance of buildings, structures and other property, and to protecting the agricultural use of the environment.</p>   | Whilst construction is occurring. |
| <b>Water</b>                 |   |                                   |
| 17.                          | The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> during construction of added facilities and during operation of normal activities including:  | Whilst construction is occurring. |



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|  |  |                                   |
|--|--|-----------------------------------|
|  | (a) Contaminated water must not be released to stormwater.<br>(b) Sediment controls must be installed where necessary to prevent the release.  |                                   |
| <b>Waste &amp; Recyclable Material bin(s), storage &amp; servicing</b> |  |                                   |
| 18.  | Provision of suitable waste removal services and suitable number and type of waste containers, in accordance with the <i>Environmental Protection Regulation 2008</i> and to the satisfaction of Council's Waste Reduction and Recycling Plan, for the storage of: <ul style="list-style-type: none"> <li>papers, plastics, cardboard, food scraps, used food containers and like wastes generated by workers on the site; and</li> <li>building construction and/or demolition wastes.</li> </ul> | Whilst construction is occurring. |
| 19.  | All waste collected/stored on site during construction shall be taken to an approved Waste Disposal Facility for disposal in accordance with current acceptance criteria and relevant fees and charges.<br><br>Note: In Lockyer Valley Regional Council local government area Gatton Landfill and Laidley Transfer Station are approved to accept building construction and demolition waste.  | Whilst construction is occurring. |
| <b>GENERAL ENVIRONMENTAL HEALTH CONDITIONS</b>                         |  |                                   |
| <b>General Environmental Duty</b>                                      |  |                                   |
| 20.  | Under section 319 of the <i>Environmental Protection Act 1994</i> , a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the <i>general environmental duty</i> ).  | At all times.                     |
| <b>Noise</b>   |  |                                   |
| 21.  | All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .  | At all times.                     |
| <b>Lighting</b>  |  |                                   |
| 22.  | The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.   | At all times.                     |
| <b>Waste Storage and Collection</b>                                    |  |                                   |
| 23.  | All municipal waste is to be disposed of off-site at an  | At all times.                     |

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|                      |  |               |
|----------------------|--|---------------|
|                      | approved facility. No disposal is permitted onsite by burial, incineration or composting.  |               |
| 24.                  | There shall be provided a suitable number and type of commercial waste container/s collected not less than once per week OR other such suitable number and type of bulk waste containers as may be approved by Council.  | At all times. |
| <b>Public Health</b> |  |               |
| 25.                  | All things, materials, disused equipment at the premises shall be stored in a way that does not: <ul style="list-style-type: none"> <li>(a) Afford or form a potential shelter or harbourage or attraction for vermin;</li> <li>(b) Hold water which may allow the breeding or harbourage of mosquitos; and</li> <li>(c) Seriously detract from the visual amenity of the land by causing visual pollution.</li> </ul> | At all times. |

**ADVICE**

**Advertising Device**

1. The land owner must comply with Local Law No. 1 (Administration) and Subordinate Local Law 1.4 (Installation of Advertising Devices).

**Food Preparation and Hygiene**

2. A new premises or the alteration to an existing premises used for the sale or preparation, packing, storing, handling, serving or, supplying of food or drink to the public is required to obtain a food design approval for structural fit out of the kitchen and Licence prior to construction or operation under the provisions of the Food Act 2006. Please contact an Environmental Health Officer of Lockyer Valley Regional Council for advice regarding this matter on 1300 005 872.

**Drinking Water**

3. Drinking water on the land provided to persons must comply with the Australian Drinking Water Guidelines 2011. Any water tanks must be constructed in accordance with Chapter 2 Part 1 and Part 8 of the Public Health Act 2005 (ie. Constructed in a way that prevents the breeding of mosquitos).

**Food Preparation and Hygiene**

4. A new premises or the alteration to an existing premises used for the sale or preparation, packing, storing, handling, serving or, supplying of food or drink to the public is required to obtain a food design approval for structural fit out of the kitchen and Licence prior to construction or operation under the provisions of the Food Act 2006. Please contact an Environmental Health Officer of Lockyer Valley Regional Council for advice regarding this matter on 1300 005 872.

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**RESOLUTION**

**THAT the application for a Development Permit for Material Change of Use for Tourist Accommodation (Bed and Breakfast Accommodation) on Lot 34 RP854931 at 7 Point Piper Close, Laidley Heights be approved subject to the following conditions:**

| No.                                   | Condition  | Timing  |
|---------------------------------------|--|---|
| <b>General</b>                        |  |   |
| 1.                                    | Undertake the development generally in accordance with the following approved plans:<br>(a) <i>Site Plan</i> , prepared by JE & LE Reid and dated May 2018;<br>(b) <i>Floor Layout Plan</i> , prepared by JE & LE Reid and dated May 2018 (as amended by Council);<br>(c) <i>Dimensioned Plan</i> , prepared by JE & LE Reid and dated May 2018 (as amended by Council);<br>(d) <i>North Elevation</i> , prepared by JE & LE Reid and dated May 2018;<br>(e) <i>East Elevation</i> , prepared by JE & LE Reid and dated May 2018;<br>(f) <i>South Elevation</i> , prepared by JE & LE Reid and dated May 2018;<br>(g) <i>West Elevation</i> , prepared by JE & LE Reid and dated May 2018; | Prior to commencement of use and to be maintained at all times. |
| 2.                                    | Maintain the approved development in accordance with the approved drawing(s) and/or document, and any relevant Council or other approval required by conditions.   | At all times.   |
| <b>Alterations and/or Relocations</b> |  |   |
| 3.                                    | Any alteration or relocation in connection with or arising from the development to any service, installation, plant, equipment or other item belonging to or under the control of the telecommunications authority, electricity authority or Council or other person engaged in the provision of public utility services is to be carried out with the development and at no cost to Council.  | At all times.   |
| 4.                                    | Replace existing Council infrastructure (including but not limited to any street trees and footpaths) to a standard which is consistent with Council's standards should this infrastructure be damaged as part of construction works.  | At all times.   |
| <b>Duration of Stay</b>               |  |   |
| 5.                                    | Visitors are accommodated for a maximum of twenty-one (21) consecutive nights.   | At all times.   |
| <b>Car Parking</b>                    |  |   |
| 6.                                    | A minimum of one (1) car parking space for the exclusive use of the bed and breakfast must be provided on site.  | At all times.   |
| <b>Stormwater</b>                     |  |   |
| 7.                                    | The roofwater discharge from the new building must be  | Prior to the issuing of   |

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|   |   |  |
|---|---|--|
|   | directed into a rubble pit (or similar) to remove energy and prevent scour and/or erosion.  | a Building Approval.   |
| 8.  | All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.   | Prior to the commencement of use, and to be maintained thereafter. |
| <b>Fencing</b>                                |   |  |
| 9.  | A 1.8m high solid fence that is a minimum 27m in length must be constructed along the eastern boundary as identified on the approved plans.   | Prior to commencement of use, and to be maintained thereafter.     |
| <b>Building Work</b>                          |   |  |
| 10.   | A Development Approval for Building Work is required.   | Prior to commencement of building work.                            |
| 11.   | A form 21 (final certificate) must be issued.   | Prior to commencement of use.                                      |
| <b>Water &amp; Wastewater</b>                 |   |  |
| 12.   | Provide evidence by the relevant distributor-retailer that the development has been connected to reticulated water.   | Prior to the commencement of use.                                  |
| 13.   | Provide an on-site effluent treatment and disposal system in accordance with relevant Australian standards.   | Prior to the commencement of use.                                  |
| <b>GENERAL CONDITIONS DURING CONSTRUCTION</b> |   |  |
| <b>Hours of Construction</b>                  |   |  |
| 14.   | Hours of construction must not exceed Monday to Saturday 6:30am to 6:30pm. Construction work must not be conducted from or on the premises outside the above hours or on Sundays or public holidays.  | Whilst construction is occurring.                                  |
| <b>Noise</b>                                  |   |  |
| 15.   | <p>Noise generated from building works, are limited to the requirements set out in the <i>Environmental Protection Act 1994</i>, Chapter 8, Part 3B, Division 3, Section 440R.</p> <p>(a) A person must not carry out building work in a way that makes an audible noise:-</p> <p>(i) on a business day or Saturday, before 6.30a.m. or after 6.30p.m; or</p> <p>(ii) on any other day, at any time.</p> <p>(b)</p> <p>(i) All plant and equipment does not result in a level greater than LA90 39 dB(A) when measured at 4 m from the most exposed façade of the nearest</p> | Whilst construction is occurring.                                  |

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|  |   |                                   |
|--|---|-----------------------------------|
|  | <p>residential uses; and</p> <p>(ii) The contribution from all varying noise sources associated with the development during night-time hours (10pm-7am) does not exceed a level of LAMAX 50 dB(A), adjusted for tonality and impulsiveness, when measured at 4 m from the most exposed façade of the nearest residential uses; and</p> <p>(iii) All mechanical plant and equipment, including but not limited to, air conditioning/refrigeration plant and ventilation exhausts/extracts shall be screened/shielded where a noise complaint is determined.</p>          |                                   |
| <b>Air Pollution</b>   |   |                                   |
| 16.  | <p>The land owner must comply with <i>Environmental Protection (Air) Policy 2008</i> during construction of added facilities and during operation of normal activities including:</p> <p>(a) Suppression of airborne particles including dust so that the qualities of the air environment that are conducive to; health and biodiversity of ecosystems, human health and wellbeing, protecting the aesthetics of the environment, including the appearance of buildings, structures and other property, and to protecting the agricultural use of the environment.</p> | Whilst construction is occurring. |
| <b>Water</b>   |   |                                   |
| 17.  | <p>The land owner must comply with <i>Environmental Protection (Water) Policy 2009</i> during construction of added facilities and during operation of normal activities including:</p> <p>(a) Contaminated water must not be released to stormwater.</p> <p>(b) Sediment controls must be installed where necessary to prevent the release.</p>  | Whilst construction is occurring. |
| <b>Waste &amp; Recyclable Material bin(s), storage &amp; servicing</b> |   |                                   |
| 18.  | <p>Provision of suitable waste removal services and suitable number and type of waste containers, in accordance with the <i>Environmental Protection Regulation 2008</i> and to the satisfaction of Council's Waste Reduction and Recycling Plan, for the storage of:</p> <ul style="list-style-type: none"> <li>papers, plastics, cardboard, food scraps, used food containers and like wastes generated by workers on the site; and</li> <li>building construction and/or demolition wastes.</li> </ul>   | Whilst construction is occurring. |
| 19.  | <p>All waste collected/stored on site during construction shall be taken to an approved Waste Disposal Facility for disposal in accordance with current acceptance criteria and relevant fees and charges.</p>  | Whilst construction is occurring. |

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|  |  |               |
|--|--|---------------|
|  | Note: In Lockyer Valley Regional Council local government area Gatton Landfill and Laidley Transfer Station are approved to accept building construction and demolition waste.   |               |
| <b>GENERAL ENVIRONMENTAL HEALTH CONDITIONS</b> |  |               |
| <b>General Environmental Duty</b>              |  |               |
| 20.  | Under section 319 of the <i>Environmental Protection Act 1994</i> , a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (the <i>general environmental duty</i> ).  | At all times. |
| <b>Noise</b>                                   |  |               |
| 21.  | All 'Regulated Devices', 'Pumps', 'Air-conditioning equipment' and 'Refrigeration equipment' as defined by the <i>Environmental Protection Act 1994</i> must be designed, installed, operated and maintained in order to comply with the noise standards as specified within the <i>Environmental Protection Act 1994</i> and <i>Environmental Protection (Noise) Policy 2008</i> .                                    | At all times. |
| <b>Lighting</b>                                |  |               |
| 22.  | The provision of security and flood lighting shall be designed, constructed, located and maintained in accordance with <i>Australian Standard 4282 – 1997 (Control of the obtrusive effects of outdoor lighting)</i> and so as not to cause nuisance to the occupants of nearby properties or passing traffic.   | At all times. |
| <b>Waste Storage and Collection</b>            |  |               |
| 23.  | All municipal waste is to be disposed of off-site at an approved facility. No disposal is permitted onsite by burial, incineration or composting.  | At all times. |
| 24.  | There shall be provided a suitable number and type of commercial waste container/s collected not less than once per week OR other such suitable number and type of bulk waste containers as may be approved by Council.  | At all times. |
| <b>Public Health</b>                           |  |               |
| 25.  | All things, materials, disused equipment at the premises shall be stored in a way that does not: <ul style="list-style-type: none"> <li>(a) Afford or form a potential shelter or harbourage or attraction for vermin;</li> <li>(b) Hold water which may allow the breeding or harbourage of mosquitos; and</li> <li>(c) Seriously detract from the visual amenity of the land by causing visual pollution.</li> </ul> | At all times. |
| <b>ADVICE</b>                                  |  |               |



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**Advertising Device**

1. The land owner must comply with Local Law No. 1 (Administration) and Subordinate Local Law 1.4 (Installation of Advertising Devices).

**Food Preparation and Hygiene**

2. A new premises or the alteration to an existing premises used for the sale or preparation, packing, storing, handling, serving or, supplying of food or drink to the public is required to obtain a food design approval for structural fit out of the kitchen and Licence prior to construction or operation under the provisions of the Food Act 2006. Please contact an Environmental Health Officer of Lockyer Valley Regional Council for advice regarding this matter on 1300 005 872.

**Drinking Water**

3. Drinking water on the land provided to persons must comply with the Australian Drinking Water Guidelines 2011. Any water tanks must be constructed in accordance with Chapter 2 Part 1 and Part 8 of the Public Health Act 2005 (ie. Constructed in a way that prevents the breeding of mosquitos).

**Moved By: Cr McLean**

**Seconded By: Cr Hagan**

**Resolution Number: 16-20/1053**

**CARRIED**

**7/0**

**Report**

**1. Introduction**

The applicant seeks a Development Permit for Material Change of Use for a Tourist Accommodation (Bed and Breakfast Accommodation) on Lot 34 RP854931 at 7 Point Piper Close, Laidley Heights. An application for Tourist Accommodation (Bed and Breakfast Accommodation) within the Rural Residential Zone requires impact assessment against the *Laidley Shire Council Planning Scheme*.

**2. Background**

The property at 7 Point Piper Close has an existing dwelling house on site which will be retained as part of this development.

A prelodgement meeting was held with the applicants on 27 April 2018. The main issues raised were that a Material Change of Use application is required for the Bed and Breakfast and the relevant requirements for a development application.

**3. Report**

**Proposed Development**



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The proposed development is for a Development Permit for Material Change of Use for a Tourist Accommodation (Bed and Breakfast Accommodation) on the subject land. The site has an area of 6887.73m<sup>2</sup> with direct frontage to Point Piper Close. The site is located at the head of the Point Piper Close cul de sac.

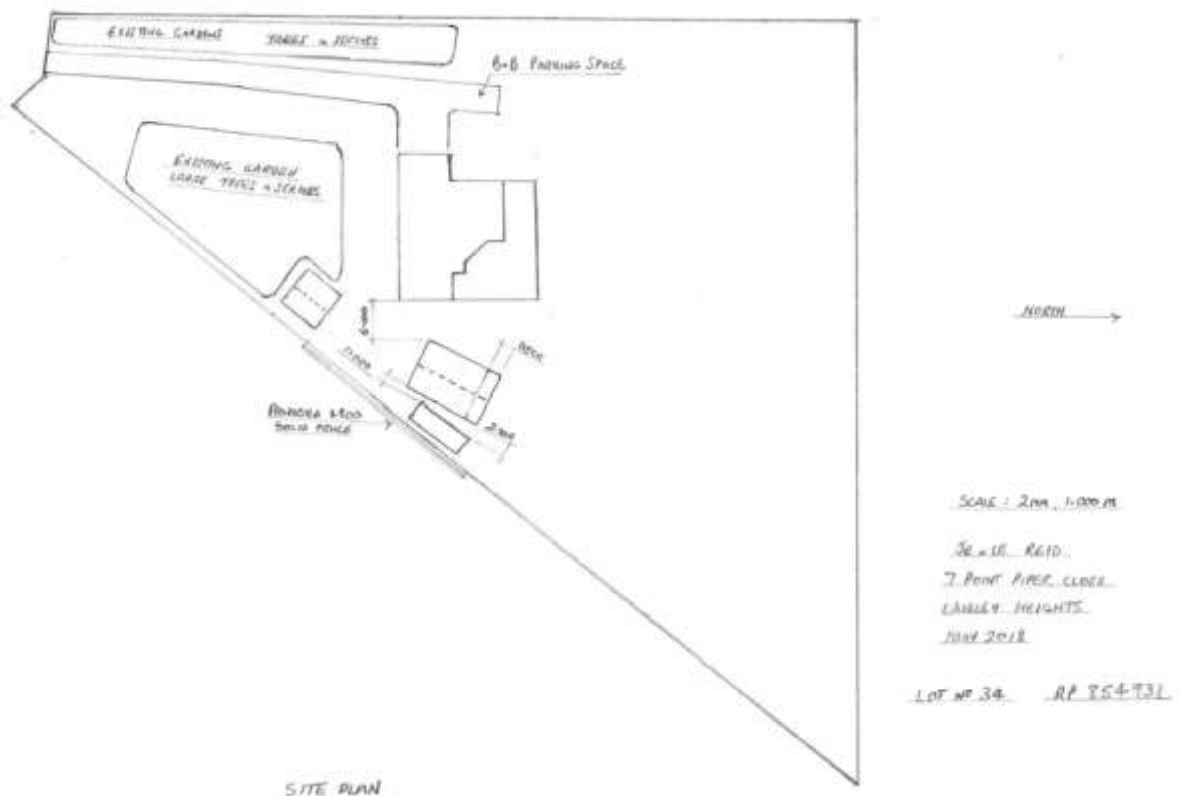
The tourist accommodation will be located on the eastern side of the property between the existing dwelling house and the existing carport (see Figure 1). The tourist accommodation includes one cottage with a gross floor area of 65.16m<sup>2</sup>. The cottage is setback behind the existing garage and landscaping on site. The internal layout of the cottage will consist of a studio bedroom with a kitchen, dining area, bathroom, and veranda (see Figure 2).

The access to the development will be through the existing sealed access. Car parking for the tourist accommodation includes the provision of one (1) additional car parking space. The car park will be located to the west of the existing dwelling house.

The applicant proposes to retain existing landscaping on site located along the western boundary and within the front area between the front boundary and existing house.

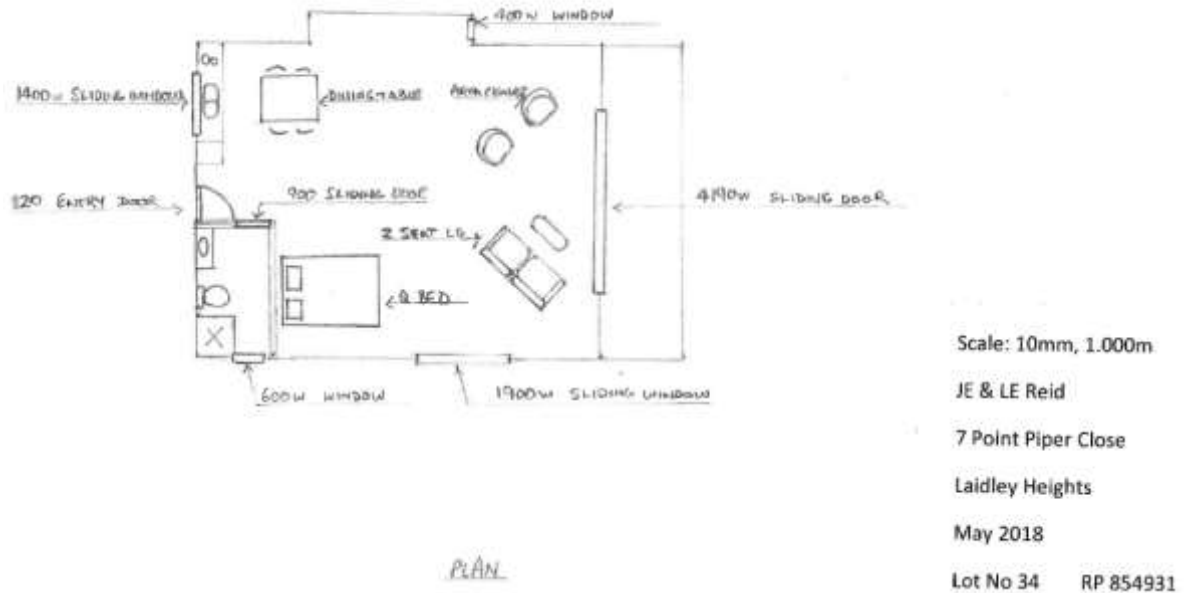
The applicant proposes to construct a 1.8 metre high solid fence along the eastern boundary that is 27.5m in length where the cottage is proposed to be located.

The applicant proposes to use the existing on-site effluent disposal system for the development.



**Figure 1 – Proposed Site Plan**

# **ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018**



**Figure 2 – Proposed Floor Layout Plan**

## **Subject Land**

The subject site is triangular in shape, comprises a single title and has a total area of 6887.73m<sup>2</sup>. The property has frontage to Point Piper Close and adjoins Lake Dyer along the rear boundary. The site contains no easements. The subject land is in use for rural residential purposes, being a single detached dwelling and associated outbuildings.



**Figure 3 – Aerial photo of subject site**

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## **Assessment**

### **Legislative Requirements**

Assessment of the development is required under the *Planning Act 2016*. As such, the application must be assessed against each of the following statutory planning instruments to the extent they are relevant to the development:

- (a) a matter prescribed under *Planning Act Regulation*;
- (b) a State planning regulatory provision;
- (c) a State planning policy;
- (d) a planning scheme; and
- (e) a temporary local planning instrument.

According to the Assessment Tables for the Rural Residential Zone, Tourist Accommodation is an Impact Assessable use.

It is noted that the applicant submitted the application on 10 May 2018 and it was 'properly made' on 10 May 2018. Assessment of this application against the relevant planning instruments is provided in the following sections.

### **Referral Agencies**

The application was not subject to referral to any Referral Agencies in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*.

### **State Planning Regulatory Provisions**

#### *South East Queensland Regional Plan 2009-2031 (SEQRP)*

The subject site is located within the Rural Living Area of the SEQRP and is consistent with the overarching intent of this plan as the proposed use is for tourist activity as defined under the Regional Plan.

### **State Planning Policy 2017 (SPP)**

The State Planning Policy 2017 is yet to be incorporated within Council's planning scheme. While there are some elements that align with the SPP there are others to be considered. The SPP interactive mapping system identifies the subject site as being located within:

- Water supply buffer area
- Water resource catchment
- Flood hazard area – local government flood mapping area

#### *State Interest – Water Quality*

The site is mapped within a water supply buffer area and water resource catchment. The assessment benchmarks for Water Quality state:

- (1) *Development is located, designed, constructed and operated to avoid or minimise adverse impacts on environmental values arising from:*

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- (a) *altered stormwater quality and hydrology*
  - (b) *waste water*
  - (c) *the creation or expansion of non-tidal artificial waterways*
  - (d) *the release and mobilisation of nutrients and sediments.*
- (2) *Development achieves the applicable stormwater management design objectives outlined in tables A and B (appendix 2)*
- (3) *Development in a water supply buffer area avoids adverse impacts on drinking water supply environmental values.*

The trigger for assessment against the State Planning Policy for Water Quality is identified below:

- (1) *a material change of use for an urban purpose that involves premises 2,500m<sup>2</sup> or greater in size and;*
  - (a) *will result in six or more dwellings; or*
  - (b) *will result in an impervious area greater than 25 per cent of the net developable area*

*An urban purpose under the regulation is defined as –*

**urban purpose** means a purpose for which land is used in cities or towns—

- a. *including residential, industrial, sporting, recreation and commercial purposes; but*
- b. *not including rural residential, environmental, conservation, rural, natural or wilderness area purposes.*

*The regulation provides a definition for residential development, being –*

- a. *means the use of premises for a residential purpose, including, for example, a relocatable home park or retirement facility; but*
- b. *does not include*
  - (i) *a community residence; or*
  - (ii) *a detention facility; or*
  - (iii) *a residential care facility; or*
  - (iv) *a supervised accommodation service; or*
  - (v) *tourist accommodation; or*
  - (vi) *accommodation for employees, including rural workers' accommodation.*

Given the above, the proposed development is not considered to be an urban purpose as defined by the Regulation, as it falls within the definition of tourist accommodation as defined by the Regulation. The proposed development also does not result in six or more dwellings.

- (4) *located wholly outside an urban area and relating to a premises that is within, or partly within, a water supply buffer area, that involves:*
  - (a) *a material change of use for intensive animal industry, medium and high-impact industry, noxious and hazardous industry, extractive industry, utility installation that involves sewerage services, drainage or stormwater services, waste management facilities, or motor sport facility.*

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The proposed development is considered to fall within the definition of a tourist accommodation as defined by the Regulation.

On this basis, no further assessment for Water Quality has been provided.

*State Interest – Natural Hazards, Risk and Resilience*

The site is mapped within a flood hazard area – local government flood mapping area. However as the development site is not included in Council's *Temporary Local Planning Instrument 01/2018 – Flood Regulation* no further assessment regarding flooding is considered necessary.

Laidley Shire Planning Scheme 2003

*Desired Environmental Outcomes (DEO)*

*Environment*

- (a) *The areas of high scenic amenity, remnant vegetation, wetlands, fauna habitats and wildlife corridors and regionally significant open space in the Shire are protected.*
- (b) *Places, areas or sites identified as being susceptible to land degradation, including contamination, erosion, salinity and landslip, are protected and further degradation is minimised.*
- (c) *Ecological sustainability is achieved by maintaining and improving biodiversity, water and air quality.*
- (d) *Places of historical and indigenous cultural heritage and social significance are protected, maintained and enhanced.*

The development complies with the Environmental DEO as the limited scale of the tourist accommodation is unlikely to adversely impact the surrounding environment. The subject site is located within Moderate Ecological Significance of the Areas of Natural and Environmental Significance Overlay. The proposed development will maintain the biodiversity as no vegetation clearing is proposed. The proposed development will maintain the existing ecological sustainability given the nature of the proposed tourist accommodation. The subject site is not located within an area identified as being susceptible to land degradation. The subject site is not located within a place or area of Cultural Heritage Significance.

*Economic*

- (e) *Good Quality Agricultural Land is protected as a major economic resource for the region.*
- (f) *Industry, business and employment opportunities are improved and appropriately located to service the community and sub-region, and encourage economic activity within the local area.*
- (g) *Rural business opportunities are improved to protect and value-add to the existing rural based economy.*

The proposed development provides for an alternate accommodation choice for tourists and contributes to the improvement of the local economy. The subject site is not located within an area identified as being Good Quality Agricultural Land. The proposed development is for a tourist accommodation and is not considered to be a rural business opportunity.

*Community Well-Being and Lifestyle*



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- (h) A convenient access to roads and services is achieved through well located land uses and the efficient use and timely provision of infrastructure such as water, sewerage and roads, walkways and cycling facilities.*
- (i) Rural residential and urban residential development occurs in distinct localities that provide a sense of community, amenity, services, and a safe, affordable living environment, whilst maintaining the rural amenity of the Shire.*
- (j) Laidley township's role and identity as the main business and community centre of the Shire is consolidated.*
- (k) The adverse effects from natural and other hazards, including flooding and bushfires are minimised.*
- (l) An adequate and interconnected network of public places, facilities and lands are available throughout the Shire allows for safe and convenient pedestrian and cycle movement and cultural, recreational and social interaction for Shire residents and visitors.*

The proposed development complies with the DEO as it provides for a tourism use within an existing rural residential area and utilises existing infrastructure. The proposed development provides for additional tourism accommodation within the Region. The proposed development is located approximately 6 kilometres from the Laidley town centre and supports the role of the Laidley as the main centre. The proposed development is located within close proximity to the Laidley town centre and provides for safe access through the existing street network. The proposed development avoids the adverse effects of natural and other hazards as the subject site is not located within an area of flooding or bushfire risk.

*Applicable Planning Scheme Codes*

The codes contained in the *Laidley Shire Planning Scheme 2003* that are relevant to assessment of the application are as follows:

- Residential Areas Code
- Tourism Uses Code
- Advertising Devices Code
- Building Dimensions Code
- On-Site Effluent Disposal Code
- Vehicle Access and Parking Code
- Areas of Natural and Environmental Significance Overlay Code
- Development Constraints Overlay Code

*Residential Areas Code*

The bed and breakfast accommodation will operate as a secondary use to the existing dwelling house. The proposed development provides for an alternate accommodation use within the rural residential area. The proposed development will not detrimentally impact upon the amenity of the area. The proposed development will be screened from the street and adjoining neighbours through existing landscaping and existing structures on site. The proposed development is limited in scale being for one (1) bed and breakfast accommodation cottage; therefore the rural residential amenity will be maintained. The proposed development will not impact upon the existing residential uses within the locality.

The proposed development will not increase the impact of land degradation including erosion. A condition has been recommended for this requirement.

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The proposed development is located within an existing rural residential area with existing physical infrastructure such as water, roads and electricity available. The subject site is not located within an area identified as Good Quality Agricultural Land. The subject site is not located within a rail corridor.

The development meets the Assessment Benchmarks of this Code.

*Tourism Uses Code*

The proposed cottage will be constructed utilising materials that are consistent with the existing dwelling house and the surrounding locality. The proposed development is for the provision of one (1) bed and breakfast accommodation cottage, which meets the code for a maximum of two (2) separate accommodation facilities. The code restricts the number of visitors to a maximum of eight (8). The proposed development is intended for a maximum of two (2) individuals.

The proposed gross floor area of the bed and breakfast accommodation is smaller than that of the existing dwelling house. The height of the cottage will be consistent with the height of the existing dwelling house. The bed and breakfast accommodation building will be secondary in nature to the existing dwelling house. The bed and breakfast accommodation is setback from the road frontage further than the existing dwelling house.

The existing site attributes includes mature landscaping located along the western side boundary and within the area between the front boundary and the existing dwelling (see Figure 4). A site visit was undertaken by Council officers to identify the existing landscaping on site. The existing landscaping will adequately buffer the proposed development from the street and the adjoining neighbours. Given the existing landscaping on site it is not considered necessary to require the applicant to undertake further landscaping.





**Figure 4 – Existing landscaping on site**

The proposed development is setback approximately 4.5m from the eastern side boundary. A carport is located between the eastern boundary and the bed and breakfast accommodation. The applicant has also proposed a 1.8m high and 27.5m long solid fence. The solid fence will limit overlooking onto adjoining neighbours. A condition has been recommended for this requirement. The proposed development will be screened from the adjoining neighbours and is well-integrated with the site and site attributes.

The noise standards as required by the Environmental Protection Act 1994 and Environmental protection (Noise) Policy 2008 will be complied with. Any noise generated from building works must comply with the requirements of the Environmental Protection Act 1994. A condition has been recommended to meet these requirements.

Outdoor lighting will be designed and operated in accordance with Australian Standard AS4282-1997 – Control of the Obtrusive Effects of Outdoor Lighting. A condition has been recommended for this requirement.

The proposed bed and breakfast accommodation will not cause impact to adjoining properties or infrastructure resulting from stormwater runoff. A condition has been recommended for this requirement.

The development meets the Assessment Benchmarks of this Code.

*Advertising Devices Code*

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No advertising devices have been proposed as part of this application. However, there is potential that a business name sign could be self-assessable if it complied with the Advertising Devices Code and Residential Areas Code. Any signage would be subject to either self-assessment or a code assessable application.

*Building Dimensions Code*

In the Rural Residential zone the code requires a maximum height of 8 metres for buildings. The proposed building has a maximum height of 4.8 metres above natural ground level which complies with the code.

The development meets the Assessment Benchmarks of this Code.

*On-Site Effluent Disposal Code*

The subject site is not located within an area serviced by sewer. A further plumbing and drainage permit will be required before the commencement of any works. The subject site meets the minimum lot size requirement of the code of 4,000m<sup>2</sup>, being 6,887m<sup>2</sup> in area.

*Vehicle Access and Parking Code*

The code requires a car parking rate for a Bed and Breakfast Accommodation use of 1 space for each employee and 1 space for each accommodation unit and 1 visitor space for every 4 units or part thereof. The proposal includes the provision of one (1) car parking space on site. This does not meet the car parking rate as required by the code. However regard should be given to the site specific characteristics. The existing dwelling house will be retained as part of this development, and it is expected that any employees will be the residents of the dwelling house. Given the scale of the development it is expected that one (1) formal car parking space is sufficient. Should additional car parking be required sufficient area is available within the subject land for informal parking. A condition has been recommended that a minimum of one (1) car parking space be provided for exclusive use of the bed and breakfast accommodation.

The existing sealed access driveway and car parking area will be utilised, which complies with Council's Engineering Policy Property Access & Access Crossings Design, Construction & Maintenance. Therefore it is not considered necessary to require the applicant to upgrade the existing access driveway and car parking.

The development meets the Assessment Benchmarks of this Code.

*Areas of Natural and Environmental Significance Overlay Code*

The subject site is located within an area of Moderate Ecological Significance under the Areas of Natural and Environmental Significance Overlay. The proposed development does not require the removal of any native vegetation. An existing constructed garden bed will be removed for the cottage. The proposed development will therefore not impact upon the nature conservation values.



**Figure 5 – Proposed location of cottage**

The development meets the Assessment Benchmarks of this Code.

*Development Constraints Overlay Code*

The subject site is located within the Dam Catchment Area of the Development Constraints Overlay. The only increase in impervious area resulting from the development is the roofed area of the bed and breakfast accommodation. To ensure compliance with the code a stormwater management condition has been recommended requiring a rubble pit (or similar) to prevent scouring and erosion. A condition has also been recommended which requires all works associated with the development to not result in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.

The development meets the Assessment Benchmarks of this Code.

**Public Notification**



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The application was subject to public notification from 30 May 2018 to 22 June 2018 being a total of eighteen (18) business days. There were two (2) properly made submissions received during the notification period. The concerns raised within the submissions are provided below.

ISSUE – A submitter has queried if the current use of the property as a child care centre is permitted and how the existing use is affected.

Council response – Under the *Laidley Shire Council Planning Scheme* a home based business is able to be operated as a self-assessable use in the rural residential zone. Subject to compliance with the self-assessment criteria no Council approval is required for a homebased business. It is noted that the current use of the property as a dwelling house is not proposed to change.

ISSUE – A submitter has expressed that they are unaware of hours of operation, parking and proposed number of guests.

Council Response – The construction of the proposed cottage will be required to be limited to the hours between 6:30am to 6:30pm Monday to Saturday. A condition has been recommended to ensure compliance. The hours of operation of the use are expected to be 24 hours a day, 7 days a week given that visitors will stay overnight at the tourist accommodation.

Based on the information submitted by the applicant the number of guests is limited to two (2) at any one time. A condition has been recommended to restrict the duration of stay. The tourist accommodation use is to be secondary to main dwelling house use. As the scale of the use is limited, it is unlikely to cause additional nuisance or amenity issues for adjoining properties. Should any intensification of use be proposed, further planning approval is required.

The plans provided identify that parking is available on site. The planning scheme requires a minimum of three (3) car parking spaces. However, given the size of the subject site, it is considered that one (1) car parking space for the development will be sufficient. Furthermore, it is expected that the use will not require any employees as the use will be operated by the residents of the existing dwelling house. A condition has been recommended to provide a minimum of one (1) on-site car parking space for the exclusive use of the bed and breakfast.

ISSUE – A submitter has expressed concerns that insufficient information was available with regards to how on-site waste water will be disposed of and how this might affect the water quality of the adjoining lake.

Council Response – The application was referred to Council's Plumbing Section for comment. It is noted that the proposal includes the utilisation of the existing on-site waste water disposal system. The Plumbing Section did not object to this. The existing system must be able to service the proposed development and must be compliant with all relevant legislation including the Queensland Plumbing and Wastewater Code and AS/NZS1547:2000. A condition has been recommended that requires the proposed development to be provided with a compliant waste-water disposal system.

Further, under the State Planning Policy, the proposed development does not require assessment against the State Planning Policy for Water Quality as it is not for an urban purpose or result in six or more dwellings. Therefore the development is not required to comply with the State Planning Policy assessment benchmark for water quality.

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ISSUE – A submitter noted that the material provided with the application is basic and does not contain full assessment of all relevant codes, and contains hand drawn plans.

Council response – The application material as provided by the applicant is considered to be adequate in this situation. The *Planning Act 2016* stipulates that application plans are to meet certain criteria, including being dimensioned appropriately and contain all relevant site attributes. The plans provided with the subject application include a site plan which identified all existing and proposed site attributes, floor layout plans and elevation plans. These were considered to be appropriate and sufficient for the assessment of the application. An assessment against the assessment benchmarks in the *Laidley Shire Planning Scheme 2003* was provided with application. The assessment addressed the applicable codes, including identifying areas of non-compliance, as is required and which was considered adequate for the proposed development.

**Further Approvals Required**

If approved, the proposed development would be subject to further permits including:

- Plumbing and Drainage
- Building Works

**Adopted Infrastructure Charges Resolution No.1/2015**

The proposed use is for Tourist Accommodation (Bed and Breakfast Accommodation). The charge category would be defined as a Minor Use under Schedule 3 of Council's current Adopted Infrastructure Charges Resolution No. 1. Under Schedule 2 of the Resolution, the charge category Minor Use does not attract infrastructure charges. Therefore Infrastructure Charges are not applicable for the proposed development.

**4. Policy and Legal Implications**

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

**5. Financial and Resource Implications**

Under Schedule 3 of Council's current Adopted Infrastructure Charges Resolution No. 1 the proposed use is for tourist accommodation (bed and breakfast accommodation) which is defined as a minor use. Under Schedule 2 of the Resolution, the charge category Minor Use does not attract infrastructure charges.

Accordingly, there will be no financial or resource implications unless the decision of Council is appealed in the Planning and Environment Court.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

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The decision of Council will be formally communicated to the applicant and to all persons who lodged a properly made submission in accordance with the requirements of the *Planning Act 2016*.

**8. Conclusion**

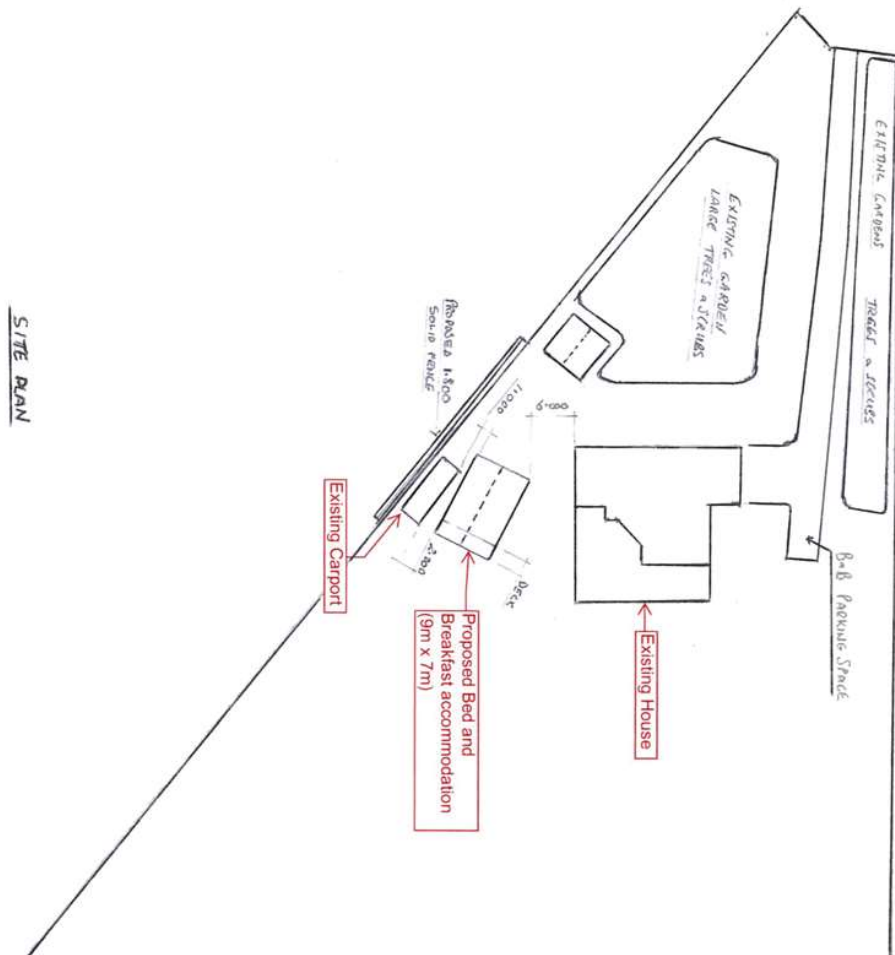
The proposed development complies with the requirements of the *Laidley Shire Planning Scheme 2003* and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. The development meets the assessment benchmarks and the application is therefore recommended for approval subject to conditions in accordance with the Development Assessment Rules.

**9. Action/s**

1. Notify the applicant of Council's decision
2. Notify all persons who lodged a properly made submission

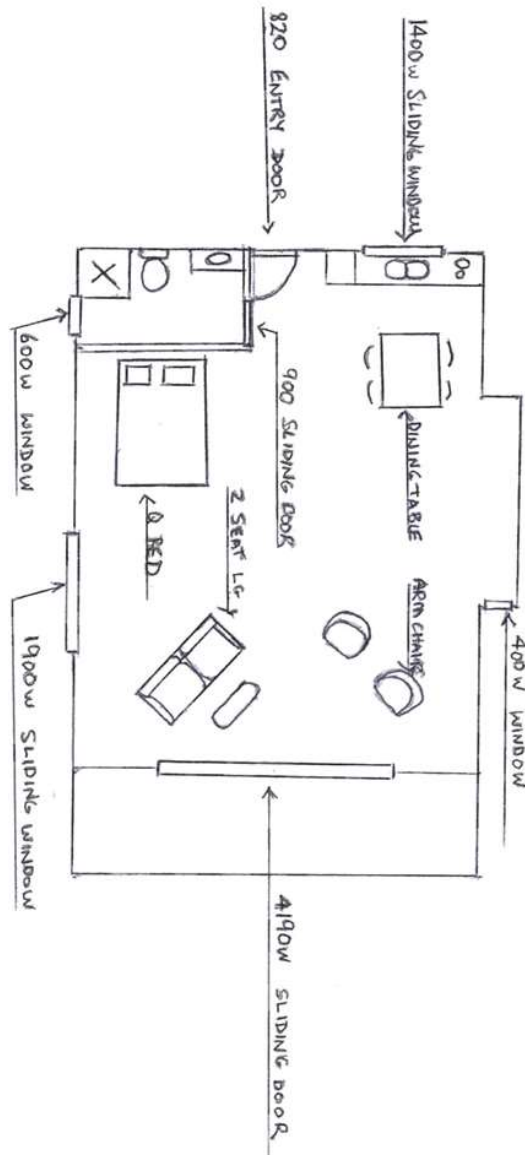
**Attachments**

- 1 [↓](#) MC2018/0036 Proposed Plans 7 Pages



Scale: 2mm = 1.000m  
J. LE. REID.  
7 Point Piper Close  
LAIDLEY HEIGHTS  
MAY 2018  
LOT NO 34. RP 854931





Floor Layout PLAN

Scale: 10mm, 1.000m

JE & LE Reid

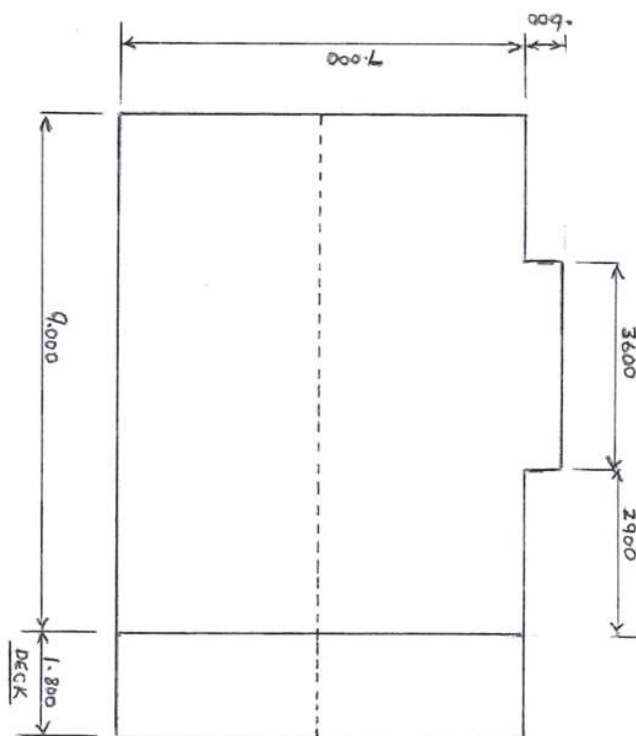
7 Point Piper Close

Laidley Heights

May 2018

Lot No 34 RP 854931

Dimensioned PLAN



Scale: 10mm, 1.000m

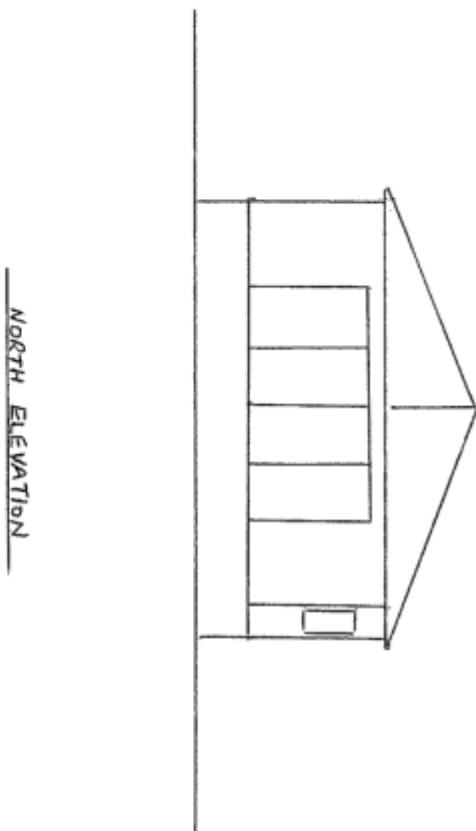
JE & LE Reid

7 Point Piper Close

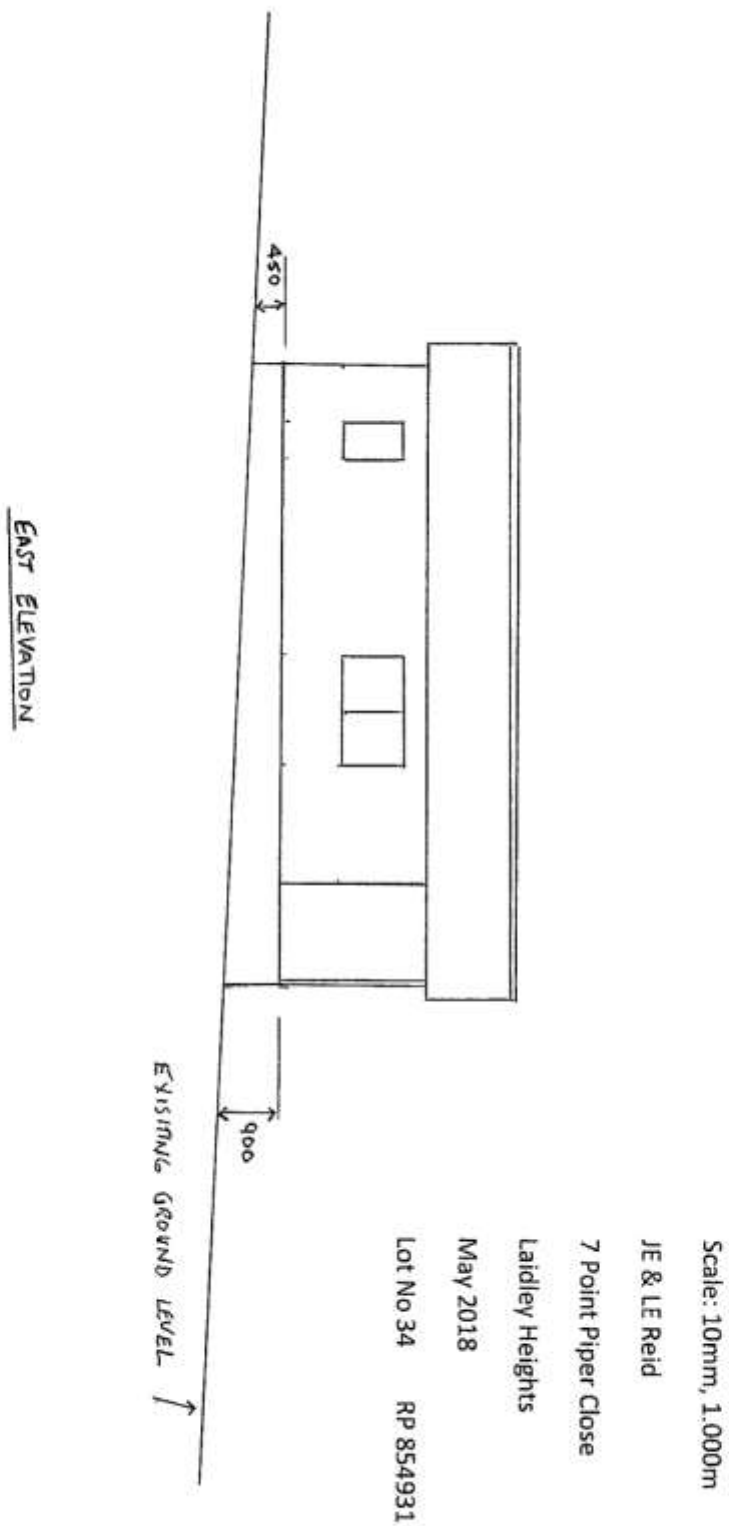
Laidley Heights

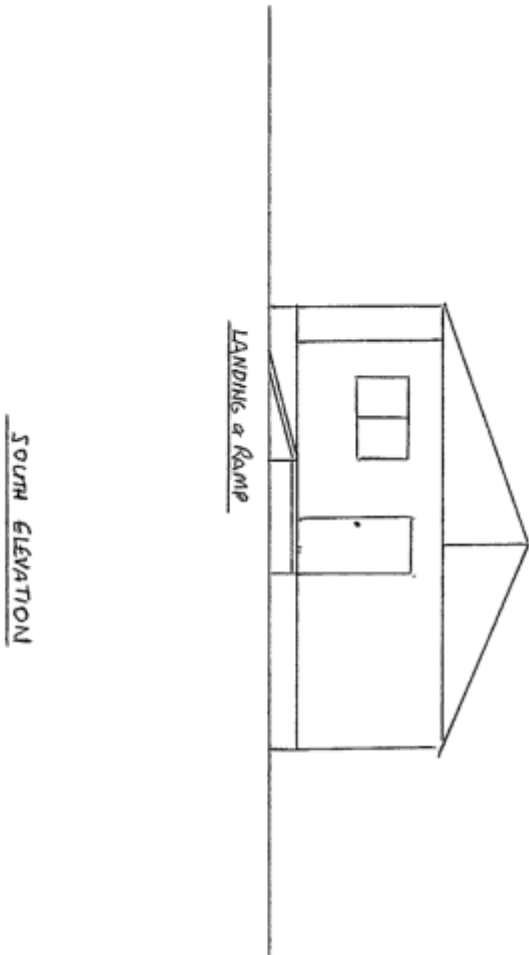
May 2018

Lot No 34 RP 854931

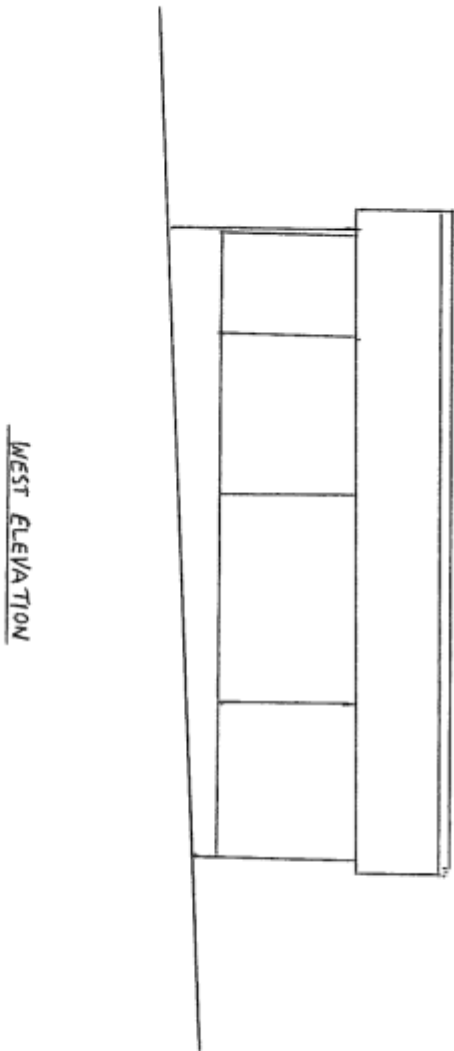


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JE & LE Reid  
7 Point Piper Close  
Laidley Heights  
May 2018  
Lot No 34    RP 854931





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Laidley Heights  
May 2018  
Lot No 34    RP 854931



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7 Point Piper Close  
Laidley Heights  
May 2018  
Lot No 34    RP 854931





# ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018

## Finance

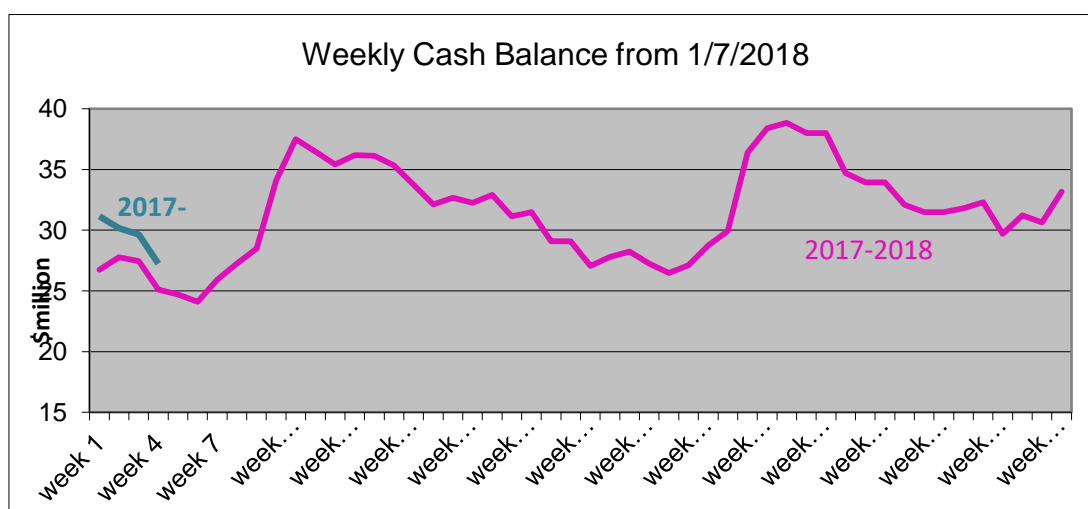
As at 27 July 2018, 96.07% of the second 2017/18 rates levy had been collected. The collection process for outstanding rates from that levy is in line with previous years and remains ongoing.

Testing has been completed for the first rates levy of 2018/19 and the issue date has been confirmed as 8 August 2018. Advertising in line with previous years has been arranged.

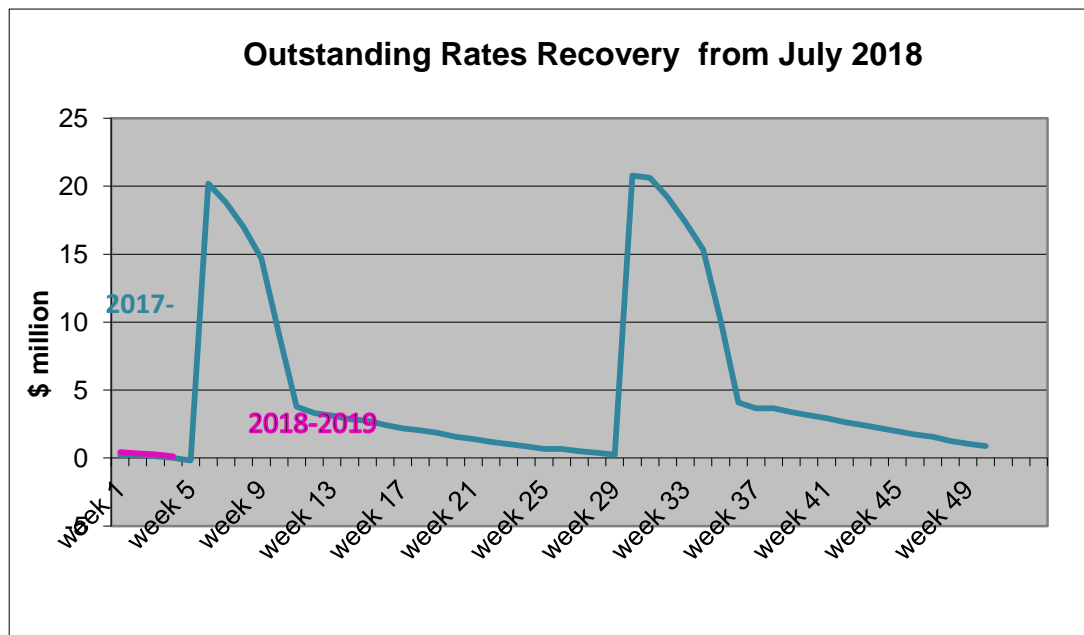
The end of year process have been completed with adjustments to the prior year now closed with a set of draft financial statements produced for review by the Audit and Risk Management Committee.

The audit process is on track to meet the agreed deadlines and the audit team will return in August to complete the audit.

Council's cash balance at 27 July 2018 was \$27,251,627. The following table shows a recent history of Council's weekly cash balances against the 2017/18 financial year.



Outstanding rates at 27 July 2018 were \$118,782.92. The following table shows a recent history of Council's outstanding weekly rates balances.



### Customer Services

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

#### *Service Requests*

Details of July 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 27 new Councillor Requests in July 2018, with 46 Councillor requests remaining open at 31 July 2018.

#### *Telephones*

2,351 telephone calls attempted to connect with Council's telephone exchange in July 2018, with a service level 83.71% achieved.

During July Council's "call back" function totalled 49. 55 live chats were also performed during the month.

#### *QGAP*

There were 575 QGAP transactions processed by Council during the month of July 2018.

### **BUILDINGS AND FACILITIES**

#### *Gatton Depot Facilities Shed*

- Engaged Kehoe Myers engineers to start design works – purchase order 23 July.

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

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- 
- Awaiting on a third quote for the masterplan works – expect submission LATE July/early August
  - Structural assessment is underway and we expect final report late July/early August.
  - Peak Services to provide amended report for energy reduction options by early August.
  - Seeking quotes for extra roof safety static lines to be installed closer to the ridgeline.
  - Metering tender submissions due 9 August

*Gatton Showgrounds Washbay*

- Clearspan contract finalised.
- LVIEC currently organising plumbing quotes.



## ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018

### *Withcott Toilet Block*

- Construction of shade structure is complete
- Footings and underground services completed
- Toilet building frame and materials are expected onsite by early August
- Treatment tank has been installed
- Hardwood timber bollards have been installed.

### *Lockyer Valley Cultural Centre*

- Tile replacement works are ongoing and the building contractor is currently working on the Western side in the service bay area.

### *Laidley Pool BBQ Shelter*

- Awaiting issue of the building approval
- Lockyer Sheds has been selected to construct shelter.

### *Lions Park Laidley Toilets*

- Awaiting Energex to do the final electricity connection
- Building contractor to complete defects
- Building contractor to provide handover documentation.

### *Thinextra Project*

- COMSEQ are in the process of installing the LPWAN to seven sites around the valley.
- Six have been completed being:
  - Grantham Butter Factory
  - Withcott Community Centre
  - Kensington Grove Hall, and
  - Helidon Community Centre
  - Laidley Cultural Centre
  - Lockyer valley Cultural Centre
- The Gatton Administration Building is scheduled for completion by September 2018.

## **LIBRARIES**

July 2018 lending information is unavailable due to a software upgrade that is currently underway.

During July, the Libraries Unit conducted 66 events with 842 participants.

A total of 12,750 visitors attended the Libraries in July.

## **CHILDCARE**

Average occupancy rates for the month of July 2018 were Gatton 68% and Kensington Grove 44%.

During July 2018, our Child Care centres hosted a Pyjama Day on 17 July for Diabetes awareness, a Grandparents day on 25 July with NAIDOC week held from 7 to 14 July.

## ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018

Our Child Care centres also won an award from the Gatton Agricultural Show for our Kindy Reactive Art project.

On 27 July, the Department of Education also conducted a monitoring visit. During the visit a number of minor issues were identified which are now being rectified.

### **HEALTH, WASTE and REGULATORY SERVICES**

A total of 316 Health, Waste and Regulatory Services related CRMs were received during July. Of these 154 or 48.7% remain current.

On 13 July, Council hosted the quarterly meeting of the South West Darling Downs Environmental Health Australia Association meeting for surrounding local authorities.

#### Waste

- Pre lodgement meeting with Department of Environment and Science – Environmental licence review – 2 x steps involved:
  - Single Environmental Licence
  - Amend Licence to include modern and common conditions.
- Waste Recycling and Reduction Plan (WRRP) – workshop delivered 3 July.
- Discussion with Innovative Solutions for outcomes of WRRP and Full Cost pricing model.
- Request for Quotes delivered for:
  - Leachate – Oil & Asbestos
  - Telemetry
  - Landfill Gas
  - Boundary Survey
- Approved Waste & Recycling Run changes to meet regional growth.

#### Regulatory Services

- 168 food renewal licences issued
- Three (3) Food licences issued
- Two (2) design approvals issued
- 17 non-compliance letters
- 168 renewals issued
- Letter issued to a property owner to finalise dust nuisance complaint
- Mosquito information sessions delivered to staff.

#### Local Laws

- 11 Dog attacks were reported to Council during July 2018 with two (2) attacks being on a person.
- 4 Proposed Regulated Dog notices, 2 Regulated Dangerous Dog notices and 1 Regulated Dog Compliance Notice were issued during July.
- 21 Warning Notices have been issued to animal owners.

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### Dog Registrations 2018/19

- 7,579 Dogs were registered for the 2017/18 period (an increase of 1,084 dogs from 2016/17 period)
- Dog Registration Renewals were issued on 30 May for renewal by 26 June. Dog Registration Renewal Reminders were issued 30 July
- Currently 6,251 dogs are registered for 2018/19 (this represents 82.43% of the 2017/18 total dogs registered).

### **INFORMATION SERVICES**

#### *CCTV*

- The installation of CCTV signage for all Council buildings is now complete.

#### *TechnologyOne*

- CiA Safety – A number of workshops and meetings have been held with the WHS team to review existing configuration and work through the effect of making the hazard inspection checklist electronic.
- CiA Timesheets & Mobility Crew Management – No further action required by Business Systems until prerequisite actions are undertaken or change in project direction.
- CiA eRecruitment – OD have commenced engagement sessions with staff who frequently require recruitment exercises. TechnologyOne are endeavouring to fix and apply updates for remaining software bugs by 7 August so that we can go live with eRecruitment on the current release (2018A). If this timeframe is not met, we are going to need to postpone the go live until after we have tested the 2019B release and applied it to our Production Environment.
- The Strategy and Quality Plan has been finalised. Program Schedule and costings are due on 3 August. The Program Schedule and costings will impact the development of the TechnologyOne Project Schedule and the Lockyer Valley Regional Council Project Schedule. Scoping sessions are set to commence in August.
- The Business Analyst has been appointed and commenced on 30 July.
- Applications for the Project Manager position have closed and interviews undertaken. Reference checks for the preferred candidate have commenced.

### **DISASTER MANAGEMENT**

Interviews took place on 25 July and 2 August for the position of SES Local Controller. The successful candidate will be announced in the near future.

The WaterRide system continues to require many man hours to keep it functional (new data, upgrades). We are awaiting feedback from the W.I.S.E. flood system engineers as to whether or not that system would be more beneficial to Council from a disaster management perspective. Council has supplied flood modelling data to ascertain the system's viability. A proposal has been now been forwarded by the developers for consideration. Procurement, Infrastructure, Works and Services and Planning and Development have been engaged to date.

A school-based trainee will commence in Disaster Management for one (1) day per month from 1 August.

### **BUSINESS IMPROVEMENT COORDINATOR**

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

- Waste; Parks, Gardens & Cemeteries; and Information Services are continuing to implement their action plans.
- Local Laws (animal management) have commenced implementing their action plan.
- The next business units set to form a progress group and start action planning are Building & Plumbing, Infrastructure Delivery, Infrastructure Planning & Design, and Customer Contact Centre.
- Participant training in continuous improvement tools and techniques will be piloted early in the new financial year. The intent is to roll this out to any employee in Council (not just progress group participants).

Service standards (reviewing, embedding and publicising agreed service standards for first response and closure)

- The Leadership group has been tasked with reviewing service standards in consultation with their teams.
- Once identified, these will be presented at a Council workshop, embedded into business processes and advised to customers.

PhoneFox (mystery shopper calls)

- The Phone Fox audit has been completed. Results will be released soon.
- ELT to agree schedule for remainder of 2018-2019.

Voice of the Customer (in-depth customer survey)

- All surveys for FY 2017-2018 have been completed. ELT to agree schedule for 2018/19.

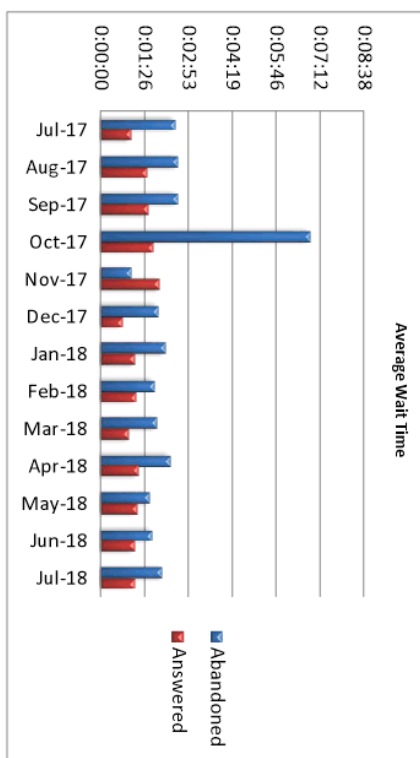
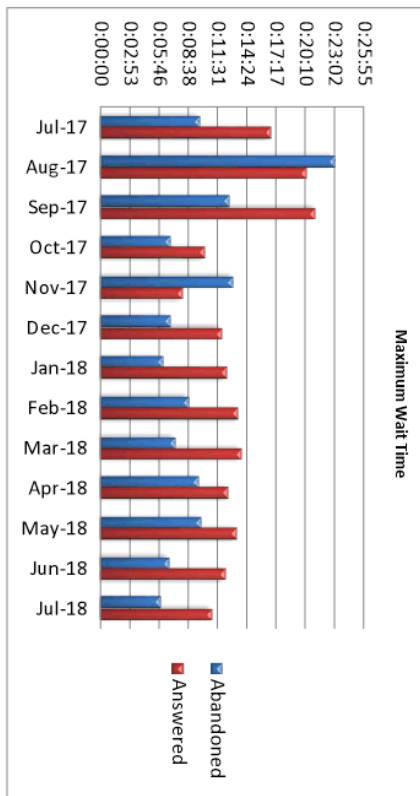
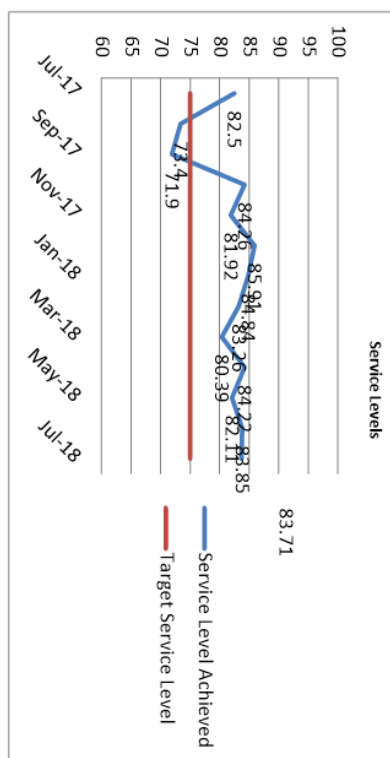
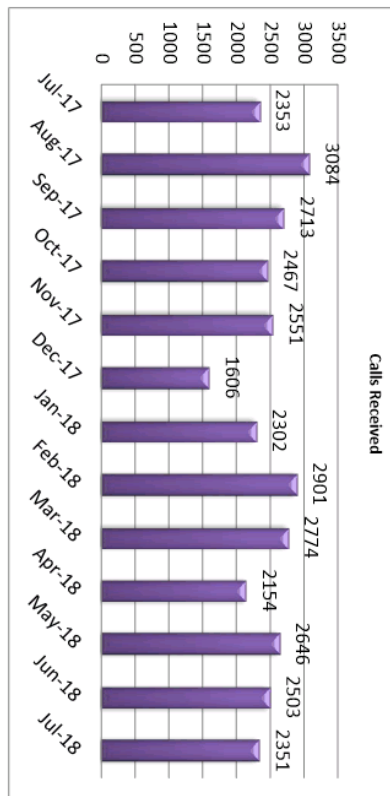
**Attachments**

- 1 [↓](#) Customer Service Monthly Statistics - July 2018 5 Pages



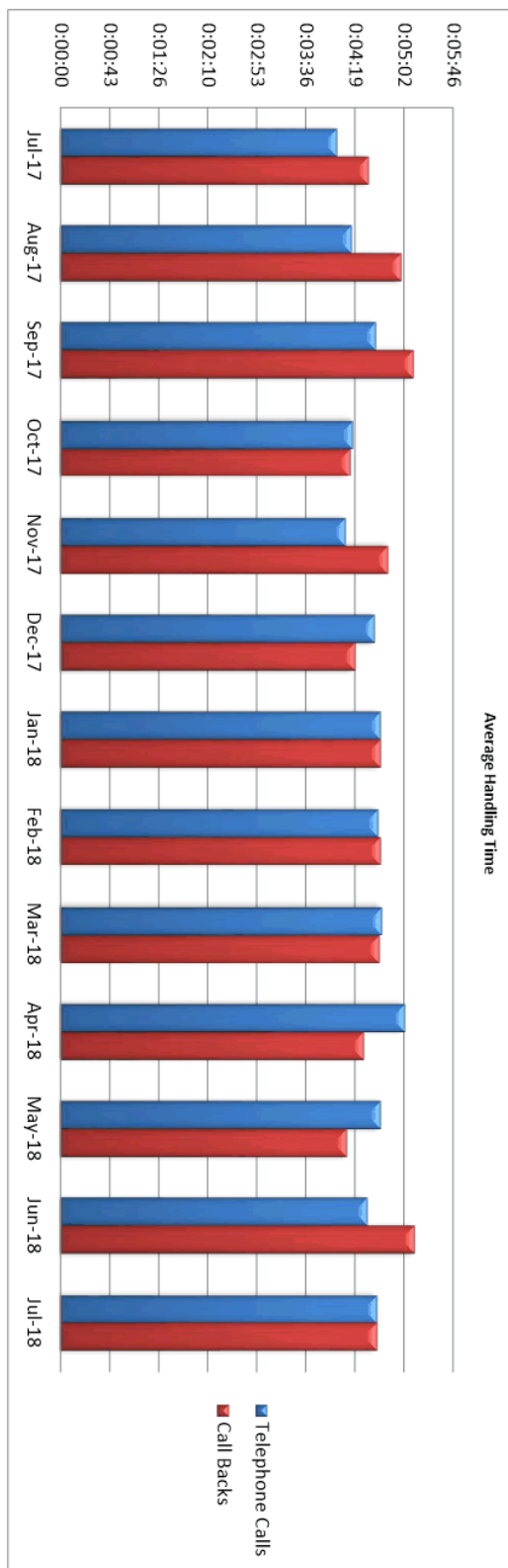
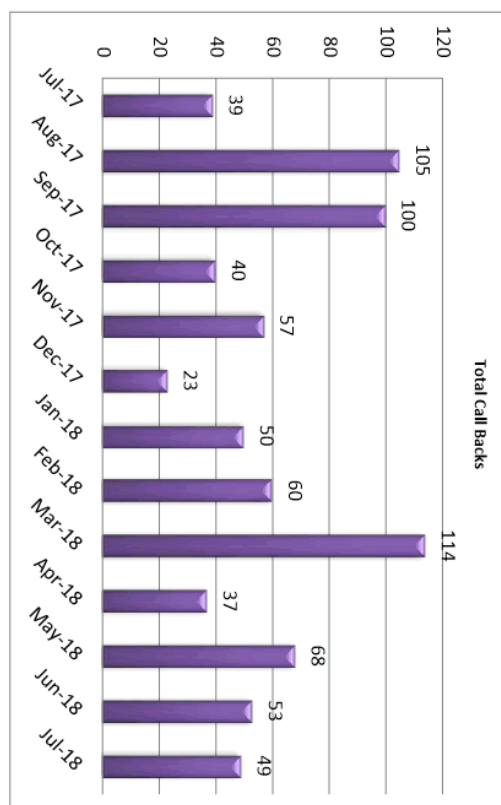
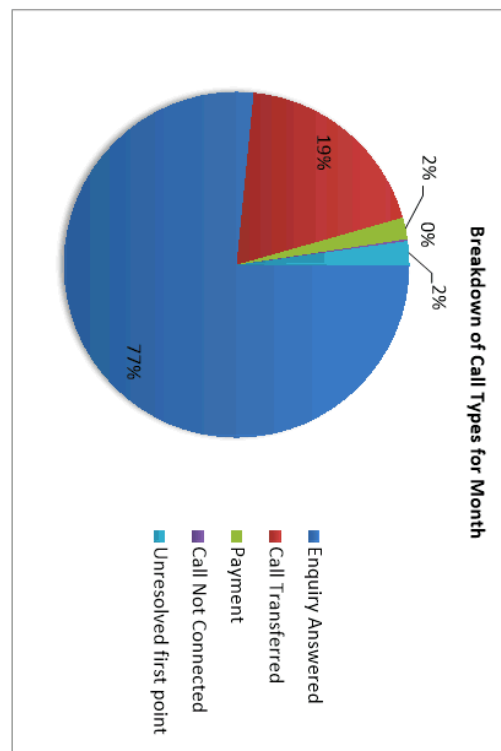
Lockyer Valley Regional Council – Customer Service Monthly Statistics – July 2018

Telephone

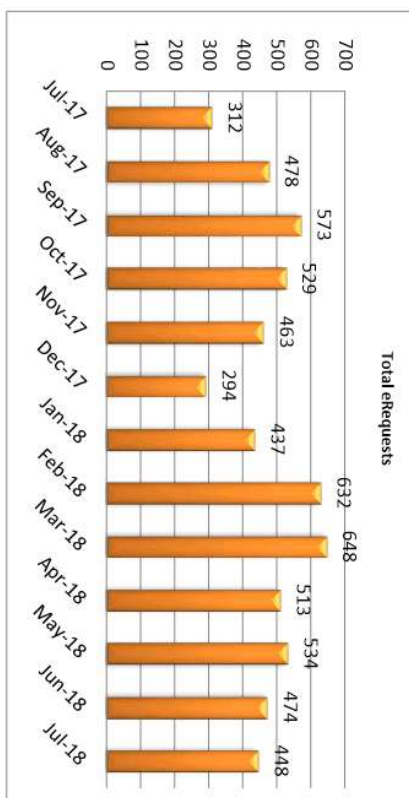
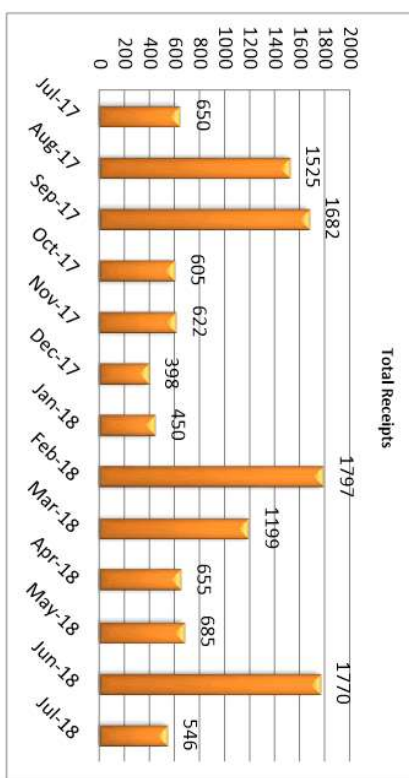
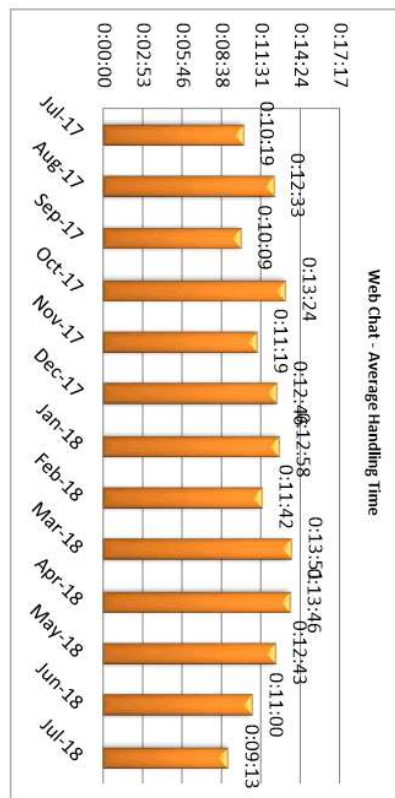
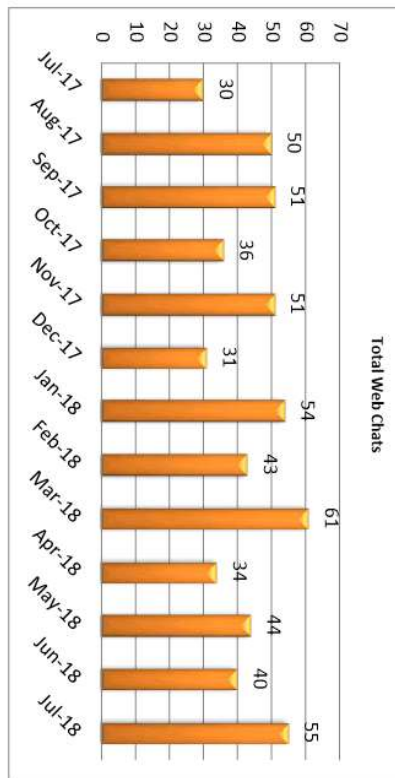


## QGAP Performance Report

|   |           |
|---|-----------|
| Total time taken for all transactions   | 93.08 hrs |
| Total number of transactions            | 575       |
| Total average time for all transactions | 9.71 mins |



## Live Chat, eRequests & Receipts

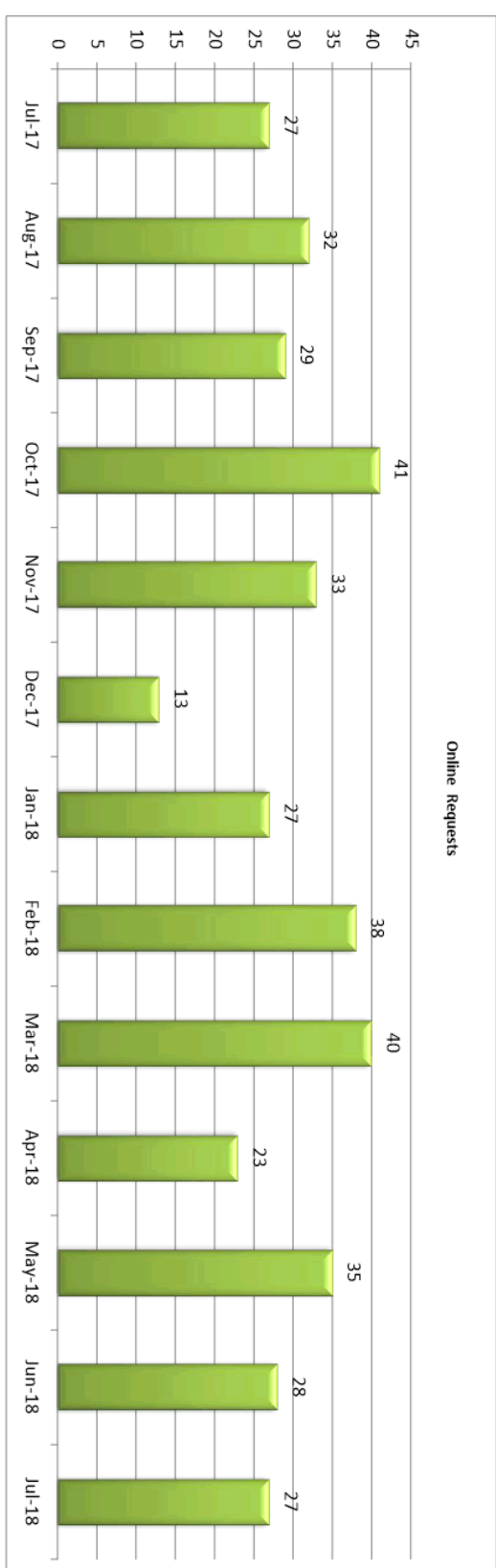


## Councillor Requests

Total Taken for month: 27

Total Requests Still Open: 46

## Online Requests





**Mobile Education Resource Centre**

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

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The MERC is a large self-contained trailer which was designed to function as a mobile public education centre. In recent times the need for the MERC has reduced from a Council perspective, with community engagement and education now being undertaken from a whole-of Council and multi-agency viewpoint.

Rather than having a stand-alone Council Disaster Management presence at public events, engagement is now part of the overall Council presence at shows and events. Where possible a Council Disaster Management presence is also co-located with other agencies, such as the State Emergency Service (SES), or Queensland Fire and Emergency Services. This strategy also promotes a team approach to Disaster response and recovery operations.

The use of the MERC at public events has also proven to be problematic for a number of reasons. Primarily it is difficult to deploy due to its size and weight; Council's fleet management section prefers that the MERC only be towed with a light truck which in turn requires the use of Council's fleet and resources to deploy and return the MERC from the Emergency Shed located on Saleyards Road Gatton.

### **3. Report**

Considerable thought has been given to identifying a means of giving the MERC a more interactive and useful role to provide the best possible outcome for the community. Accordingly, conversations have been held with the Regional Manager South West Region for the SES to determine the level of interest in the SES taking ownership of the MERC.

Feedback and further dialogue was extremely positive with the Regional Manager expressing great interest in the concept with the following potential purposes for the MERC being identified, all of which will provide great benefit to the community.

1. The primary use would be to outfit it to become the SES Mobile Operations Centre. This would enable the SES to deploy a command / headquarter vehicle to go to sites where significant damage has been caused by storms and other disaster events.
2. Land searches. Many land searches are conducted across the south-west region. Searches generally occur in remote locations and the MERC would be utilised by Queensland Police Service and SES to better manage major search events on site.
3. It would also continue to be used as a promotional vehicle most likely reserved for major public displays as well as a headquarter vehicle for large public activities involving the SES.

If the officer's report recommendation is accepted by Council, it is envisaged that the MERC will be redressed with new SES livery which will have a commanding presence at any location to which it may be deployed. The livery will also highlight the close working relationship that exists between the Lockyer Valley Regional Council and the SES by way of acknowledging the contribution that Council has committed by donating the MERC.

It is envisaged that the MERC will be stored at the SES headquarters in Toowoomba from which it can be deployed to any location in the Southwestern region including the Lockyer Valley.

All Information and Technology equipment will be removed prior to hand over to the SES.



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**4. Policy and Legal Implications**

Consultation with Queensland Reconstruction Authority's (QRA) Policy Program Manager on 1 August 2018, confirmed that there are no issues with the intended repurposing of the MERC and that QRA supports the transfer of the MERC to the SES.

Any further policy and legal implications will be addressed in future on matters that arise before Council.

**5. Financial and Resource Implications**

Under Section 236 (1)(b)(i) of the *Local Government Regulation 2012*, Council may dispose of a valuable non-current asset other than by tender or auction if the valuable non-current asset is disposed of to a government agency.

However, under Section 236 (2) of the *Local Government Regulation 2012* the above exception only applies if Council, before the disposal, decides by resolution that the exception will apply to the disposal of the asset.

Any further budgetary implications will continue to be addressed through existing allocations.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

As part of the consultation process associated with this report, Councillors were consulted at a Councillor Workshop held on 25 July 2018. Council's Management Team was also notified of the proposal to pass ownership of the MERC to the SES and was asked to provide comment if there was deemed to be any potential for the MERC to be used by any business unit. No comment was received.

Should the proposal to transfer ownership of the MERC be endorsed by Council, the Manager Infrastructure Support Services will be asked to initiate the transfer arrangements. The ensuing hand-over will most likely involve a high-level State Government and Council presence and have media coverage for which Council's Marketing Communications and Engagement team will be called upon to manage.

**8. Conclusion**

Given the change in approach to Council's Disaster Management community engagement strategy and the underutilisation of and difficulty in deploying the MERC, it is considered that the community at large will benefit by the SES taking ownership of the MERC for use in its South-Western region during disaster events, public information events and other various community-related activities.

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**9. Action/s**

Transfer ownership of the MERC to the SES.



## Return of Donated Tupperware to Rotary

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

The purpose of this report is to seek Council approval to dispose of donated Tupperware items.

**THAT Council delegate to the Chief Executive Officer authority to dispose of donated Tupperware items currently stored at the Grantham Butter Factory to the Rotary Club of Toowoomba South Inc.**

**THAT Council delegate to the Chief Executive Officer authority to dispose of donated Tupperware items currently stored at the Grantham Butter Factory to the Rotary Club of Toowoomba South Inc.**

**Moved By: Cr Cook**

**Seconded By: Cr Hagan**

**Resolution Number: 16-20/1056**

**CARRIED**

7/0

## Report

## 1. Introduction

Following the devastating floods of 2011, the Rotary Club of Toowoomba South was instrumental in redeveloping the Grantham Butter Factory as a Community Centre for the Grantham community.

Through this process, Tupperware items to an approximate value of \$25,000 were donated by Tupperware Brands Corporation. This donation was made so that in the event of a future emergency and the Grantham Butter Factory was declared as an Evacuation Centre, the Tupperware could be used to serve and store food items.

## 2. Background

The Grantham Butter factory project commenced with the purchase of the derelict Grantham Butter Factory and surrounds by the Rotary Club of Toowoomba South Inc. in May 2011, with the refurbished building and surrounds ceremonially gifted back to the Lockyer Valley Regional Council on 30 June 2013.

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The purchase of the property by the Rotary Club of Toowoomba South Inc. was funded by a donation of \$395,000 by the Cotton-On Foundation. The Rotary Club of Toowoomba South Inc. subsequently received donations in excess of \$2 million from Rotary Clubs and Rotary Districts across Australia, the YMCA and Young Care of Brisbane, the Rotary District 9630 Southern District Flood Appeal and corporations such as Tupperware Brands, Simplot and Dulux. Project design works were donated by FK Gardner and Sons with the donations supplemented by road, car parking, landscaping and stormwater drainage works by Lockyer Valley Regional Council.

While the Grantham Butter Factory now operates as a valued community facility, through the adoption by Council of the Evacuation Centre Management Sub Plan, Council and the Local Disaster Management Group have determined that the Grantham Butter Factory will not be utilised as an evacuation centre should a future disaster event occur.

Also of note is the fact that the donated Tupperware has not been used to date.

**3. Report**

Currently Council owns and operates the Grantham Butter Factory as a community facility, with the facility used on a regular basis by commercial operators, community groups and the occasional private function. Crockery, utensils and cooking items are not provided for use with hirers required to bring their own items. This especially applies to commercial hirers.

The donated Tupperware items are stored at the Grantham Butter Factory in four large lockable storage cupboards where it has remained since the original donation.

As the Grantham Butter Factory is not an identified Evacuation Centre, the Tupperware items have not and will not be used as intended by the donating organisation.

**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**

Under section 236(1)(b)(ii) of the *Local Government Regulation 2012*, Council may dispose of a valuable non-current asset other than by tender or auction if the valuable non-current asset is disposed of to a community organisation.

However, under section 236(2) of the *Local Government Regulation 2012* the above exception only applies if Council, before the disposal, decides by resolution that the exception will apply to the disposal of the asset.

In accordance with section 224(7)(b) and section 224(8)(b) of the *Local Government Regulation 2012*, the donated Tupperware items are not classified as a valuable non-current asset by Council. This is due to the individual items having an apparent value less than the prescribed amount.

Any further budgetary implications will continue to be addressed through existing allocations.

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**6. Delegations/Authorisations**

The Chief Executive Officer will manage the disposal of the Tupperware Items in line with the delegation of this report and other existing delegations.

**7. Communication and Engagement**

On 1 August 2018, the proposal to donate the Tupperware back to the Rotary Club of Toowoomba South Inc. was discussed with the Assistant Governor and Past President of Rotary Club of Toowoomba South Inc. In these discussions with the Executive Manager Corporate and Community Services, the Assistant Governor and Past President of Rotary Club of Toowoomba South Inc. agreed to work with Council on an appropriate disposal ensuring the best possible outcome for the wider community.

The Chief Executive Officer, through the Community Facilities team, will continue to engage with the Rotary Club of Toowoomba South Rotary Inc. to implement Council's resolution.

**8. Conclusion**

The recommendation made in this report recognises the contribution of the Rotary Club Toowoomba South Inc. to the recovery of the Grantham community following the devastating 2011 floods.

**9. Action/s**

Liaise with the Rotary Club of Toowoomba South Inc. on the implementation of Council's resolution.

**Attachments**

- 1 [!\[\]\(4695f05050b0d393767d0512587d4e50\_img.jpg\)](#) Tupperware - Grantham Butter Factory 2 Pages









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## **13.0 INFRASTRUCTURE WORKS AND SERVICES REPORTS**

### **13.1                      Acting Executive Manager Infrastructure Works and Services Monthly Update - July 2018**

**Date:** 25 July 2018

**Author:** Seren McKenzie, Acting Executive Manager Infrastructure Works & Services

**Responsible Officer:** Seren McKenzie, Acting Executive Manager Infrastructure Works & Services

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#### **Summary:**

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

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

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

#### **RESOLUTION**

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

**Moved By:      Cr Holstein                      Seconded By:      Cr McLean**  
**Resolution Number: 16-20/1057**

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

#### **RESOLUTION**

**THAT Council acknowledge the good work of Ms Seren McKenzie, whilst Acting Executive Manager Infrastructure Works and Services.**

**Moved By:      Cr Holstein                      Seconded By:      Cr Hagan**  
**Resolution Number: 16-20/1058**

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

**Report**

# ORDINARY COUNCIL MEETING MINUTES 8 AUGUST 2018

## 1. Report

### ROADS SAFETY BLACK SPOT PROGRAMME

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

| 2017-18 Black Spot Projects   |                         |  |
|---|-------------------------|--|
| Project   | Australian Govt Funding | Status   |
| <b>Summerholm Road, Summerholm</b><br>Review and install signage  | \$66,000                | Completed  |
| <b>Harm Drive / Lake Clarendon Road intersection upgrade, Crowley Vale</b><br>Change of route priority                | \$56,500                | Extension of time granted.<br>Civil works commenced. |
| <b>Litfin Bridge, Gatton</b><br>Improve signage and delineation on approaches to bridge and replace damaged guardrail | \$41,500                | Extension of time granted.<br>Civil 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, totalling \$600,500, were:

| 2018-19 Black Spot Projects   |                         |                |
|---|-------------------------|----------------|
| Project   | Australian Govt Funding | Status         |
| 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 2018-19:

| 2018-19 TIDS Projects   |                     |              |
|---|---------------------|--------------|
| Project   | Total Project Costs | Status       |
| Blanchview Road (Blanchview), signage improvements                  | \$20,000            |              |
| Lockyer District High School, parking improvements                  | \$100,000           |              |
| Laidley State High School, parking improvements                     | \$100,000           |              |
| Hannant Road (Kensington Grove), Fairway Drive, construct footpaths | \$100,000           | Design phase |
| Mountain Road (Laidley), Range Crescent - Clearidge Court           | \$150,000           |              |
| Thallon Road (Kensington Grove), reconstruct pavement               | \$450,892           | Design phase |
| Various Local Roads of Regional Significance, culvert replacement   | \$120,000           |              |
| Summerholm Road (Hatton Vale), widening                             | \$100,000           |              |

**FUNDING APPLICATIONS**

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An update on funding applications is provided below:

| Funding Programme                                       | Project Title  | Status               | Funding Amount |
|---|--|----------------------|----------------|
| Building Better Regions                                 | Amos Road upgrade, Withcott  | Funding unsuccessful | \$436,000      |
| Building Better Regions                                 | Replacement of Mahon Bridge, Carpendale  | Funding unsuccessful | \$1,024,500    |
| 2018-19 Cycle Network Local Government Grants Programme | Construction of Spencer Street upgrade of shared pathway, Gatton   | Funding unsuccessful | \$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. | Funding successful   | \$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                                  | 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 July 2018:

| Capital Works   |   |
|---|---|
| Project   | Status  |
| Laidley Recreation Reserve bollards                     | Installation continuing   |
| Forest Hill Columbarium Wall                            | Cemetery module further refined for improved customer service.                      |
| Rehabilitation of former livestock dip site at Lockrose | Final report with auditor for review, to be sent to State government once finalised |
| Jean Biggs Park bollards replacement                    | Completed   |
| Lake Apex park irrigation works                         | Completed   |
| Narda Lagoon shelter                                    | Completed   |
| Drainage works at Bichel Oval Laidley                   | Installation underway   |
| Gatton Cemetery seating                                 | Installation underway   |
| Murphys Creek seating and tables                        | Installation underway   |
| Forest Hill Place painting                              | Underway  |
| Rotary Park BBQ and shelter replacement                 | 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 to the swing softfall area at Littleton Park being conducted</li> <li>New kerb being installed at Littleton Park</li> <li>Ropehill playground insurance repairs due for completion in August</li> </ul>   |
| Furniture maintenance            | <ul style="list-style-type: none"> <li>Refurbishing Laidley and Gatton main street seats continuing</li> <li>Painting walking bridge at Lake Apex park</li> <li>Bollard replacement at Lake Apex park</li> </ul>   |
| Landscaping                      | <ul style="list-style-type: none"> <li>Irrigation works at Laidley Cemetery</li> <li>Crack sealing works to bitumen footpaths around Lake Apex</li> <li>Landscaping and maintenance works in various Gatton parks and Laidley CBD flower pots</li> </ul> |
| Event assistance                 | <ul style="list-style-type: none"> <li>Provided Council Event Unit assistance with 7 events.</li> </ul>  |
| Funerals/Interments              | <ul style="list-style-type: none"> <li>7 held during July 2018</li> </ul>  |
| General maintenance and business | <ul style="list-style-type: none"> <li>Hatton Vale park concept design plans received for review</li> <li>Laidley ashes memorial garden ground works commencing to level site</li> <li>Volunteers assisting with Jean Biggs Garden</li> </ul>            |

### ROADS AND DRAINAGE UNIT

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

| Capital Works  |  |
|--|--|
| Project  | Status   |
| Eastern Drive /William Street Footpath replacement   | Completed  |
| Culvert Renewal Tender : <ul style="list-style-type: none"> <li>Laidley Creek West</li> <li>Flagstone Creek Road</li> <li>Niemeyer Road</li> </ul> | Completed  |
| Back Flagstone Rd – Pavement reconstruction (Spa Water Road to 800m South)   | Works in progress  |
| Lake Clarendon Way – Pavement reconstruction (Gatton Esk Road – Campsey Ash Farms)   | Works in progress  |
| South St, Gatton – Kerb and Channel replacement  | Works in progress  |
| Feldhahn Street, Gatton – Pavement reconstruction and seal   | Completed with final seal due with Peters Street works in 2018/19 year |
| Long Gully Road upgrade  | Line-marking to be completed   |
| Seventeen Mile Road, Helidon - Pavement repairs/reconstruction between Laidley Street to the Transfer Station                                      | Line-marking to be completed   |

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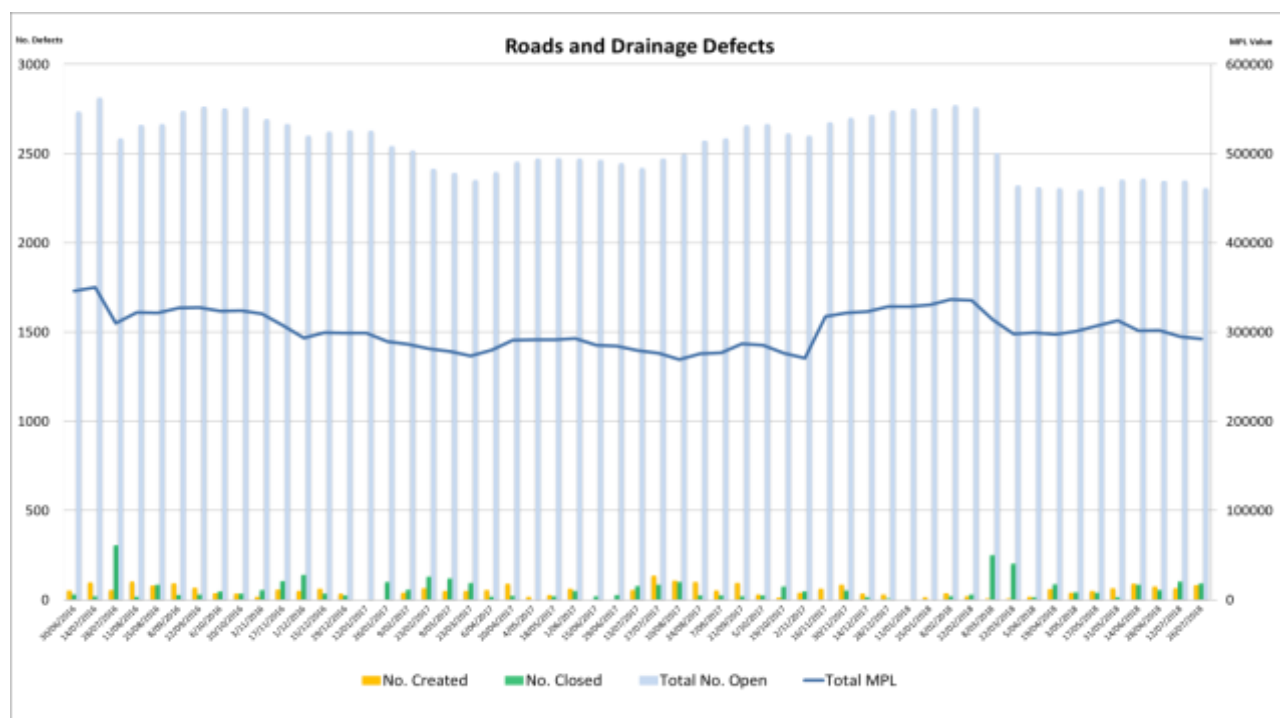
| Capital Works  |  |
|--|--|
| Project  | Status                                       |
| Lake Apex park skate bowl carpark – construction of a sealed carpark | Line-marking and final seal to be completed. |
| Old College Road, Gatton - Reconstruction                            | Stormwater installation ongoing              |

| Maintenance Works               |   |
|---------------------------------|---|
| Activity                        | Suburb  |
| Road Grading                    | <ul style="list-style-type: none"> <li>Blanchview</li> </ul>  |
| Roadside spraying               | <ul style="list-style-type: none"> <li>Adare</li> <li>Council Stockpile sites</li> </ul>                        |
| Road pavement repairs           | <ul style="list-style-type: none"> <li>Gatton</li> </ul>  |
| Vegetation control and slashing | <ul style="list-style-type: none"> <li>Blenheim</li> <li>RMPC all state controlled roads within LVRC</li> </ul> |
| Drainage works                  | <ul style="list-style-type: none"> <li>Carpendale</li> </ul>  |
| Road patching                   | <ul style="list-style-type: none"> <li>Flagstone Creek</li> </ul>   |
| Traffic signs and line-marking  | <ul style="list-style-type: none"> <li>Adare</li> </ul>   |



## Road and Drainage Defects

Since 1 June, there have been 380 new defects created, with 348 defects closed. The total MPL has reduced from 313,013 to 292,646 a reduction of 20,367 MPL points. This indicates that the maintenance crews have been concentrating on completing repairs to higher vale/risk defects on the networks.



## 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.                              |
| Inland Rail Project             | Working with ARTC representatives on traffic impacts and volumes on various options for inland rail route.                  |
| Footpath projects on TMR roads  | Lake Apex Drive planning and design of cycle route improvements.<br>Final concept design received                           |
| Gatton Revitalisation           | Funding successful for Railway Street lights, Centenary Gardens lights and bus stop relocation.<br>Detailed design pending. |

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## INFRASTRUCTURE SUPPORT SERVICES UNIT

Asset Management Unit activities:

- Working with Program Manager for the NDRRA works to develop a tender package of works to be delivered by Contract
- 2018/2019 reseal preparatory works determined
- Annual Asset Inspections ahead of schedule with only culvert inspections remaining.
- Level 2 Bridge report requirements revised to improve data collection.
- Results and determinations from asset valuations being reconciled with corporate registers.
- Additional asset types being adopted into the asset registers including car parks, bus shelters and CBD roadside furniture.
- Assisting Pest Management Unit on electronic weed defect collection implementation
- Assisting Building and Facilities with elements of buildings asset management
- Pavement and seal assets data report due to Council in August

Plant and Fleet Unit activities:

*Fleet Capital 2018-19:*

The table below lists the vehicles and plant that have been sold at auction and vehicles that have been purchased to replace existing plant or fleet.

|                      | Replacement | Disposal | New |
|----------------------|-------------|----------|-----|
| <b>Light fleet</b>   | 0           | 0        | 0   |
| <b>Heavy plant</b>   | 1           | 0        | 0   |
| <b>Miscellaneous</b> | 0           | 0        | 0   |

## CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

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

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





## Management of Regional Skateparks Guideline

**Responsible Officer:** Seren McKenzie, Acting Executive Manager Infrastructure Works & Services

The purpose of this report is to present the *Management of Regional Skateparks Guideline* to Council for adoption and inclusion in the Procedure and Guideline register as per the *Local Government Act 2009*.

**THAT Council adopt the Management of Regional Skateparks Guideline.**

**THAT Council adopt the Management of Regional Skateparks Guideline, as attached.**

**Seconded By: Cr Cook**

**Resolution Number: 16-20/1059**

**CARRIED**

7/0

## Report

## 1. Introduction

Council has skatepark facilities in Forest Hill, Gatton, Helidon, Kensington Grove, Laidley, Murphys Creek and Withcott. Council receives formal and informal requests to upgrade facilities through to the provision of shade and other amenities. Council also responds to regular incidences of vandalism across the network of skateparks which incurs extra costs every year to repair.

This Guideline provides a framework to guide Council in the development and maintenance of the skateparks in the region.

## 2. Background

Council officers and councillors receive requests from time to time from community members, particularly young people that use skateparks, to upgrade existing skateparks or build new skateparks in the region. To date each request has been considered on a case by case basis and often has low levels of demonstrated community support. Council also regularly responds to vandalism-related damage at and around skateparks across the region. Vandalism can range from graffiti and smashed glass spread on skateparks through to severely damaged park furniture and buildings.

The Management of Regional Skateparks Guideline provides a framework for a categorisation and prioritisation system for future upgrades along with the linking of costs of vandalism with budgets for upgrades that can promote increased responsible use of skateparks and surrounds.

This matter was presented to Councillors at the 6 March 2018 Councillor Workshop.

### **3. Report**

The *Management of Regional Skateparks Guideline* provides a classification system for the Region's skateparks to assist Council in determining the prioritisation of capital upgrades for these skatepark facilities. Classification levels include:

- Major Regional – Gatton Skatepark
- Regional – Laidley Skatepark
- Local- Forest Hill, Helidon, Kensington Grove, Murphys Creek and Withcott skateparks

The Guideline also provides advice on the following:

- Requests for additional skateparks in the regions
- Impacts of vandalism and impacts on upgrades
- Master Planning for skateparks in the region.

The development of the *Management of Regional Skateparks Guideline* provides clear guidance for the development and maintenance of the skateparks in the region and is therefore recommended for adoption by Council.

### **4. Policy and Legal Implications**

There are no policies or legal implications associated with the recommendations outlined in this report.

### **5. Financial and Resource Implications**

There are no costs associated with the adoption of the *Management of Regional Skateparks Guidelines*, however capital expenditure will be required in the future for capital upgrades to facilities in accordance with the Guideline. This expenditure will be considered through the established budgetary processes.

### **6. Delegations/Authorisations**

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

### **7. Communication and Engagement**

Council's Community Engagement Officers will continue to engage with key community stakeholders from skatepark users groups and will work with the Parks, Gardens and Cemeteries unit to provide clear information to the community.

The draft Guideline has been reviewed by:

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- Building and Facilities
- Marketing, Communication and Engagement
- Parks, Gardens and Cemeteries
- Sport, Recreation and Community Grants Officer

The adopted Guideline will be published on Council's website and distributed to staff and the public as appropriate.

**8. Conclusion**

The *Management of Regional Skateparks Guideline* will provide a framework that Council can use to make decisions on skateparks expenditure in the future.

**9. Action/s**

1. The Community Development and Engagement Officer to work with the Manager of Parks, Gardens and Cemeteries to prepare communications to skatepark users and the general community regarding the skatepark upgrade categorisation system and the impact of the costs of vandalism on potential capital upgrades, and to engage with stakeholders to consider potential upgrades for future years.
2. The approved Guideline will be updated in Council's Procedure and Guideline Register and published as appropriate on Council's website.

**Attachments**

- 1 [!\[\]\(e548a391c65118ac2476924cdb5db38c\_img.jpg\)](#) Draft Management of Regional Skateparks Guideline 5 Pages



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## Management of Regional Skateparks Guideline

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July 2018

**Document Control**

This page will be re-issued every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

| Version | Clause(s) | Changes       | Author          | Issue Date |
|---------|-----------|---------------|-----------------|------------|
| 0       |           | Initial draft | Corrin Bischoff | 18/05/2018 |
| 1       |           | Review        | Brendan Sippel  | 19/07/2018 |
| 2       |           |               |                 |            |
| 3       |           |               |                 |            |
| 4       |           |               |                 |            |



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| Level 2: Regional – Laidley Skatepark .....  | 1 |
| Level 3 Local - Forest Hill, Helidon, Kensington Grove, Murphys Creek and Withcott Skateparks .... | 1 |
| Requests for additional skateparks.....  | 2 |
| Impact of vandalism and impacts on upgrades .....  | 2 |
| Related Documents.....   | 2 |

## Introduction

Lockyer Valley Regional Council has skatepark facilities in Forest Hill, Gatton, Helidon, Kensington Grove, Laidley, Murphys Creek and Withcott. There was previously a skatepark at Grantham prior to the 2011 floods which has not been replaced. The skateparks at Gatton, Laidley and Kensington Grove appear to have the highest levels of use, while the skateparks at Murphys Creek and Helidon have the lowest use.

Council receives periodic formal and informal requests to upgrade facilities at most of skateparks in the region. These requests range from extensions to the skatepark surface through to the provision of shade and other amenities. Council also responds to regular incidences of vandalism across the range of skateparks with the highest incidences occurring at Laidley, Kensington Grove and Gatton.

This Guideline outlines the framework to be applied in the development and maintenance of skateparks in the region.

## Definitions

The following definitions apply for the purposes of this guideline:

|            |   |
|------------|---|
| Skateparks | A facility purpose-built for the primary use of skateboarding and scooter riding, and which may or may not also cater for roller-skating, inline-skating, BMX riding and other outdoor activities |
|------------|---|

## Classification of Skateparks

To assist Council to determine the prioritisation of capital upgrades for these skatepark facilities, there are three classifications for skateparks in the region.

### Level 1: Major Regional – Gatton Skatepark

Future upgrades and expansions are primarily focused on this facility. This would allow for the development of this skatepark to have different but linked areas to cater for beginner, intermediate and advanced users. Future developments will occur in consultation with local skatepark users and relevant professional industry organisations, and will be funded from a combination of Council's capital budget and external grants. Developing this skatepark as a Major Regional facility will also support its use for regional competitions, which has previously demonstrated it can draw competitors from across South East Queensland.

### Level 2: Regional – Laidley Skatepark

Upgrades will occur at this facility on a lower frequency and level than the Major Regional facility at Gatton. Future developments will follow on from consultation with users and industry professionals, and be funded primarily from external grants. Developing this skatepark as Regional facility will also support its use for local competitions which has previously demonstrated to draw competitors from across the region.

### Level 3 Local – Forest Hill, Helidon, Kensington Grove, Murphys Creek and Withcott Skateparks

Council will conduct regular maintenance of local skateparks to ensure safety and functionality while deferring any capital upgrades until at least 2023 unless a significant population change in the local area warrants earlier consideration for upgrades.

Group:  
Unit:  
Approved: Ordinary Meeting Resolution  
Date Approved: XX/XX/2017  
ECM:

Effective Date: XX/XX/2018  
Version: 1.0 Last Modified: 22/05/2018  
Review Date: 30/06/2020  
Related Policy: NA

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## Requests for additional skateparks

Requests for additional skateparks (e.g. Grantham, Hatton Vale, Plainland) are discouraged on the basis that the existing local skateparks have generally low usage and building additional facilities does not represent value for money. The limited public transport options for young people to get to various skateparks is noted and accepted as a part of rural residential living.

Where a significant population increase occurs in a local area within the next five years, Council may consider upgrades to existing Local facilities or the construction of new skateparks.

## Impact of vandalism and impacts on upgrades

There is a strong relationship between the impact of vandalism and the delivery of upgrades to skateparks. Skateparks that are well maintained and are invested in encourage the users of the facility to look after it and report vandalism.

An annual budget that includes planned and unplanned maintenance and capital improvements will be established for skateparks both in general and per individual park. Any savings at the end of a financial year may be considered for the following year's capital budget using the established budget process. This approach may provide an incentive for skatepark users to take care of their local park and to report perpetrators of vandalism.

The installation of signs at skateparks to advise that budgets for upgrades will be spent on responding to vandalism and that Council will not consider requests for upgrades until the incidences of vandalism are notably decreased may assist with promoting responsible use of community assets.

It is noted that vandalism may not be perpetrated by users of the skateparks (i.e. skaters and scooter riders) however; the general mess that is left by some skatepark users clearly indicates low levels of responsibility among some users.

## Master Plan for Skateparks

Master plans will be developed for each skatepark as the need arises and based on the hierarchy of Major Regional, Region and Local classifications. Skatepark users will be consulted through the Master plan process to form a potential long term upgrade plan, which can be constructed element by element as budget allows. To assist with this process, a buffer for future expansion should be retained around each existing skatepark.

## Related Documents

NA

Group:  
Unit:  
Approved: Ordinary Meeting Resolution  
Date Approved: XX/XX/2017  
ECM:

Effective Date: XX/XX/2018  
Version: 1.0 Last Modified: 22/05/2018  
Review Date: 30/06/2020  
Related Policy: NA

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**14.0 ITEMS FOR INFORMATION**

**THAT Council receive and note the following reports:**

- **14.1 “Queensland Urban Utilities - July 2018”**
- **14.2 “External Grants Register”**
- **14.3 “Transfer of Community Housing Units”**

**Moved By: Cr Cook**

**Seconded By: Cr Wilson**

**Resolution Number: 16-20/1060**

**CARRIED**

**7/0**

**14.1**

**Queensland Urban Utilities - July 2018**

**Date:** 30 July 2018

**Author:** Vickie Wieland, EA to Chief Executive Officer

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

**Summary:**

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

**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**

***Gibson Island capital works***

This month, the Board approved \$15.6m of capital works at the Gibson Island Sewage Treatment Plant (STP).

These works will replace a number of the plant's aged assets, thereby increasing its efficiency. The works will also ensure the plant is able to cater for increased population growth.

Built in 1989, the Gibson Island STP services the Bulimba Creek catchment, and by 2021 will service a population of over 250,000.

The Board approved the proposed works.

***Southern Treatment Plant Capital Works Program***

As mentioned in previous updates, QUU have revised the way they issue to the market and deliver capital works at our STPs. We have finalised this procurement approach for their northern treatment plants and, this month, the Board considered and approved the procurement strategy for their southern treatment plants.

Following consideration by the Strategic Asset Management Committee, the Board supported management issuing an invitation to offer to the market for capital works at their southern treatment plants over the next five years.

***Prudential Report: Commonwealth Bank***

The Board had a discussion on the outcomes of the Commonwealth Bank review that was completed by the Australian Prudential Regulatory Authority. The purpose of the discussion was to identify opportunities for QUU to strengthen their control and governance.

***Performance and Production Operating Model***

The Board received a presentation from management on how QUU's Treatment and Production function has been transformed to improve efficiency, increase productivity, enhance culture and create greater commercial value from waste streams.

Improvements include giving employees greater empowerment to perform their roles and adopting a commercial mindset by viewing waste as a resource that creates a value stream for QUU.

These changes have led to a 32% increase in energy generation, a 19% increase in biogas production and a 40% improvement in productivity.

***Asset management plans summary***

The Board received a report from management on the various asset classes and associated performance, age and proposed maintenance investment that will be required over forward years. This information assists the Board in setting the five-year capital works planned maintenance budget.

***SAS Laboratory performance review***

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The Board received an update on the performance of the Scientific Analytical Services Laboratory.

## **SHAREHOLDERS**

### ***Final participation return***

The Board approved the final participation return to shareholders.

Under the Participation Agreement, QUU is required to advise shareholders of the final participation return by 31 July 2018.

The Board approved the participation return, which will be paid on 28 September.

## **CUSTOMER**

### ***Billing experience***

In April 2018, QUU issued a new-look bill – the design on which was based on customer feedback – to make it easier for our customers to read and interpret their quarterly water and sewerage account. In issuing this refreshed bill, our Contact Centre experienced a higher-than-average volume of calls from customers.

This month, the Board received an update from management outlining the reasons for the increased number of calls. This included the new design triggering a greater interest in elements of the bill that many customers were previously unaware of, such as usage and account breakdown.

### ***Commercial Customer update***

The Board received an update from management on the Key Commercial Customer Group. This Group, which was formed as part of the operating model review in 2014, is responsible for 14.5% of QUU's total revenue.

Since formation, the Group has adopted an account management approach to service key commercial and water reliant commercial customers by segmenting into portfolios such as food and beverage, industrial processing, property management and shopping and accommodation.

The Group has supported a number of existing and new commercial businesses expand in South East Queensland by identifying innovative service delivery approaches for the provision of water, wastewater and trade waste.

### ***Developer Services update***

QUU's Developer Services team is responsible for managing development connections to QUU's water and sewerage network. It is a valued segment of their business, with a quarter of QUU's revenue being derived from developer customers in the form of cash contributions and donated assets. Since establishment, QUU has assessed over 10,000 development applications.

This month, the Board received an update from management regarding the strategic priorities and achievements of this function. These include our strengthened engagement with the

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development industry to increase education and awareness and our commitment to identifying opportunities for service delivery improvements.

QUU have also reviewed their service and pricing structures, with the objective of increasing cost recovery and financial performance and ensuring better alignment between services provided by QUU and the expectations of developers.

In addition, QUU have refreshed the endorsed consultants scheme, resulting in improved quality of applications and fewer requests for further information.

## **PEOPLE**

### ***Safe Simple***

This month, the Board received an update on the 'Safe Simple' leadership training program.

The program is designed to improve leaders' capabilities to effectively lead safety and enable sustainable and long-term safety change by drawing on cognitive-behavioral safety concepts and neuroscience.

QUU is working with the University of Queensland and the Office of Industrial Relations to evaluate the effectiveness of the training; however, they have already received extremely favourable feedback from employees who have participated in the training.





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### 14.2 External Grants Register

**Date:** 31 July 2018  
**Author:** Corrin Bischoff, Coordinator Governance & Strategy  
**Responsible Officer:** Ian Church, Chief Executive Officer

#### Summary:

The purpose of this report is to provide an update on the status of external funding applications submitted by Lockyer Valley Regional Council for the period April 2018 to July 2018.

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

#### Report

##### 1. Introduction

This report provides an update and analysis of funding sought by Council over the past six months from competitive external grant programs.

Council's External Funding Policy supports the Lockyer Valley Corporate Plan 2017-2022 outcome 5.1 Undertake robust and accountable financial resource and infrastructure planning and management to ensure affordable and sustainable outcomes for the community.

##### 2. Background

A centralised grant application process is utilised to optimise funding secured by Council to support its projects and activities. A key part of the coordinated approach to seeking and managing external grants is to provide a regular update to Council on all funding applications submitted.

##### 3. Report

Since the beginning of April 2018, six external funding applications have been submitted. In this period Council has been advised that six applications were not successful and four applications were successful.

Below is the status of Council's external funding applications as at 31 July 2018:

| STATUS as at:<br>31 July 2018 | Funding<br>Program                            | Project<br>Name                | Total Cost<br>of Project | Amount<br>applied for | LVRC Cash<br>contribution |
|-------------------------------|---|--------------------------------|--------------------------|-----------------------|---------------------------|
| Pending                       | Innovation and<br>Improvement<br>Fund Round 2 | Online Flood<br>Advice Project | \$160,000                | \$160,000             | \$100                     |
| Pending                       | Be Connected<br>Grant Program                 | Be Connected<br>- Laidley      | \$1,500.00               | \$1,500.00            | \$0                       |



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| STATUS as at:<br>31 July 2018 | Funding<br>Program   | Project<br>Name  | Total Cost<br>of Project | Amount<br>applied for              | LVRC Cash<br>contribution |
|-------------------------------|--|--|--------------------------|------------------------------------|---------------------------|
| Pending                       | Be Connected<br>Grant Program                                  | Be Connected<br>- Gatton   | \$1,500.00               | \$1,500.00                         | \$0                       |
| UNSUCCESSFUL                  | Natural<br>Disaster<br>Resilience<br>Program                   | Cooper Street<br>Laidley - Flood<br>Mitigation<br>Concept<br>Modelling and<br>Detailed<br>Design               | \$220,000                | \$147,400                          | \$72,600                  |
| SUCCESSFUL                    | Natural<br>Disaster<br>Resilience<br>Program                   | Lockyer Creek<br>Catchment<br>Model Review<br>and Local Risk<br>Management<br>Planning                         | \$550,000                | \$335,000<br>RECEIVED<br>\$275,000 | \$220,000                 |
| UNSUCCESSFUL                  | Building Our<br>Regions - Eol                                  | Lockyer Valley<br>Cultural Centre<br>Stage 2 Solar<br>Installation   | \$500,000                | \$250,000                          | \$250,000                 |
| UNSUCCESSFUL                  | Public Library<br>Strategic<br>Priorities Grant<br>2018        | Pop-Up Tech<br>Stations  | \$18,000                 | \$16,000                           | \$0                       |
| SUCCESSFUL                    | Transport and<br>Main Roads<br>Cycle Grants                    | LVRC Cycle<br>Network Local<br>Government<br>Grants<br>Application<br>(Stage 1 Lake<br>Apex William<br>Street) | \$495,000                | \$247,500                          | \$247,500                 |
| UNSUCCESSFUL                  | Transport and<br>Main Roads<br>Cycle Grants                    | LVRC Cycle<br>Network Local<br>Government<br>Grants<br>Application<br>(Spencer<br>Street)                      | \$217,800                | \$108,900                          | \$108,900                 |
| UNSUCCESSFUL                  | Building Better<br>Regions Grant<br>(Infrastructure<br>Stream) | Mahons Bridge  | \$2,049,000              | \$1,024,500                        | \$1,024,500               |
| UNSUCCESSFUL                  | Building Better<br>Regions Grant<br>(Infrastructure<br>Stream) | Amos Road  | \$872,000                | 436,000                            | \$436,000                 |



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| <b>STATUS as at:<br/>31 July 2018</b> | <b>Funding<br/>Program</b>                                | <b>Project<br/>Name</b>             | <b>Total Cost<br/>of Project</b> | <b>Amount<br/>applied for</b> | <b>LVRC Cash<br/>contribution</b> |
|---------------------------------------|---|-------------------------------------|----------------------------------|-------------------------------|-----------------------------------|
| <b>SUCCESSFUL</b>                     | Building Better<br>Regions Grant<br>(Community<br>Stream) | Events<br>Strategy                  | \$16,500                         | \$16,500                      | \$0                               |
| <b>SUCCESSFUL</b>                     | Female<br>Facilities<br>Program<br>Round 1                | Female<br>Facilities Cahill<br>Park | \$629,989                        | \$500,000                     | \$129,989                         |

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## **14.3 Transfer of Community Housing Units**

**Date:** 31 July 2018  
**Author:** Kerry Wicks, Buildings and Facilities Business Coordinator  
**Responsible Officer:** David Lewis, Executive Manager Corporate & Community Services

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### **Summary:**

Since 2014, several futile attempts have been made to transfer community housing units located at L20 on CC807884 and L50 on CC807887 to the Department of Housing and Public Works (the Department). The Department has advised that they are considering the issue on a State-wide basis given that a number of local governments have made similar requests. Enquiries have been made with other Queensland local governments to determine their views and intentions and the purpose of this report is to inform Council of their responses.

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

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### **Report**

#### **1. Introduction**

Since 2014 Council has attempted to transfer community housing units located at Lot 20 CC807884 and L50 on CC807887 to the Department of Housing and Public Works (the Department), due to the cost impost of managing the properties and the fact that this service is not seen as a core Council function. To date these properties remain on Council's property asset register.

#### **2. Background**

The request to transfer these assets back to the Department was made in response to correspondence from the State proposing such an arrangement in August 2014.

Initially, the Department identified that Council's assets are situated on land that has been dedicated as reserves for local government purposes and that the purpose of the reserve would need to be changed before they could accept a transfer of the assets. Under current legislation, there is no appropriate purpose. Council and the Department of Natural Resources and Mines have proposed a solution and the Department has advised that it is considering how to proceed on a State-wide basis given a number of Queensland local governments are in a similar situation.

Council officers have been frustrated with the delay in any progress from the Department. More recently, the Department has indicated that the assets do not meet public housing standards and consideration would need to be given to whether they are willing to accept the assets.

In an attempt to progress this matter, the Mayor, Chief Executive Officer and relevant Council officers met with the local State Member of the Queensland Parliament, Mr Jim McDonald Member for Lockyer on 31 May 2018. A number of strategies were discussed including:

1. investigating the experience of other local governments to understand their intentions and issues;
2. raising the issue through appropriate Local Government Association of Queensland forums to leverage support of the local government sector;

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3. developing a question for the local State Member of the Queensland Parliament to table at a future sitting of Parliament; and
4. the conversion of the land to freehold so that the assets could be independently sold.

To action the first strategy the Buildings and Facilities Business Coordinator created and released an online survey to all 77 Queensland local governments asking if they too were managing similar style properties on behalf of the Department and if they wished to transfer their assets back to the Department.

The purpose of this report is to inform Council of the responses received and consider what action is required to progress one or more of the further strategies identified to obtain a resolution to this matter.

**3. Report**

On 25 June 2018, 77 Queensland councils were emailed (via Survey Monkey) a request to complete a 15 question survey to indicate:

- (a) whether they manage any community housing assets
- (b) whether they intend to continue operating these assets or transfer them back to the Department
- (c) what type of tenure they offer
- (d) what type of land their assets are situated on
- (e) whether the assets comply with current public housing and building standards
- (f) what stage they are at with transferring their assets to the Department
- (g) whether they would be willing to work with Council to progress an outcome to benefit impacted Queensland local governments.

Of the 77 surveys sent, only 16 responses were received. From these responses, 11 Councils replied stating that they did not manage community housing assets and 1 (one) Council indicated that while it did not manage community housing assets, it was interested in the outcome if Council was successful in the transfer.

Four Council's responded indicating that they do manage community housing assets had between 21 and 108 community housing assets on their property asset register. Two of those Councils are happy with their current arrangement with the Department whilst two Councils are not happy with their current arrangements.

As the overwhelming majority of Councils did not respond, it is difficult to understand why the Department would be seeking to adopt a State-wide approach to this issue.

To assist Council to better understand the concerns and impacts of affected local governments and provide some leverage to assist with future negotiations with the Department or propose a question to be asked in Parliament, Council's Buildings and Facilities Business Coordinator will now contact the non-responsive Councils by telephone to seek their input.

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**15.0 CONFIDENTIAL ITEMS**

**CLOSED SESSION**

THAT Council move into Closed Session at 10:56am to the exclusion of the press and public, in accordance with *Section 275 (1) (h) of the Local Government Regulation 2012, as the matters involve 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.*

**Moved By: Cr Vela**

**Seconded By: Cr Wilson**

**Resolution Number: 16-20/1061**

**CARRIED**

**7/0**

**OPEN SESSION**

THAT Council move into open session, the time being 11:01am

**Moved By: Cr Cook**

**Seconded By: Cr Hagan**

**Resolution Number: 16-20/1062**

**CARRIED**

**7/0**

**15.1 Vary and Extend Lease of Dal Ryan Memorial Pool Laidley**

**Date:** 31 July 2018

**Author:** Kerry Wicks, Buildings and Facilities Business Coordinator

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

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

**Summary:**

The purpose of this report is to consider a proposal by Laidley Swim Pty Ltd for the current lease of the Dal Ryan Memorial Pool at Laidley to be varied and extended for the 2018/19 swim season.

**Officer's Recommendation:**

**THAT with respect to the proposal by the Lessee for the variation and extension of the lease of the whole of the land situated on John Street, Laidley (Lots 20-23 on**

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RP25591), Council resolves to delegate authority to the Chief Executive Officer to vary and extend the lease on terms satisfactory to Council including, but not limited to:

- (a) the extended term shall be a period of 7 months commencing 1 September 2018 and expiring on 31 March 2019;
- (b) all other option terms shall be deleted;
- (c) the annual rent shall be \$1.00, if demanded;
- (d) Council will pay the Lessee an Operation Fee, capped at a maximum of \$34,106.00 for the extended term and calculated to reflect the actual costs of the Lessee in accordance with the Lessee's proposal, in fortnightly instalments;
- (e) the Lessee shall record and provide to Council details of costs actually incurred and admission records, including times of entry;
- (f) Council will be responsible for all costs associated with rubbish collection, landline telephone, sewerage services, hire of extra toilets, security, grass clippings removal, stocking of amenities and Council movie nights; and
- (g) the Opening Hours shall be set by Council.

**RESOLUTION**

THAT with respect to the proposal by the Lessee for the variation and extension of the lease of the whole of the land situated on John Street, Laidley (Lots 20-23 on RP25591), Council resolve to delegate authority to the Chief Executive Officer to vary and extend the lease on terms satisfactory to Council including, but not limited to:

- (a) the extended term shall be for a period of 7 months commencing 1 September 2018 and expiring on 31 March 2019;
- (b) all other option terms shall be deleted;
- (c) the annual rent shall be \$1.00, if demanded;
- (d) Council will pay the Lessee an Operation Fee, capped at a maximum of \$34,106.00 for the extended term and calculated to reflect the actual costs of the Lessee in accordance with the Lessee's proposal, in fortnightly instalments;
- (e) the Lessee shall record and provide to Council details of costs actually incurred and admission records, including times of entry;
- (f) Council will be responsible for all costs associated with rubbish collection, landline telephone, sewerage services, hire of extra toilets, security, grass clippings removal, stocking of amenities and Council movie nights; and
- (g) the Opening Hours shall be set by Council.

**Moved By: Cr McLean**

**Seconded By: Cr Cook**

**Resolution Number: 16-20/1063**

**CARRIED**

**7/0**





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**16.0 MEETING CLOSED**

*There being no further business, the meeting closed at 11:02am*