



REGIONAL COUNCIL

# **ORDINARY MEETING OF COUNCIL**

## **MINUTES**

**10 OCTOBER 2018**



**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 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
- Lyle Kajewski, Acting Executive Manager Organisational Development & Planning Services
- David Lewis, Executive Manager Corporate & Community Services
- Angelo Casagrande, Executive Manager Infrastructure Works & Services
- Erin Carkeet, Governance & Strategy Officer
- Corrin Bischoff, Coordinator Governance & Strategy (part of meeting)
- Madonna Brennan, Governance & Strategy Advisor (part of meeting)
- Isabella Grienke, Business Administration Trainee (part of meeting)
- JessiLane Braswell, Media & Communications Officer (part of meeting)
- Nicholas Cooper, Acting Manager Planning & Development (part of meeting)
- Mark Westaway, Consultant Planner (part of meeting)

**Apology**

- Dan McPherson, Executive Manager Organisational Development & Planning Services





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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 Officers at this time.*

**5.0 MAYORAL MINUTE**

*The Mayor provided an overview of the recent delegation to Council's Sister City, AGEO City and a report will be prepared for a future meeting of Council .*



## 6.1 Confirmation of Ordinary Meeting Minutes 26 September 2018

**RESOLUTION**  
**THAT the Minutes of the Ordinary Meeting of Lockyer Valley Regional Council held on Wednesday 26 September 2018 be taken as read and confirmed.**

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

**Date:** 02 October 2018  
**Author:** Sara Rozynski, Personal Assistant to the Executive Manager  
 Infrastructure Works and Services  
**Responsible Officer:** Angelo Casagrande, Executive Manager Infrastructure Works &  
 Services

**RESOLUTION**  
**THAT the Minutes of the Lake Apex Community Advisory Committee meeting held on 20 September 2018, as attached, be received and noted.**

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

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

**MEETING RECORD**

Minutes of the Lake Apex Community Advisory Committee meeting held in the Cunningham Room at the Lockyer Valley Cultural Centre on Thursday 20 September 2018.

**Opening**

Chairperson, Alan Wearing opened the meeting at 3:00pm.

**In Attendance**

- Angelo Casagrande (LVRC Infrastructure Works and Services)
- Alan Wearing (Friends of Lake Apex) - Chairperson
- Belinda Whelband (LVRC Coordinator Environment and Pest)
- Brendan Sippel (LVRC Parks, Gardens and Cemeteries)
- Cr Janice Holstein (Councillor)
- Cr Rick Vela (Councillor) – Part 4:00pm onwards
- Jocelyn Wilson (Friends of Lake Apex)
- Rob Wilson (Friends of Lake Apex)
- Sara Rozynski (LVRC – minute taker)
- Bill Beckman (Lockyer Chamber of Commerce and Industry)
- Di Lewin (Friends of Lake Apex)
- Graham Voss (Lights on the Hill)

**Apologies**

- Juanita Johnson (Lights on the Hill)
- 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)

**Guest**

- Darryl Simpson (LVRC Local Laws Coordinator)

**1. Welcome**

The meeting was welcomed by Chairperson Alan Wearing.

**2. Minutes of Previous Meeting**

Minutes were moved by Sara Rozynski and seconded by Cr Holstein that the minutes of the meeting held on Tuesday 19 June 2018 are taken as read and confirmed.

The motion was voted upon and CARRIED.

**3. Outstanding Actions**

Refer to the outstanding actions items document (ECM3161961).

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
20 September 2018

**4. Surveillance Signage**

The Committee requested surveillance signage and/or further Crime Stoppers signage be installed around the park to help protect the parklands from vandals.

Action	Consideration of suitable areas to install surveillance signage
Who	Brendan Sippel/Angelo Casagrande
Due	Next meeting

**5. Grant Funding**

Cr Holstein advised the Committee there is new funding Council could apply for under the *Safer Communities Fund - Round 3*, however it closes on 25 September. Putting in an application now would be unrealistic for Council due to resourcing restraints.

The *Stronger Communities Programme – Round 4*. Non for profit organisation are able to apply for funding under this programme. Funding applications must be in by 18 October 2018.

<https://www.business.gov.au/assistance/stronger-communities-programme>

Belinda advised Council's *Community Environmental Grant 2018/19 Program* is now open and closes on 28 September 2018. <https://www.lockyvalley.qld.gov.au/our-services/environment-and-pest-management/Pages/Community-Environmental-Grants-Program-.aspx>

Alan advised the Committee are able to apply for a grant under the *Gambling Community Benefit Fund round 99*. Non for profit organisation are able to apply for funding under this programme. Funding applications must be in by 30 November.

<https://www.justice.qld.gov.au/corporate/sponsorships-and-grants/grants/community-benefit-funding-programs>

**6. Theft of Plants From Plant a Tree Day**

General discussion took place regarding the theft of a number of plants that were planted around Lake Apex on Plant a Tree Day. Council will contribute towards the replacement of these plants.

**7. Master Plan Review**

**7.1 Lake Apex Park Youth Space**

Council recently adopted the *Management of Regional Skateparks Guideline*. The guideline outlines the framework to be applied in the development and maintenance of skateparks in the region. The skatepark within the Lake Apex parklands ranked the highest utilised within the Region, drawing competitors from across South East Queensland.

Given this, an amendment was requested to be made to the Lake Apex Master Plan to include an expansion of the skatepark. Under section 11 of the Landscape Master Plan (page 39) a reference is made to *Youth Space - Active and passive recreational area for youth, expanding existing skate park facilities and providing a range of elements to cater for wider participation*.

The committee agreed the need to amend the Master Plan was not required as section 11 covers the request for expansion works.

**7.2 Off Leash Dog Park**

Discussion was held about the communities appetite for Council to install an off leash dog park within Gatton due to the success of the recently installed off leash dog park in Laidley. Council have \$50,000 in the 2018/19 budget to install an off leash dog park within a Gatton park. All parks within Gatton were considered when identifying the most suitable location. A pros and cons consideration process also took place by a number of Council staff to identify a suitable location. Two areas within the Lake Apex parklands were identified, one being at the old BMX track and the other being near the skatepark. See appendix 3 attached.

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
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A robust discussion took place resulting in the committee agreeing that the best location would be next to the skatepark. The approximate size of the fenced off leash area would be 25-30 metres wide by 110-120 metres long. The committee requested the area be multi-purpose. Darryl confirmed it would be as it is designed for vehicles to access encase of an emergency.

The proposed area was viewed during the site visit following the formal meeting.

Action	Add off leash dog park to the Lake Apex Master Plan. Report to adopt the amendment to be presented to Council.
Who	Brendan Sippel/Sara Rozynski
Due	18/12/2018

**8. Upcoming Events**

- The Lights on the Hill Memorial Service 30 September 2018.

**9. General Business**

**9.1 Awareness of Bird Sighting Listed on EPBC Act**

Di provided the Committee with an overview of birds that have been sighted within the Lake Apex and Freeman parklands that are identified as a protected species the Environmental Protection and Biodiversity Conservation Act. Refer to appendix 1 for information.

**10. Next meeting date**

- 18 December 2018 3:30pm to 4:30pm

Meeting was closed at 4:40pm. A site visit then took place to discuss the location of the proposed off leash dog park next to the skatepark. Not all attendees participated in this visit.

**11. Tabled documents for information**

- Council's Erosion and Sediment Control Factsheet July 2018
- 1999 Environmental Protection and Biodiversity Conservation Act information on bird sighting – provided by Di Lewin
- Map of proposed off leash dog park areas within the Lake Apex parklands

Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
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**Appendix 1** – 1999 Environmental Protection and Biodiversity Conservation Act information on  
bird sighting – provided by Di Lewin

**1999 Environmental Protection and  
Biodiversity Conservation Act**

(info for 18/9/2018 LACAC MEETING)

I would like to make council aware that several species of  
birds, listed in the EPBC Act, regularly visit the Lake Apex  
Parklands.

This is a Federal act that states that anybody planning on  
making changes in such areas should know about these  
listed species.

Any proposed changes to the structure, size or ecology of  
Lakes Apex or Freeman would most likely affect these  
species.

Additional information on what is listed in the federal  
legislation can be found at

[http://www.environmental.gov.au/cgi-  
bin/sprat/publicshowmigratory.pl](http://www.environmental.gov.au/cgi-bin/sprat/publicshowmigratory.pl)

**Recent sightings at Lake Freeman and Lake Apex**

'Latham's Snipe, Gull-billed Tern, Caspian Tern and  
Glossy Ibis have all been recorded during the past month  
or so and are covered by the Federal EPBC Act and  
included on the Migratory Species List. Their annual  
arrival reminds us that this area must be protected to  
ensure a safe habitat for these and many other waders  
and waterbirds that use this Wetland.'



Glossy Ibis



Latham's Snipe



Gull-billed Tern



Caspian Tern



Appendix 2 – Council's Erosion and Sediment Control Factsheet July 2018



The factsheet features a background image of a grassy slope with a green and blue graphic overlay. The Lockyer Valley Regional Council logo is in the top right corner.

**July 2018**

## Erosion and Sediment Control

**New penalties.  
How are they  
relevant to you?**

From 1 July 2018, Lockyer Valley Regional Council authorised officers have the ability to issue **Penalty Infringement Notices (PINs)** to both individuals and corporations if they do not comply with legal requirements relating to sediment pollution and water contamination.

Developers, builders, contractors, farmers and even home owners have a responsibility to prevent soil and other contaminants from entering our drains, waterways and depositing on our roads. If you are undertaking vegetation clearing, construction activities, renovations or have exposed soil on your property, you have an obligation to install and maintain erosion and sediment control measures until grass or other cover is well established.

### Why should you manage your soil?

When soil and other contaminants wash into our drains and waterways, it causes water pollution which is unsightly and unhealthy, increases costs of drinking water treatment, smothers plants which are food sources for aquatic animals, and has significant economic impacts on tourism, recreation and fishing.

**It's also the law.** You have a legal obligation under The Queensland Environmental Protection Act 1994 which states:

*"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."*

This is known as the **general environmental duty**.

The maximum penalty units and associated fines for pollution offences are significant;

- Individual maximum 15 penalty units (currently \$1,958.25)
- Corporation maximum 75 penalty units (currently \$9,791.25)

(as of July 1, 2018)



For more information call **1300 005 872** or visit [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)



Lake Apex Community Advisory Committee (LACAC) Meeting – meeting record  
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## Erosion and Sediment Control



### What can you do?

There are simple things you can do to prevent soil being washed away. Control measures will vary from site to site depending on the activities you are doing, the slope of your property, the type of soil you have and the size of the disturbed area. Some examples of preventative include:

- **Minimise disturbance of the ground.** The less soil you expose, the less you need to control. Maintaining as much grass as possible will also make your property look better and you won't have to spend as much on turf when you're finished your site works.
- **Construct diversion drains.** Using temporary drains to divert water away from exposed soil and construction sites will minimise the risk of erosion and help your soil stay on site.
- **Install rumble pads.** Installing pads which use vibration to shake dirt from vehicles as they enter and leave your property will minimise the amount of sediment tracking onto roads, as it ultimately ends up in stormwater drains.
- **Cover your stockpiles.** All stockpiles of soil, sand and other materials should be placed within your construction site and covered to stop them from washing and blowing away. This will also save you the expense of replacing materials that wash down the drain.
- **Install sediment fencing.** Properly installed sediment fencing will slow down stormwater runoff, enabling particles of soil to deposit behind the fence before the water enters stormwater drains.
- **Turf your property as soon as possible.** During construction, lay turf around the kerb to catch any sediment which may escape from your property. Once your construction is complete, lay the remainder of your turf and ensure it is established before removing your other control measures.

More information

**Healthy Land and Water**  
Erosion and Sediment  
Control & Information:

<http://hlw.org.au/initiatives/erosion-and-sediment-control-sad-14733>

**Catchments and Creeks**  
Field Guides:

[www.catchmentsandcreeks.com.au/erosion\\_and\\_sediment\\_control\\_field\\_guides.html](http://www.catchmentsandcreeks.com.au/erosion_and_sediment_control_field_guides.html)

**International Erosion Control Association Australasia:**

[www.austieca.com.au/](http://www.austieca.com.au/)

Lodjyer Valley Regional Council  
PO Box 82, Gattton Qld 4343

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8/2016

For more information call 1300 005 872  
or visit [www.lodjyervalley.qld.gov.au](http://www.lodjyervalley.qld.gov.au)



Appendix 3 – Proposed potential off leash dog park areas highlighted in red.



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**7.0 BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes.*

**8.0 COMMITTEE REPORTS**

*No Receival of Committee Reports as Minutes.*

**9.0 DEPUTATIONS/PRESENTATIONS**

*Council acknowledged the attendance at the meeting of representatives from Laidley District State School who were the winners of the Grand Champion float at the recently held Laidley Spring Festival Parade. The Mayor, on behalf of Council, presented them with the perpetual trophy and congratulated Laidley District State School on their magnificent effort in putting together a spectacular float and being part of such a great community event.*





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## 3. Report Governance and Strategy

### Strategic Planning

#### *2017-18 Annual Report*

The draft 2017-18 Annual Report has been finalised and will be presented with Council's Financial Statements for adoption at the 10 October 2018 Ordinary Meeting to comply with the legislative timeframe.

#### *2018-19 Operational Plan*

The first quarter performance report on the progress of actions in the 2018-19 Operational Plan has been distributed to the responsible officers for completion. The report will be presented for discussion to the Councillor Workshop on Wednesday 10 October 2018.

### Integrity Functions

#### *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	0	0	0	0	0
Administrative Action	3	2	2	0	1
Privacy	0	0	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1</b>

### Audit and Risk Management

#### *Internal Audit*

The Internal Audit Review into Council's Infrastructure Charges process commenced with BDO Pty Ltd on-site to collect information on 19 and 20 September 2018.

#### *Insurance Management*

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)	0	3	1
Professional Liability (above excess)	0	2	0
Professional indemnity (below excess)	1	0	0
Council Motor Vehicle (above excess)	0	2	0
Property	0	1	0
Third party property	1	2	3
<b>TOTAL</b>	<b>2</b>	<b>10</b>	<b>4</b>

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### Legislative Framework

#### *Policies/Procedures and Guidelines*

In response to the Crime and Corruption Commission report on the findings of the investigation into Ipswich City Council, a range of Council policies, procedures and guidelines are under review to ensure the content is relevant and Councillors and officers are aware of the content to ensure their compliance with the documents. These documents include:

- Entertainment and Hospitality Policy
- Expenses Reimbursement and Provision of Facilities Policy and Guideline
- Acceptable Requests Guideline
- Travel and Conference Attendance Procedure.

### Connected Council

The Connected Council Progress Group (Whole of Council) continues to progress identified actions focused on addressing the feedback provided by employees on the three priority outcomes of the 2017 Employee Opinion Survey. These actions include:

- Development of governance arrangements for staff fundraising activities
- Accessibility of Council's organisational structure
- Identification of behaviours associated with the corporate values
- Guidelines for use of all staff emails
- Development of an internal communication strategy.

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

#### Queensland Transport Museum (QTM)

QTM advertising on the sides of a Nolan's Transport B-Double has been completed with the vehicle expected to arrive in the Lockyer Valley within the next week.

The design of a QTM transformer to be used as part of a suite of children's souvenir collateral is close to being completed.

Discussions are currently underway to have a Chevy display form part of the QTM display in April 2019 as part of a week-long Chevy rally.

#### Visitor Information Centre (VIC)

VIC staff continue to upgrade the Luvya Lockyer website including resizing images to ensure the site functions at optimal speed.

With local food products being the current fast sellers in the souvenir arena, a concerted effort is being made to expand current product lines.

AWASSI Cheesery has been chosen as the next familiarisation tour location and is a great new local attraction for the region.

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Events

*Laidley Spring Festival*

A number of new elements were included in the programme for this year's event, all of which were successful. As a result, a bigger and more in-depth event programme will be delivered next year through targeted sponsorship and advertising as well as an increase in the size of the colour run to possibly include a night event on the Friday.

A debrief meeting has been held with staff and volunteers providing a valuable pool of information to assist with the successful delivery of next year's event with a similar meeting taking place in October for key stakeholders.

*Country Challenge on Campus Fun Run*

After discussions with University of Queensland (UQ) (co facilitator of the event) a decision was made to cancel the event as it no longer meets the intended brief for both organisations. A meeting will be held in November to talk about a number of other opportunities to achieve the outcomes both organisations would like to achieve including UQ sponsoring the Night Colour Run as part of next year's Laidley Spring Festival and inclusion of market stalls.

Australia Day Award Nominations

Nominations are now open through until Monday 19 November.

Event Strategy update

Council officers are currently working on the framework for the event strategy with five phases to be included: Plan, Audit and Survey, Consultation, Draft Report, Final Report. A large component of the Strategy is the consultative process.

Youth Development & Engagement

Youth programs delivered include the delivery of community movie nights at Lake Clarendon State School, Laidley State High School mock interviews and liaising with Laidley District State School on a community survey on early childhood development.

Community Development & Engagement

Engagement support is being/has been provided for the following council projects:

- Waste reduction and recycling strategy
- Hatton Vale regional park
- Gatton and Laidley skate parks masterplan
- Supporting Gatton Mercury Theatre on a long term vision and plan for their facility.

Community Development

- Drought support initiatives

Communications

As a means to streamline communication channels to staff, an internal communication strategy review is being undertaken.

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## **Regional Development**

### Lockyer Valley and Somerset Water Collaborative (LVSWC)

The Lockyer Valley & Somerset Water Collaborative has been working progressively towards understanding the timelines and potential scope for the business case. Chairperson Stephen Robertson has been ensuring all key stakeholders have been briefed including State and Federal politicians.

A working group has been established lead by Department of Natural Resources, Mines and Energy involving key Government agencies and industry to assist in developing and ensuring the strategic business case will align to the building Queensland Framework and meet all parties objectives prior to the Maturing Infrastructure Pipeline Program (MIPP2) funding commencing for the full business case and detailed design.

### Gatton West Industrial Zone

Extension to the exclusivity period has been signed between both parties. Some of the complexities of the approvals, access and land use under the SEQ Regional Plan have been discussed with senior staff from the Department of Local Government and Racing, Department of State Development Infrastructure and Planning and the Department of Transport and Main Roads. In all cases we had positive engaging discussion with a willingness to assist to achieve the desired outcome of the project.

### Grantham Farm Workers Lodge

The project has commenced use with approximately 50 persons staying on site and demand is rapidly increasing by word of mouth. The final construction of the manager's residence and the type 4 dorm accommodation is nearing completion stage.

### Regional Projects Forum

Officers recently attended a Regional Projects Forum hosted by the Department of State Development, Manufacturing, Infrastructure and Planning, SEQ West Region. The morning included a number of interesting presentations and updates on major projects in SEQ, including upgrades to Ipswich Hospital, the Military Vehicle Centre of Excellence (MILVEHCOE), ARTC Inland Rail and the Industry Capability Network.

### Digital Solutions Workshops

The Australian Small Business Advisory Services (ASBAS) digital solutions program delivers low cost, high quality, digital advisory services to small business. Council has partnered with Regional Development Australia (RDA) Brisbane to deliver the ASBAS program in the Lockyer Valley which will include workshops and one-on-one mentoring. This program will commence delivery in the Lockyer Valley with a "Social Media for Business" workshop in Neilsen's Place Laidley on 8 November, followed by further workshops and one-on-one mentoring sessions in 2019.

### Lockyer Valley Business Training & Apprenticeship Awards

Finalists have been announced and judging continues; judges have all commented on the outstanding quality of nominees and finalists and have difficult decisions to make. Ticket sales for the gala presentation dinner have been very popular with the venue almost sold out. The people's choice award was very well supported by the community with over 2500 votes for 25 different businesses.



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### Lockyer Valley Business Luncheon

A successful business luncheon was hosted on Tuesday 11 September with 115 local business people attending to network and hear about some of the exciting opportunities in our region. Feedback has been very positive, and officers are aware of a number of positive outcomes that have come to fruition for local business attendees.

### Agri-Tourism assistance

Information was provided in response to a request from a reputable “high profile” chef for assistance in sourcing local food to showcase in new cafes at Brisbane Airport. Information was also provided to a farm tourism company regarding a China delegation to the Brisbane region, seeking to engage with high tech farms, research farms, organic farming operations and pesticide management practitioners.

### Lockyer Valley Tourism Group

The Tourism & Marketing Coordinator attended Lockyer Valley Tourism’s networking evening at The Barn & Scotty’s Garage to provide a Council update. Follow-up information was provided for e-news for distribution to tourism operators in the region.

### Social Media Insight

The Visit Lockyer Valley Facebook monthly insight to September 28 had page likes at 173,000. reach for the month (people who saw posts) was 8,951 (14,716 last month), post engagement (likes, comments, shares) was 2,063 (2,533) and video views totalled 200 (3,024). The strongest performing posts for the month included Lights on the Hill, Murphys Creek Chilli Festival, Laidley Spring Festival, Spring Bluff and Ghost Gully/Farm Gates of the Lockyer Valley.

### Toowoomba Carnival of Flowers

Council’s tourism trailer was positioned at Spring Bluff Railway Station to provide information services for Spring Bluff visitors over the Carnival of Flowers. Staff enjoyed positive interactions with visitors.

### Collateral Updates

Design work is progressing to update the Laidley Heritage Trail’s brochure with editorial content and advertising content submitted for the Explore magazine.

### Lockyer Valley Function and Events Centre

Officers are developing marketing campaigns to drive bookings for the Staging Post for special events, Christmas functions and conference bookings for 2019 with an early bird booking incentive. Using value-adds rather than discounting price. Social media targeted boosts are also being utilised. A bulk email campaign of new conference packages to addresses in the past event database was created and together with a E-newsletter.

Officers are also developing business development sales call plan for quarter four 2018, targeting corporate & professional associations based Brisbane-Toowoomba.

### 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.

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Industry Sector	Level of interest	Notes:
Agriculture & Agribusiness	☆☆☆	Assistance with identification of grants and other support mechanisms for growth of existing local businesses in this sector
Accommodation & 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
Retail	☆	Home based business enquires in respect to establishment in new premises.
Trade Services	☆☆	Discussions regarding support to assist growth and expansion of local business offerings.
Land Development	☆☆	Support provided to potential and existing land developments

### COMSEQ

The Council of Mayors South East Queensland (COMSEQ) Board meeting was held 21 September 2018. That meeting covered reports from the Advocacy Working Group and the Economic Development Working Group and updates on a range of Strategic Plan items. This followed on from a meeting of the Resilient Rivers Taskforce meeting which considered options for a preferred governance arrangement for the Taskforce. A General Meeting of the COMSEQ was also held to consider a number of changes to the Constitution to enable, amongst other matters, the administrator from Ipswich City Council to be a part of COMSEQ.

Mr Scott Smith, CEO COMSEQ provided Council with his quarterly update at a Council workshop held on 25 September 2018. This covered COMSEQ activities and an update on progress with the Olympic Games Bid feasibility work.

### Advocacy

The Queensland Government held *Governing from the Regions* meetings in Toowoomba during the Carnival of Flowers Week. This was an opportunity for the Mayor and Chief Executive Officer to meet with Cabinet Ministers and briefings were provided for discussions with both Minister Hinchliffe and Minister Dick. These focused on a number of matters including the future use of the Gatton West Industrial Zone and economic development in the region.

Further liaison with the Local Government Association of Queensland has taken place on the LVRC motions for consideration at the Annual Conference. The issue of the transfer of community housing has also been followed up.

A further Meeting of the Inland Rail Technical Working Group was held to discuss progress on the design and alignment options for the Inland Rail Project. A workshop and meeting of the Community Consultation Committee will be held in early October.



**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

- Meet with ladies regarding the community 'art cabinet'
- Attended Planning Scheme briefing
- Attended opening of the Lockyer Valley Art Society Spring Festival Exhibition
- Attended Laidley District State School Under 5's event
- Attended Inland Rail meeting with State Member for Lockyer, Chief Executive Officer Australian Rail Track Corporation (ARTC), The Hon. Mark Bailey-Minister for Transport & Main Roads, Chairperson of Community Consultative Committee and a community member
- Attended Under 8's day at Gatton State School
- Portfolio meeting
- Met with chaplaincy committee for debrief
- Meeting with Mayor-Somerset Regional Council and Chief Executive Officer regarding water
- Attended Lockyer Valley and Somerset Water Collaborative meeting
- Attend Spring Festival
- Visit Laidley Community Centre
- Met with community member and partner regarding some neighbourly issues
- Attended Lockyer Valley Business Luncheon and gave speech
- Met with Sudanese ladies regarding donation to farmers
- Attended Lake Clarendon School council
- Hosted morning tea for Disability Action Week
- Visit Lockyer Information & Neighbourhood Centre (LINC)
- Meeting with Communication & Engagement staff
- Attended Lockyer Dance Festival and received the donation of the new timepiece in the Shire Hall
- Briefing with staff from Regional Development regarding Regional Projects Forum
- Meeting with Councillors and Lockyer Chamber of Commerce
- Media regarding 'the next big thing'
- Media regarding spring festival
- Attended Planning Scheme workshop
- Attended Emu Gully 'Pass the Baton'
- Attended Lockyer Valley Regional Council Raceday
- Hospital visit for community lady
- Attended Council of Mayors SEQ (CoMSEQ) Mayors delegation to Canberra to see Ministers
- Chair Council Meetings x 2
- Council briefing regarding agenda
- Briefing regarding CoMSEQ board meeting
- Attended CoMSEQ Board meeting
- Attended Resilient Rivers meeting
- Attended Queensland Urban Utilities (QUU) board meeting
- Attended QUU workshop with Mayors
- Attended Sharon Davson art exhibition
- Attended Lockyer Information & Neighbourhood Centre (LINC) Annual General Meeting (AGM)
- Meeting to discuss Harvest Village
- Attended Toowoomba Garden of Flowers garden party

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

- Meeting with Premier of Queensland- The Hon. Anastacia Palaszczuk MP, The Hon. Stirling Hinchliffe-Minister for Local Government, Minister for Racing & Minister for Multicultural Affairs and Mayors
- Meeting with The Hon. Stirling Hinchliffe-Minister for Local Government, Minister for Racing & Minister for Multicultural Affairs regarding Gatton-West Industrial Zone (GWIZ)
- Meeting with the Director-General of State Development, Manufacturing, Infrastructure and Planning regarding planning
- Attended Toowoomba Community Government Reception
- Attended Councillor workshop
- Meeting with events team regarding Gatton Christmas Carnival
- Staff afternoon tea celebration
- Meeting with regional development team regarding Fiji High Commission, Canberra and contact with no Council of Mayors SEQ (CoMSEQ) delegation
- Meeting with Executive Manager Infrastructure, Works and Services
- Meeting regarding equestrian centre rep
- Meeting with Deputy Mayor
- Meeting with Cr Holstein
- Update meeting regarding parks and gardens
- Meeting with the Chief Executive Officer x 2
- Catch up with community member at Forest Hill
- Attended Lights on the Hill (LOTH), spoke and assisted with shave for drought relief
- Attended and spoke at the LOTH Memorial Service

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

- Commentated at the Mulgowie Gift
- Attended the councillor workshop.
- Attended the Garden Competition Awards Presentation.
- Attended the Laidley saleyards user group meeting.
- Attended the LVRC Planning Scheme Briefing session 11.
- Attended the Lockyer Chamber of Commerce and Industry meeting.
- Attended the Lockyer Valley Art Society Spring Festival Exhibition opening.
- Attended the LVRC Planning Scheme Briefing session 12.
- Attended the Laidley Spring Festival on Friday and Saturday.
- Attended the Ordinary Council Meeting.
- Met with National Touch Rugby Australia (NTRA) on a phone conference with Cr Wilson and the LVRC Sports, Recreation and Community Grants Officer.
- Did a phone interview with ABC on changes to wheelie bin routes.
- Attended the Mayors Morning Tea for Disability Action Week.
- Met with a member of the Withcott Little Athletics.
- Attended the LVCC monthly meeting.
- Met with councillors and Lockyer Chamber of Commerce and Industry.
- Met with Rotary and participants of the Rotary Wheelchair Challenge.
- Attended the LVRC Planning Scheme Briefing session 14.
- Attended the "Finding The Balance" Opening at the Davson Gallery.
- Met with Gatton Show Committee and Gatton State School regarding the Gatton Show.

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

- Met with LVRC Community Facilities Business Coordinator for a catch up on Laidley Rec Committee meeting.
- Met with Cr Hagan and LVRC staff with users of Murphys Creek Community Centre.
- Attended the Toowoomba Government Reception.
- Attended the Councillor Workshop.
- Met with the Mayor and member from the Lockyer Valley Indoor Equestrian Centre.
- Attended the Ordinary Council Meeting.
- Attended the QLD Sport and Active Recreation Strategy Consultation.
- Attended the launch of The Night Garden in Toowoomba.
- Attended the Weather, Storm and Radar Workshop.
- Attended the LVRC Planning Scheme Briefing session 15.
- Attended the LVRC planning Scheme Briefing session 16.
- Attended the Laidley Community Centre 30 years Celebrations.
- Attended the Lights on The Hill Convoy at the Gatton Showgrounds.
- Attended the Lights on The Hill Memorial at Lake Apex.

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

- Attended councillor workshop
- Attended garden competition awards presentation
- Attended LVRC Planning Scheme update
- Attended Lockyer Chamber of Commerce meeting
- Attended LVRC Planning Scheme update
- Attended meeting at the Laidley SHS
- Attended Lockyer Valley Business Luncheon
- Attended Ordinary Council meeting
- Attended morning tea for Disability Action Week
- Attended LVCC meeting
- Attended meeting with Lockyer Chamber of Commerce and Industry Committee
- Met with Rotary and participants of the Rotary Wheelchair Challenge.
- Attended Gatton Golf Club trivia night
- Attended Council Race Day
- Attended LVRC Planning Scheme update
- Attended LVRC Planning Scheme update
- Attended Laidley community working group framework progress meeting
- Attended Lockyer Community Centre AGM
- Attended "Finding the Balance" Exhibition
- Attended Spring Bluff
- Attended Councillor Tour and Workshop
- Attended Ordinary Council Meeting
- Attended LVRC Planning Scheme update
- Attended Laidley Community Centre 30<sup>th</sup> Anniversary Celebrations



**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

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

- Attended Onsite meeting at Left Hand Branch with resident and Executive Manager Infrastructure Works and Services
- Attended council workshop
- Attended garden competition presentation at Laidley
- Attended meeting regarding fundraiser
- Attended Planning Scheme briefing
- Attended and do official opening of Lockyer Valley Art Society Spring Exhibition
- Attended Planning Scheme briefing
- Attended onsite meeting at Adare with resident and Manager of Infrastructure Works and Design
- Attended meeting with local business, Executive Manager Infrastructure Works and Services and the Chief Executive Officer
- Attended Orchid Show at Laidley Cultural Centre
- Attended Spring Festival parade
- Attended Quilt Show at Uniting Church
- Attended resident funeral
- Attended Spring Bluff meeting
- Attended portfolio meeting with Executive Manager Infrastructure Works and Services
- Attend onsite meeting regarding drainage with resident and Executive Manager Infrastructure Works and Services at Kensington Grove
- Attended Crime Stoppers meeting
- Attended Withcott Lions Club meeting
- Attended Lockyer Valley Business luncheon
- Attended depot BBQ for retiring staff
- Attended meeting with the mayor
- Attended Council Ordinary meeting
- Attended first meeting of new Regional Development Australia Ipswich & West Moreton committee
- Attended Tour of Toowoomba Second Range Crossing with Transport and Main Roads Regional Director
- Attended meeting with Lockyer Chamber of Commerce executive
- Attended Crime Stoppers Trivia night and set up raffle prizes, attend to banking etc.
- Updated facebook pages for Spring Bluff Railway Station and Lockyer Valley Tourism Association
- Attended Lockyer Valley Regional Council Race Day
- Attended New Lockyer Valley Planning Scheme briefing
- Attended Tourism Networking event at The Barn
- Attended Lockyer Valley Traffic Safety Working Group meeting
- Attended onsite meeting with Executive Manager Infrastructure Works and Services at Paradise Road, Mt Sylvia and meet with residents
- Attended Planning Scheme meeting
- Attended meeting with resident regarding development issues
- Attended Lake Apex Community Advisory Committee meeting and onsite visit
- Attended Lockyer Community Centre Annual General Meeting
- Attended Withcott Fire Brigade meeting

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

- Attended Volunteers Reunion at Das Neumann Haus, Laidley
- Attended Big Band at the Bluff at Spring Bluff Railway Station and take photographs for committee use
- Attended Spring Bluff Railway Station and man the souvenir stand for the day
- Attended Councillor tour/workshop
- Attended meeting with developer and Chief Executive Officer regarding development issues
- Attended Helidon Progress Association meeting
- Attended Council Ordinary meeting
- Attended meeting with Chief Executive Officer, Regional Development Australia Ipswich and West Moreton
- Attended Toowoomba Road Safety forum with the Hon. Mark Bailey, Minister for Transport and Main Roads on behalf of Mayor
- Attended Darling Downs Moreton Rabbit Board in Warwick – first meeting for new Chief Executive Officer
- Attended Laidley Community Centre 30<sup>th</sup> Anniversary celebrations
- Attended meeting with resident regarding fundraising
- Attended Lights on the Hill convoy event in Gatton
- Attended Lights on the Hill Memorial Service at Lake Apex and read poem

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

- Councillor Workshop
- Garden competition presentation
- New Lockyer Valley planning scheme presentation
- New Lockyer Valley planning scheme presentation – Bushfire Overlay
- Living books luncheon
- Spring Bluff Committee Meeting
- Lockyer Valley Business Luncheon
- Ordinary Council Meeting
- Meeting for Strategic Planning for Cultural Heritage
- New Lockyer Valley Planning Scheme Presentation
- Gatton Historical Society Meeting
- New Lockyer Valley Planning Scheme Presentation
- Laidley Community Working Group Framework Progress Meeting
- Represent the Mayor at Das Neumann Haus Volunteers Reunion
- Work at Spring Bluff Carnival of Flowers Souvenir
- Planning Scheme Update
- Ordinary Council Meeting
- Weather Workshop
- Meeting with Developer and Planning Executive
- New Lockyer Valley Planning Scheme Presentation
- Laidley Community Centre 30<sup>th</sup> Birthday Celebration
- Laidley Community Centre Annual General Meeting



## ORDINARY COUNCIL MEETING MINUTES 10 OCTOBER 2018

**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 ALARA Qld Limited supporting people with a disability Annual General Meeting – Luke’s Place Ipswich.

I attended the morning tea for Disability Action Week – Centenary Gardens.

I attended a meeting with the Deputy Principal from Gatton State School for an update on upcoming events, programs and possible support.

I attended the ‘Woman in Health’ event on behalf of the Mayor – Toowoomba.

I represented the Mayor at the Laidley State School Lionel Legends awards.

I attended the Lockyer Community Centre Annual General Meeting – Crescent Street Gatton.

I attended the Laidley Community Centre’s 30<sup>th</sup> Anniversary Celebrations and AGM

### **Arts and Culture**

I attended the opening of the Laidley Spring Festival Art exhibition – Laidley Lutheran Church Hall.

I attended the ‘Finding the Balance’ Exhibition at the Davson Gallery – Lockyer Valley Cultural Centre.

### **Customer Service and Community Services**

Lockyer Valley Regional Council has been made finalists in two different categories in the National Local Government Customer Service Network Awards.

- Innovation in Service Delivery, and
- Customer Service Team of the Year

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

- Attended the Mulgowie markets and the Mulgowie gift
- Attended the garden competition awards presentation at Laidley Sports Complex
- Interview with ABC radio to promote Laidley Spring Festival
- Meeting with the Deputy Mayor and members of the Laidley Saleyards User Group Committee
- Attended the New Lockyer Valley Regional Council Planning Scheme workshops
- Meeting with the Mayor and the Sports, Recreation & Community Grants Officer
- Visited the Laidley Spring Festival venues and businesses
- Attended the Lockyer Valley & Somerset Water Collaborative meeting
- Attended the Stockyard Creek Community BBQ
- Attended the Laidley Spring Festival
- Meeting with local residents with regard to road access issues – Mt Sylvia

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

- Meeting with the Mayor and the Laidley Community Centre Manager to see the new renovations and discuss future directions and programmes offered.
- Attended the Lockyer Valley Business Luncheon – Lockyer Valley Cultural Centre
- Meeting with the Mayor and women from the Darfur Community regarding donating money to drought relief
- Visit Grantham Farm Workers Lodge with the Manager Regional Development and the Tourism & Marketing Coordinator
- Meeting with the Mayor, Councillors, Council Officers and members of the Lockyer Chamber of Commerce & Industry
- Attended the Crime Stoppers Fundraising event at the Gatton Golf Club
- Attend the Council Race Day – Lockyer Race Club
- Attended the Lefthand Branch Rural Fire Brigade Annual General Meeting (AGM) – Lefthand Branch Fire Shed
- Attend the Lockyer Valley Tourism Networking meeting at ‘The Barn & Scotty’s Garage’ Upper Flagstone
- Attended the Lockyer Chamber of Commerce & Industry ‘after hours’ at Gatton Auto Electrical
- Attended Laidley Spring Festival debrief meetings with council staff
- Meeting with the Deputy Mayor, Council Officers, Show Society Members and the Principal of Gatton State School to discuss issues in relation to damage caused to the schools oval.
- Visited the Laidley markets
- Attended the ‘20<sup>th</sup> Anniversary and Volunteers Reunion Celebration’ at Das Neumann Haus
- Meeting with the Deputy Mayor, Council Officers and members of the Murphy’s Creek Community Centre User Group – Murphy’s Creek
- Site meeting with local residents with regard to water line running under a Council Road – Mt Sylvia
- Attended the Helidon Progress Association meeting – Arthur Street Helidon
- Attended the Weather -Storm & Radar workshop – Disaster Coordination Centre
- Attended Council meetings, workshops and tours.

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

- 04/09 - Attended Councillor Workshop
- 04/09 - Attended Garden Competition Awards Presentation
- 05/09 - Meeting with resident over local laws issues
- 05/09 - Attended Councillor’s briefing – new planning scheme
- 05/09 - Attended Art Opening Laidley Lutheran Church
- 06/09 - Attended Councillor’s briefing – new planning scheme
- 07/09 - Attended Meeting Laidley State High School
- 08/09 - Attended Laidley Spring Festival
- 10/09 - Attended Site Meeting regarding tree clearing
- 11/09 - Attended Lockyer Valley Business Luncheon
- 12/09 - Attended Portfolio Meeting
- 12/09 - Attended Ordinary Council Meeting
- 13/09 - Attended Morning Tea for Disability Action Week

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

- 
- 13/09 - Attended Lockyer Valley Cultural Centre Monthly Meeting
  - 13/09 - Attended Meeting Lockyer Chamber of Commerce
  - 14/09 - Attended Crime Stoppers Trivia Night
  - 15/09 - Attended LVRC Gatton Race Day
  - 17/09 - Attended Councillor's briefing – new planning scheme
  - 18/09 - Attended Lockyer Valley Tourism Networking Meeting
  - 19/09 - Attended Councillor's briefing – new planning scheme
  - 19/09 - Attended Lockyer Chamber of Commerce Business after hour's event.
  - 20/09 - Attended Laidley Community Working Group meeting regarding Cooper St Laidley
  - 20/09 - Attended Lake Apex Community Advisory Committee Meeting
  - 20/09 - Attended Lockyer Community Centre Annual General Meeting (AGM)
  - 21/09 - Welcome Students to the Rotary Club of Lockyer RYDA training day
  - 22/09 - Attended Das Neumann Haus Volunteer Reunion Celebration
  - 23/09 - Attended Argyle Lodge Lawn Bowls Fundraiser
  - 25/09 - Attended Councillor Tour / Worksop
  - 26/09 - Attended Portfolio Meeting
  - 26/09 - Attended Ordinary Council Meeting
  - 27/09 - Attended Weather Workshop – Storm and Radar
  - 27/09 – Attended Councillor's briefing – new planning scheme
  - 28/09 - Attended Laidley Community Centre – 30<sup>th</sup> Anniversary Celebrations
  - 29/09 - Attended 2018 Lights On The Hill Event



**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

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**3. Report**

The annual report provides information to the community and interested parties on Council's performance in 2017-18. The annual report provides an assessment of Council's progress towards implementing its 5-year corporate plan and annual operational plan as well as a community financial report, Council's audited financial statements and other statutory requirements.

The Lockyer Valley Regional Council Annual Report 2017-18 has been developed on the basis of the information provided in the Operational Plan quarterly reports for 2017-18 and complies with the requirements of the legislation.

**4. Policy and Legal Implications**

Section 182 of the *Local Government Regulation 2012* states that a local government must prepare an annual report for each financial year. Section 181 – 190 of the *Local Government Regulation 2012* outlines the specific items to be included in the annual report. This Council report proposes adoption of an annual report that complies with these legislative requirements.

**5. Financial and Resource Implications**

The Annual Report 2017-18 as outlined in this report does not alter current budgetary requirements. The document was developed within the budget allocated.

**6. Delegations/Authorisations**

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

**7. Communication and Engagement**

In the development of the Annual Report 2017-18, key staff were engaged to provide information to develop the report. On the adoption of the Annual Report it will be published on Council's website and distributed to all employees and a hard copy will be available in Council's Libraries.

**8. Conclusion**

The Annual Report 2017-18 complies with the *Local Government Act 2009* and *Local Government Regulation 2012* and has been developed in consultation with the key stakeholders providing an accurate report on Council's performance in 2017-18.

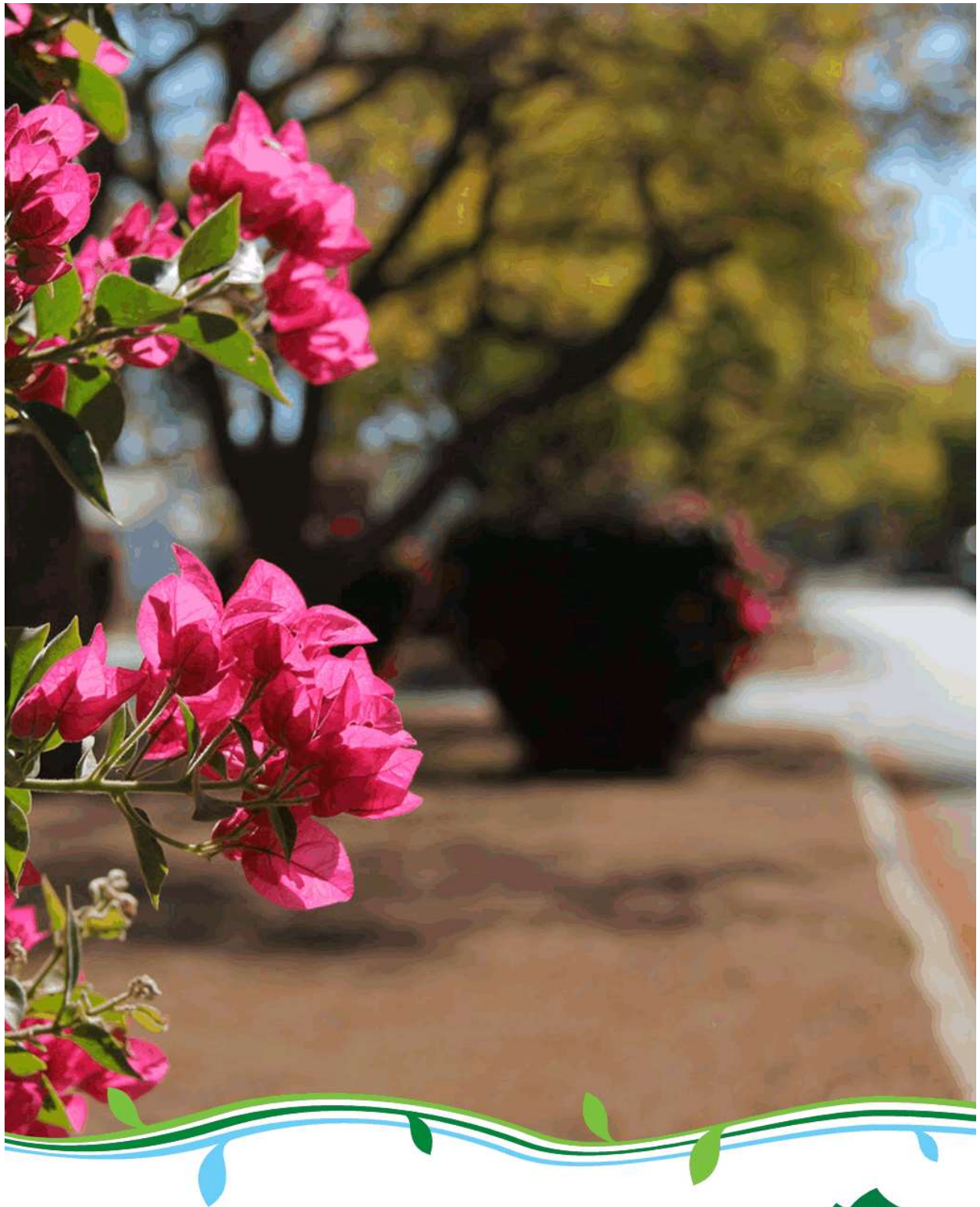
**9. Action/s**

The adopted Lockyer Valley Regional Council Annual Report 2017-18 will be published on Council's website and distributed to all employees. A hard copy of the report will be made available in each of Council's Libraries.

**Attachments**

- 1 [↓](#) 2017-18 Annual Report 53 Pages





## Lockyer Valley Regional Council

Annual Report 2017–2018





## OVERVIEW OF THE LOCKYER VALLEY

Lockyer Valley is rated among the top ten most fertile farming areas in the world. Affectionately known as the South East Queensland food bowl, this prime agricultural area is laden with features. There are 2,272 square kilometres of rich land that includes the Great Dividing Range, national parks, reserves, creeks, lakes, parks, two nature parks and many waterways and green open spaces.

Council acknowledges the Traditional Owners of the Lockyer Valley region as the Ugarapul People. It has also been identified that the Laidley region was home to the Kitabul People, but little information is known about the family group and their history within Lockyer. Importantly, the region is still home to many Aboriginal and Torres Strait Islander people with 2.9% of the population identifying as Indigenous.

The Lockyer Valley Regional Council estimated resident population for 2017 was 40,189, with a population density of 0.18 persons per hectare. According to the 2016 Census, 5,095 people in the Lockyer Valley hold post school qualifications and 19% of people 15 years and over also volunteer, this is above the State average for giving back to community.

Since 1897, the University of Queensland Gatton Campus has been nestled within the region with staff and students researching or studying agriculture, animals, veterinary science and the environment.

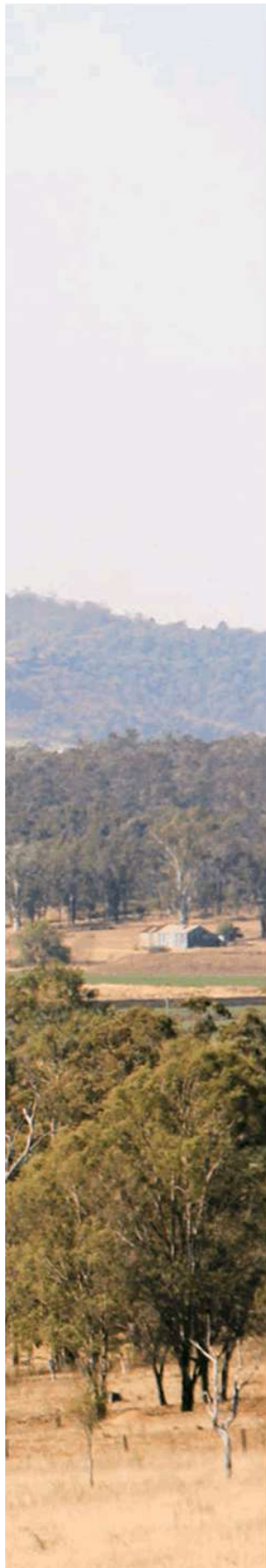
The region is also serviced by twenty-six public and private schools, twenty-one early childhood education services, two hospitals and over forty-five community run organisations. There are also over 3,085 businesses operating out of the Lockyer Valley.

One of our biggest future challenges is managing the expected population and residential growth predicated for the region. It is projected that by 2031 approximately 57,225 people will call the Lockyer Valley home which will require a significant increase in dwellings to accommodate the growth.

Gatton has been identified as the principal rural activity centre in the region for future growth in the business, retail and commercial, government and health sectors. Laidley and Plainland will grow to provide local services to supplement the role of Gatton.

## ACHIEVING THE OUTCOMES OF THE COMMUNITY PLAN 2017-2027

'Lockyer – Our Valley, Our Vision' Community Plan 2017-2027 details the community's vision to the year 2027. The Community Plan establishes outcomes for the Lockyer Valley community that guides the priority actions which are to be undertaken by a wide range of stakeholders including Council. The outcomes identified in the Community Plan along with its themes form the basis for the development of the Council's Corporate Plan 2017-2022. This Annual Report, is the first to report on the progress Council has made in achieving the identified outcomes of the Corporate Plan 2017-2022 and the Community Plan 2017-2027.



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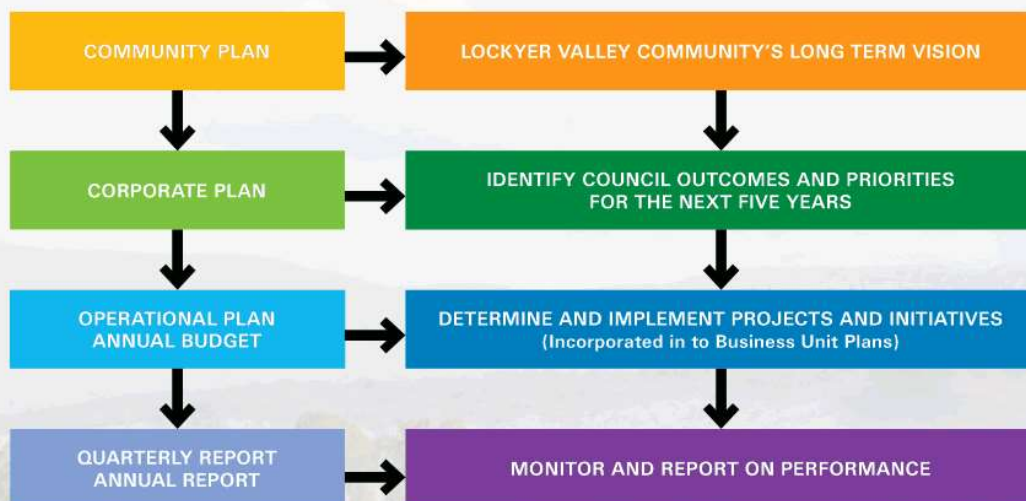
# INTRODUCTION

This Annual Report, for the financial year 1 July 2017 to 30 June 2018, describes Lockyer Valley Regional Council's achievements in providing services to the Lockyer Valley community. It displays Council's progress in delivering the actions in our Corporate and Operational Plans, along with statutory reporting requirements, providing a culmination of Council's regular reports to the community and stakeholders. Council's 2017-2022 Corporate Plan provides the focus and direction for Council over the twelve month period from 1 July 2017 to 30 June 2018.

The Annual Report provides the community with operational and financial information about Council's performance against the outcomes and service delivery commitments set out in the Corporate and Operational Plans which were developed in response to the Lockyer Valley Community Plan 2017-2027.

## COUNCIL'S STRATEGIC PLANNING FRAMEWORK

The diagram below represents the strategic planning framework used by Council:





## VISION, MISSION AND VALUES

### VISION

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

### MISSION

Lead, engage and empower.

### OUR VALUES

Values form the basis of our culture. They add meaning to work and they provide a basis for consistent planning and decision making across the organisation. The desired values and behaviours that every employee of Lockyer Valley Regional Council is expected to demonstrate in their daily activities, in the way they behave and in the way they make decisions are:

#### LEADERSHIP

We lead through excellence and partner with the community to achieve Council's vision and mission.

#### ACCOUNTABILITY

We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.

#### INTEGRITY

We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.

#### COMMUNICATION

We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.

#### CUSTOMER FOCUS

We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.

#### TEAMWORK AND COLLABORATION

We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.





## MESSAGE FROM THE MAYOR

### FINANCIAL POSITION

I am very pleased to be able to announce that Council has again achieved a genuine operational surplus building on our strong financial position.

It gives me an enormous sense of pride to see how well this current team of Councillors have worked together to deliver what I believe are the building blocks for our future by adopting a back to basics approach.

We were able to achieve an operational surplus of more than \$3 million which is a real credit for an organisation this size.

We continue to carefully monitor our spending and have paid down an additional \$5 million in loan repayments and plan to continue paying down our debt going forward.

Our Ten Year Financial Plan sees Council in a strong financial position forecasting continued surpluses and accelerated debt repayment, all of which put Council in a good position to be able to weather any unforeseen economic stresses such as natural disasters.

### PARTNERSHIPS AND HONEST CONVERSATIONS

Part of our success in being able to deliver on our promise of financial sustainability has been through our commitment to being open and transparent and having honest conversations.

It's the same approach which has seen a number of major milestones achieved for our great region.

As an organisation we were able to secure a developer to construct a \$20 million backpacker country retreat that is now operational and which provides not only a real country lifestyle experience, but also safe and affordable accommodation for the regions transient workforce.

We have had meaningful discussions with the new Chief Executive Officer of Inland Rail about the implications the project will have on the Lockyer Valley. As a Council we acknowledge the project is of national significance but there is no doubt it will also come at a cost for our region.

Being able to have an honest relationship with the Inland Rail Chief Executive Officer allows us to address our concerns and ensure they are taken seriously.

We have partnered with key stakeholders and established the Lockyer Valley and Somerset Water Collaborative that is fighting for the long term water security for our region.

Through the Collaborative we have been able to secure a \$1.4 million grant to develop a business case that will look at options to protect our water supply for generations to come for both industry and residential sectors.

We have managed to get a regional hospital on the State Government's ten year projects list that will see the facility fully constructed and operational within the next decade.

This is a major achievement for Council which will no doubt see an increase in health services being offered within the region.

We continue to partner with our neighbouring councils and work with key stakeholder groups such as the Council of Mayors to ensure as a region our voice is being heard and considered on the big stage.

### ACKNOWLEDGEMENTS

I would like to take this opportunity to thank the Chief Executive Officer, Mr Ian Church and my fellow Councillors for their staunch commitment throughout the year.

Together we have made some tough decisions to further secure the region's financial future and have continued to build on our strong relationships throughout the community by having genuine, honest and engaging conversations with stakeholders and residents.

We have played a part in developing a positive culture within the organisation and increased our customer service focus and enhanced our connected council culture which ensures everything we do as an organisation is for the betterment of the region.

The saying you are only as strong as the people you have working for you is very true and I would like to offer my genuine and heartfelt thank you to our leadership team and staff for the incredible work they do within the community every day in helping us achieve our organisational and operational goals.



Councillor Tanya Milligan  
(Mayor)

Community and Council  
Development



## MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

The 2017-18 Annual Report represents a milestone as it is reporting on the first full year of operation of Council's 2017-2022 Corporate Plan.

We achieved many great things during the 2017-18 financial year. I am very proud of the commitment of Lockyer Valley Regional Council staff to our community and every achievement highlighted in this Annual Report represents a contribution by our staff towards achieving Council's vision for the region and the organisation.

### OUR CUSTOMERS AND COMMUNITY

We continued with our in depth "Voice of the Customer" surveys with another four undertaken on different areas of Council's operations during the year. The feedback received has been turned into recommendations for improving our focus on customers and the efficiency with which we do business.

A number of staff were dedicated to working on drafting the new Lockyer Valley Planning Scheme to replace the outdated Laidley and Gatton Schemes. The Scheme will ensure that development in our region, whether a simple boundary change or a major commercial project, is able to be completed effectively and efficiently.

### OUR STAFF

We continued to focus on improving the skills and capability of our staff to enable them to deliver on Council's priorities. This included improving our communication and engagement with staff on important matters and implementing a comprehensive leadership development program for all managers, supervisors and coordinators.

We have very successfully implemented an initiative called "Connected Council". This cross Council initiative addresses the issues raised by staff in response to the 2017 Employee Opinion Survey, including building trust among staff, use customer feedback to improve what we do, cooperate across work areas and to build a positive culture. This initiative is an integral part of building our values based culture.

Enterprise Bargaining negotiations were commenced and substantially completed during the 2017-18 year for both the Field and Officers Certified Agreements. The negotiations were undertaken in an atmosphere of good faith and cooperation, which resulted in benefits for all parties to each agreement. The Field Agreement was successfully put to a staff vote on 17 May 2018.

### OUR COMMITMENT TO GOOD GOVERNANCE

Council has always been committed to a strong governance framework and ensuring that risks to the organisation are recognised and managed. This commitment was demonstrated through renewed focus on Council's Audit and Risk Management Committee.

The outstanding internal audit recommendations reduced by 35% during the year and the Committee undertook a comprehensive self-evaluation process resulting in improvements to its operation. Risk Statements for all areas of Council's operations continued to be developed with staff for inclusion in a comprehensive Corporate Risk Register.

### OUR FINANCIAL FUTURE

2017-18 saw a continued emphasis on laying the foundations for a strong long term financial future, with the achievement of a genuine operating surplus, positive financial sustainability ratios for the current year and next 10 years, and a significant reduction in overall debt with an additional \$5 million one off repayment.

Council continued its focus on efficiently managing assets with the emphasis on renewing existing assets rather than building new. As an example of the focus on asset renewals, Council resealed 16kms of bitumen roads and refurbished over 29kms of gravel roads during the year.

In yet another important milestone, Council adopted the 2018-19 budget on 5 June 2018. This was only possible due to the great team effort between Councillors and staff and the strong commitment to achieve this goal by all parties.

I thank the Mayor, Tanya Milligan, and Councillors for the leadership and vision that you provide to the Lockyer Valley Regional Council. With your support we are developing an organisation focused on providing outstanding service to our community. I also thank the committed staff of Council who dedicate themselves to improving the liveability of this region for our residents, both present and future.



Ian Church  
Chief Executive Officer



## LOCKYER VALLEY REGIONAL COUNCIL HIGHLIGHTS 2017-18

# 2205

NEW MEMBERS JOINED  
THE LOCKYER VALLEY  
LIBRARIES IN 2017-18



# 9332

ATTENDEES OF 806  
EVENTS HOSTED/  
HELD AT LOCKYER  
VALLEY LIBRARIES



# 145,181

PEOPLE VISITED THE LOCKYER  
VALLEY LIBRARIES DURING  
2017-18 (INCREASE OF 15,000  
FROM 2016-17)



# 130,104

ITEMS WERE LOANED FROM  
LOCKYER VALLEY LIBRARIES  
(INCREASE OF 4970  
COMPARED TO 2016-17)



# 7,495

DOGS WERE  
REGISTERED IN THE  
REGION IN 2017-18



# \$30K

IS THE VALUE OF THE  
HERBICIDE SUBSIDY PROVIDED  
TO LANDHOLDERS TO TREAT  
RESTRICTED MATTER WEED



# 302

NEW DWELLINGS  
BUILT IN 2017-18



# 179

BUILDING APPLICATIONS  
COMPLETED BY LVRC  
DURING 2017-18



# 403

PLUMBING APPLICATIONS  
COMPLETED BY LVRC  
DURING 2017-18



ESTIMATED CONSTRUCTION  
COSTS OF BUILDINGS  
CONSTRUCTED WITHIN THE  
REGION FOR THE 2017-18  
FINANCIAL YEAR



# \$86m

DOMESTIC

# \$36m

COMMERCIAL

# 79

LOTS APPROVED FOR  
SUBDIVISION IN 2017-18



# 16,425ha

IS THE NUMBER OF  
HECTARES OF THE  
LOCKYER VALLEY  
WITHIN THE LAND FOR  
WILDLIFE PROGRAM





# 14,915

KERBSIDE RESIDENTIAL  
PROPERTIES SERVICED  
AND 604 KERBSIDE  
COMMERCIAL  
PROPERTIES SERVICED



# \$17.66m

DELIVERING CAPITAL WORKS  
PROJECTS ON ROADS,  
DRAINAGE AND BRIDGE  
INFRASTRUCTURE, COUNCIL  
BUILDINGS AND FACILITIES,  
PLANT AND EQUIPMENT,  
WASTE MANAGEMENT,  
PARKS AND IT SYSTEMS



# \$3.18m

OPERATING SURPLUS  
ACHIEVED, AND BACK  
TO BACK SURPLUS WITH  
PREVIOUS FINANCIAL YEAR



# 1,500km

OF ROAD MAINTAINED  
THROUGHOUT THE REGION



LANDFILL WASTE DIVERTED  
TO RECYCLING:

# 2501 TONNES



OF WASTE CONCRETE WAS DIVERTED  
FROM LANDFILL, THIS MATERIAL CRUSHED  
FOR OPERATIONAL USE ON ROADS AND  
DRAINAGE. THE SUCCESSFUL CRUSHING  
PROGRAM PROVIDED 2104 TONNE OF  
ROAD BASE AND 397 TONNE OF RUBBLE  
FOR DRAINAGE MATERIAL.

# 187ha

OF PARKS, GARDENS,  
RESERVES AND  
PROPERTIES WERE MOWED  
AND MAINTAINED



# 43.8 TONNES

ELECTRONIC WASTE



# 33,015

IS THE NUMBER OF CALLS  
RECEIVED IN CALL CENTRE  
DURING 2017-18



# 394

IS THE NUMBER OF  
CUSTOMER REQUESTS  
MADE ONLINE



# 100.84 TONNES

AGRICULTURE TRICKLE TAP



# 14,453

IS THE NUMBER OF CUSTOMER  
REQUESTS RAISED DURING 2017-18



# 797

TYRES





## OUR COUNCILLORS AND THEIR PORTFOLIOS

Lockyer Valley Regional Council, comprising the Mayor and six Councillors, is the elected body responsible for the good governance of Lockyer Valley Regional Council. Councillors have a legal obligation requiring members to represent the current and future interests of Lockyer Valley residents. They are democratically elected and accountable to their communities for the decisions they make and the services they provide. Their role also includes other responsibilities such as providing high quality leadership to the community, participating in Council meetings; developing policy and making decisions

that are in the interests of the whole community.

The Mayor and Councillors are bound by a Code of Conduct, which is their public commitment to open, accountable and ethical standards of behaviour. The community also plays an important role in contributing to good democratic governance by participating in Council elections, being actively involved in community engagement programs and providing feedback on current issues and the services provided.

Each Councillor was responsible for a portfolio which aligned with their interests and strengths.



**Councillor Jason Cook**  
(Deputy Mayor)  
Sport and Recreation;  
Community Facilities;  
Health and Waste  
Management; Animal  
Management



**Councillor Chris Wilson**  
Business Systems and  
Processes; Corporate  
Plans and Performance;  
Finance; Information,  
Communication and  
Technology



**Councillor Janice Holstein**  
Roads and Drainage;  
Parks and Gardens;  
Transport and Active  
Transport; Asset  
Management; Disaster  
Management



**Councillor Kathy McLean**  
Planning and Building  
Services; Planning  
Scheme; Townships  
and Villages, Cultural  
Heritage and  
Streetscape; Regional  
Planning



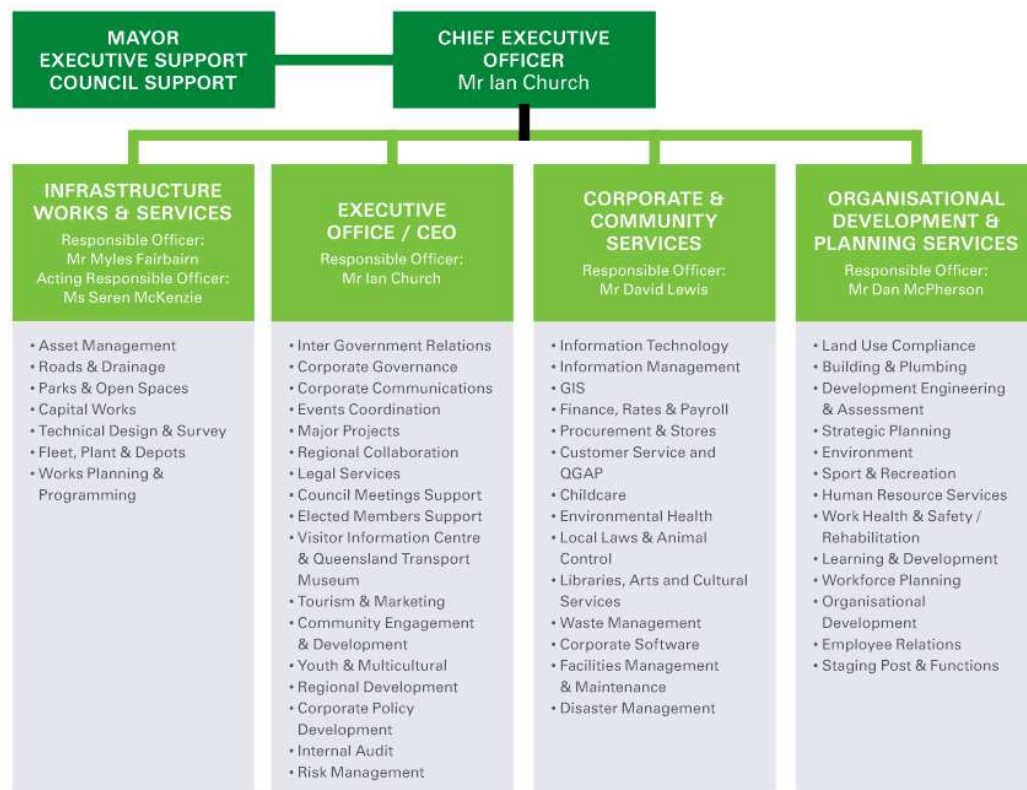
**Councillor Jim McDonald/Councillor Rick Vela**  
Environmental Management; Weed/Pest Management;  
Waterways; Natural Resource Management



**Councillor Michael Hagan**  
Arts and Culture;  
Youth and Disability/  
Multicultural; Public  
Safety; Customer  
Service; Community  
Services



## ORGANISATIONAL STRUCTURE



## EXECUTIVE LEADERSHIP TEAM



**Dan McPherson**  
Executive Manager  
Organisational  
Development and  
Planning Services



**David Lewis**  
Executive Manager  
Corporate and  
Community Services



**Myles Fairbairn**  
Executive Manager  
Infrastructure Works  
and Services



**Seren McKenzie**  
Acting Executive  
Manager Infrastructure  
Works and Services



# OUR EMPLOYEES

## EMPLOYEE SATISFACTION

In February 2017, all Council employees were provided with the opportunity to participate in an employee opinion survey. This survey obtained information from the employees around leadership interactions with staff, communication and decision making within Council, work conditions, sense of belonging, job satisfaction and cross council interactions. The survey was well supported by staff and provided valuable feedback to improve processes across Council.

The first phase of the strategy for improvement in response to the outcomes of the survey is defined in the following themes:

- Aligning our effort across Council
- Developing and promoting our service standards and enhancing our levels of service
- Using leadership roles to help everyone succeed at work
- Using effective communication within Council and with our stakeholders.

During 2017-18, the following key initiatives were put in place to address the abovementioned themes:

## CONNECTED COUNCIL PROGRESS GROUP

The Connected Council Progress Group (Whole of Council Issues) was formed to respond to issues identified in the 2017 employee opinion survey. The group comprises of members from all Groups of Council to ensure an equitable representation. Each member of the Progress Group has been assigned a 'patch' of employees within the organisation to liaise with. One of the members' most important jobs is to share information with staff, listen to what they have to say, and feed their views back to the Progress Group. The work of the Progress Group has been moving quickly with a number of initiatives already actioned to improve communication across Council.

## LEADERSHIP DEVELOPMENT PROGRAM

The Program's goals are to promote improved leadership practices to all levels of leaders across the Council in the pursuit of boosting leadership capability, enhancing employee engagement and to support our leaders and teams to better deliver the positive outcomes and services to our community.

## SAFETY AND WELLBEING

Council's Safety Management Plan guides Council's development as we strive to embed health and safety as everyone's responsibility and as a priority in all that we do. A main objective of the current Safety Management Plan has been to recognise Council's responsibilities for the contractors engaged by Council. As Council engages contractors from a wide range of industries, contractor safety management has been a key focus to ensure safety standards and expectations are being achieved.

Council safety performance and safety systems are externally audited, with audit results reflecting continuous improvement. Senior council staff continue to demonstrate safety leadership through the completion of Monthly Action Plans (MAPs), which drive Council's goal to achieve a workplace free from injury. Council continue to conduct regular inspections to identify potential hazards and implement controls to ensure the safety of workers, volunteers, and visitors to Council facilities.

As a significant amount of the operational work Council performs involves plant and fleet, Council's Safety Team have partnered with other business units to prepare for the changing implications of the National Heavy Vehicle Legislation and associated "Chain of Responsibility". This preparedness will ensure operators of Council fleet are able to do so safely and council vehicles are maintained and operated in a manner which meets all national road safety requirements.

Council's safety data management system allows accurate reporting of incidents and hazards, near miss incidents, identifying emerging safety issues and incident trends.

Council's Wellbeing Committee continues to promote a healthy workplace supporting employee's engagement in initiatives such as yoga, fun runs, healthy snack options, flu vaccination programs and continuing awareness of the importance of maintaining sound mental health and general wellbeing. The Wellbeing Committee coordinated and promoted a skin check initiative where 124 skin checks were performed resulting in 54 suspect or changing skin biopsies performed with more than 15 melanomas detected.





## EMPLOYEES AT A GLANCE

The following table identifies the number of staff employed by Council at 30 June 2018 excluding vacant positions. The total approved employee organisational structure is 329.00 Full Time Equivalent (FTE) positions.

EMPLOYMENT TYPE	FTE NUMBERS AS AT 30 JUNE 2018
Permanent	248.05
Fixed Term	30.57
Contract of service	23.00
Casual (based on hours worked)	20.97
<b>TOTAL</b>	<b>322.58</b>

EMPLOYEE TYPE	NUMBER
Full Time	280.00
Part Time	21.62
<b>TOTAL</b>	<b>322.58</b>

GENDER BALANCE	FEMALE	MALE
Executive/senior management group	0.16	3.84
Elected representatives	3	4
<b>TOTAL EMPLOYEES</b>	<b>133.65</b>	<b>188.93</b>

## EXECUTIVE LEADERSHIP TEAM

The total remuneration packages for senior executives include base salary, vehicle allowance and superannuation for 2017-18 was \$1,020,264.00.

REMUNERATION RANGE	NUMBER OF EXECUTIVE LEADERSHIP TEAM PAID
\$100,000 - \$200,000	0
\$200,000 - \$300,000	4





# COMMUNITY FINANCIAL REPORT

## WHAT IS A COMMUNITY FINANCIAL REPORT?

The Community Financial Report is a simplified version of Council's official Financial Statements (page 40).

As Financial Statements are often difficult for people, other than accountants, to understand, the Community Financial report simplifies the Statements so that everyone can get a better understanding of Council's financial position.

Each report in Council's Financial Statements provides information on a specific aspect of our performance and collectively provides a detailed profile on the financial performance and health of Council.

Council's Financial Statements consists of the following five key elements:

The **Statement of Comprehensive Income** measures how Council performed in relation to income and expenses during the financial year. This statement illustrates how money received from Council operations is spent.

The **Statement of Financial Position** measures what we own (our assets) and what we owe (our liabilities) and our net worth (equity) at the end of the financial year.

The **Statement of Changes in Equity** measures the changes in our net wealth and shows the movements in our retained earnings, reserves and asset revaluation surplus.

The **Statement of Cash Flows** outlines how much cash was received and spent throughout the year and whether or not Council is spending more than it is receiving. The closing balance reflects how much cash Council had at year end.

The **Notes to the Financial Statements** provide a more detailed breakdown of the information contained in the individual statements.

## SUMMARY OF KEY RESULTS

During the 2017-18 financial year, Lockyer Valley Regional Council continued to deliver its program of services to the community while building a base for improved financial sustainability. Following on from the success of the 2016-17 financial year, the results for the current year once again include the achievement of an operating surplus, completion of a significant capital works program, and an additional repayment on Council's debt.

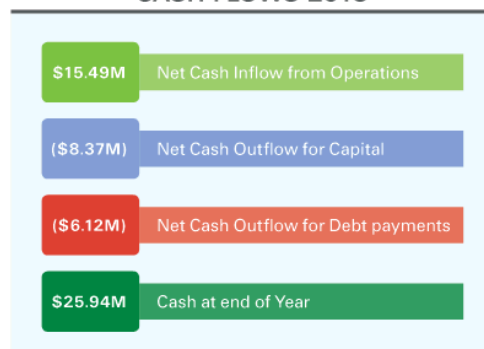
### 2018 OPERATING RESULT



### 2018 FINANCIAL POSITION



### CASH FLOWS 2018



### FINANCIAL SUSTAINABILITY RATIOS

Operating Surplus	Financial Liabilities	Asset Sustainability
5.20%	52.94%	97.53%
Target 0 - 10%	Target < 60%	Target > 90%

These results can be highlighted through the following:

- Achievement of an operating surplus for the second consecutive year.
- Continued increases in fees and charges revenue driven through higher levels of both domestic and commercial development.
- Significant operational expenditures:
  - \$20.26 million on roads, drains, bridges, and associated transport infrastructure.
  - \$11.18 million on community facilities, libraries and parks.
  - \$6.75 million on health, waste and regulatory services.
- Completion of \$17.66 million in capital works including \$11.57 million on roads, drains and bridge infrastructure, \$2.26 million on plant and other equipment, \$1.33 million on parks and other facilities, with the remainder spent on waste management and IT systems.
- An additional loan repayment of \$5.00 million to reduce Council's debt levels and save on long term interest costs.
- Maintenance of adequate cash balances to provide flexibility in the future.

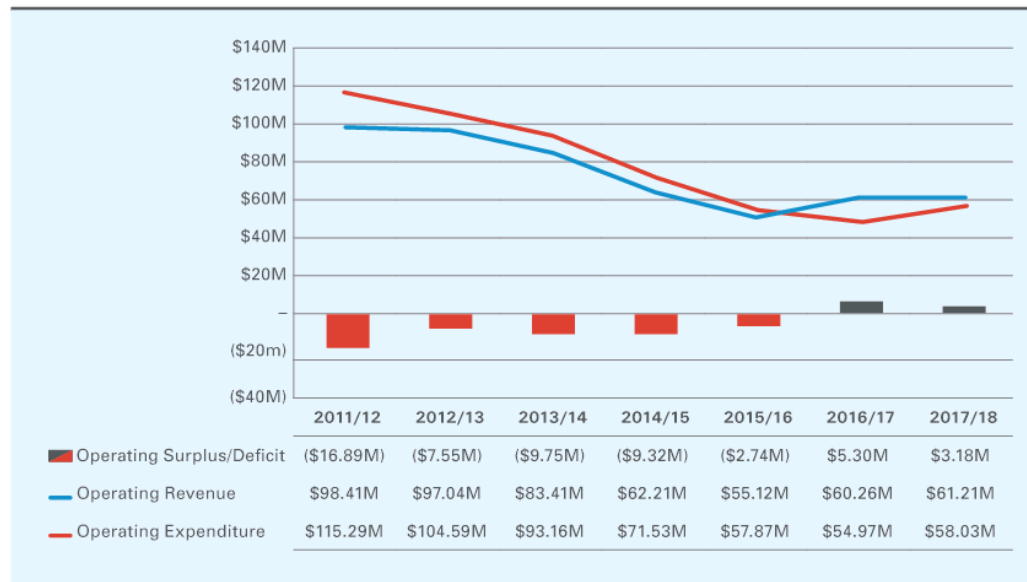




## STATEMENT OF COMPREHENSIVE INCOME

The Statement of Comprehensive Income measures how Council performed in relation to income and expenses during the financial year. This statement illustrates how money received from Council operations is spent.

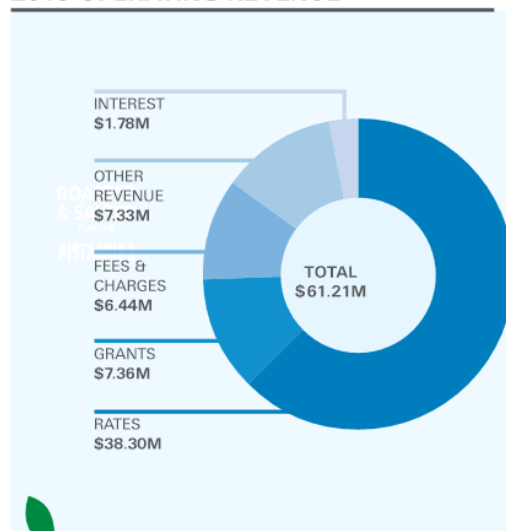
### COMPARATIVE TREND ANALYSIS



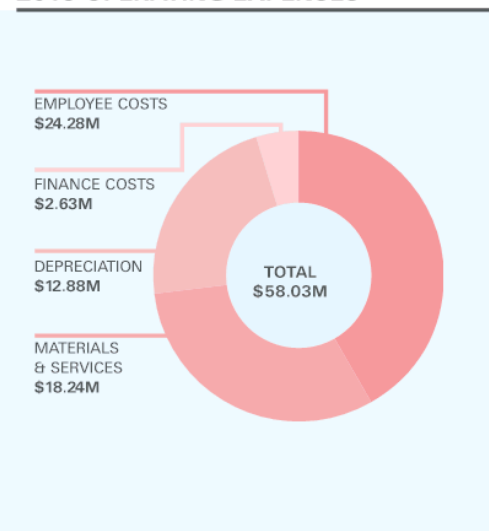
For the 2017-18 financial year, Council had budgeted for an operating surplus of \$1.60 million, and careful monitoring of expenditures during the year combined with additional planning and development fees has delivered a higher than expected surplus of \$3.18 million.

The achievement of the second operating surplus in a row indicates that the long-term sustainability of the organisation is continuing to improve. It shows that Council's commitment to operating within its means is being followed through, providing flexibility for its future operations and an improved ability to withstand unexpected financial shocks.

### 2018 OPERATING REVENUE

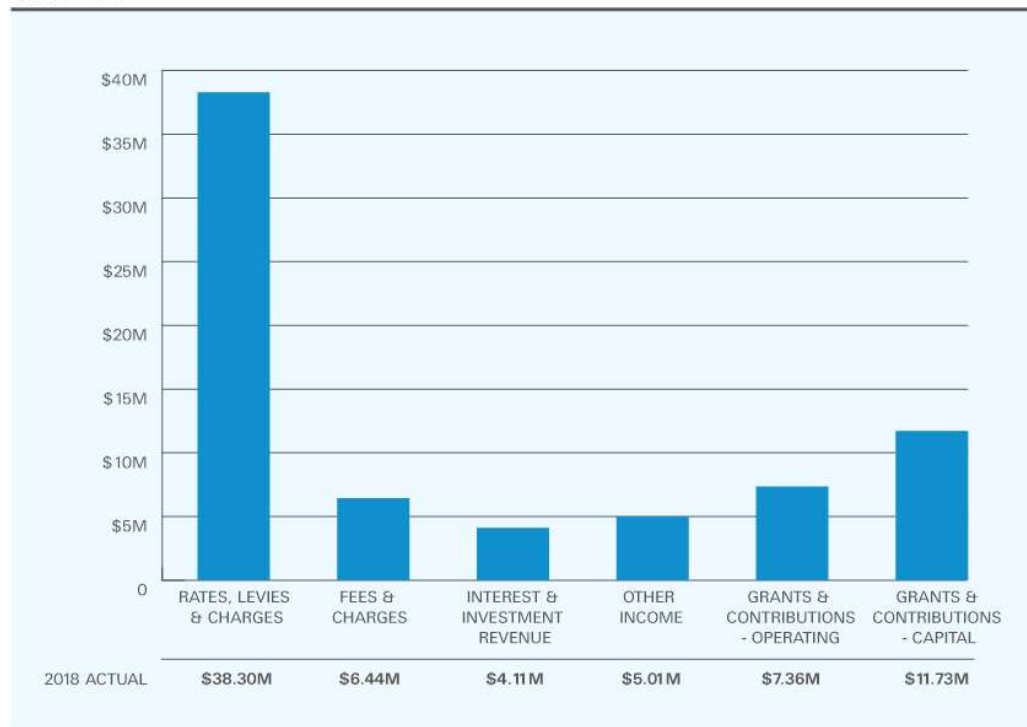


### 2018 OPERATING EXPENSES



## REVENUE SOURCES – WHERE DOES THE MONEY COME FROM?

### REVENUE



For the 2017-18 financial year, Council received \$61.21 million in operating revenue and \$11.73 million in capital revenue.

While revenue from rates and charges is the main source of income, fees and charges revenues continue to exceed budgeted expectations. This has mainly been driven by the development within the region, and improvements in the level of user fees and charges, including animal registrations. The investment in Queensland Urban Utilities (QUU) continues to provide strong returns with Council's share of profit

supplemented by interest on the shareholder loan and payments for income tax equivalents required under National Competition Policy.

Capital revenues include grants and subsidies from the State and Federal Governments for the construction of assets as well as the value of assets contributed to Council from developers in the form of road works, stormwater drainage, and park equipment. For 2017-18 the contributed assets totaled \$6.22 million.



## EXPENDITURE – WHERE DOES THE MONEY GO?

Council incurs both operating and capital expenditure in the provision of services to our local community. In addition to the operating expenses of \$58.03 million, there was an additional \$3.90 million capital costs incurred through the disposal of various assets which are no longer in service.

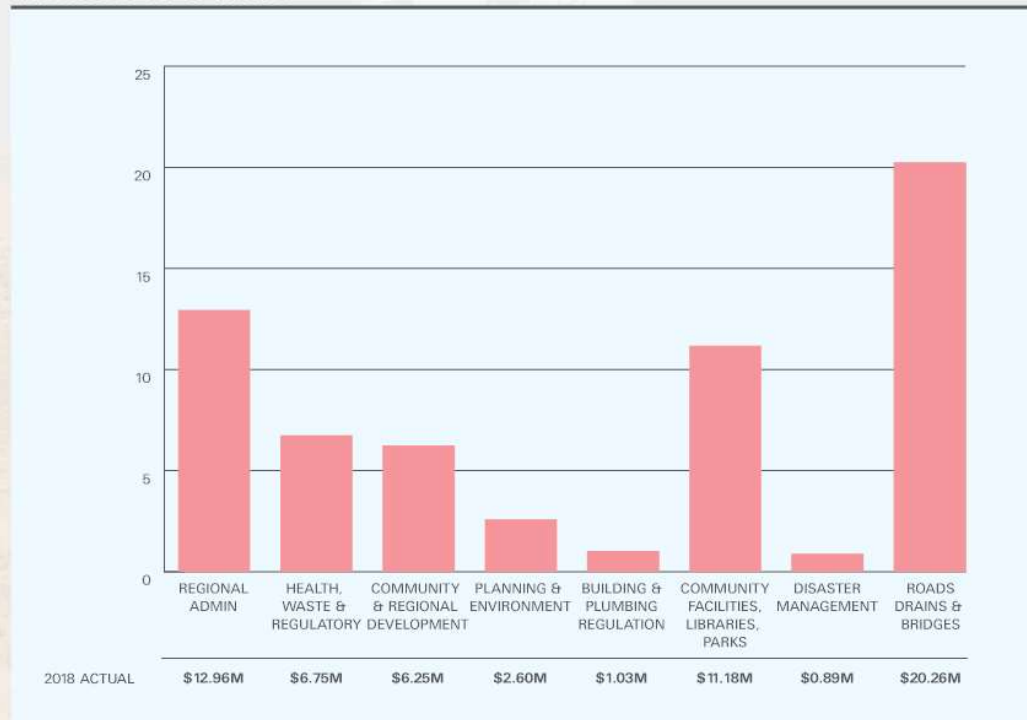
During the 2017-18 financial year, total operational expenditure increased by \$3.06 million or 5.57 per cent on the prior year. Employee costs have increased as a result of planned increases in staffing levels in key areas such as Planning, Local Laws, and Plumbing and Building Regulation to improve service delivery. Materials and services have increased due to one-off election costs,

business assistance waivers, expert consultants in relation to the Toowoomba Second Range Crossing and flood mitigation studies, and increased maintenance on roads and facilities.

Depreciation continues to be a significant cost and is constantly under review through the asset revaluation process.

The largest category of Council's operational expenditure is on roads, drains, and bridges which accounts for thirty-three per cent of the total expenditure. A further eighteen percent is spent on maintaining community facilities, buildings, parks and libraries.

### EXPENSES BY SERVICE





## STATEMENT OF FINANCIAL POSITION

The Statement of Financial Position measures what we own (our assets) and what we owe (our debts) and our net worth at the end of the financial year.

### ASSETS – WHAT WE OWN



Council's total cash and investments decreased by \$1.30 million with reduced operating and capital cash outflows offsetting the additional loan repayment made in June 2018. Council's cash balance at the end of 2018 was \$25.94 million (2017 \$27.24 million). Other current assets have increased through a higher level of rates debtors due to transfers of charges against the land and the timing of the contract recoverable works.

Non-current assets have remained on par with the previous year with asset additions offsetting the decrease in value resulting of the revaluation of Council's buildings. This revaluation is in accordance with the Facilities Service Management Plan which has identified that certain buildings are reaching the end of their useful life and therefore will not be replaced; this means that they have no replacement value. The value

of infrastructure assets has also decreased in line with their condition assessments and normal wear and tear.

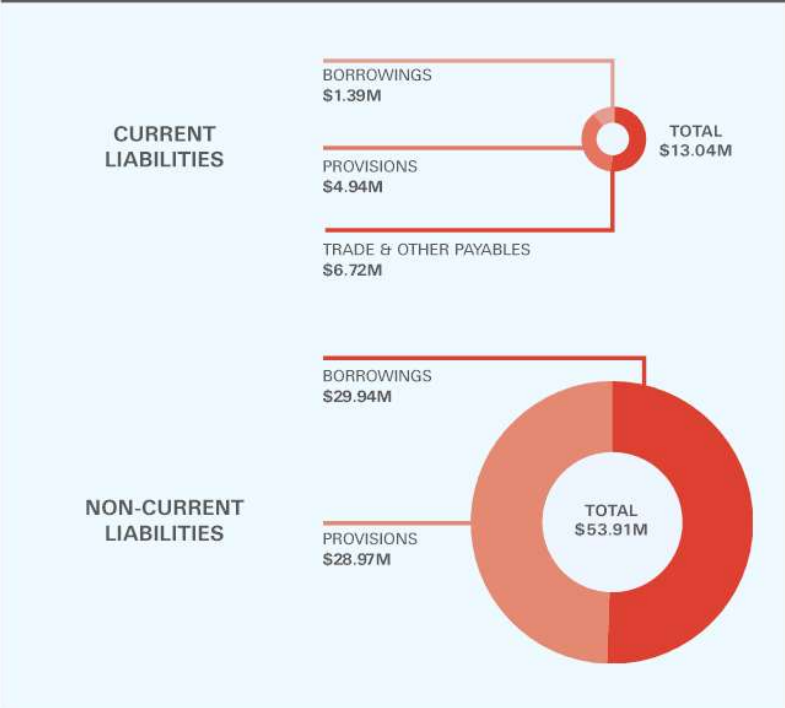
Assets relating to Council's Waste Management function were reviewed and valued at fair value for the first time requiring them to be transferred from Other Assets to their own asset category. These assets include transfer station infrastructure such as weighbridges, bins, internal roadworks, retaining walls, and fencing.

For the 2017-18 financial year, Council completed \$17.67 million in capital works with a further \$6.22 million in developer contributed assets. Works in progress at year end totaled \$5.96 million. The level of completed works was around 88% of the budgeted amount and was mostly renewal works in accordance with Council's Service Management Plans.

LIABILITIES – WHAT WE OWE

During the 2017-18 financial year, our liabilities decreased by a net amount of \$4.91 million or 6.84 per cent mainly due to an additional loan repayment and adjustments to Council’s provisions. Trade and other payables and provisions have remained relatively stable compared to the previous year with a small increase in payables due to the timing of a large one-off payment.

LIABILITIES – WHAT WE OWE



Council’s largest liability is now the provisions for the rehabilitation of land fill and quarry sites across the region in accordance with environmental requirements. These provisions are generated to recognise the estimated future costs of restoring and maintaining Council’s quarries and landfills throughout the region and are reviewed and adjusted annually.



## OUR DEBT

Like most other Local Governments throughout Australia, Lockyer Valley Regional Council utilises loan borrowing to fund the construction of new infrastructure to service the needs of our growing community.

Council's debt policy is based on sound financial management practices with borrowings restricted as follows:

- Council will not utilise loan funds to finance operational activities
- Council will endeavour to fund all capital renewal works from operating cash flows and borrow only for new or upgrade projects.

During 2017-18 Council did not borrow any new funds made repayments of \$6.12 million which included a one-off additional payment of \$5.00 million.

At 30 June 2018 the amount of debt was 4.50 per cent of Council's total assets.

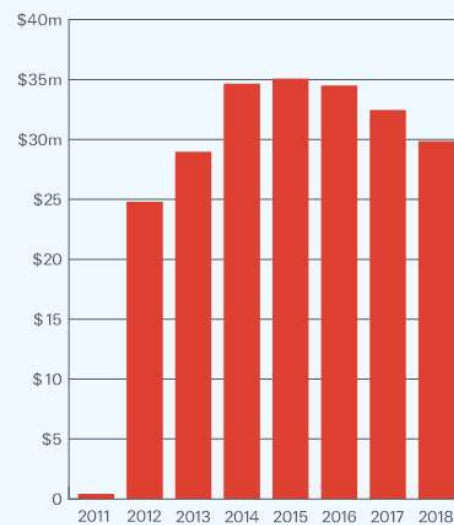
## STATEMENT OF CHANGES IN EQUITY

The Statement of Changes in Equity measures the changes in our net wealth and shows the movements in our retained earnings, reserves and asset revaluation surplus.

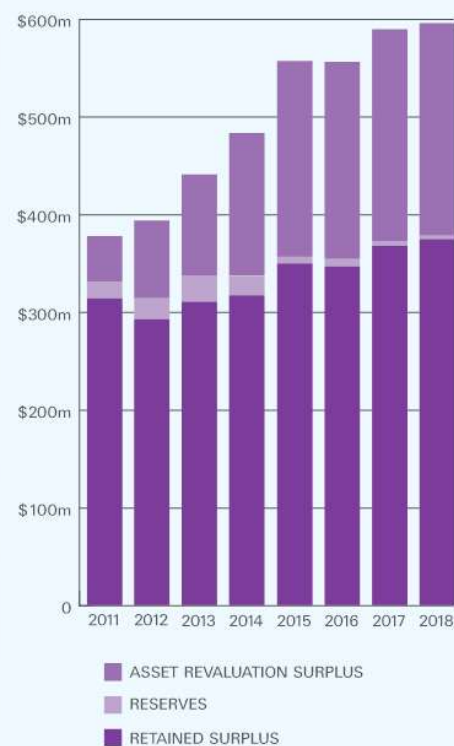
In the 2017-18 financial year, our net worth increased by \$5.22 million or 0.88 per cent with the main contributors being decreases of \$5.79 million in our asset revaluation surplus, being offset by the net result for the year of \$11.01 million. The decrease in the asset revaluation surplus is due to the revaluation of various assets identified in the above section on Assets.

At the end of the year Council's equity balance is \$596.40 million.

### COMPARATIVE DEBT LEVELS



### COMPARATIVE EQUITY BALANCES





## STATEMENT OF CASH FLOWS

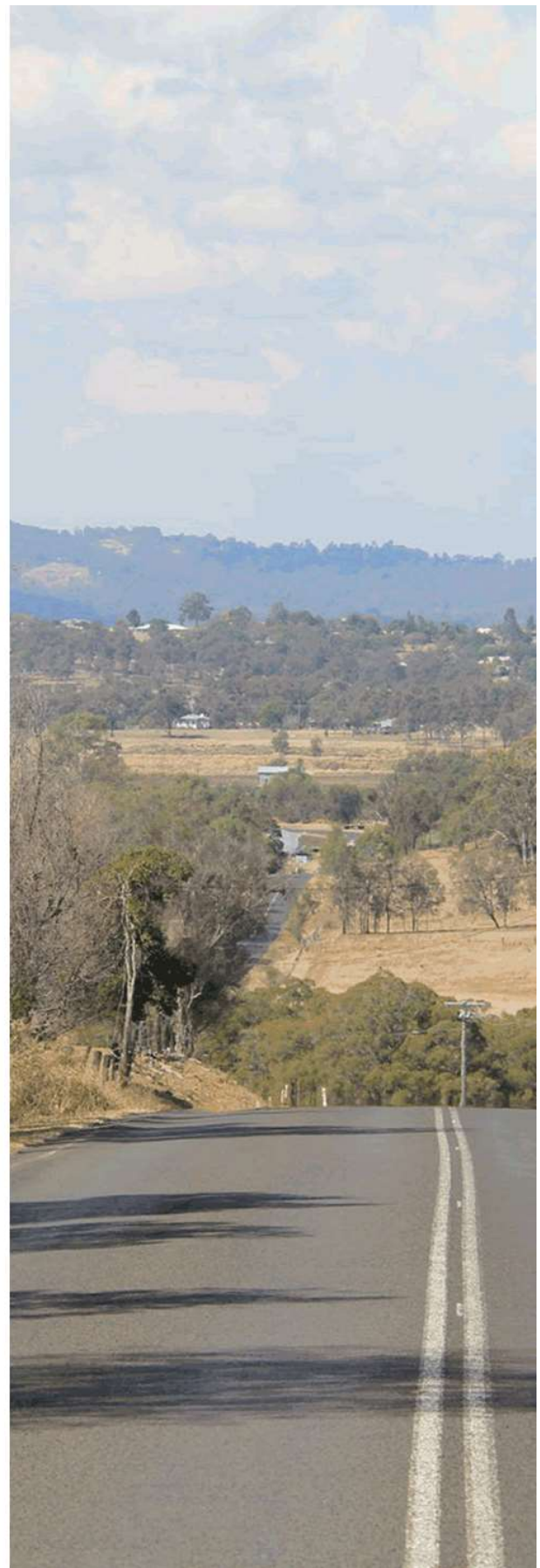
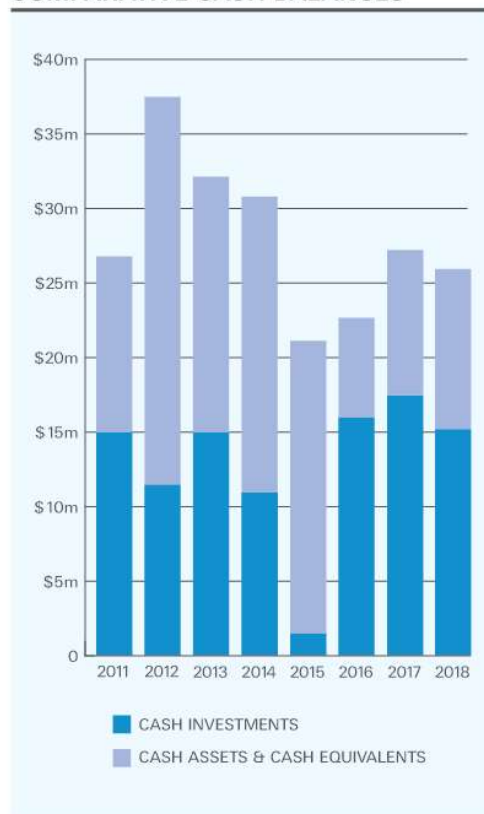
This statement outlines how we received and spent cash throughout the year. The closing balance reflects how much cash Council had at year end.

Council generated a net amount of \$15.49 million from its operating activities which relates to payments received from customers, investment revenues including interest, and non-capital grants and contributions, less the payments to employees and suppliers, and interest on Council's loans.

In conjunction with the proceeds of the disposal of assets, capital grants, and other investment distributions, the cash generated from operating activities was used in the purchase of assets such as property, plant and equipment, and principal repayments off Council's debt.

At 30 June 2018, Council's total cash balance was \$25.94 million which, taking in to account Council's cash investments was a net decrease in cash of \$1.30 million during the 2017-18 financial year.

### COMPARATIVE CASH BALANCES



## FINANCIAL SUSTAINABILITY RATIOS

Section 178(1) of the *Local Government Regulation 2012*, requires Council to calculate and disclose financial sustainability indicators. The ratios and targets are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Racing and Multicultural Affairs.

Council's performance as at 30 June 2018 against these measures is shown in the following table.

RATIO	EXPLANATION	CALCULATION	TARGET	2018	TARGET MET	COMMENT
Operating surplus ratio	Measures the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.	Operating Surplus (Net result excluding all capital items) divided by total operating revenue (excluding capital items).	Between 0% and 10%	5.20%	✓	This ratio is within the target range as operating revenues have exceeded operating expenditures. Higher than expected planning and development fees, and lower than expected expenditures on wages and salaries have contributed to the result.
Asset sustainability ratio	This ratio reflects the extent to which infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	>90%	97.53%	✓	This ratio is over the target amount due to a focus on renewal capital works and Council's commitment to the Asset Service Management Plans.
Net financial liabilities ratio	Measures the extent to which net financial liabilities of Council can be repaid from operating revenue.	Total liabilities less current assets divided by total operating revenue.	< 60%	52.94%	✓	This ratio has remained within the target range due to an increase in revenues from planning and development fees, and other income sources. Cash generated through operations has maintained Council's bank balance while liabilities have been reduced through the repayment of debt.

The long term financial forecast shows surpluses for upcoming ten years as well as significant improvements in the net financial liabilities ratio. The forecast for the Asset Sustainability Ratio are derived from the adopted Service Management Plans for each asset class. While the forecast shows that there will be years when the ratio is lower than the target level, the average ratio over the life of the forecast meets the threshold set by the Department.

## CONCLUSION

The results for the 2017-18 financial year show that Council has continued to deliver on its promise to achieve operating surpluses and further improve its financial position. The high level of completed capital works and a clear focus on renewing existing assets is further evidence of Council's determination to achieve a financially sustainable future.



# DELIVERING THE OPERATIONAL PLAN 2017-18

## LOCKYER COMMUNITY

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

### CORPORATE PLAN 2017-2022 OUTCOMES

### 2017-18 PERFORMANCE

#### 1.1 A community with fair and reasonable access to services

- Provided child care facilities in the region
- A new Community Directory was developed for the community to access online information on health and other community services available in the region. 274 locally based services are currently advertised in the Directory
- One grant writing workshop was conducted for the community to increase skills in grant writing and governance practices

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

- Commenced a review of Council's Public Parks Strategy enabling development of an investment plan for the regions parks and gardens
- Determined levels of service for the provision of mowing, slashing and maintenance of the region's parks.
- Implemented 80% of the recommendations identified in the Council Library Services Review to provide more sustainable services to the region
- Implemented self-service hardware in the Libraries enabling visitors to check in and out borrowing independently
- Conducted activities and events for all ages at the region's Libraries

#### 1.3 Enhanced wellbeing and safety of the community

- Upgraded Council's waterRIDE software program (used to manage Council's floodplains) with additional functionality
- Installed a flood camera in Laidley
- Installed the Thornton rain/river/flood camera which was commissioned by the Bureau of Meteorology
- Annual food establishment inspection program was completed and all annual food licences renewed with 10 new food establishment licences issued
- Annual dog survey was conducted with an increase in the overall number of dog registered in the region and a decrease in infringements issued as a result of program.
- Participation in school-based AVA Petpep programs
- 403 plumbing applications and 179 building applications were completed during the year
- Compliance work was conducted on swimming pools within the region



#### CORPORATE PLAN 2017-2022 OUTCOMES

#### 2017-18 PERFORMANCE

1.4 Council seeks to understand community needs, resulting in partnerships that realise long-term benefits for the community in a timely manner.

- Masterplans developed for Springbrook Park, Ropehill Sports Ground and Laidley Recreation Reserve
- Two rounds of funding provided \$79,927.63 in grants for community groups
- School holiday programs conducted in conjunction with the regions schools and Anglicare for local youth included scooter workshops, high ropes course and movie nights throughout the region
- A masterplan was developed for the region's skate parks

1.5 Events and activities that bring together and support greater connectivity in the community

- Council conducted and assisted with 57 events in the Region included Gatton CBD Mural Launch and Artist Tour, the Queens Baton Relay Community Event, Laidley Spring Festival, Australia Day and Seniors Week Festivities
- Successful delivery of NAIDOC week celebrations and Multicultural Festival in partnership with the community

1.6 The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies

- Council participated in multi-agency disaster exercise conducted in Gatton, hosted by the Queensland Police Service
- Community engagement activities were conducted throughout the region in relation to disaster preparedness
- Engagement activity conducted with Laidley businesses to provide input into the Business Resilience project.
- Annual training of Local Disaster Coordination Centre staff and Local Disaster Management Group members conducted



## LOCKYER BUSINESS FARMING AND LIVELIHOOD

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

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

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

CORPORATE PLAN 2017-2022 OUTCOMES	2017-18 PERFORMANCE
2.1 Encourage opportunities for the Lockyer Valley to drive economic and community outcomes	<ul style="list-style-type: none"> <li>Information and guidance on economic development in the region was provided to 138 individuals, businesses and developers</li> <li>A water collaborative steering group was formed to advocate for improved water security for the region</li> <li>A technical working group was formed to advocate for the region's interest in respect to the Inland Rail Project</li> </ul>
2.2 Maximise opportunities through engagement and partnership with stakeholders to achieve a strong resilient economy	<ul style="list-style-type: none"> <li>Council hosted and participated in forums, meetings and networking opportunities with the region's business and industry groups including Lockyer Growers Group, Lockyer Chamber of Commerce and Lockyer Valley Tourism</li> </ul>
2.3 Promote and market the Lockyer Valley as a destination for commerce, tourism and lifestyle	<ul style="list-style-type: none"> <li>The region was marketed as a destination through active displays at Regional Flavours and the Brisbane Exhibition events</li> <li>A new tourism destination guide was developed and distributed</li> <li>The Lockyer Valley was marketed on the SEQ Food Trail website hosted by Council of Mayors (South East Queensland)</li> </ul>
2.4 Attract and support education and employment opportunities for the community	<ul style="list-style-type: none"> <li>Council co-facilitated nine Bringing Employers Students Together (BEST) meetings</li> <li>Opportunities were provided for students to undertake work experience with Council through the GenR8 Program</li> </ul>
2.5 Foster a flexible, supportive and inclusive business environment	<ul style="list-style-type: none"> <li>75% occupancy of the Laidley Business Incubator was maintained in 2017-18</li> </ul>



## LOCKYER NATURE

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

CORPORATE PLAN 2017-2022 OUTCOMES	2017-18 PERFORMANCE
3.1 Lockyer Valley's natural assets are managed, maintained and protected	<ul style="list-style-type: none"> <li>Council commenced implementing initiatives of the Lockyer Catchment Action Plan including identifying strategic revegetation options for the Lockyer Creek and improving the community resilience in the Tenthill Creek Catchment</li> <li>Council commenced development of the Natural Resource Management Plan, Biosecurity Plan and the Flying Fox Roost Management Plan</li> </ul>
3.2 Council's policies and plans support environmentally sustainable development	<ul style="list-style-type: none"> <li>The Lockyer Valley Planning Scheme development commenced including an environmental overlay that provides a mechanism for the protection of vegetation across the region</li> </ul>
3.3 Community and private landholders' stewardship of natural assets increases	<ul style="list-style-type: none"> <li>Initiatives of the Land for Wildlife program were delivered including visits to current properties and new properties signed up for the program. Workshops and other information sessions were conducted with landholders.</li> <li>Council successfully delivered the environment and pest programs throughout the region</li> </ul>
3.4 Locals and visitors experience our natural assets	<ul style="list-style-type: none"> <li>Scoping work commenced on the development of an eco-tourism promotional video for the region.</li> </ul>
3.5 Council and the community actively reduce waste, recycle and reuse more	<ul style="list-style-type: none"> <li>Waste and recycling services were delivered throughout the region</li> <li>A review of the region's Waste Reduction and Recycling Plan commenced</li> <li>95% of the waste management capital works program was completed</li> </ul>
3.6 Council and the community actively reduce consumption of non-renewable resources	<ul style="list-style-type: none"> <li>Outcomes of the energy audits conducted on Council's major facilities commenced including the installation of sub metering and monitoring devices and the installation of solar panels to the Lockyer Valley Cultural Centre</li> </ul>



## LOCKYER PLANNED

We have unique, well connected communities. We have places and spaces that bring together people. Local services match the needs of the community. Our built infrastructure is designed and constructed to enable access for all.

CORPORATE PLAN 2017-2022 OUTCOMES	2017-18 PERFORMANCE
4.1 Growth and development in the region is sustainably managed through the adoption and implementation of the Lockyer Valley Planning Scheme	<ul style="list-style-type: none"> <li>Drafting of the Lockyer Valley Planning Scheme commenced</li> </ul>
4.2 Provision of fit-for-purpose infrastructure which meets the current and future needs of the region	<ul style="list-style-type: none"> <li>The service management plan for Council's cemeteries was adopted by Council</li> <li>The service management plan for parks and gardens was implemented</li> <li>The service management plans for plant and fleet and roads and drainage were reviewed and adopted by Council</li> <li>Council's road maintenance program was delivered within the allocated budget</li> <li>More than 90% of the identified roads and drainage capital works program was delivered within the allocated budget</li> <li>100% of the externally funded TIDS program was completed</li> <li>Stormwater catchment modelling, planning and design for Gatton sub-catchments was completed</li> <li>The Lockyer Valley Local Government Infrastructure Plan was developed and adopted by Council</li> </ul>
4.3 A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations	<ul style="list-style-type: none"> <li>Improvements were made to the assessment timeframes and customer engagement of development applications received to Council</li> <li>All development applications received were assessed within statutory timeframes</li> <li>Initiatives of the development assessment improvement plan were achieved</li> </ul>
4.4 Regional collaboration and targeted advocacy that drives external funding, for timely delivery of key infrastructure and enhanced community outcomes	<ul style="list-style-type: none"> <li>Advocacy work was undertaken to minimise the construction impacts of the Toowoomba Second Range Crossing</li> </ul>
4.5 An integrated approach to the planning of all communities that strengthens local identity and lifestyle	<ul style="list-style-type: none"> <li>Funding was received for new CCTV to be installed in Laidley CBD at Das Neumann Haus</li> <li>New bollards were installed at Laidley Recreation Reserve to improve pedestrian access to the Reserve</li> </ul>



## LOCKYER LEADERSHIP AND COUNCIL

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

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

CORPORATE PLAN 2017-2022 OUTCOMES	2017-18 PERFORMANCE
5.1 Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community	<ul style="list-style-type: none"> <li>A review was conducted into Council's funding and cash management processes in consultation with Queensland Treasury Corporation</li> <li>An additional repayment of \$5 million on Council's debt was made in June 2018 and a review of Council's Debt Policy allows for further repayments if the opportunity is available</li> <li>Monthly reporting was provided to Council on its financial position</li> <li>Reviews of business operations were conducted into Council's child care centres, Staging Post Café and Lake Dyer Camping and Caravan Ground</li> <li>Inspections were conducted on Council's roads, drainage, parks, gardens and cemetery assets to identify defects</li> <li>All plant and fleet items schedule for replacement were replaced</li> <li>A utilisation review of Council's plant and fleet commenced</li> <li>The annual financial statements and external audit were completed in required timeframes</li> </ul>
5.2 Excellence in customer service to our community	<ul style="list-style-type: none"> <li>77.02% of calls were responded to at first point of contact</li> <li>Abandoned calls were 3.44 % (target &lt;15%)</li> <li>Key outcomes of the Customer Service Strategy were delivered including Voice of the Customer projects</li> </ul>
5.3 Actively engage with the community to inform council decision making processes	<ul style="list-style-type: none"> <li>Engagement advice and support in response to Council needs was provided through active internal engagement with staff responsible for delivering key projects in the community</li> </ul>
5.4 Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values	<ul style="list-style-type: none"> <li>Annual program of meetings including all council meetings, tours and workshop conducted</li> <li>Commenced a comprehensive review of all policies, procedures and strategies to assess alignment with the outcomes of the Corporate Plan 2017-2022 and to assist with the development of a policy framework for future strategy development</li> <li>A review of Council's performance reporting framework to align with the new Corporate Plan 2017-2022 was conducted including the development of a business unit plan template and business unit plans for five business units</li> </ul>
5.5 Promote a values based culture that appreciates and empowers its workforce	<ul style="list-style-type: none"> <li>The Connected Council working group was established to work on common whole of organisation issues and address outcomes of the employee opinion survey</li> <li>Commenced development of new enterprise bargaining agreements for field and office staff with new agreement for field based staff successfully voted up by 91.5% of staff</li> </ul>

## LOCKYER LEADERSHIP AND COUNCIL CONT'D

### CORPORATE PLAN 2017-2022 OUTCOMES

5.6 Provide leadership and contemporary management systems that drive a coordinated and connected organisation

5.7 Compliant with relevant legislation

5.8 Deliver reliable internal support services

### 2017-18 PERFORMANCE

- Quarterly Executive Leadership Team Roadshows conducted to engage with staff and advise of key points of interest occurring at Council
- The leadership development program for managers and coordinators commenced
- Matters of strategic significance to Council and the community were advocated for through submission of motions to the Australian Local Government Association and Local Government Association Queensland and through other key advocacy channels including Council of Mayors (South East Queensland)
- The annual review of the Local Disaster Management Plan was conducted
- Four Audit and Risk Management Committee Meetings were held
- 100% completion of compliance reporting on Work Health Safety monthly action plans
- Amendments made to two sub-ordinate Local Laws (Animal Management & Parking)
- A Local Law and Subordinate Local Law developed and adopted for waste management
- Internal support was provided in the development of Council's service management plans for roads, drainage and cemeteries
- Legal and property services were provided including drafting of leases for Council facilities and properties and arranged disposal of property that is no longer required by Council
- A review of Council's land register was conducted prior to the development of a service management plan for Council's land
- Council's external and internal communication requirements were delivered including media releases, valley voice updates, advertising, social media posts, website updates, staff newsletters and updates







## STATUTORY INFORMATION

### BENEFICIAL ENTERPRISES

Council did not have any partnership arrangements, or conduct any business with beneficial enterprises under section 41 of the *Local Government Act 2009* during the 2017-18 financial year.

### CONDUCT OF BUSINESS ACTIVITIES

Council did not conduct any business activities under section 43 of the *Local Government Act 2009* during the 2017-18 financial year.

### COMPETITIVE NEUTRALITY COMPLAINTS

Council did not receive any competitive neutrality complaints during the 2017-18 financial year.

### PARTICULAR RESOLUTIONS

#### RESOLUTIONS MADE DURING THE FINANCIAL YEAR UNDER SECTION 206(2):

In accordance with section 185(b) of the *Local Government Regulation 2012*, there were no resolutions made by Council during the 2017-18 year under section 206 (2) setting the amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.

#### RESOLUTIONS MADE DURING THE FINANCIAL YEAR UNDER SECTION 250(1):

In accordance with section 185(b) of the *Local Government Regulation 2012*, there were no resolutions made by Council during the 2017-18 under section 250 to make changes to Council's Expenses Reimbursement and Provision of Facilities Policy or Guideline for Councillors in 2017-18.

# COUNCILLORS

## ATTENDANCE AT COUNCIL MEETINGS

As required under section 186(d) of the *Local Government Regulation 2012*, the table below details the number of local government meetings each Councillor attended during the financial year ending 30 June 2018.

NAME	ORDINARY MEETINGS (21 HELD)	SPECIAL MEETINGS (3 HELD)	TOTAL
Cr Tanya Milligan (Mayor)	20	3	23
Cr Jason Cook (Deputy Mayor)	20	2	22
Cr Chris Wilson	21	3	24
Cr Janice Holstein	20	3	23
Cr Jim McDonald	8	1	9
Cr Kathy McLean	20	3	23
Cr Michael Hagan	21	3	24
Cr Rick Vela	8	2	10

## COUNCILLOR REMUNERATION

Increases in remuneration for Councillors are automatically linked to respective increases to the remuneration levels of Queensland Members of the Legislative Assembly. The Local Government Remuneration and Discipline Tribunal is the independent body established to regularly review and determine the remuneration payable to Councillors.

Mayor: \$125,084      Deputy Mayor: \$78,177      Councillor: \$66,450

NAME	REMUNERATION	ALLOWANCES	SUPERANNUATION	TOTAL
Cr Tanya Milligan (Mayor)	\$125,036.75	\$4,000.07	\$15,004.40	\$144,041.22
Cr Jason Cook (Deputy Mayor)	\$ 78,147.56	\$12,500.01	\$ 9,377.78	\$100,025.35
Cr Chris Wilson	\$ 66,424.96	\$12,500.01	\$ 7,970.94	\$ 86,895.91
Cr Janice Holstein	\$ 66,424.96	\$12,500.01	\$ 7,970.94	\$ 86,895.91
Cr Jim McDonald	\$ 24,638.12	\$4,639.42	\$ 2,956.56	\$ 32,234.10
Cr Kathy McLean	\$ 66,424.96	\$12,500.01	\$ 7,970.94	\$ 86,895.91
Cr Michael Hagan	\$ 66,424.96	\$12,500.01	\$ 7,970.94	\$ 86,895.91
Cr Rick Vela	\$ 23,367.15	\$4,395.63	\$ 2,806.00	\$ 30,568.78



**COUNCILLOR EXPENSES**

NAME	PHONE & ICT COSTS	MOTOR VEHICLES	TRAVEL & ACCOMMODATION	TOTAL
Cr Tanya Milligan (Mayor)	\$1,908.23	\$9,570.48	\$13,670.99	\$25,149.70
Cr Jason Cook (Deputy Mayor)	\$978.11	-	\$680.45	\$1,658.56
Cr Chris Wilson	\$902.86	-	\$1,493.18	\$2,396.04
Cr Janice Holstein	\$1,083.61	-	\$495.00	\$1,578.61
Cr Jim McDonald	\$670.78	-	\$35.00	\$705.78
Cr Kathy McLean	\$894.53	-	\$3,819.81	\$4,714.34
Cr Michael Hagan	\$879.25	-	\$2,977.25	\$3,856.50
Cr Rick Vela	\$220.57	-	\$450.00	\$670.57

**EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR COUNCILLORS**

In accordance with section 250 of the *Local Government Regulation 2012*, Council must have an Expenses Reimbursement and Provision of Facilities Policy for Councillors. The objective of the Policy is to ensure the payment of legitimate and reasonable expenses incurred by Councillors for discharging their duties and responsibilities as Councillors; and to provide facilities to Councillors for those purposes. This is to ensure that Councillors are not financially disadvantaged as a result of carrying out their official duties. The Policy is also aimed at reflecting the community's expectations about the extent of a Councillor's duties and responsibilities and its expectations about the resources and reimbursement provided to Councillors from public funds. This Policy does not deal with the provision of remuneration. This Policy is available on Council's website.





## ADMINISTRATIVE ACTION COMPLAINTS

Council is committed to dealing fairly with administrative action complaints by receiving, enabling, responding and reviewing customer complaints in a professional and cost effective manner. By reviewing, reflecting and learning from the complaints received, Council is able to improve services to the community. The majority of administrative action complaints received were minor or negligible in nature and all investigations were conducted and responses were provided within the identified timeframe. One of the key causes for complaints submitted included the customer not being aware of all in the information in relation to their matter. Further advice was able to be provided as part of the outcome of the investigation of their complaint. This outcome enabled improvements to be made to Council's processes and practices.

### ADMINISTRATIVE ACTION COMPLAINTS 2017-18 REPORTABLE ITEMS UNDER SECTION 187 OF THE LOCAL GOVERNMENT REGULATION 2012

REPORTABLE ITEM	NUMBER
Number of administrative action complaints received	12
Number of administrative action complaints resolved	10
Number of administrative action complaints sustained (partly)	3
Number of administrative action complaints not sustained	6
Number of complaints still in progress/unresolved at the end of the financial year	3
Number of administrative action complaints that were made in the previous financial year (2016-2017)	23

## RIGHT TO INFORMATION AND INFORMATION PRIVACY

The *Right to Information Act 2009* and the *Information Privacy Act 2009* provide the community with access to information balanced by appropriate protection for individuals' privacy. The public can apply for access to documents held by a council, subject to statutory exemptions, unless it is contrary to the public interest to provide that information. The legislation also allows individuals to apply for amendments to be made to documents concerning their personal affairs, where it is believed the information is incomplete, out of date, inaccurate or misleading.

Applications received under the <i>Right to Information Act 2009</i> (RTI)	11
Applications received under the <i>Information Privacy Act 2009</i> (IP)	1
Total applications received	12

No applications were withdrawn and eleven decisions were issued to applicants, all within legislative timeframes. One application remained on hand as at 30 June 2018.

No applications were subject to an external review by Office of Information Commissioner.





## RECORD OF COUNCILLOR CONDUCT AND PERFORMANCE COMPLAINTS

There were no reportable items applicable to the following sections of the *Local Government Act 2009* or associated Regulations, dealing with complaints made concerning the misconduct of a Councillor.

## OVERSEAS TRAVEL

No Councillors or Council employees travelled overseas in an official capacity during the 2017-18 financial year.



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## GRANTS TO COMMUNITY ORGANISATIONS

The following grants were made to community organisations under Council's Community Grants and Assistance Policy and Procedure.

ORGANISATION NAME	PURPOSE	AMOUNT \$
Laidley District Cricket Club	Practice net expansion	4,000.00
Hatton Vale State School Parent and Citizens	Hatton Vale Community Christmas Concert	2,000.00
Laidley Walloon Quarter Horse and Performance Association	Survey for lease renewal	2,000.00
Tenthill Baptist Church	Digital road sign	3,000.00
Redeemer Lutheran Church Laidley	Dishwasher	3,000.00
Ropehill and Districts Branch Little Athletics Centre Inc.	Linemarker	2,000.00
Laidley District State School Parents and Citizens	Kitchen upgrade	2,000.00
Lockyer Valley Community Activities Shed Inc.	Timber thicknesser and dust extractor	1,500.00
Gatton and District Historical Society Inc.	Table and chairs	2,000.00
Gatton and Districts Committee on the Ageing Inc.	Roofing repairs	2,000.00
Glenore Grove Public Hall Association Inc.	Ride on mower	3,000.00
Mulgowie Public Hall Association Inc.	Retaining wall	1,500.00
Lockyer Darts Association	Fridge/Freezer replacement	2,000.00
Laidley District Historical Society Inc.	PA system with integrated audio	3,000.00
Laidley Bowls Club Inc.	Message board	2,000.00
Gatton Rugby League Football Club Inc.	Player protection	2,000.00
University of Queensland Gatton Rugby Union Club Inc.	Clubhouse	3,000.00
Hatton Vale Community Uniting Church	Children's playground	3,500.00
Lake Clarendon Primary School P&C	Sound system	3,500.00
Kentville State School P&C	Resources for technology room	3,500.00
Flagstone Creek State School P&C	LED community sign	4,000.00
Gatton Junior Rugby League Football Club Inc.	Toilet block makeover	2,000.00



ORGANISATION NAME	PURPOSE	AMOUNT \$
Standardbred Association Queensland Inc.	SAQ Horse Placement and Adoption Program Engagement Strategy	1,700.00
Lockyer Valley Volunteer Area Committee of Crime Stoppers Queensland Limited	Community signage	4,000.00
Gatton Lapidary Club Inc	Local geological information	813.63
Spirit of the Valley Events Inc.	Event equipment	3,742.00
Laidley Community Centre Inc.	30th Celebration Community Day	2,000.00
Uniting Church of Australia Laidley	Uniting Church of Australia Laidley – Recipe Book	1,290.00
Laidley Garden Club	Laidley Garden Club - equipment	3,000.00
Junction View Hall	Upgrade to facilities	4,000.00
Lockyer Valley Arts Society Inc.	Workshop materials	502.00
Mt Sylvia State School P&C	Up the Creek Festival	2,380.00
<b>TOTAL</b>		<b>\$79,927.63</b>

Assistance was also provided under the following categories:

- Regional Ambassador Support and School Dux Bursary Program - \$6,850.00
- School Chaplaincy Program - \$10,000.00
- Public Halls Assistance Program - \$20,400.00
- Anzac Day Remembrance Program - \$6,600.00
- Sporting Grounds Assistance Program - \$140,637.40
- 83 community organisations were granted fee waivers for the use of Council's facilities at a total cost of \$160,531.32



## COUNCILLOR DISCRETIONARY FUNDS

The following donations were made from the Mayoral Donation Program:

ORGANISATION NAME	PURPOSE	AMOUNT \$
Queensland Justices Association	Sponsorship 2017 QJA Conference	200.00
Lights on The Hill	Banner for Lockyer Valley Regional Council convoy	149.00
Laidley District State School	Legends of Term 2 Medallions	178.50
Lockyer Equestrian Group	Sponsorship 2017 Dressage Championships	500.00
Lockyer Antique Motor Association	Sponsorship 2017 Tractor Trek	300.00
Gatton State School	Parking on oval for Gatton Show	1,818.18
Helidon State School P & F Association	School Fete	200.00
Tabeel Lutheran Home	Tree Planting Project	200.00
Lockyer Darts Association Inc.	Junior Queensland Darts Finals	200.00
Gatton Bowls Club	Sponsor Ladies Bowls Carnival	90.91
Lockyer District State High School	Sponsor Annual Sports Award	136.36
Faith Lutheran College	Sports Awards Dinner	350.00
Airforce Cadets	70th Anniversary Dinner	1,272.72
Laidley District State School	Legends of Term 3 Medallions	187.00
Withcott State School Parents and Citizens	Year 4 Students Cycle Course	500.00
Faith Lutheran College	Western District Ranges School Sports Shirts	1,000.00
Forest Hill Festivities Association	Face Painting Forest Hill Christmas Festivities	200.00
Lockyer Valley Ministers Association	2017 Mayoral Christmas Carols Event	1,000.00
Laidley District State School	Legends of Term 4 Medallions	190.00
Lockyer Darts Association Inc.	T Ellis representing Queensland in Junior Darts	200.00
International Women's Day	Hall Hire for International Women's Day Breakfast	545.45
Gatton Swimming Club	Sponsor 2018 Australia Day Swimming 800 Classic	500.00
Southern Queensland Reining Horse Association	Sponsor Pacific Coast Reining Spectacular 2018	220.00
Gatton Bowls Club	Sponsor Gatton Ladies Fiesta Carnival Day May 2018	100.00





ORGANISATION NAME	PURPOSE	AMOUNT \$
Standardbred Association Queensland	Blue Ribbon Sponsor for 2018 State Harness and Hacking Competitions	200.00
Laidley District State School	Legends of Term 1 Medallions	187.00
Jayde Kendall Day of Awareness Walk	Public Liability Costs Jayde Kendall Day of Awareness Walk	167.92
Dance Force	Disneyland Hong Kong Dance Tour	500.00
Teske Family	Purchase of a banner to assist family with fundraising activities	123.00
Laidley Bowls Club	Maroon Arm Bowlers	250.00
Laidley Bowls Club	Ladies Carnival	250.00
Community Reflection & Thanksgiving Service	Hall hire fees for service	960.00
Laidley Lions Junior Rugby League	Gorden Tallis Cup	250.00
The South East Queensland Paint Horse Club Inc.	Queensland Paint Horse Championships	250.00
Gatton Show Society	Campdraft at the Gatton Show 2018	400.00
Lockyer Uplands Catchments Inc.	Lockyer in the Wild Photography Competition	250.00
Papua New Guinea Lockyer Valley Community Inc.	Sponsorship of Aid Project	300.00
<b>TOTAL</b>		<b>\$14,326.04</b>



## COMMERCIAL BUSINESS UNITS

Council did not maintain any Commercial Business Units during the 2017-18 financial year.

## ACTION TAKEN INVOLVING SPECIAL ARRANGEMENTS

Council was not supplied with any services, facilities or activities by another local government under any agreements or joint activities and for which any special rates or charges were levied, during the financial year.

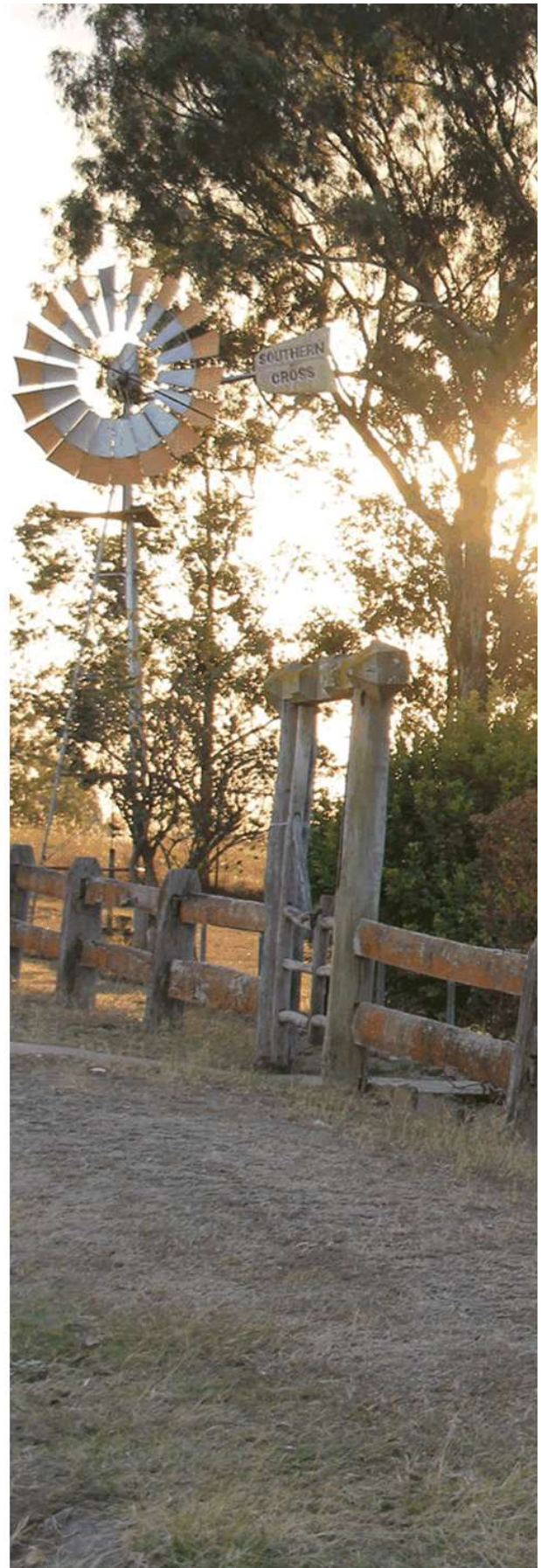
## CHANGES TO TENDERS

Council did not issue invitations to change any tenders under section 228(7) of the *Local Government Regulation 2012* during 2017-18.

## CONCESSIONS FOR RATES AND CHARGES GRANTED

Part 10 of the *Local Government Regulation 2012* provides Council with the ability to grant concessions to property owners in certain circumstances. For the 2017-18 financial year the following concessions were granted:

- Property Identification No 253510 – concession granted due to financial hardship to allow an extended time for payment including an interest free period of six months.
- Faith Lutheran College – rebate of general rates of \$4,679.40 under Council's Community Grant Policy for Not-For-Profit Organisations.
- Council Pension Subsidy – rebate of up to \$60 for eligible pensioners totaling \$170,334.25 for 3,037 properties.







## REGISTERS MAINTAINED

Registers maintained by Council:

- Register of Councillor Interests
- Register of Related Parties
- Register of Delegations by Council
- Register of Delegations by the Chief Executive Officer
- Register of Roads
- Register of General Charges and Regulatory Fees
- Register of Local Laws and Subordinate Local Laws
- Asset Register
- Fraud Allegation Register
- Register of Infrastructure Charges

## INTERNAL AUDIT

Internal Audit activities are performed by a qualified internal audit consultant on a wholly outsourced basis. For the 2017-18 financial year, BDO Pty Ltd provided this service.

The Audit and Risk Management Committee endorsed an Internal Audit Plan at the 21 June 2017 meeting and Internal Audit Progress Reports were presented to the Audit and Risk Management Committee meetings in August 2017, December 2017, March 2018 and June 2018.

Internal audit projects for the financial year included:

- Capital Project Planning (Asset Management)
- Operational risk registers for Facilities, Regional Development, Marketing Communications and Engagement and Environment and Pest Management.

The Internal Audit Progress Report provided to the Audit and Risk Management Committee in June 2018 presented an overview of the work performed by the Internal Auditor from July 2017 - June 2018 in accordance with s.207(3), *Local Government Regulation 2012*.

# 2 FINANCIAL STATEMENTS

## Lockyer Valley Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2018

Our Mission:  
*Lead, engage, empower.*



40 Lockyer Valley Regional Council





## Lockyer Valley Regional Council

General Purpose Financial Statements  
for the year ended 30 June 2018

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## Lockyer Valley Regional Council

### Statement of Comprehensive Income for the year ended 30 June 2018

	Notes	2018 \$'000	2017 \$'000
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
Rates, Levies and Charges	3a	38,300	36,850
Fees and Charges	3b	6,436	5,332
Rental Income		324	311
Interest and Investment Revenue		1,776	1,715
Sales Revenue		1,934	1,286
Net Share of Interests in Associated Entities	25	2,331	2,328
Other Income	3c	2,752	3,116
Grants, Subsidies, Contributions and Donations	4a	7,356	9,326
<b>Total Recurrent Revenue</b>		<b>61,209</b>	<b>60,264</b>
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions and Donations	4b	10,377	7,696
<b>Total Revenue</b>		<b>71,586</b>	<b>67,960</b>
Capital Income		1,349	192
<b>Total Income</b>		<b>72,935</b>	<b>68,152</b>
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
Employee Benefits	5	24,276	23,422
Materials and Services	6	18,242	16,045
Finance Costs	7	2,625	2,833
Depreciation and Amortisation		12,883	12,667
<b>Total Recurrent Expenses</b>		<b>58,026</b>	<b>54,967</b>
Capital Expenses	8	3,897	3,594
<b>Total Expenses</b>		<b>61,923</b>	<b>58,561</b>
<b>Net Recurrent Result</b>		<b>3,183</b>	<b>5,297</b>
<b>Net Result</b>		<b>11,012</b>	<b>9,591</b>
<b>Other Comprehensive Income</b>			
<i>Amounts which will not be reclassified subsequently to the Net Result</i>			
(Loss)/Gain on Revaluation of Property, Plant and Equipment	19	(5,789)	17,120
<b>Total Other Comprehensive Income</b>		<b>(5,789)</b>	<b>17,120</b>
<b>Total Comprehensive Income</b>		<b>5,223</b>	<b>26,711</b>

The above statement should be read in conjunction with the accompanying Notes.

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## Lockyer Valley Regional Council

### Statement of Financial Position as at 30 June 2018

	Notes	2018 \$'000	2017 \$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	9	10,743	9,741
Investments	9	15,200	17,500
Trade and Other Receivables	10	5,747	4,979
Inventories		372	346
Non-Current Assets classified as "Held for Sale"	11	2,485	3,052
<b>Total Current Assets</b>		<b>34,547</b>	<b>35,618</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	10	14,735	14,735
Associated Entities	25	30,273	29,740
Investment Property	12	1,850	1,847
Property, Plant and Equipment	13	576,734	576,176
Intangible Assets	15	5,212	4,926
<b>Total Non-Current Assets</b>		<b>628,804</b>	<b>627,424</b>
<b>TOTAL ASSETS</b>		<b>663,351</b>	<b>663,042</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	16	6,716	6,107
Borrowings	17	1,390	1,612
Provisions	18	4,937	4,678
<b>Total Current Liabilities</b>		<b>13,043</b>	<b>12,397</b>
<b>Non-Current Liabilities</b>			
Borrowings	17	24,940	30,838
Provisions	18	28,971	28,633
<b>Total Non-Current Liabilities</b>		<b>53,911</b>	<b>59,471</b>
<b>TOTAL LIABILITIES</b>		<b>66,954</b>	<b>71,868</b>
<b>Net Community Assets</b>		<b>596,397</b>	<b>591,174</b>
<b>COMMUNITY EQUITY</b>			
Asset Revaluation Surplus	19	213,043	218,832
Retained Surplus	20	380,111	367,461
Reserves	21	3,243	4,881
<b>Total Community Equity</b>		<b>596,397</b>	<b>591,174</b>

The above statement should be read in conjunction with the accompanying Notes.

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# Lockyer Valley Regional Council

## Statement of Changes in Equity for the year ended 30 June 2018

	Notes	Asset Revaluation Surplus \$'000	Retained Surplus \$'000	Other Reserves \$'000	Total Equity \$'000
<b>2018</b>					
<b>Opening Balance</b> (as per Last Year's Audited Accounts)		218,832	367,461	4,881	<b>591,174</b>
<b>a. Net Operating Result for the Year</b>		-	11,012	-	<b>11,012</b>
<b>b. Other Comprehensive Income</b>					
- Revaluations : Asset Revaluation Surplus	19	(5,789)	-	-	<b>(5,789)</b>
<b>Other Comprehensive Income</b>		<b>(5,789)</b>	<b>-</b>	<b>-</b>	<b>(5,789)</b>
<b>Total Comprehensive Income</b>		<b>(5,789)</b>	<b>11,012</b>	<b>-</b>	<b>5,223</b>
<b>c. Transfers to Reserves</b>	21	-	(508)	508	-
<b>d. Transfers from Reserves</b>	21	-	2,146	(2,146)	-
<b>Equity Balance as at 30 June 2018</b>		<b>213,043</b>	<b>380,111</b>	<b>3,243</b>	<b>596,397</b>
<b>2017</b>					
<b>Opening Balance</b> (as per Last Year's Audited Accounts)		201,712	346,417	7,593	<b>555,722</b>
<b>a. Investment in Associated Entities recognised for the First Time</b>		-	127	-	<b>127</b>
<b>b. Property, Plant &amp; Equipment recognised for the First Time</b>	13	-	8,614	-	<b>8,614</b>
<b>Revised Opening Balance</b> (as at 1 July 2016)		<b>201,712</b>	<b>355,158</b>	<b>7,593</b>	<b>564,463</b>
<b>c. Net Operating Result for the Year</b>		-	9,591	-	<b>9,591</b>
<b>d. Other Comprehensive Income</b>					
- Revaluations : Asset Revaluation Surplus	19	17,120	-	-	<b>17,120</b>
<b>Other Comprehensive Income</b>		<b>17,120</b>	<b>-</b>	<b>-</b>	<b>17,120</b>
<b>Total Comprehensive Income</b>		<b>17,120</b>	<b>9,591</b>	<b>-</b>	<b>26,711</b>
<b>e. Transfers to Reserves</b>		-	(81)	81	-
<b>f. Transfers from Reserves</b>		-	2,793	(2,793)	-
<b>Equity Balance as at 30 June 2017</b>		<b>218,832</b>	<b>367,461</b>	<b>4,881</b>	<b>591,174</b>

The above statement should be read in conjunction with the accompanying Notes.

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# Lockyer Valley Regional Council

## Statement of Cash Flows for the year ended 30 June 2018

	Notes	2018 \$'000	2017 \$'000
<b>Cash Flows from Operating Activities</b>			
Receipts from Customers		46,972	43,733
Payments to Suppliers and Employees		(43,584)	(41,838)
		3,388	1,895
<b>Receipts:</b>			
Investment and Interest Revenue Received		1,697	1,845
Rental Income		356	342
Non Capital Grants and Contributions		7,742	9,632
Other		4,403	5,353
<b>Payments:</b>			
Borrowing Costs		(2,093)	(1,856)
<b>Net Cash - Operating Activities</b>	27	<b>15,493</b>	<b>17,211</b>
<b>Cash Flows from Investing Activities</b>			
<b>Receipts:</b>			
Sale of Investment Securities		2,300	-
Proceeds on Disposal of Land Held for Resale		1,000	1,361
Proceeds on Disposal of Property, Plant and Equipment		1,166	716
Distributions Received from Joint Ventures and Associates		1,700	1,095
Grants, Subsidies, Contributions and Donations		4,155	3,905
<b>Payments:</b>			
Purchase of Investment Securities		-	(1,500)
Purchase of Property, Plant and Equipment		(17,359)	(16,436)
Payments for Intangible Assets		(1,333)	(1,255)
<b>Net Cash - Investing Activities</b>		<b>(8,371)</b>	<b>(12,114)</b>
<b>Cash Flows from Financing Activities</b>			
<b>Receipts:</b>			
Proceeds from Borrowings and Advances		-	-
<b>Payments:</b>			
Repayment of Borrowings and Advances		(6,120)	(2,058)
<b>Net Cash - Financing Activities</b>		<b>(6,120)</b>	<b>(2,058)</b>
<b>Net Increase/(Decrease) for the year</b>		<b>1,002</b>	<b>3,039</b>
plus: <b>Cash and Cash Equivalents - beginning</b>		9,741	6,702
<b>Cash and Cash Equivalents - closing</b>	9	<b>10,743</b>	<b>9,741</b>
Additional Information:			
plus: <b>Investments on hand - end of year</b>	9	15,200	17,500
<b>Total Cash, Cash Equivalents and Investments</b>		<b>25,943</b>	<b>27,241</b>

The above statement should be read in conjunction with the accompanying Notes.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 1. Summary of Significant Accounting Policies

##### (1.a) Basis of preparation

These general purpose financial statements are for the period 1 July 2017 to 30 June 2018 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain non-current assets.

##### (1.b) Date of Authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

##### (1.c) Critical accounting judgements and key sources of estimation uncertainty

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

- Investment Property - Note 12 and Note 14
- Valuation and depreciation of Property, Plant & Equipment - Note 13 and Note 14
- Provisions - Note 18
- Contingencies - Note 23

##### (1.d) Rounding and Comparatives

Amounts included in the financial statements have been rounded to the nearest \$1,000 unless otherwise indicated.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

##### (1.e) Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

The associated entity of the Council pays an income tax equivalent to the Council in accordance with the requirements of the *Local Government Act 2009*.

The Council does not pay payroll tax to the Queensland Government as its activities are below the threshold.

##### (1.f) Adoption of New and Revised Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

This year Council has applied AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107 for the first time. As a result, Council has disclosed more



## Lockyer Valley Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 1. Summary of Significant Accounting Policies (continued)

information to explain changes in liabilities arising from financing activities ('debt reconciliation'). This information is presented in note 28.

Lockyer Valley Regional Council has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

AASB 1058 Income of Not-for-Profit Entities and AASB 15 Revenue from Contracts with Customers will first apply to the Council in its financial statements for 2019/20. Council has commenced analysing the new revenue recognition requirements under these standards. Potential future impacts identifiable at the date of this report are as follows:

- Grants received to construct non-financial assets controlled by Council will be recognised as a liability, and subsequently recognised progressively as revenue as the performance obligations under the grant are satisfied. At present, such grants are recognised as revenue at the time of receipt.
- Under the new standards, other grants presently recognised as revenue at the time of receipt may be eligible to be recognised as revenue progressively as the associated performance obligations are satisfied, but only if the associated performance obligations are enforceable and sufficiently specific.

During the 2017/18 financial year Council received \$0.58 million in prepaid grants. If the standard had been applied in this reporting period there would have been a reduction in revenue of \$0.58 million and an increase in current liabilities of \$0.58 million.

- Grants that are not enforceable and/or not sufficiently specific will not qualify for deferral, and continue to be recognised as revenue as soon as they are controlled. Council receives several grants for which there are no sufficiently specific performance obligations - these grants are expected to continue being recognised as revenue upfront assuming no change to the current grant arrangements.

- Depending on the respective contractual terms, the new requirements of AASB 15 may potentially result in a change to the timing of revenue from sales of services such that some revenue may need to be deferred to a later reporting period to the extent that the Council has received cash but has not met its associated performance obligations (such amounts would be reported as a liability in the meantime).

During the 2017/18 financial year Council received \$0.05 million in prepaid leases, private works, and hire of facilities. If the standard had been applied in this reporting period there would have been a reduction in revenue of \$0.05 million and an increase in current liabilities of \$0.05 million.

- Council currently recognises amounts received for pre-paid rates as revenue in the year in which it is received. Under AASB 1058, rates received in advance will be required to be recognised as a liability until the rates levy is calculated.

During the 2017/18 financial year Council received \$1.81 million in prepaid rates. If the standard had been applied in this reporting period there would have been a reduction in revenue of \$1.81 million and an increase in current liabilities of \$1.81 million.

Other amended Australian Accounting Standards and Interpretations which were issued at the date of authorisation of the financial report, but have future commencement dates are not likely to have a material impact on the financial statements.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 2(a). Council Functions - Component Descriptions

Details relating to the Council's functions / activities as reported in Note 2(b) are as follows:

##### General Public Services

The objective of this function is to provide internal governance, organisational and administrative services. It includes legislative and executive programs to implement policy, coordinate activities and provide support to Elected Members. It also includes the administrative programs to support effective service delivery to all internal and external customers. All programs not classified elsewhere are aggregated under this function.

##### Public Order and Safety

The objective of this function is to provide programs and services that deal with nuisance, safety and public behaviour. It includes programs for the control of domestic animals, administration and enforcement of locals laws and disaster management, and support for local Rural Fire Service and State Emergency Services groups.

##### Economic Affairs

The objective of this function is to provide support for programs and services that generate economic activity within the Region. This includes support to the local economy, development and implementation of business and investment strategies, and local business promotion. This function also includes road transport and associated services to maintain and deliver infrastructure such as roads, bridges, drains and footpaths.

##### Environmental Protection

The objective of this function is to provide programs that deal with the natural environment and waste management. It includes activities such as pest and weed management and other environmental programs and the collection, disposal and/or recycling of commercial and domestic waste.

##### Housing and Community Amenities

The objective of this function is to provide activities that are concerned with support to community groups, community development initiatives, the provision of community facilities such as halls and other community buildings. This function also covers disaster recovery programs including the rebuilding of Council's flood affected infrastructure as well as town planning and approvals.

##### Recreation, Culture and Religion

The objective of this function is the provision of sporting, recreation and cultural facilities such as sports grounds, swimming pools, parks and gardens, libraries and art gallery.

##### Social Protection

The objective of this function is to conduct the operation of Council's childcare centres and youth development program.

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# Lockyer Valley Regional Council

## Notes to the Financial Statements for the year ended 30 June 2018

### Note 2(b). Analysis of Results by Function

Functions	Gross Program Income						Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurring Operations	Net Result	Total Assets
	Recurring		Capital		Recurring	Capital							
	Grants	Other	Grants	Other									
	\$'000	\$'000	\$'000	\$'000									
2018													
General Public Services	3,215	35,334		66	195		38,810	(13,774)	(533)	(14,307)	24,775	24,503	208,573
Public Order & Safety	35	1,818		86	-		1,939	(1,887)	-	(1,887)	(34)	52	-
Economic Affairs	2,768	2,308		3,109	1,154		9,339	(18,828)	(2,810)	(21,638)	(13,752)	(12,299)	433,083
Environmental Protection	224	7,843		6	-		8,073	(7,184)	(98)	(7,282)	883	791	14,177
Housing & Community Amenities	168	5,161		7,085	-		12,414	(9,128)	(455)	(9,583)	(3,799)	2,831	-
Recreation, Culture & Religion	374	1,069		25	-		1,468	(6,143)	(1)	(6,144)	(4,700)	(4,676)	7,518
Social Protection	572	320		-	-		892	(1,082)	-	(1,082)	(190)	(190)	-
Total	7,356	53,853		10,377	1,349		72,935	(58,026)	(3,897)	(61,923)	3,183	11,012	663,351

Functions	Gross Program Income						Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurring Operations	Net Result	Total Assets
	Recurring		Capital		Recurring	Capital							
	Grants	Other	Grants	Other									
	\$'000	\$'000	\$'000	\$'000									
2017													
General Public Services	4,494	34,416		54	-		38,964	(12,689)	-	(12,689)	26,221	26,275	216,005
Public Order & Safety	44	1,677		65	-		1,786	(1,775)	-	(1,775)	(54)	11	-
Economic Affairs	3,638	1,687		3,494	-		8,819	(17,337)	(3,070)	(20,407)	(12,012)	(11,588)	427,352
Environmental Protection	45	7,223		-	-		7,268	(6,545)	-	(6,545)	723	723	12,865
Housing & Community Amenities	119	4,727		3,941	-		8,787	(9,666)	(524)	(10,190)	(4,820)	(1,403)	-
Recreation, Culture & Religion	386	877		142	192		1,597	(5,790)	-	(5,790)	(4,527)	(4,193)	6,820
Social Protection	600	331		-	-		931	(1,165)	-	(1,165)	(234)	(234)	-
total	9,326	50,938		7,696	192		68,152	(54,967)	(3,594)	(58,561)	5,297	9,591	663,042

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 3. Revenue Analysis

	2018	2017
Notes	\$'000	\$'000
<b>(a). Rates, Levies and Charges</b>		
General Rates	30,877	29,750
Separate Rates	4,491	4,367
Special Charges	302	297
Waste Collection Charges	4,253	4,007
<b>Total rates and utility charge revenue</b>	<b>39,923</b>	<b>38,421</b>
Less: Discounts	(1,453)	(1,397)
Less: Pensioner remissions	(170)	(174)
<b>TOTAL RATES, LEVIES AND CHARGES</b>	<b>38,300</b>	<b>36,850</b>
<b>(b). Fees and Charges</b>		
Animal Control	527	489
Building and Development Fees	4,024	3,191
Refuse Tip and Recycling	717	557
Childcare	320	331
Finance and Corporate Governance	85	83
User Fees and Charges	763	681
<b>TOTAL FEES AND CHARGES</b>	<b>6,436</b>	<b>5,332</b>
<b>(c). Other Income</b>		
Other Income	1,236	1,670
Income Tax Equivalent Received	1,003	1,008
Sale of Sundry Small Value Items	203	107
Fuel and Diesel Rebate	136	151
Rates Legal Costs Recovered	174	180
<b>TOTAL OTHER INCOME</b>	<b>2,752</b>	<b>3,116</b>

Rates, levies, grants, rental income, interest, dividends, sales revenue and other revenue are recognised as revenue on receipt of funds or earlier upon unconditional entitlement to the funds.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 4. Grants, Subsidies, Contributions and Donations

	Notes	2018 \$'000	2017 \$'000
<b>(a) Recurrent</b>			
General Purpose Grants		4,298	6,187
State Government Subsidies and Grants		555	485
Commonwealth Government Subsidies and Grants		2,103	2,546
Contributions		400	108
<b><u>TOTAL RECURRENT GRANTS, SUBSIDIES, CONTRIBUTIONS AND DONATIONS</u></b>		<b><u>7,356</u></b>	<b><u>9,326</u></b>

#### (b) Capital

<i>Monetary Capital Revenue</i>			
State Government Subsidies and Grants		3,543	3,524
Commonwealth Government Subsidies and Grants		476	237
Contributions		136	144
<i>Non-Monetary Capital Revenue</i>			
Developer Assets Contributed by Developers at Fair Value	13	6,222	3,791
<b><u>TOTAL CAPITAL GRANTS, SUBSIDIES, CONTRIBUTIONS AND DONATIONS</u></b>		<b><u>10,377</u></b>	<b><u>7,696</u></b>

Physical assets contributed to Council by developers in the form of road works, stormwater and park equipment, are recognised when the development becomes "on maintenance", and there is sufficient information in the form of plans and drawings to determine the approximate specifications and fair value of such assets.

Disposal of non-current assets, discount rate adjustments to restoration provisions and revaluations of investment property, and plant and equipment are recognised as either capital income or capital expenses depending on whether they result in accounting gains or losses.

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers. All other revenue has been classified as recurrent.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 5. Employee Benefits

	Notes	2018 \$'000	2017 \$'000
Wages and Salaries		18,541	17,866
Annual, Sick and Long Service Leave Entitlements		4,524	4,321
Superannuation	24	2,587	2,459
Councillor Remuneration		592	628
Other		1,151	1,044
		<u>27,395</u>	<u>26,318</u>
Less: Capitalised Employee Expenses		(3,119)	(2,896)
<b>TOTAL EMPLOYEE BENEFITS</b>		<u><b>24,276</b></u>	<u><b>23,422</b></u>
<b>Additional information:</b>			
Total Employees at year end:			
Administration Staff		184	158
Depot and Outdoors Staff		145	156
<b>Total full time equivalent employees</b>		<u><b>329</b></u>	<u><b>314</b></u>
<b>Total Elected members</b>		<u><b>7</b></u>	<u><b>7</b></u>

#### Note 6. Materials and Services

Advertising	380	316
Administration Supplies and Consumables	748	941
Audit of Annual Financial Statements by the Auditor-General of Queensland	90	85
Communications and IT	1,475	1,163
Consultancy Services	2,238	1,845
Contractors	6,458	6,004
Donations Paid	587	512
Insurance	836	804
Investment Property Expenses	286	229
Power	1,076	1,083
Repairs and Maintenance	1,773	1,368
Subscriptions and Registrations	527	529
Travel	54	56
Other	1,714	1,110
<b>TOTAL MATERIALS AND SERVICES</b>	<u><b>18,242</b></u>	<u><b>16,045</b></u>

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Financial Statements 2018

## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 7. Finance Costs

	Notes	2018 \$'000	2017 \$'000
Finance costs - Queensland Treasury Corporation		1,969	1,792
Bank Charges		122	102
Impairment of Receivables and Bad Debts Written Off		2	(38)
Quarry Rehabilitation	18	-	550
Refuse Restoration	18	532	427
<b>TOTAL FINANCE COSTS</b>		<b>2,625</b>	<b>2,833</b>

All borrowing costs are expensed in the period in which they are incurred.

No borrowing costs are capitalised on qualifying assets.

#### Note 8. Capital Expenses

##### (a) Loss on disposal of non-current assets

Proceeds from the Disposal of Plant and Other Equipment		663	546
Less: Book Value of Plant and Other Equipment Disposed	13	(651)	(611)
		12	(65)
Proceeds from Disposal of Land and Buildings		503	170
Less: Book Value of Land and Buildings Disposed	13	(656)	(422)
		(153)	(252)
Proceeds from the Disposal of Road & Drainage Network		-	-
Less: Book Value of Road & Drainage Network Disposed	13	(2,822)	(3,005)
		(2,822)	(3,005)
Proceeds from the Disposal of Other Assets		-	-
Less: Book Value of Other Assets Disposed	13	(928)	(437)
		(928)	(437)
Proceeds from Land Held for Resale		1,000	1,361
Less: Book Value of Land Held for Resale Disposed	11	(1,006)	(1,196)
		(6)	165
<b>TOTAL CAPITAL EXPENSES</b>		<b>(3,897)</b>	<b>(3,594)</b>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 9. Cash, Cash Equivalents and Investments

	2018	2017
Notes	\$'000	\$'000
<b>Cash and Cash Equivalents</b>		
Cash at Bank and on Hand	1,010	841
Cash Equivalent Assets <sup>1</sup>		
- Deposits at Call	9,733	8,900
<b>Total Cash and Cash Equivalents</b>	<b>10,743</b>	<b>9,741</b>
<b>Investments - Current</b>		
Term Deposits	15,200	17,500
<b>Total Current Investments</b>	<b>15,200</b>	<b>17,500</b>
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS AND INVESTMENTS</b>	<b>25,943</b>	<b>27,241</b>

<sup>1</sup> Those Investments where time to maturity (from date of purchase) is < 3 mths.

#### Restricted Cash, Cash Equivalents and Investments

Council's Cash and Cash Equivalents are subject to a number of Internal and External Restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed Expenditure Restrictions at the reporting date relate to the following cash assets:

Unspent Government Grants and Subsidies	582	43
<b>Total External Restrictions</b>	<b>582</b>	<b>43</b>

Internally imposed Expenditure Restrictions at the reporting date:

Future Capital Works	2,564	4,838
Future Recurrent Expenditure	97	-
<b>Total Internal Restrictions</b>	<b>2,661</b>	<b>4,838</b>
<b>Total Unspent Restricted Cash, Cash Equivalents and Investments</b>	<b>3,243</b>	<b>4,881</b>

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Cash at bank is held with the National Australia Bank and Heritage Building Society in normal business cheque accounts. Cash at call is held with Queensland Treasury Corporation. Interest rates are determined on a daily basis. Short and long term deposits are held with various banking institutions with maturities ranging up to twelve months and interest rates from 2.48% to 2.92%.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 10. Trade and Other Receivables

	Notes	2018 \$'000	2017 \$'000
<b>Current</b>			
Rateable Revenue and Utility Charges		2,422	2,050
Other Debtors		1,356	1,077
GST Recoverable		343	314
Accrued Revenues			
- Interest on Investments (incl. Q.U.U.)		1,116	1,037
Prepayments		514	504
<b>Total</b>		<b>5,751</b>	<b>4,982</b>
<b>less: Provision for Impairment</b>			
Other Debtors		(4)	(3)
<b>Total Provision for Impairment - Receivables</b>		<b>(4)</b>	<b>(3)</b>
<b>TOTAL CURRENT TRADE AND OTHER RECEIVABLES</b>		<b>5,747</b>	<b>4,979</b>
<b>Non-Current</b>			
Loans and Advances to Associates		14,735	14,735
<b>Total</b>		<b>14,735</b>	<b>14,735</b>
<b>TOTAL NON-CURRENT TRADE AND OTHER RECEIVABLES</b>		<b>14,735</b>	<b>14,735</b>

Trade and other receivables are recognised at the amounts due at the time of sale or service delivery.

Interest is charged on outstanding rates at a rate of 11% per annum. Debtors invoiced during the 2018 financial year and which remain outstanding for greater than 30 days, bear interest at the rate of 11%.

Because Council is empowered under the provisions of the to sell an owner's property to recover outstanding rate debts, Council does not impair any rates receivables.

The collectability of other receivables is assessed periodically. The amount is calculated as a percentage of receivables. This considers past history of actual defaults, and an assessment of the likelihood of future defaults.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 11. Non-Current Assets Classified as "Held for Sale"

	Notes	2018 \$'000	2017 \$'000
<b>Non-Current Assets "Held for Sale"</b>			
Land		2,485	3,052
<b>TOTAL NON-CURRENT ASSETS CLASSIFIED AS "HELD FOR SALE"</b>		<b>2,485</b>	<b>3,052</b>

Council holds land at Philps Road, Grantham, and Smithfield Road, Gatton. Negotiations for the sale of this land is being undertaken.

Council holds land at Victoria Street, Forest Hill. This land is being offered for sale through real estate agents.

Council sold land at Woodlands Road, Gatton, in July 2017. The sale value matched the fair value of the land.

Note 14 describes the valuation techniques that were used to determine the fair value of the land, which is categorised as a Level 2 valuation.

#### Reconciliation of Non-Current Assets "Held for Sale"

##### Assets "Held for Sale"

Opening Balance		3,052	3,118
less: Carrying Value of Assets Sold	8	(1,006)	(1,196)
Balance still unsold after 12 months:		2,046	1,922
plus Net Transfer in/(out):			
Assets "Held for Sale" from Property, Plant and Equipment	13	439	130
Assets "Held for Sale" from Investment Properties	12	-	1,000
<b>Closing Balance of Non-Current Assets "Held for Sale"</b>		<b>2,485</b>	<b>3,052</b>

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 12. Investment Property

	Notes	2018 \$'000	2017 \$'000
Fair value at Beginning of Financial Year		1,847	1,000
Revaluation Adj to the Statement of Comprehensive Income		3	-
Transfers from/(to) Property, Plant and Equipment	13	-	1,847
Transfers from/(to) Assets Held for Sale	11	-	(1,000)
<b>TOTAL INVESTMENT PROPERTY</b>		<b>1,850</b>	<b>1,847</b>

Investment Property comprises land at Tryhorn Street, Grantham. Lease contracts are in negotiations.

Investment Property does not include Community Housing.

The 30 June 2018 investment property and land was valued at fair value by: Kim Adams, Certified Practising Valuer, Registration Number 2124 of Pickles Valuation Services. Pickles Valuation Services have extensive experience in valuing properties of this nature in surrounding areas. Fair Value was determined by reference to market based evidence including observable historical sales data in the relevant market for properties of a similar nature.

Gains or losses arising from changes in the fair value of investment property are recognised as income or expenses respectively for the period in which they arise. Investment property is not depreciated and is not tested for impairment.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 13. Property, Plant and Equipment

30 June 2018											
	Land	Buildings	Plant and Other Equipment	Road and Drainage Network	Other Assets	Works in Progress	Artworks	Park and Cemetery Equipment	Waste	Total	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Measurement Basis	Fair Value	Fair Value	Cost	Fair Value	Cost	Cost	Fair Value	Fair Value	Fair Value		
Opening Gross Balance - at Cost	-	-	24 203	-	22 703	7 814	-	-	-	54 720	
Opening Gross Balance - at Fair Value	42 294	93 391	-	512 565	-	-	247	9 735	-	658 232	
Opening Gross Balance	42 294	93 391	24 203	512 565	22 703	7 814	247	9 735	-	712 952	
Additions*	-	-	-	-	-	17 665	-	-	-	17 665	
Contributed Assets at Valuation	175	-	-	6 047	-	-	-	-	-	6 222	
Disposals	(61)	(796)	(1 864)	(4 222)	(1 148)	-	(1)	-	(114)	(8 206)	
Revaluation Decrements to Equity (ARS)	-	(9 684)	-	(6 983)	-	-	-	-	-	(16 667)	
Revaluation Increments to Equity (ARS)	721	-	-	-	-	-	-	-	-	721	
Work in Progress Transfers	2 560	342	2 262	11 573	161	(18 083)	-	1 003	182	-	
Transfers from/to) Held for Sale category	(332)	-	-	-	-	(107)	-	-	-	(439)	
Transfers from/to) Intangible Assets	-	-	-	-	-	(1 333)	-	-	-	(1 333)	
Adjustment Due to Changes in Provision for Rehabilitation	-	-	-	-	-	-	-	-	1 123	1 123	
Transfers from/to) Other Assets	-	-	33	-	(14 011)	-	-	136	13 842	-	
Total Gross Value of Property, Plant and Equipment - at Cost	-	-	24 634	-	7 705	5 956	-	-	-	38 295	
Total Gross Value of Property, Plant and Equipment - at Fair Value	45 357	83 253	-	518 980	-	-	246	10 874	15 033	673 743	
Total Gross Value of Property, Plant and Equipment	45 357	83 253	24 634	518 980	7 705	5 956	246	10 874	15 033	712 038	
Opening Accumulated Depreciation	-	33 953	11 882	85 206	2 820	-	-	2 915	-	136 776	
Depreciation Expense	-	1 395	1 696	7 714	275	-	-	406	353	11 839	
Disposals	-	(202)	(1 212)	(1 401)	(323)	-	-	-	(15)	(3 153)	
Revaluation Decrements to Equity (ARS)	-	(3 816)	-	(5 622)	-	-	-	-	(720)	(10 158)	
Transfers from/to) Other Assets	-	-	6	-	(1 281)	-	-	35	1 239	-	
Total Accumulated Depreciation of Property, Plant and Equipment	-	31 330	12 372	85 897	1 491	-	-	3 356	857	135 304	
Total Net Book Value of Property, Plant and Equipment	45 357	51 923	12 262	433 083	6 214	5 956	246	7 518	14 176	576 734	
Other Information											
Residual Value	Indefinite	0%	15%-30%	0%	0%	-	Indefinite	0%	0%	-	
Range of Estimated Useful Life (years)	Indefinite	20-80	3-20	10-100	3-100	-	Indefinite	25	40	-	
*Asset Additions Comprise											
Asset Renewals	-	-	-	-	-	11 547	-	-	-	11 547	
Other Additions	-	-	-	-	-	6 118	-	-	-	6 118	
Total Asset Additions	-	-	-	-	-	17 665	-	-	-	17 665	

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Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

Note 13. Property, Plant and Equipment (continued)

30 June 2017																		Total		
Measurement Basis	Notes	Land		Buildings		Plant and Other Equipment		Road and Drainage Network		Other Assets		Works in Progress		Artworks		Park and Cemetery Equipment		Waste		Total
		\$'000	Fair Value	\$'000	Fair Value	\$'000	Cost	\$'000	Fair Value	\$'000	Cost	\$'000	Cost	\$'000	Fair Value	\$'000	Fair Value	\$'000	Fair Value	
Opening Gross Balance - at Cost		-	-	24,195	-	-	15,894	-	-	7,722	-	-	-	-	-	-	-	-	-	47,811
Opening Gross Balance - at Fair Value		35,171	90,521	-	500,191	-	500,191	-	162	8,755	-	-	-	-	-	-	-	-	-	634,800
Opening Gross Balance		35,171	90,521	24,195	500,191	500,191	15,894	7,722	162	8,755	-	-	-	-	-	-	-	-	-	682,611
Correction to Opening Balances		8,614	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,614
Additions*		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,691
Contributed Assets at Valuation	4	-	-	-	-	-	-	-	3,649	-	-	-	-	-	-	-	-	-	-	3,649
Disposals	8	(71)	(493)	(1,771)	(5,272)	-	(584)	-	-	-	-	-	-	-	-	-	-	-	-	(8,191)
Reversal of prior period Reval. Decrements to P/L		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation Increments to Equity (ARS)	19	-	1,024	-	4,349	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Work in Progress Transfers		275	2,339	1,779	9,648	1,578	(16,062)	8	442	-	-	-	-	-	-	-	-	-	-	5,381
Transfers from/to Held for Sale category	11	152	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(130)
Transfers from/to Investment Properties	12	(1,847)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,847)
Transfers from/to Intangible Assets	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,255)
Adjustment Due to Changes in Provision for Rehabilitation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from/to Other Assets		-	-	-	-	-	-	-	-	5,891	-	-	-	-	-	-	-	-	-	5,891
Total Gross Value of Property, Plant and Equipment - at Cost		-	-	24,203	-	22,703	7,814	-	-	-	-	-	-	-	-	-	-	-	-	54,720
Total Gross Value of Property, Plant and Equipment - at Fair Value		42,294	93,391	-	512,565	-	22,703	7,814	247	9,735	-	-	-	-	-	-	-	-	-	658,232
Total Gross Value of Property, Plant and Equipment		42,294	93,391	24,203	512,565	512,565	22,703	7,814	247	9,735	-	-	-	-	-	-	-	-	-	712,952
Opening Accumulated Depreciation		-	32,119	11,313	92,147	2,310	-	-	-	-	-	-	-	-	-	-	-	-	-	140,249
Depreciation Expense		-	1,752	1,729	7,289	657	-	-	-	-	-	-	-	-	-	-	-	-	-	11,778
Disposals	8	-	(142)	(1,160)	(2,267)	(147)	-	-	-	-	-	-	-	-	-	-	-	-	-	(3,716)
Revaluation Decrements to Equity (ARS)		-	-	-	(11,963)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(11,963)
Reversal of prior period Reval. Decrements to P/L	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Revaluation Increments to Equity (ARS)		-	224	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	204
Total Accumulated Depreciation of Property, Plant and Equipment		-	33,953	11,882	85,206	2,820	-	-	-	-	-	-	-	-	-	-	-	-	-	224
Total Net Book Value of Property, Plant and Equipment		42,294	59,438	12,321	427,359	19,883	7,814	247	6,820	-	-	-	-	-	-	-	-	-	-	576,176
Other Information																				
Residual Value		Indefinite	Indefinite	0%	15%-30%	3-20	7-100	0%	-	Indefinite	Indefinite	0%	-	-	-	-	-	-	-	-
Range of Estimated Useful Life (years)		Indefinite	Indefinite	20-80	3-20	7-100	0%	-	-	Indefinite	Indefinite	0%	-	-	-	-	-	-	-	-
*Asset Additions Comprise																				
Asset Renewals		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,540
Other Additions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,151
Total Asset Additions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,691

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 13. Property, Plant and Equipment (continued)

## Valuations - defined by reference to:

## Land

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2018
- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

## Buildings

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2018
- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

## Plant and Other Equipment

- Basis of valuation: Cost less accumulated depreciation

## Road and Drainage Network

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2018
- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

## Other Assets

- Basis of valuation: Cost less accumulated depreciation

## Works In Progress

- Basis of valuation: Cost

## Artworks

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2016
- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

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## Lockyer Valley Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 13. Property, Plant and Equipment (continued)

##### Valuations - defined by reference to: (continued)

##### Park and Cemetery Equipment

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2017
- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

##### Waste

- Basis of valuation: Fair Value
- Date of valuation: 30 June 2018
- Valuer: Pickles Valuation Services - Kim Adams, AAPI, CPV 2124

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000, are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Capital Work In Progress is the cost of property, plant and equipment being constructed by the Council which includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

Land and artworks is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 14. Fair Value Measurements

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 requires disclosure of fair value measurements by level of the following fair value measurement hierarchy:

**Level 1:** Quoted prices (unadjusted) in active markets for identical assets or liabilities,

**Level 2:** Inputs other than quoted prices included within Level 1 that are observable for the asset or liability either directly or indirectly,

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) The following table presents all assets and liabilities that have been measured and recognised at fair values:

	Date of latest valuation	Fair Value Measurement using:			Total
		Level 1 Quoted prices in active mkts \$'000	Level 2 Significant observable inputs \$'000	Level 3 Significant unobservable inputs \$'000	
<b>2018</b>					
<b>Assets Held for Sale</b>					
- Land	30/06/18	-	2,485	-	2,485
<b>Total Assets Held for Sale</b>		-	<b>2,485</b>	-	<b>2,485</b>
<b>Investment Properties</b>					
- Land	30/06/18	-	1,850	-	1,850
<b>Total Investment Properties</b>		-	<b>1,850</b>	-	<b>1,850</b>
<b>Property, Plant and Equipment</b>					
- Land	30/06/18	-	37,605	5,157	42,762
- Buildings	30/06/18	-	-	51,923	51,923
- Road and Drainage Network	30/06/18	-	-	433,083	433,083
- Artworks	30/06/16	-	246	-	246
- Park and Cemetery Equipment	30/06/17	-	-	7,518	7,518
- Waste	30/06/18	-	-	14,176	14,176
<b>Total Property, Plant and Equipment</b>		-	<b>37,851</b>	<b>511,857</b>	<b>549,708</b>
<b>2017</b>					
<b>Assets Held for Sale</b>					
- Land	30/06/17	-	3,052	-	3,052
<b>Total Assets Held for Sale</b>		-	<b>3,052</b>	-	<b>3,052</b>
<b>Investment Properties</b>					
- Land	30/06/17	-	1,847	-	1,847
<b>Total Investment Properties</b>		-	<b>1,847</b>	-	<b>1,847</b>
<b>Property, Plant and Equipment</b>					
- Land	30/06/17	-	37,253	5,041	42,294
- Buildings	30/06/17	-	-	56,845	56,845
- Road and Drainage Network	30/06/17	-	-	419,894	419,894
- Artworks	30/06/16	-	247	-	247
- Park and Cemetery Equipment	30/06/17	-	-	6,820	6,820
<b>Total Property, Plant and Equipment</b>		-	<b>37,500</b>	<b>488,600</b>	<b>526,100</b>

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## Lockyer Valley Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 14. Fair Value Measurements (continued)

**(2) Transfers between Level 1 and Level 2 Fair Value Hierarchies**

During the year, there were no transfers between Level 1 and Level 2 Fair Value hierarchies for recurring fair value measurements.

**(3) Valuation techniques used to derive Level 2 and Level 3 Fair Values**

Where Council is unable to derive Fair Valuations using quoted market prices of identical assets (ie. Level 1 inputs) Council instead utilises a spread of both observable inputs (Level 2 inputs) and unobservable inputs (Level 3 inputs).

The Fair Valuation techniques Council has employed while utilising Level 2 and Level 3 inputs are as follows:

**Investment Properties**

Council obtains independent valuations at least every three years for all investment properties. The last valuation was undertaken by Pickles Valuation Services, Registered Valuers, as at 30 June 2018.

Council's investment properties are all vacant land in areas with regular sales of comparable properties. Therefore they were valued using the direct comparison approach. Sales of properties with similar features have been analysed on a basis of a rate per square metre of land area and compared to the subject properties having regard to value influencing factors such as location, site area, zoning and relativity of market conditions at the time of sale. No allowance has been made for realisation expenses.

**Land**

Where there is an active and liquid market as evidenced by sales transactions of similar property types, a Market Approach by way of Direct Comparison or Income methods can be utilised, and are accepted valuation methodologies under AASB 13. If a Market Approach is adopted, the valuation is deemed to be a Level 2 input.

Direct Comparison method which is considered a Level 2 input on the Fair Value Hierarchy, involves the analysis of sales evidence and comparisons with the subject land taking into account matters such as area, location and other general site characteristics. The Direct Comparison approach has been utilised in the valuer's assessment for all LVRC Land Assets, however the fair value measurement has been either a Level 2 or 3, depending on their assumptions as to:

- Whether the land is subject to restrictions as to use and/or sale;
- Whether there is no active market.

If these assumptions apply to the land as per the better practice guidelines in Queensland Treasury NCAP 3, the Valuers have measured the expected Fair Value as a Level 3. However if an active market can be established and there are no unreasonable restrictions as to use and/or sale, the Valuers have deemed the measurement to be a Level 2. Land that is utilised for footpath or access restriction purposes, land that is a volumetric title, or due to its general characteristics land that has no observable active market, have been assessed as a Level 3.

The valuation techniques used to measure fair value maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 14. Fair Value Measurements (continued)

## (3) Valuation techniques used to derive Level 2 and Level 3 Fair Values (continued)

**Buildings**

Due to the predominantly specialised nature of Local Government Assets, infrastructure, building and other asset valuations are undertaken on a Cost Approach (Current Replacement Cost), an accepted valuation methodology under AASB13. The cost approach is deemed a Level 3 Input. Under this approach, the following process has been adopted:

Where there is no market, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees.

A condition assessment is applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

In determining the level of accumulated depreciation for major assets, we have disaggregated into significant components which exhibit different patterns of consumption (useful lives). Residual value, which is the value at the time the asset is considered to be no longer available, is also factored in. The condition assessment is applied on a component basis.

While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of residual value, useful life, and asset condition) were also required (level 3).

The Condition rating inputs can be defined in the following table, noting that the condition assessments for LVRC have been applied in 0.5 intervals:

Rating	Description	% of Life Remaining
1	As New	71-100
2	Good	51-70
3	Fair	11-50
4	Poor	4-10
5	Failed asset	0-3

The valuation techniques used in the determination of fair values maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

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## Lockyer Valley Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 14. Fair Value Measurements (continued)

## (3) Valuation techniques used to derive Level 2 and Level 3 Fair Values (continued)

**Infrastructure, Property, Plant and Equipment, Parks, Waste and Cemeteries**

Due to the predominately specialised nature of Local Government Assets, the infrastructure valuations have been undertaken on a Cost Approach (Current Replacement Cost), an accepted valuation methodology under AASB13. The Cost approach is deemed a Level 3 Input. Under this approach, the following process has been adopted:

- Where there is no market, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a Level 2 input.
- A condition assessment is applied, which is based on factors such as the age of the asset, overall condition as noted by the Valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.
- In determining the level of accumulated depreciation for major assets, we have disaggregated into significant components which exhibit different patterns of consumption (useful lives). Residual value, which is the value at the time the asset is considered to be no longer available, is also factored in. The condition assessment is applied on a component basis.
- While the replacement cost of the assets could be supported by market supplied evidence (Level 2), the other unobservable inputs (such as estimates of residual value, useful life, and asset condition) were also required (Level 3).

To calculate the appropriate amount of accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for a sample of above ground assets), the assets were allocated a condition assessment this was then scaled to LVRC 1-5 score, which is used to estimate remaining useful life.

Rating	Description	% of Life Remaining
1	As New	71-100
2	Good	51-70
3	Fair	11-50
4	Poor	4-10
5	Failed Asset	0-3

Where site inspections were not conducted (i.e. for passive assets outside the sample or underground), the remaining useful life was calculated on asset age and estimated useful life.

The valuation techniques used in the determination of fair values maximise the use of observable data where it is available and relies as little as possible on entity specifics. The disclosure of valuation estimates is designed to provide users with an insight into the judgements that have been made in the determination of fair values.

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 14. Fair Value Measurements (continued)

## (4). Fair value measurements using significant unobservable inputs (Level 3)

**The Valuation Process for Level 3 Fair Value Measurements**Roads & Road Structures

The Roads and Road Structures assets were classified as passive assets; passive assets were further componentised and consisted of Formation, Base and Sub-base Pavement, and Seal for Roads assets and Substructure, Superstructure, Retaining Works, Deck and others for Road Structures. Unit rates were applied based on similar recent project costs, unit rate databases, indices, Rawlinson's Construction rates and quotations.

Roads are segmented based on the Department of Transport & Main Roads standards and these are classified as Formed, Unformed, and then further by sealed and unsealed types.

The CRC was calculated by reference to asset length and width for Formation and Seal and depth for Pavements.

Location factors, soil type, weather conditions, raw material access and service level standards were assumed to be uniform across the Council area.

Urban Infrastructure

The Urban infrastructure assets were classified as passive assets; passive assets were further componentised and consisted of Assorted Stormwater Pits, Stormwater Gravity Pipework, Footpaths and Kerb and Channel. Unit rates were applied based on similar recent project costs, unit rate databases, indices, Rawlinson's Construction rates and quotations.

The CRC was calculated by reference to asset length for Pipework and, length, width, number of connections and depth for Pits.

Location factors, soil type, weather conditions, raw material access and service level standards were assumed to be uniform across the Council area.

Percentage of Assets Inspected

- Infrastructure Assets including Road Network 5% to 20% (Bridges 70%)
- Waste 100%
- Land 50%
- Buildings 60%

Review of Valuations

All valuations were subjected to review by Council engineering, facilities and finance staff including:

- unit rates
- condition ratings
- useful lives
- depreciation
- written down values
- residual values

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 15. Intangible Assets

	2018	2017
Notes	\$'000	\$'000

Intangible Assets represent identifiable non-monetary assets without physical substance.

Intangible Assets are as follows;

<b>Software</b>		
<b>Opening Gross Carrying Value</b>	7,618	6,363
Additions	1,333	1,255
Disposals	(91)	-
<b>Closing Gross Carrying Value</b>	<u>8,860</u>	<u>7,618</u>
<b>Opening Accumulated Amortisation</b>	(2,692)	(1,803)
Amortisation	(1,044)	(889)
Accumulated Amortisation charges written off	88	-
<b>Closing Accumulated Amortisation</b>	<u>(3,648)</u>	<u>(2,692)</u>
<b>Net Carrying Value</b>	<u>5,212</u>	<u>4,926</u>
<b><u>TOTAL INTANGIBLE ASSETS - NET BOOK VALUE <sup>1</sup></u></b>	<u>5,212</u>	<u>4,926</u>
<sup>1</sup> The Net Book Value of Intangible Assets represent:		
- Software	5,212	4,926
	<u>5,212</u>	<u>4,926</u>

Software assets have a finite life estimated at between 3 and 10 years.

Straight line amortisation has been used with no residual value.

Intangible assets with a cost or other value exceeding \$10,000 are recognised in the financial statements. Items with a lesser value are expensed.

Amortisation methods, estimated useful lives and residual values are reviewed at the end of each reporting period and adjusted where appropriate.

#### Note 16. Trade and Other Payables

##### Current

Creditors and Accruals	4,196	3,605
GST Payable	85	34
Payments Received in Advance	50	36
State Fire Levy	168	147
Annual Leave	2,061	2,127
Other Employee Entitlements	156	158
<b><u>TOTAL CURRENT TRADE AND OTHER PAYABLES</u></b>	<u>6,716</u>	<u>6,107</u>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 16. Trade and Other Payables (continued)

Trade payables are recognised upon receipt of the goods or services ordered, and are measured at the agreed purchase/contract price. Amounts owing are unsecured, and generally settled on 30 day terms.

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense.

Annual leave and other employee entitlements are measured at the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the current liability is calculated using current pay rates, employee on-costs, and discounted to present values.

Council has no obligation to pay sick leave on termination of employees. No liability is recognised for sick leave.

Superannuation is paid within three days of a pay period. No liability is recognised for superannuation.

#### Note 17. Borrowings

	Notes	2018 \$'000	2017 \$'000
<b>Current</b>			
Loans - Queensland Treasury Corporation		1,390	1,612
<b>TOTAL CURRENT BORROWINGS</b>		<b>1,390</b>	<b>1,612</b>
<b>Non-current</b>			
Loans - Queensland Treasury Corporation		24,940	30,838
<b>TOTAL NON-CURRENT BORROWINGS</b>		<b>24,940</b>	<b>30,838</b>
<b>Reconciliation of Loan Movements for the year</b>			
<b>Loans - Queensland Treasury Corporation</b>			
Opening Balance at Beginning of Financial Year		32,450	34,508
Principal Repayments		(6,120)	(2,058)
<b>Book value at end of financial year</b>		<b>26,330</b>	<b>32,450</b>

The QTC loan market value at the reporting date was \$29,077,989. This represents the value of the debt if Council repaid it at that date. Council made an additional payment of \$5,000,000 in the 2018 year, however no changes were made to the loan term. As such no provision for early repayment has been made in these accounts.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 17. Borrowings (continued)

##### Loan Disclosures

No assets have been pledged as security by the Council for any liabilities. However, all loans are guaranteed by the Queensland Government.

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 March 2031 to 15 March 2036.

There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

In accordance with the *Local Government Regulation 2012*, Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset.

#### Note 18. Provisions

	Notes	2018 \$'000	2017 \$'000
<b>Current</b>			
Long Service Leave		4,826	4,535
Quarry Rehabilitation		12	45
Refuse Restoration		99	98
<b>TOTAL CURRENT PROVISIONS</b>		<b>4,937</b>	<b>4,678</b>
<b>Non-Current</b>			
Long Service Leave		274	469
Quarry Rehabilitation		620	1,740
Refuse Restoration		28,077	26,424
<b>TOTAL NON-CURRENT PROVISIONS</b>		<b>28,971</b>	<b>28,633</b>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 18. Provisions (continued)

##### Details of movements in Provisions:

Class of Provision	Notes	Opening Balance as at 01/07/2017	Change in Provisions	Decrease due to Payments	Remeasur- e -ment due to Discounting	Closing Balance as at 30/06/2018
		\$'000	\$'000	\$'000	\$'000	\$'000
Long Service Leave		5,004	585	(489)	-	5,100
Quarry Rehabilitation		1,785	(1,153)	-	-	632
Refuse Restoration		26,522	1,122	-	532	28,176
<b>TOTAL</b>		<b>33,311</b>	<b>554</b>	<b>(489)</b>	<b>532</b>	<b>33,908</b>

Provisions are measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the payment.

##### Quarry rehabilitation

The provision represents the present value of the anticipated future costs associated with the closure of the five quarries, refilling the basin, and reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for quarry rehabilitation is reviewed at least annually and updated based on the facts and circumstances available at the time. Restoration costs are already being incurred.

Balaam Hills Quarry has been removed from Council's EPA Licence. This has resulted in monitoring costs reducing by \$2.6 million over the rehabilitation period.

The projected cost is \$640,450 and this cost is expected to be incurred between 2014 and 2072.

##### Refuse restoration

The provision represents the present value of the anticipated future costs associated with the closure of the eight refuse sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Restoration costs are already being incurred.

The projected cost is \$27,986,715 and this will be incurred periodically from 2014 to 2076.

##### Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates, future pay increases, employee on-costs, and the probability of the employee remaining in Council's employment which would result in the Council being required to meet the liability. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 18. Provisions (continued)

##### Long Service Leave (continued)

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

#### Note 19. Asset Revaluation Surplus

	Notes	2018 \$'000	2017 \$'000
<b>Movements in the asset revaluation surplus:</b>			
Balance at beginning of financial year		218,832	201,712
<b>Net adjustment to non-current assets at end of period to reflect a change in current fair value:</b>			
Land		721	-
Buildings		(5,868)	800
Road and Drainage Network		(1,362)	16,312
Artworks		-	8
Waste		720	-
	13	(5,789)	17,120
<b>Balance at end of financial year</b>		<b>213,043</b>	<b>218,832</b>

##### Asset revaluation surplus analysis

The closing balance of the Asset Revaluation Surplus comprises the following asset categories:

Land	16,711	15,990
Buildings	4,005	9,873
Road and Drainage Network	191,481	192,843
Artworks	126	126
Waste	720	-
<b>Balance at end of financial year</b>	<b>213,043</b>	<b>218,832</b>

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Increases and decreases on revaluation are offset within a class of assets. Any decreases on revaluation in excess of the asset revaluation surplus are treated as an expense. There are no adjustments to the asset revaluation surplus on the disposal of assets.



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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 20. Retained Surplus

	Notes	2018 \$'000	2017 \$'000
<b>Movements in the retained surplus:</b>			
<b>Retained Surplus at Beginning of Financial Year</b>		367,461	346,417
Net Result Attributable to Council		11,012	9,591
<b>Transfers (to)/from Capital Reserves for Future Capital Project Funding, or from Reserves Funds that have been Expended or Closed:</b>	21		
Restricted Capital Works Reserve - Grants & Subsidies		(193)	(81)
Park Improvements Reserve		-	440
Roads Infrastructure Reserve		2,074	1,120
Roadworks Extractive Industry Reserve		72	47
Roads - Property Access Reserve		-	362
<b>Transfers (to)/from Recurrent Reserves for Future Project Funding, or from Reserves funds that have been Expended or Closed:</b>	21		
Rates Levies Reserve		(197)	748
Prepaid Grants Reserve		(118)	76
<b>Other Movements:</b>			
Property Plant & Equipment Recognised for the First Time		-	8,614
Investment in Associated Entities Recognised for the First Time		-	127
<b>Retained surplus at end of financial year</b>		<b>380,111</b>	<b>367,461</b>

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 21. Reserves

	2018	2017
	\$'000	\$'000

Council's Cash, Cash Equivalents and Investments are subject to a number of External and Internal Restrictions that limit the amount that is available for discretionary or future use.  
In prior years, Council accounted for these Restrictions using a system of Reserves.

**Restricted Capital Works Reserve - Grants & Subsidies**

This corresponds to the amount of cash which has been received in respect of capital works where the required capital works have not yet been carried out.

**Roads Infrastructure Reserve**

This represents the future development of roads across the region from specific contributions.

**Roadworks Extractive Industry Reserve**

This represents the future development of roads used by extractive industry operators from voluntary contributions.

**Rates Levies Reserve**

This represents the unspent funds from the Emergency Preparedness, Rural Fire and Waste Management Levies. These funds will provide disaster management, SES, rural fire, environmental and waste functions as needed.

**Prepaid Grants Reserve**

This corresponds to the amount of cash which has been received in respect of operational works where the required operations have not yet been carried out.

**Reserves held for funding future capital exp:**

Restricted Capital Works Reserve - Grants & Subsidies	321	128
Roads Infrastructure Reserve	2,564	4,638
Roadworks Extractive Industry Reserve	-	72
	<u>2,885</u>	<u>4,838</u>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 21. Reserves (continued)

	2018	2017
Notes	\$'000	\$'000
<b>Reserves held for funding future recurrent exp:</b>		
Rates Levies Reserve	197	-
Prepaid Grants Reserve	161	43
	<u>358</u>	<u>43</u>
<b>TOTAL RESERVES</b>	<u>3,243</u>	<u>4,881</u>

#### Movements in reserves:

	Opening Balance as at 01/07/2017 \$'000	Tfr to Retained Surplus \$'000	Tfr from Retained Surplus \$'000	Closing Balance as at 30/06/2018 \$'000
<b>Capital Reserves</b>				
Restricted Capital Works Reserve - Grants & Subsidies	128	-	193	321
Roads Infrastructure Reserve	4,638	(2,074)	-	2,564
Roadworks Extractive Industry Reserve	72	(72)	-	-
<b>Total Capital Reserves</b>	<u>4,838</u>	<u>(2,146)</u>	<u>193</u>	<u>2,885</u>
<b>Recurrent Reserves</b>				
Rates Levies Reserve	-	-	197	197
Prepaid Grants Reserve	43	-	118	161
<b>Total Recurrent Reserves</b>	<u>43</u>	<u>-</u>	<u>315</u>	<u>358</u>
<b>TOTAL RESERVES</b>	<u>4,881</u>	<u>(2,146)</u>	<u>508</u>	<u>3,243</u>

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 22. Commitments for Expenditure

	2018	2017
Notes	\$'000	\$'000

## (a) Capital Commitments (exclusive of GST)

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

**Property, Plant and Equipment**

Facility, Buildings, Plant and Equipment Expenditure	1,063	731
Road Operations & Bridge Construction	1,501	745
<b>Total Commitments</b>	<b>2,564</b>	<b>1,476</b>

**These expenditures are payable as follows:**

Within the next year	2,564	1,476
<b>Total Payable</b>	<b>2,564</b>	<b>1,476</b>

**Sources for Funding of Capital Commitments:**

Restricted Reserves	2,564	1,476
<b>Total Sources of Funding</b>	<b>2,564</b>	<b>1,476</b>

## (b) Contractual commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

Garbage Collection Contract	8,434	9,272
Waste Site Supervision Contract	6,392	7,351
Computer Leasing Contract	613	299
	<b>15,439</b>	<b>16,922</b>

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 23. Contingent Liabilities

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Details and estimates of maximum amounts of contingent liabilities are as follows:

**Local Government Mutual**

The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2017, the financial statements reported an accumulated surplus totalling \$70,521,289. It is not anticipated any liability will arise.

**Local Government Workcare**

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$540,274.

The latest audited financial statements for Local Government Workcare are as at 30 June 2017 and show accumulated member funds (equity) of \$50,306,803.

**Legal Claims**

The Council is a defendant, or may be called upon to defend claims that arise, as a result of operations of the Council and ownership of public assets.

Council is currently defending a legal claim before the courts where the claimed amount is not finally calculated, but is in excess of \$2.2 million. Since the proceeding was commenced, the Applicant has amended its claim on three occasions in response to strike-out applications by Council, and the amount claimed has significantly decreased from the original \$25 million sought by the Applicant. No substantive steps have been taken by the Applicant to pursue this proceeding, and only those steps which will keep the proceeding 'live' in accordance with the Court Rules have now been taken. Council is of the opinion that if this claim is progressed it can be successfully defended.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 23. Contingent Liabilities (continued)

Council is currently defending or has received three insurance claims which are currently being progressed by or in consultation with Council's insurer. These claims relate to personal injury or damage to third party infrastructure (approximately \$5,000). The balance are claims relevant to property alleged to be caused by Council works on Council roads or footpaths. An insurance excess of \$15,000 per claim applies to the majority of these claims.

Council is also aware of the following potential liability risks:

Seven Council assets have not been properly constructed by a particular contractor and now present risk to further liability to Council. Steps have been taken to resolve these issues with the contractor but this process has been frustrated. It is considered that Council is unlikely to recover any rectification costs from the contractor, which are expected to be in excess of \$4 million. Council will incur out of pocket costs to rectify the construction issues and may have liability to third parties in the event of any of these assets failing.

Information in respect of any individual claims has not been disclosed in accordance with AASB137 "Provisions, Contingent Liabilities and Contingent Assets" on the basis that Council considers such disclosures may seriously prejudice the outcome of the claim.

#### Note 24. Superannuation

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIASuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

Technically Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2015. The actuary indicated that "At the valuation date of 1 July 2015, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 24. Superannuation (continued)

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

Another actuarial investigation is being conducted as at 1 July 2018. At the time of signing these financial statements this investigation is still in progress.

The most significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

There are currently 63 entities contributing to the scheme and any changes in contribution rates would apply equally to all 63 entities. Council made less than 4% of the total contributions to the plan in the 2017-18 financial year.

	Notes	2018 \$'000	2017 \$'000
Superannuation contributions made to the Regional Defined Benefits Fund		112	124
Other superannuation contributions for employees		2,475	2,335
Total superannuation contributions paid by Council for employees	5	<u>2,587</u>	<u>2,459</u>
			2019 \$'000
Contributions council expects to make to the Regional Defined Benefits Fund for 2018-19			<u>115</u>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 25. Associated Entities

Council's objectives can and in some cases are best met through the use of separate entities and operations.

These operations and entities range from 100% ownership and control through to lower levels of ownership and control via co-operative arrangements with other Councils, Bodies and other Outside Organisations.

The accounting and reporting for these various entities, operations and arrangements varies in accordance with accounting standards, depending on the level of Councils (i) interest and (ii) control and the type (form) of entity/operation, as follows:

#### Associated Entities

Arrangements in the form of a Separate Entity that deploys the resources of the operation itself. Under Associated Entities, Council significantly influences the operations but does not control them.

#### Accounting Recognition:

Associated Entities are accounted for using the Equity Accounting Method and are disclosed as a one line entry in the Statement of Comprehensive Income and Statement of Financial Position

	Council's Share of Net Income		Council's Share of Net Assets	
	2018	2017	2018	2017
	\$'000	\$'000	\$'000	\$'000
Associated Entities	2,331	2,328	30,273	29,740
<b>Total</b>	<b>2,331</b>	<b>2,328</b>	<b>30,273</b>	<b>29,740</b>

#### Associated Entities

Council has incorporated the following Associated Entities into its Financial Statements.

#### (a) Net Carrying Amounts - Council's Share

Name of Entity	Nature of Relationship	Measurement Method	2018 \$'000	2017 \$'000
SEQ Regional Recreational Facilities Pty Ltd	Shareholder	Equity Accounting	65	62
Queensland Urban Utilities	Shareholder	Equity Accounting	29,917	29,476
Council of Mayors South East Queensland	Shareholder	Equity Accounting	291	202
<b>Total Carrying Amounts - Associated Entities</b>			<b>30,273</b>	<b>29,740</b>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 25. Associated Entities (continued)

##### (b) Details

Name of Entity	Principal Activity	Place of Business
SEQ Regional Recreational Facilities Pty Ltd	Recreational Facilities	Brisbane
Queensland Urban Utilities	Water and waste water management	Brisbane
Council of Mayors South East Queensland	Advocacy	Brisbane

##### (c) Relevant Interests and Fair Values

Name of Entity	Quoted Fair Value		Interest in Outputs		Interest in Ownership		Proportion of Voting Power	
	2018	2017	2018	2017	2018	2017	2018	2017
SEQ Regional Recreational Facilities Pty Ltd	N/A	N/A	4%	4%	4%	4%	13%	13%
Queensland Urban Utilities	N/A	N/A	1%	1%	1%	1%	20%	20%
Council of Mayors South East Queensland	N/A	N/A	9%	9%	9%	9%	9%	9%

##### (d) Summarised Financial Information for Associated Entities

###### Summarised Statement of Financial Position

		Queensland Urban Utilities	
		2018	2017
		\$'000	\$'000
<b>Current Assets</b>			
Cash and Cash Equivalents		131,400	177,887
Other Current Assets		199,600	212,077
<b>Total Current Assets</b>		<b>331,000</b>	<b>389,964</b>
<b>Non-Current Assets</b>		<b>5,617,300</b>	<b>5,410,712</b>
<b>Current Liabilities</b>			
Other Current Liabilities		301,500	307,127
<b>Total Current Liabilities</b>		<b>301,500</b>	<b>307,127</b>
<b>Non-Current Liabilities</b>		<b>2,290,300</b>	<b>2,229,329</b>
<b>Net Assets</b>		<b>3,356,500</b>	<b>3,264,220</b>
<b>Reconciliation of the Carrying Amount</b>			
Opening Net Assets (1 July)		29,476	28,323
Profit/(Loss) for the period		2,239	2,635
Distributions Received		(1,798)	(1,482)
<b>Closing Net Assets</b>		<b>29,917</b>	<b>29,476</b>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 25. Associated Entities (continued)

##### Summarised Statement of Comprehensive Income

##### Queensland Urban Utilities

	2018	2017
	\$'000	\$'000
Income	1,344,989	1,382,101
Depreciation and Amortisation	(183,326)	(178,043)
Interest Expense	(97,025)	(97,561)
Income Tax Expense	(106,262)	(125,381)
Other Expenses	(710,430)	(689,667)
<b>Profit/(Loss) for Period</b>	<b>247,946</b>	<b>291,449</b>
Other Comprehensive Income	-	399
<b>Total Comprehensive Income</b>	<b>247,946</b>	<b>291,848</b>
Dividends received by Council	1,798	1,097

##### (e) Summarised Financial Information for Individually Immaterial Associated Entities

In addition to the Associated Entities disclosed individually above, Council has interests in two individually immaterial Associated Entities that are accounted for using the Equity Method.

Individually Immaterial Associates	2018	2017
	\$'000	\$'000
<b>Aggregate carrying amount of individually immaterial Associates</b>	<b>356</b>	<b>264</b>
<b>Aggregate amounts of Council's share of individually immaterial Associates:</b>		
Profit/(Loss) from Continuing Operations	92	78
<b>Total Comprehensive Income - individually immaterial Associates</b>	<b>92</b>	<b>78</b>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 26. Trust Funds

	2018	2017
Notes	\$'000	\$'000

#### Trust funds held for outside parties

Security Deposits	1,328	1,410
	<u>1,328</u>	<u>1,410</u>

The Council performs only a custodial role in respect of these monies. As these funds cannot be used by the Council, they are not brought to account in these financial statements.

#### Note 27. Reconciliation of Net Result for the year to Net Cash from Operating Activities

Net result	11,012	9,591
Adjust for Non-cash items		
Depreciation and Amortisation	12,883	12,667
	<u>12,883</u>	<u>12,667</u>
Losses/(Gains) recognised on fair value re-measurements through the P&L		
Investment Properties	(3)	-
Unwinding of Discount Rates on Reinstatement Provisions	532	977
Write Offs relating to the Fair Valuation of Property, Plant and Equipment	-	(192)
	<u>529</u>	<u>785</u>
Investing and development activities		
Net Losses/(Gains) on Disposal of Assets	3,897	3,594
Capital Grants	(4,155)	(3,905)
Share of Net (Profits)/Losses of Associates	(2,331)	(2,328)
Capital Contributions	(6,222)	(3,791)
	<u>(8,811)</u>	<u>(6,430)</u>
Changes in operating assets and liabilities:		
(Increase)/Decrease in Receivables	(769)	82
Increase/(Decrease) in Provision for Doubtful Debts	1	(37)
(Increase)/Decrease in Inventories	(26)	21
Increase/(Decrease) in Payables and Accruals	591	433
Increase/(Decrease) in Other Liabilities	18	(125)
Increase/(Decrease) in Employee Leave Entitlements	96	224
Increase/(Decrease) in Other Provisions	(31)	-
	<u>(120)</u>	<u>598</u>
Net cash from Operating Activities	<u>15,493</u>	<u>17,211</u>

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## Lockyer Valley Regional Council

Notes to the Financial Statements  
for the year ended 30 June 2018

## Note 28. Reconciliation of Liabilities arising from Finance Activities

	As at 30-Jun-17 \$'000	Cashflows \$'000	Non-Cash Changes \$'000	As at 30-Jun-18 \$'000
Loans	32,450	(6,120)	-	26,330
	<u>32,450</u>	<u>(6,120)</u>	<u>-</u>	<u>26,330</u>

## Note 29. Events Occurring After Balance Sheet Date

Council is unaware of any material or significant events occurring after balance date that should be disclosed.

## Note 30. Financial Instruments

Council has exposure to the following risks arising from financial instruments; (i) interest rate risk, (ii) credit risk, and (iii) liquidity risk.

This note provides information (both qualitative and quantitative) to assist statement users to evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

## Financial Risk Management

Council is responsible for the establishment and review of the risk management framework, together with developing and monitoring risk management policies.

Council's Audit and Risk Management Committee has oversight of policies for overall risk management.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Council does not enter into derivatives.

## Credit Risk Exposure

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State/Commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by the Council.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements

for the year ended 30 June 2018

#### Note 30. Financial Instruments (continued)

	2018	2017
	\$'000	\$'000

The following table represents the maximum exposure to credit risk based on the carrying amounts of financial assets at the end of the reporting period:

#### Financial Assets

Cash and Cash Equivalents	9	10,743	9,741
Investment Securities	9	15,200	17,500
Receivables - Rates	10	2,422	2,050
Receivables - Other	10	17,546	17,160
		<u>45,911</u>	<u>46,451</u>

#### Other Credit Exposures

Guarantee	23	540	557
		<u>540</u>	<u>557</u>

#### Total

	<u>46,451</u>	<u>47,008</u>
--	---------------	---------------

#### Cash and Cash Equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

#### Other Financial Assets

Other investments are held with financial institutions, which are rated AA+ to BBB- based on rating agency Standard and Poors ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote.

#### Trade and Other Receivables

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area. Because the area is largely residential and agricultural, there is also a concentration in the residential and agricultural sectors.





## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 30. Financial Instruments (continued)

Ageing of past due receivables and the amount of any impairment is disclosed in the following table:

	Notes	2018 \$'000	2017 \$'000
<b>Receivables</b>			
Fully Performing		19,772	18,946
Past due:			
- 30 to 60 days overdue		83	45
- 61 to 90 days overdue		5	1
- Over 90 days		112	221
- Impaired		(4)	(3)
<b>Total</b>	10	<b>19,968</b>	<b>19,210</b>

#### Liquidity Risk

Liquidity risk refers to the situation where the Council may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The Council is exposed to liquidity risk through its trading in the normal course of business and borrowings from the Queensland Treasury Corporation for capital works.

Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in Note 17.

The following table sets out the liquidity risk in relation to financial liabilities held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year \$'000	1 to 5 years \$'000	Over 5 years \$'000	Total Contractual Cash Flows \$'000	Carrying Amount \$'000
<b>2018</b>					
Trade and Other Payables	4,499	-	-	4,499	4,499
Loans - QTC	2,640	10,553	22,908	36,101	26,330
	<b>7,139</b>	<b>10,553</b>	<b>22,908</b>	<b>40,600</b>	<b>30,829</b>
<b>2017</b>					
Trade and Other Payables	3,822	-	-	3,822	3,822
Loans - QTC	3,089	12,353	30,046	45,488	32,450
	<b>6,911</b>	<b>12,353</b>	<b>30,046</b>	<b>49,310</b>	<b>36,272</b>

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 30. Financial Instruments (continued)

##### Market Risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

##### Interest Rate Risk

The Council is exposed to interest rate risk through investments and borrowings with Queensland Treasury and other financial institutions.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net Carrying Amount \$'000	Net Result		Equity	
		1% increase \$'000	1% decrease \$'000	1% increase \$'000	1% decrease \$'000
<b>2018</b>					
QTC Cash Fund	9,733	97	(97)	97	(97)
Other Investments	15,200	152	(152)	152	(152)
Loans - QTC	(26,330)	(263)	263	(263)	263
<b>Net</b>	<b>(1,397)</b>	<b>(14)</b>	<b>14</b>	<b>(14)</b>	<b>14</b>
<b>2017</b>					
QTC Cash Fund	8,900	89	(89)	89	(89)
Other Investments	18,341	183	(183)	183	(183)
Loans - QTC	(32,450)	(325)	325	(325)	325
<b>Net</b>	<b>(5,209)</b>	<b>(52)</b>	<b>52</b>	<b>(52)</b>	<b>52</b>

In relation to the QTC loans held by the Council, the following has been applied:

QTC Generic Debt Pool - the generic debt pool products approximate a fixed rate loan. There is a negligible impact on interest sensitivity from changes in interest rates for generic debt pool borrowings.



## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 30. Financial Instruments (continued)

##### Fair Value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date. The market value of debt is provided by QTC and is discussed below/ disclosed in Note 17.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to clients' cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

	Notes	Carrying Value		Fair Value	
		2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Financial Assets</b>					
Cash and Cash Equivalents	9	10,743	9,741	10,743	9,741
Investments					
- "Held to Maturity"	9	15,200	17,500	15,200	17,500
Receivables	10	20,482	19,714	20,482	19,714
<b>Total Financial Assets</b>		<b>46,425</b>	<b>46,955</b>	<b>46,425</b>	<b>46,955</b>
<b>Financial Liabilities</b>					
Payables	16	6,716	6,107	6,716	6,107
Loans / Advances	17	26,330	32,450	29,078	35,877
<b>Total Financial Liabilities</b>		<b>33,046</b>	<b>38,557</b>	<b>35,794</b>	<b>41,984</b>

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 31. Transactions with Related Parties

##### (a) Associates

###### Transactions with Associates

	Amount of transactions during year 2018 \$'000	Amount of transactions during year 2017 \$'000
<b>Queensland Urban Utilities</b>		
- Water & Waste Water Charges	367	373
- Adopted Infrastructure Charges	-	355
- Sponsorship Received	(6)	(5)
- Contribution to Water Collaborative	(33)	-
- Private Works for QUU	(30)	(22)
- Council Development Costs	186	189
<b>Council of Mayors South East Queensland</b>		
- Annual Membership Levy	31	30
- SEQ Olympic Bid	16	16
- SEQ Regional Food and Agriculture Tourism Platform	6	6
- Resilient Rivers Initiatives	(132)	41
<b>Spring Bluff Railway Station</b>		
- Operational Contribution	57	56
- Advertising Received	(1)	(1)
	<u>461</u>	<u>1,038</u>

All of the above transactions were in the normal course of business, and subject to standard terms and conditions.

##### (b) Other Related Parties

###### Transactions with Other Related Parties

	Amount of transactions during year 2018 \$'000	Amount of transactions during year 2017 \$'000
<b>Purchase of Goods &amp; Services from entities controlled by Key Management Personnel</b>		
- Printing	45	33
- Transport Services	10	7
<b>Purchase of Goods &amp; Services from entities controlled by related parties of Key Management Personnel</b>		
- Motor Vehicles	-	73
- Earthmoving Services	33	1,423
	<u>88</u>	<u>1,536</u>

All of the above transactions were in the normal course of business, and subject to standard terms and conditions.

Any contracts with related parties have followed normal procurement and tender processes.

Key management personnel have disclosed any personal interest in relation to decision making around these transactions, or absented themselves from the decision making process. Similar transactions have occurred in previous years, prior to the election or employment of Key Management Personnel.

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## Lockyer Valley Regional Council

## Notes to the Financial Statements

for the year ended 30 June 2018

## Note 31. Transactions with Related Parties (continued)

## (c) Key Management Personnel

## Transactions with Key Management Personnel

Key Management Personnel include the Councillors, Chief Executive Officer, Executive Managers, the Manager of Finance & Customer Services and the Manager of Planning. Other staff acting in those positions during the year have also been included for the period of time they were acting.

The compensation paid to Key Management Personnel comprises:

	2018 \$000	2017 \$000
Short-Term Employee Benefits	2,363	1,838
Post-Employment Benefits	258	193
Long-Term Benefits	16	15
<b>Total</b>	<b>2,637</b>	<b>2,046</b>

## (d) Outstanding Balances

Council holds no contract retentions (2017: \$6,427) on behalf of a related party. This was for the completion of tendered works.

Included in the balances disclosed at (a) is an amount of \$8,674 (2017: \$16,510) which was outstanding at year end. This is in accordance with Council's normal debt collection and creditor payment terms.

Included in the balances disclosed at (b) is an amount of \$59 (2017: \$34,179) which was outstanding at year end. This is in accordance with Council's normal creditor payment terms.

## (e) Loans and Guarantees to/from Related Parties

Council holds no bank guarantees (2017: \$26,750) on behalf of a related party. This was for completion of tendered works.

Council has provided a loan to QUU for \$14.7 million (2017: \$14.7 million). This is managed by Queensland Treasury Corporation. This loan is at commercial interest rates, and the capacity for QUU to repay this loan is assessed yearly. This loan is disclosed at Note 10.

## (f) Commitments to/from Other Related Parties

There are no commitments at the end of the reporting period in relation to transactions with related parties.

## (g) Transactions with Related Parties that have not been disclosed

Transactions within the normal course of Council business with the related parties have not been disclosed as they are on the same basis as ordinary citizens. These transactions include rates payment for properties owned within Council boundaries, dog registrations, and reimbursement of expenses for parking and conferences.

There are three related parties which are employees of Council but not Key Management Personnel. Their employment terms and conditions are in accordance with Council's Enterprise Bargaining Agreement and standard recruitment practices and therefore have not been disclosed.

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## Lockyer Valley Regional Council

### Notes to the Financial Statements for the year ended 30 June 2018

#### Note 32. Council Information and Contact Details

##### Principal Place of Business:

26 Railway Street  
Gatton QLD 4343

##### Contact Details

##### Mailing Address:

PO Box 82  
Gatton QLD 4343

**Telephone:** 1300 005 872

##### Opening Hours:

8:30am - 4:30pm - Gatton  
9:00am - 5:00pm - Laidley  
Monday to Friday

**Internet:** [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

**Email:** [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au)

##### Officers

##### CHIEF EXECUTIVE OFFICER

Ian Church

##### Elected Members

##### MAYOR

Tanya Milligan

##### COUNCILLORS

Jason Cook  
Chris Wilson  
Janice Holstein  
Rick Vela  
Kathy McLean  
Michael Hagan

##### AUDITORS

Queensland Audit Office  
PO Box 15396  
City East QLD 4002

##### Other Information

**ABN:** 52 673 165 312

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## Lockyer Valley Regional Council

General Purpose Financial Statements  
for the year ended 30 June 2018Management Certificate  
for the year ended 30 June 2018

These General Purpose Financial Statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulations) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation, we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulations 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the General Purpose Financial Statements, as set out on pages 2 to 50, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Tanya Milligan  
MAYOR

12 SEP 2018



Ian Church  
CHIEF EXECUTIVE OFFICER

12 SEP 2018

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## INDEPENDENT AUDITOR'S REPORT

To the Councillors of Lockyer Valley Regional Council

### Report on the Audit of the Financial Report

#### Opinion

I have audited the financial report of Lockyer Valley Regional Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2018, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

Other information comprises the information included in Lockyer Valley Regional Council's annual report for the year ended 30 June 2018, but does not include the financial report and my auditor's report thereon. At the date of this auditor's report, the other information was the current year financial sustainability statement, long-term financial sustainability statement and the annual report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.







In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

#### **Responsibilities of the council for the financial report**

The council is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The council is also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations.

#### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.





- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2018

- I received all the information and explanations I required.
- In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Melissa Read  
as delegate of the Auditor-General

18 September 2018  
Queensland Audit Office  
Brisbane



Financial Statements 2018

## Lockyer Valley Regional Council

Current Year Financial Sustainability Statement  
for the year ended 30 June 2018

	Actual 2018	Target 2018
--	----------------	----------------

## Measures of Financial Sustainability

Council's performance at 30 June 2018 against key financial ratios and targets.

## Performance Indicators

## 1. Operating Surplus Ratio

Net Result (excluding capital items) <sup>(1)</sup>	5.20%	0 - 10%
Total Operating Revenue (excluding capital items) <sup>(2)</sup>		

An indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

## 2. Asset Sustainability Ratio

Capital Expenditure on the Replacement of Assets (renewals) <sup>(3)</sup>	97.53%	more than 90%
Depreciation Expense		

An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.

## 3. Net Financial Liabilities Ratio

Total Liabilities less Current Assets	52.94%	less than 60%
Total Operating Revenue (excluding capital items) <sup>(2)</sup>		

An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.

## Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2018.

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## Lockyer Valley Regional Council

### Current Year Financial Sustainability Statement (continued) for the year ended 30 June 2018

#### Measures of Financial Sustainability (continued)

##### notes

- <sup>(1)</sup> Includes only Recurrent Revenue and Recurrent Expenditure disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions, Donations and Subsidies received for capital acquisitions, Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties, and any Capital Expenditure such as Write Off of Assets, movements in Provisions for Restoration and Rehabilitation and Revaluation Decrements that hit the Statement of Comprehensive Income.
- <sup>(2)</sup> Includes only Recurrent Revenue disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions Donations and Subsidies received for capital acquisitions. Also excludes any Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties.
- <sup>(3)</sup> Asset Renewals are defined as expenditures on existing assets to return the assets to their original service potential (or useful life) while satisfying current construction and required standards. Such expenditure is required periodically to reinstate existing assets and may reduce operating and maintenance costs.

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the *Local Government Regulation 2012*.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Community Recovery and Resilience.

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Financial Statements 2018

## Lockyer Valley Regional Council

### Current Year Financial Sustainability Statement for the year ended 30 June 2018

### Certificate of Accuracy for the year ended 30 June 2018

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this Current-Year Financial Sustainability Statement has been accurately calculated.



Tanya Milligan  
MAYOR

12 SEP 2018



Ian Church  
CHIEF EXECUTIVE OFFICER

12 SEP 2018

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## INDEPENDENT AUDITOR'S REPORT

To the Councillors of Lockyer Valley Regional Council

### Report on the Current Year Financial Sustainability Statement

#### Opinion

I have audited the accompanying current year financial sustainability statement of Lockyer Valley Regional Council for the year ended 30 June 2018, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Lockyer Valley Regional Council for the year ended 30 June 2018 has been accurately calculated.

#### Basis of opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Other Information

Other information comprises the information included in Lockyer Valley Regional Council's annual report for the year ended 30 June 2018, but does not include the current year financial sustainability statement and my auditor's report thereon. At the date of this auditor's report, the other information was the general purpose financial statements, long-term financial sustainability statement and annual report.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.





In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

#### **Responsibilities of the council for the current year financial sustainability statement**

The council is responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The council's responsibility also includes such internal control as the council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

#### **Auditor's responsibilities for the audit of the current year financial sustainability statement**

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.





I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Melissa Read  
as delegate of the Auditor-General

18 September 2018  
Queensland Audit Office  
Brisbane



Financial Statements 2018

## Lockyer Valley Regional Council

### Long-Term Financial Sustainability Statement

prepared as at 30 June 2018

	Target 2018	Actual 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
							Forecast					

### Measures of Financial Sustainability

Council's performance at 30 June 2018 against key financial ratios and targets.

### Performance Indicators

#### 1. Operating Surplus Ratio

Net Result (excluding capital items) <sup>(1)</sup>

Total Operating Revenue (excluding capital items) <sup>(2)</sup>

An indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

0 - 10%	5.20%	3.59%	4.64%	4.95%	4.68%	5.31%	7.01%	8.86%	9.55%	9.57%	9.28%
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#### 2. Asset Sustainability Ratio

Capital Expenditure on the Replacement of Assets (renewals) <sup>(3)</sup>

Depreciation Expense

An approximation of the extent to which the infrastructure assets managed are being replaced as these reach the end of their useful lives.

> 90%	97.53%	134.22%	90.49%	106.97%	96.54%	84.42%	89.31%	95.31%	92.98%	88.40%	81.32%
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#### 3. Net Financial Liabilities Ratio

Total Liabilities less Current Assets

Total Operating Revenue (excluding capital items) <sup>(2)</sup>

An indicator of the extent to which the net financial liabilities can be serviced by its operating revenue.

< 60%	52.94%	69.89%	64.94%	64.02%	58.34%	49.65%	42.07%	36.51%	27.42%	17.17%	6.28%
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## Lockyer Valley Regional Council

### Long-Term Financial Sustainability Statement (continued) prepared as at 30 June 2018

#### Measures of Financial Sustainability (continued)

##### Lockyer Valley Regional Council Financial Management Strategy

The 2016 Queensland Treasury Corporation Credit (QTC) Review saw the Council rated as Weak with a Neutral Outlook. This rating is still related to the significant increase in operating costs and capital expenditure as a result of the flooding events experienced between 2011 and 2013. As Council has completed the restoration works and has returned to a pre-disaster level of operations, the budget forecasts are now reflecting a more stable level of operations. Council would like to see its QTC rating return to "moderate" over the short term, with a longer term rating goal of "sound" however discussions with QTC have indicated that there is no intention to conduct a further review at this time. Council's budgets, forecasts and rating strategies still aim to address the issues raised by QTC and deliver a financially stable future.

Council's adopted Long Term Financial Plan 2019 - 2028 provides a framework for securing its financial sustainability over the life of the forecast period.

To achieve this, Council aims for:

- Operating surpluses for the forecast period.
- Smoother increases in rates from year to year to avoid any 'rate shock'.
- Reductions in debt balances on top of the scheduled payments.
- Review of operations and service levels to focus on core services.
- Improved transparency and consultation in developing future budgets.

The current forecast has the levels of income and expenditure at what should be considered 'normal' operations.

It also sees operating surpluses for the life of the long term plan and a more sustainable level of capital works which is focussed on renewals.

Council has adopted Service Management Plans for its major asset classes. Improved asset data and a planned inspection regime will ensure that Council's understanding of the condition of its assets is better than it has ever been. This will in turn improve the outputs from the service management plans for each class of assets and ensure a more realistic forecast of the required levels of expenditure.

#### Notes

<sup>(1)</sup> Includes only Recurrent Revenue and Recurrent Expenditure disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions, Donations and Subsidies received for capital acquisitions, Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties, and any Capital Expenditure such as Write Off of Assets, movements in Provisions for Restoration and Rehabilitation and Revaluation Decrements that hit the Statement of Comprehensive Income.

<sup>(2)</sup> Includes only Recurrent Revenue disclosed in the Income Statement. Excludes Capital Revenue Grants, Contributions Donations and Subsidies received for capital acquisitions. Also excludes any Capital Income items such as Profit from the Sale of: Property, Plant and Equipment, Financial Assets, Real Estate and Investment Properties.

<sup>(3)</sup> Asset Renewals are defined as expenditures on existing assets to return the assets to their original service potential (or useful life) while satisfying current construction and required standards. Such expenditure is required periodically to reinstate existing assets and may reduce operating and maintenance costs.

These ratios are the relevant measures of financial sustainability required to be reported under section 178(1) of the *Local Government Regulation 2012*.

Definitions are sourced from the Financial Management (Sustainability) Guideline issued by the Department of Local Government, Community Recovery and Resilience.

# Lockyer Valley Regional Council


## Long-Term Financial Sustainability Statement

### Certificate of Accuracy

for the long-term financial sustainability statement prepared as at 30 June 2018

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

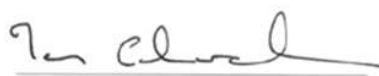
In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Tanya Milligan

MAYOR

12 SEP 2018



Ian Church

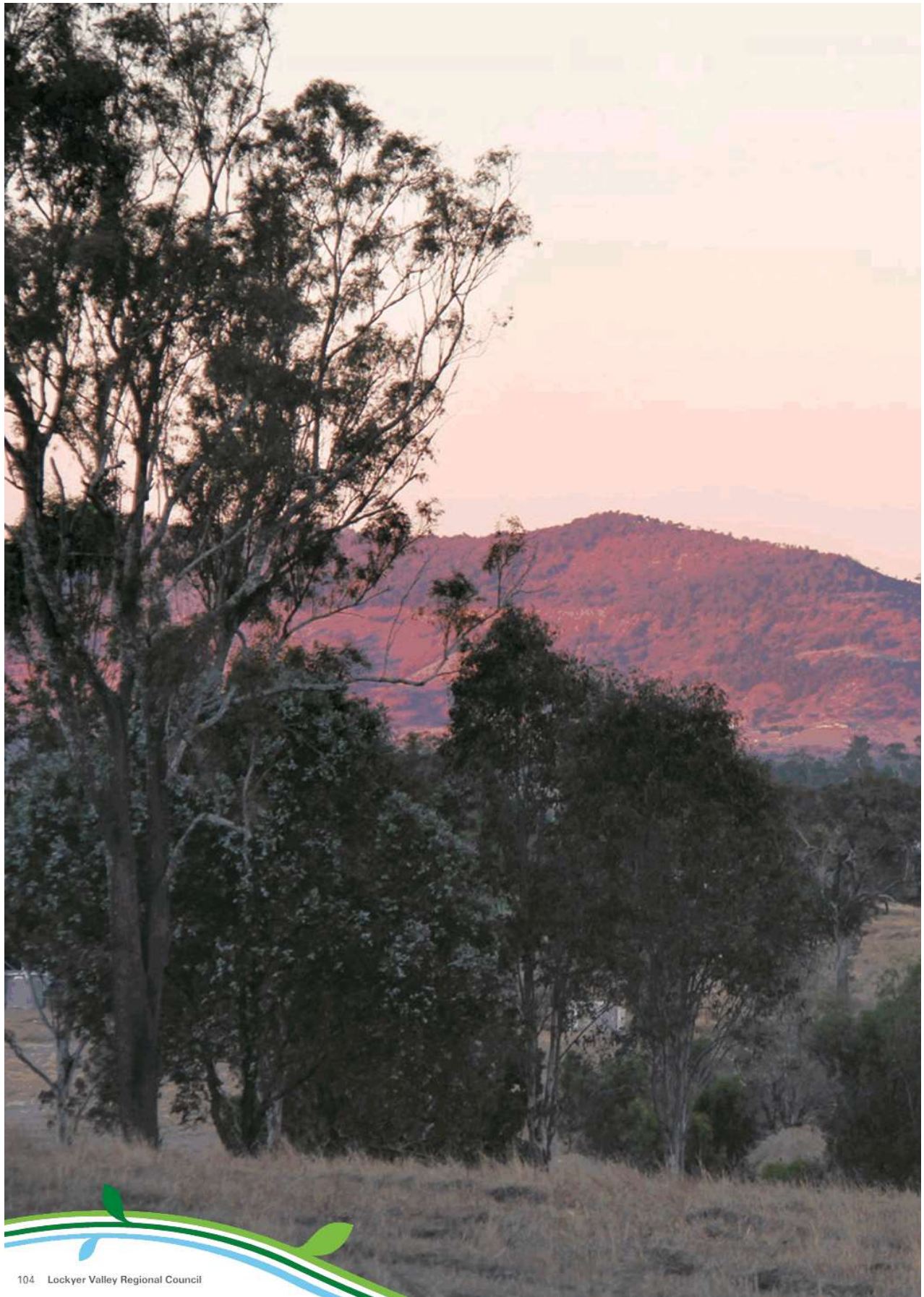
CHIEF EXECUTIVE OFFICER

12 SEP 2018

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For more information phone **1300 005 872**,  
email **mailbox@lvrc.qld.gov.au** or visit **www.lockyervalley.qld.gov.au**

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343  
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**ORDINARY COUNCIL  
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10 OCTOBER 2018**

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

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

**Date:** 02 October 2018

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

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

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#### **Summary:**

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

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

**THAT Council receive and note the Acting Executive Manager Organisational Development and Planning Monthly Report for September 2018.**

#### **RESOLUTION**

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

**Moved By: Cr Vela**

**Seconded By: Cr Hagan**

**Resolution Number: 16-20/1125**

**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 September 2018.

### **3. Report**

#### *ORGANISATIONAL DEVELOPMENT*

##### *Enterprise Bargaining Update*

The Officers Enterprise Bargaining Agreement was certified in the Queensland Industrial Relations Commission on 27 September 2018.

##### *Workforce*

Council's established FTE number for September 2018 is 326.

##### *Learning & Development*

Training held since the last report

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)

##### *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
- Provide Cardiopulmonary Resuscitation

##### *Currently Planning/On Hold*

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

##### *Work Health & Safety*

##### *Injuries/ Incidents*

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

- An employee sustained an injury when attempting to cut a bread roll, the knife slipped and cut the employee's left thumb.
- An employee sustained a neck strain injury when a load stuck in the body of the tip truck let go shaking the cab of the truck.

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- An employee sustained a minor electric shock (tingle) when they unplugged a sander from a power lead and their thumb touched a plug connection. The sander was connected to an operating generator.
- An employee sustained a minor foot injury when cutting felled branches; a branch rolled onto their foot.
- An employee sustained a stomach strain whilst shovelling.
- An employee sustained a cut injury to their knuckle when their hand slipped changing an oil filter.
- An employee was admitted to hospital experiencing chest pains while on a worksite (non-work related condition).

*Plant Vehicle/Property incidents*

There have been five (5) plant vehicle / property damage incidents reported during this period:

- Two council employees were involved in a vehicle accident where their private vehicle was struck by a heavy rigid truck at no fault of their own.
- A council vehicle sustained a damaged windscreen from a stone thrown by a passing vehicle.
- A council vehicle sustained a broken window from debris thrown whilst whipper snipping.
- A water main ruptured due to the age of the pipe.
- A council vehicle sustained damage when it collided with a water bubbler.

*Workers Compensation Claims*

- There are two (2) approved, active workers compensation claims.
- There are four (4) workers compensation applications pending.
- There is one (1) damages claim.

**SPORTS, RECREATION AND COMMUNITY GRANTS**

On 26 September 2018, Sports, Recreation and Community Grants Officer with Cr Jason Cook attended the Queensland Sport and Active Recreation Strategy public consultation session regarding the future of sport in Queensland. This consultation was led by The Honourable Mick de Brenni MP, Minister for Housing and Public Works, Minister for Digital Technology and Minister for Sport.

**PLANNING & DEVELOPMENT**

*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.

*Strategic Planning*

Councillor workshops on draft Lockyer Valley Planning Scheme continued through September. Workshops conducted included: Bushfire overlay, Local Government Infrastructure Plan, Traffic and Access, Infrastructure codes and Planning Scheme Policies (PSPs), Development codes and PSPs (advertisements, filling and excavation etc) and Environment overlay.

Two further Councillor workshops remain to update Councillors on changes made to date and for flood issues. These will occur in October to allow for revised mapping to be prepared by Council's flood consultant. Planning Scheme amendments have been forwarded to the

**ORDINARY COUNCIL  
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Minister for adoption and the TLPI renewal report has been endorsed by council and forwarded to the Minister for approval.

Refer to the attached table and graphs indicating all development applications, decisions and requests as at 30 September 2018.

*ENVIRONMENTAL PLANNING*

Project Updates

*Biosecurity Plan*

Progress is being made to collate data to undertake spatial analysis of the distribution of restricted weeds throughout the region.

*Community Environmental Grants*

The CEG closes this week with four applications received to date.

*Environmental Reserves*

Signage has been installed at the Walnut Drive/Brightview Reserve as a deterrent to unlawful uses while a reserve parcel in Hatton Vale has been surveyed and sprayed for Mother of Millions and Groundsel prior to the leasee taking over.

*Free Native Plant Program – LFW members*

The program has received requests for 2820 plants with distribution occurring throughout October.

*LVRC Planning Scheme*

Coordinator Environment and Pest with Senior Environment Officer working with Strategic Planning to draft the Environmental Significance Overlay and Code. Additional review of other codes is underway while a consultant has been engaged to provide merged DEM (Digital Elevation Model) and waterways containing stream order. This data can then be used to update both the Waterways mapping and Overland flow path mapping within the Flood overlay.

*Natural Resource Management Plan*

Project planning has commenced in line with development of the Planning Scheme to ensure alignment.

*Resilient Rivers Initiative*

Lockyer Creek – The pilot revegetation project sites for Cahill Park and Beavan/Princess Streets in Gatton has gone to tender for suitably qualified contractors to perform the revegetation in accordance with the project brief. A site visit was conducted on 6 September with 20 participants. The tender closed for submissions on 25 September with 8 submissions received. Concurrently, a consultant was engaged to perform a Cultural Heritage and Native Title assessment of the revegetation sites. A draft report has been received.

Discussions have taken place with Seqwater around the design of stabilisation works adjacent to Smithfield Road bridge.

It is anticipated that revegetation works will commence in Autumn 2019 to ensure optimal planting window/survival rates, subject to weather conditions.

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Tenthill Catchment – Officers have continued engaging with landholders around the Mount Sylvia avulsion site. Additionally, ongoing consultation with TMR regarding their NDRRA funded proposed works to roads and crossings within Tenthill Catchment have taken place. A quote has been received for further geomorphology assessment of Blackduck and Blackfellow creeks.

A site visit is planned with Seqwater and Department of Natural Resources and Energy (DNRME) to Tenthill Weir on 3 October to discuss sediment build up at the weir. A scope of works and quote for sediment testing at the weir has been received for review.

*Lake Apex Community Advisory Committee*

Coordinator Environment and Pest attended the LACAC meeting on 20 September and advised those present that the Water Quality report had been tabled at Council and will be available for viewing on the council website.

Program Updates

*Land for Wildlife*

Coordinator Environment and Pest with Environment Officer prepared and attended the Land for Wildlife 20th Anniversary celebrations at Marburg on the weekend on 22 September. The event was well attended by members of the LFW program from Lockyer, Ipswich and Somerset regional council areas.

The Environment Officer has conducted ground truth assessments for Biodiversity property planning at Stockyard, added an additional 3.9ha to the LFW program, taken part in a UQ environmental walk and talk with students, attended a Little Liverpool Range trust for nature walk and 'plant camp' survey and training with UQ.

*Compliance Support*

Environment Officers have assisted with compliance assessment for two planning matters.

*Pest Weed*

Throughout September, Pest Management Officers have attended 24 properties relating to weeds such as Mother of Millions, Giant Rat's Tail grass and Groundsel. Six pest management plans have been completed and seven herbicide subsidy vouchers issued for the month. Letters of advice relating to weeds have been issued to three landholders.

Pest officers have surveyed and sprayed four local roads, surveyed one main road and surveyed and/or sprayed four transfer stations and reserves.

Landholders have utilised council spray equipment on three occasions.

Pest officers have commenced local road weed surveys and treatments to align with slashing operations.

*Pest Animal*

Drought has seen an increase in pest animal sightings/activity. Pest officers have supported customers with wild dog trapping in Derrymore and Ropeley with success and pig traps into Murphy's Creek and Crowley Vale.

The next round of baiting will take place on 10 and 11 October. To date, seventeen landholders have taken up the opportunity to bait.

*Community Activities*

The Environment and Pest Unit participated in the Spring Festival street parade handing out branded book marks complete with native plant seeds.



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Request data

*Mayor / Councillor*

There are currently four Councillor requests with one request completed in the month of September.

*Customer*

There are currently 118 customer requests, nineteen baiting requests and 27 LFW free native plant requests. The business unit has completed 51 requests for the month of September.

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

**PLUMBING AND BUILDING SERVICES**

Building and IWS working together to develop a better process for the handling of complaints regarding stormwater. This will result in a more efficient process and make sure that the requirements of both areas are met. Plumbing and Building applications numbers are slightly down which may have an impact on overall projected revenue. This is most likely due to a number of external factors including the Banking Royal Commission and is reflected by development across Qld and not just the Lockyer Valley Region.

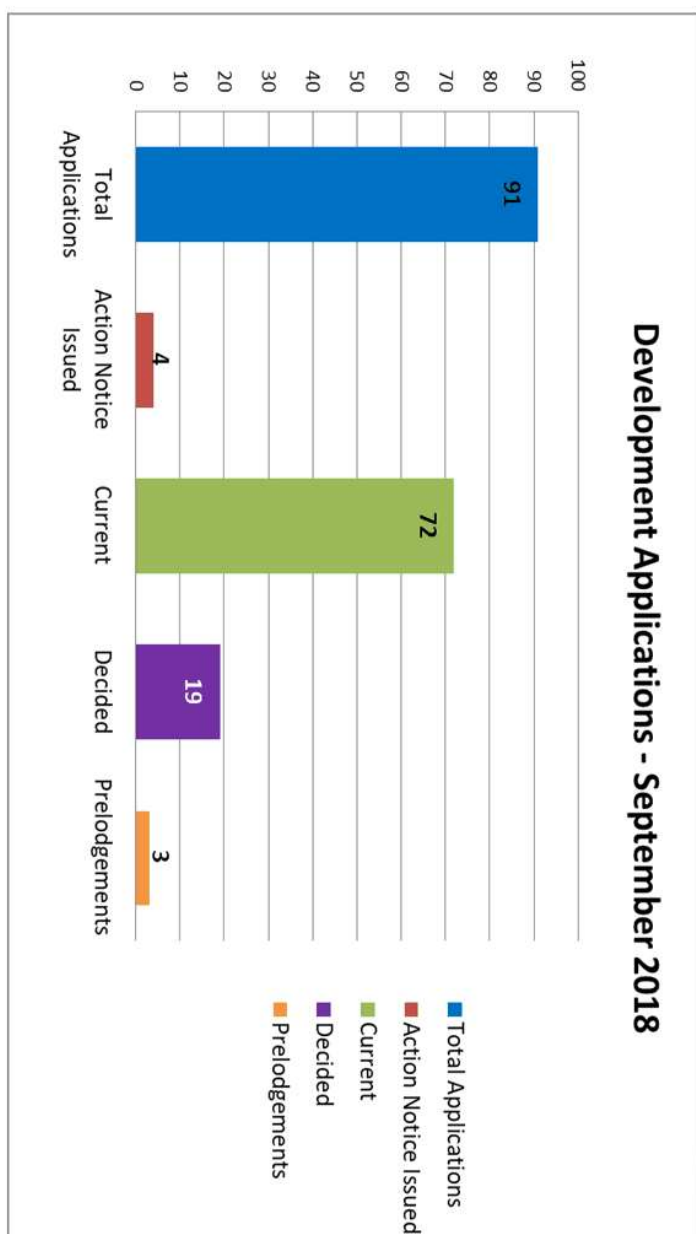
Please refer to the attached table indicating statistics from September 2018.

**Attachments**

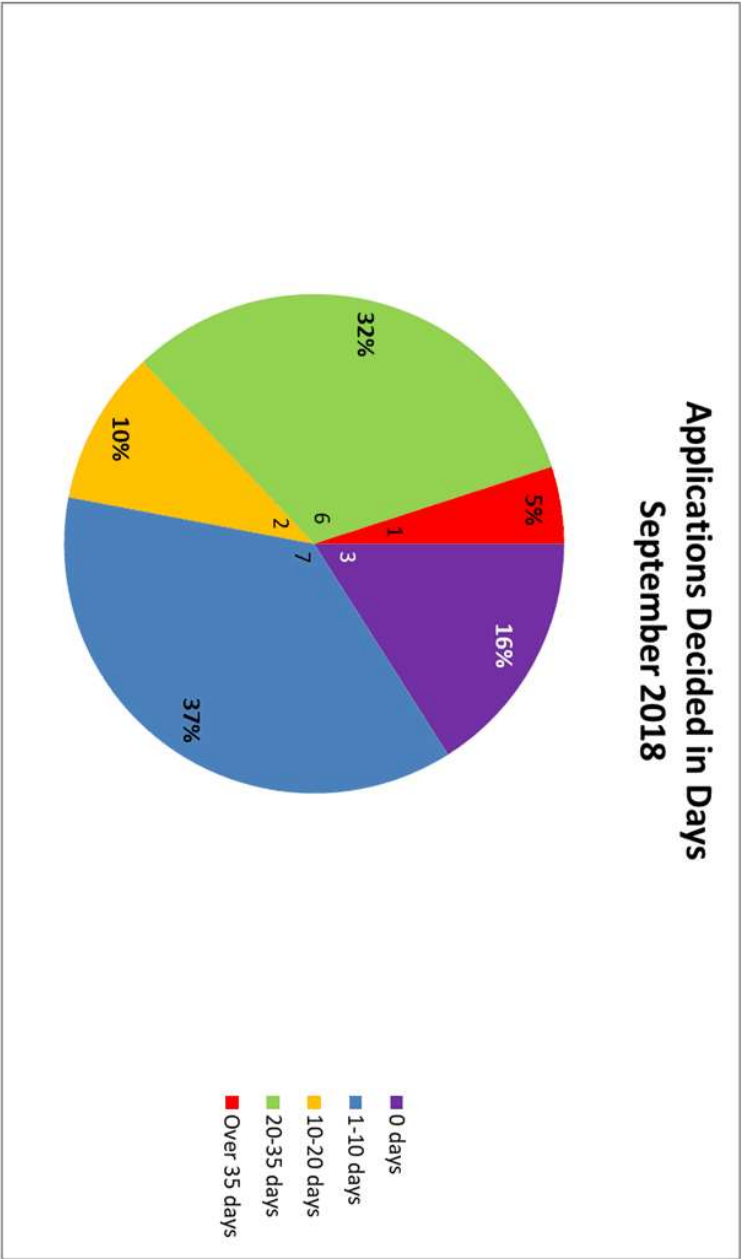
- |                     |   |         |
|---------------------|---|---------|
| 1 <a href="#">↓</a> | Development Applications Monthly Summary - September 2018 | 2 Pages |
| 2 <a href="#">↓</a> | Development Application Graphs - September 2018           | 2 Pages |
| 3 <a href="#">↓</a> | Plumbing and Building Statistics - September 2018         | 4 Pages |

## Attachment 1

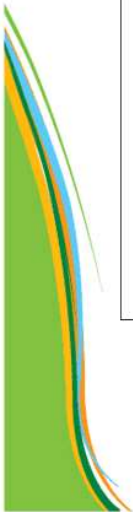
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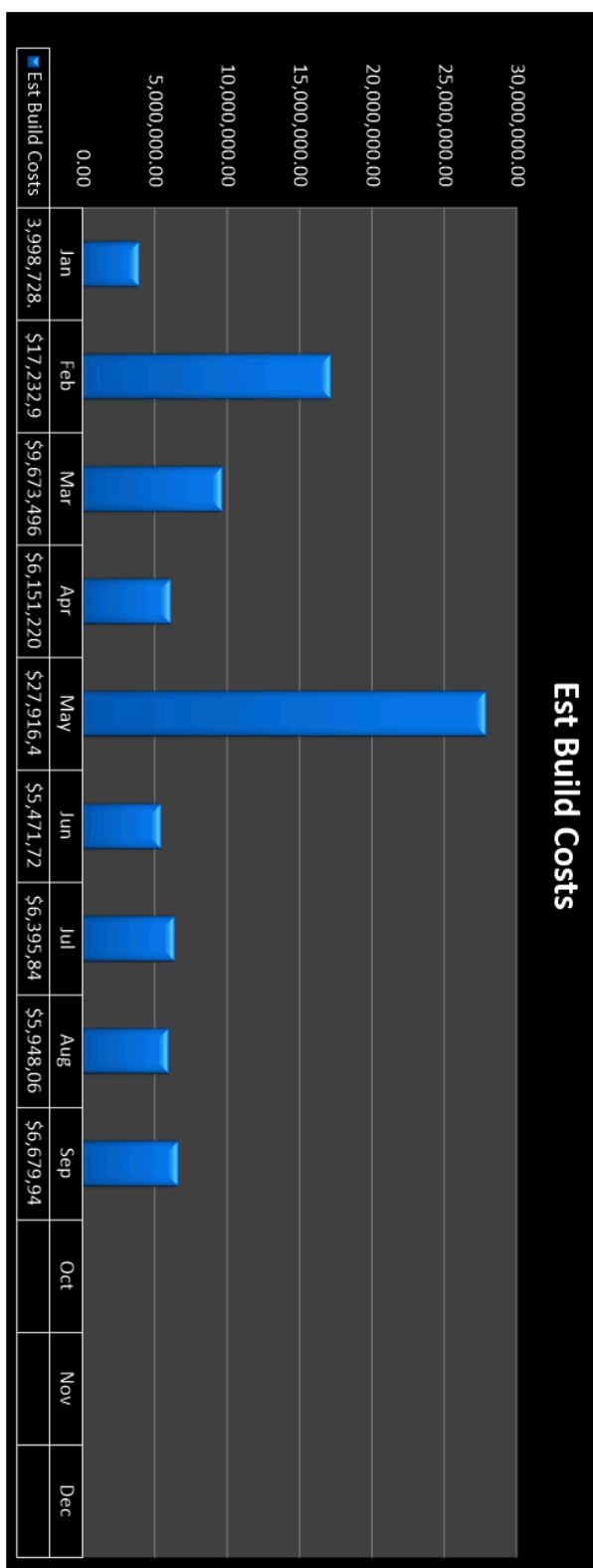


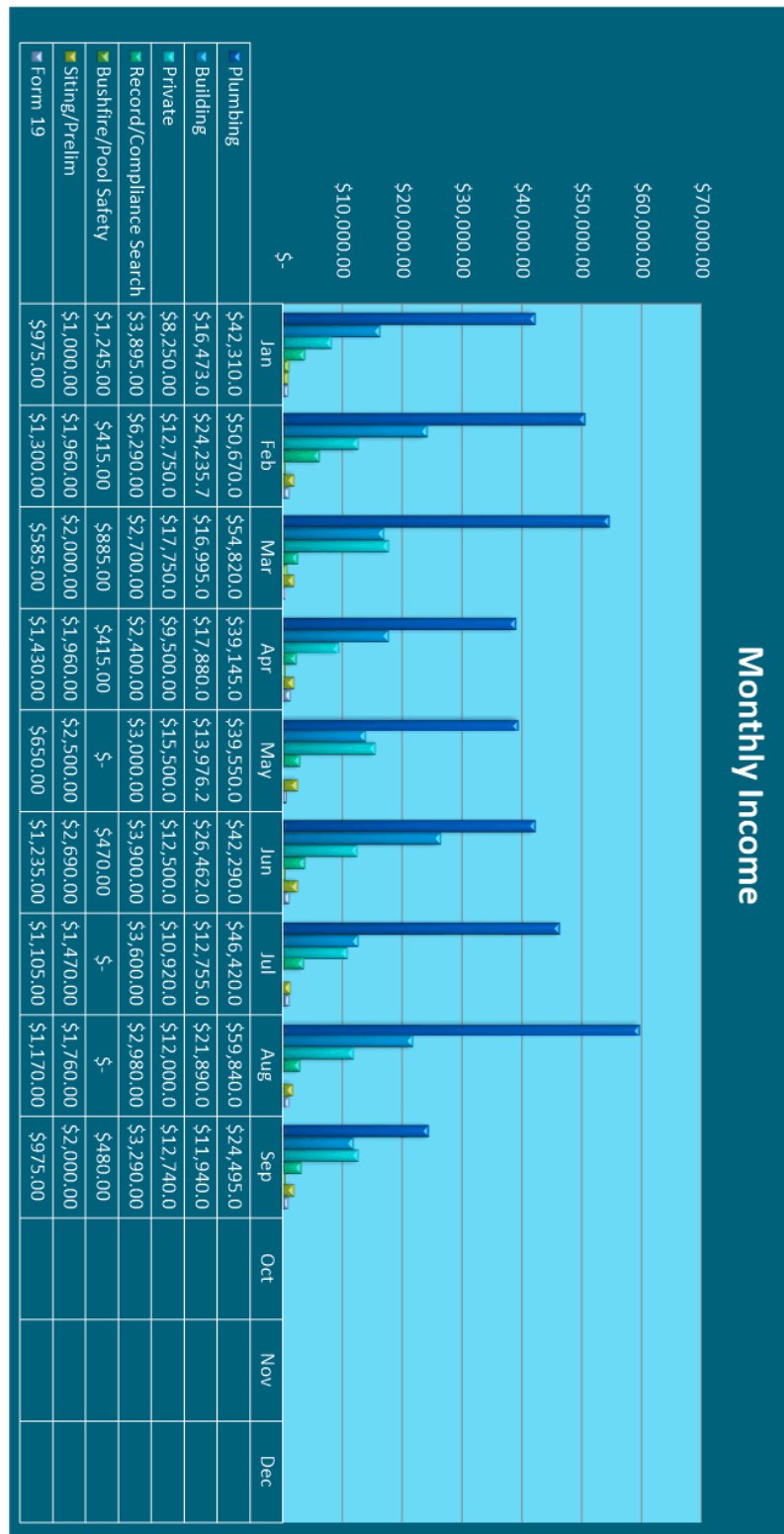
Application No.	No. of Days	Comments
MC2018/0063	21	Manager requested further information in Officers report
MC2018/0056	22	Awaiting advice from Flood Engineer for comment on conditions
RL2018/0017	24	Awaiting Advice Agency formal response which was mistakenly not issued by the Agency
RL2018/0033	25	Draft conditions were sent to applicant and further negotiations for conditions took additional time
RL2017/0019.01	27	Draft conditions were sent to applicant and further negotiations for conditions took additional time
MC2018/0061	35	Awaiting amended plans from Applicant
OW2018/0015	37	Awaiting outstanding information from Applicant

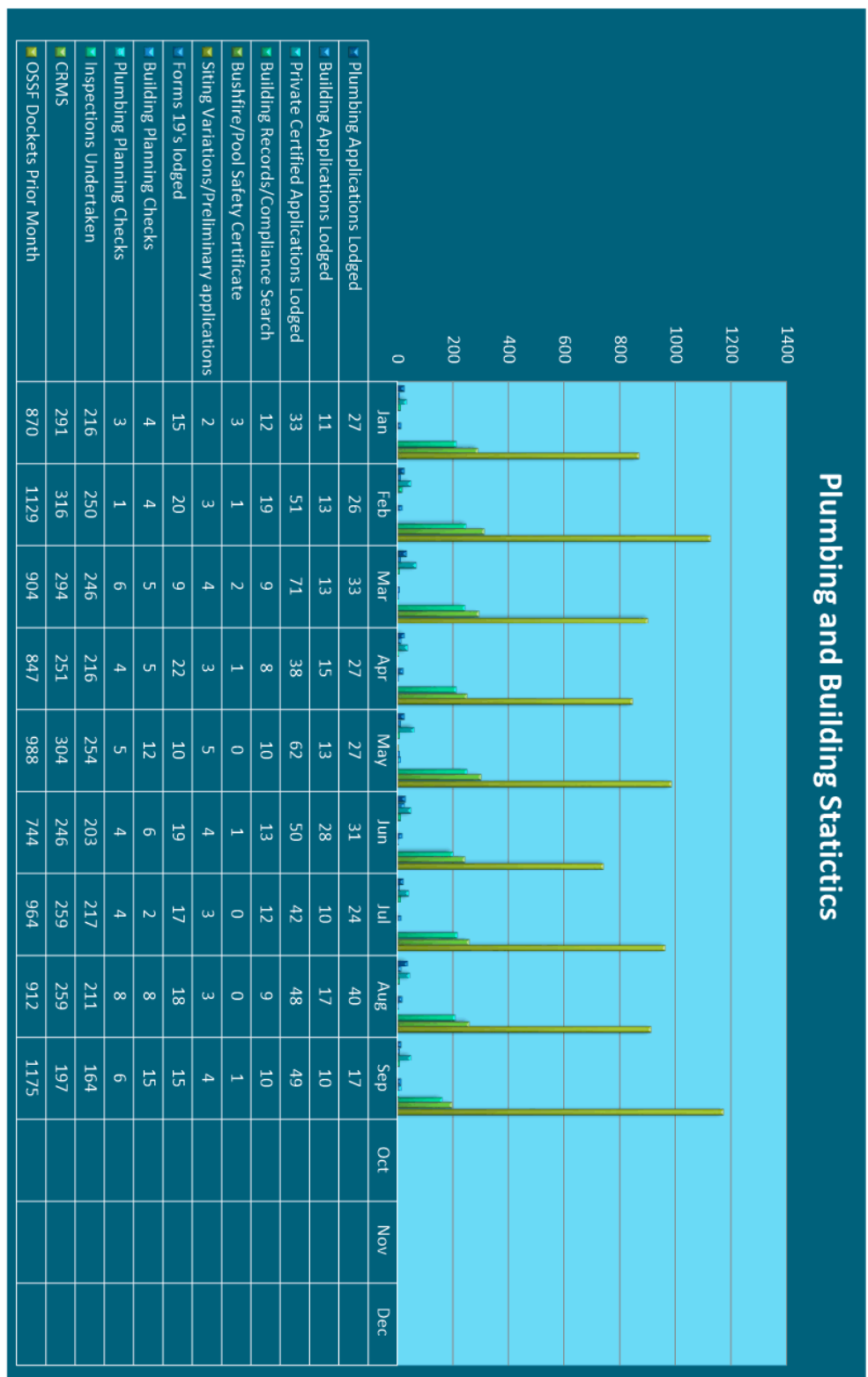




ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	17	\$24,495.00	1.93	Plumbing
2.0	Building Applications Lodged	10	\$11,940.00	4.85	Building
3.0	Private Certified Applications Lodged	49	\$12,740.00		Admin Team
4.0	Building Records Search	10	\$3290.00		Admin Team
5.0	Bushfire/Pool Safety Certificates Lodged	1	\$480.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	4	\$2000.00		Building
7.0	Form 19's Lodged	15	\$975.00		Admin Team
8.0	Building Planning Checks	15	N/A		Building
9.0	Plumbing Planning Checks	6	N/A		Plumbing
10.0	Inspections Undertaken	164	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 3 Complaint CRMs)	33	N/A		Plumbing and Building
11.1	Phone Calls	1240	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for August	1175	N/A		Admin Team
	<b>TOTAL</b>		\$55,920.00		
<b>CONSTRUCTION VALUE OF BUILDING WORKS</b>					
1.0	Building Applications 01-09-18 to 30-09-18	Domestic	\$5,427,943.27		
	Building Applications 01-09-18 to 30-09-18	Commercial	\$1,252,000.00		
	Year to Date	Total	\$85,469,626.23		











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**11.2 Application for Development Permit for Material Change of Use for Intensive Animal Husbandry (Extension Poultry Farm) on Lot 7 RP25635 at 39 Geisman Road, Laidley North**

**Date:** 03 October 2018  
**Author:** Mark Westaway, Contract - Senior Planner  
**Responsible Officer:** Lyle Kajewski, Acting Executive Manager Organisational Development & Planning Services

**Summary:**

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is 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 Intensive Animal Husbandry (Extension to Existing Poultry Farm) on Lot 7 RP25635 at 39 Geisman Road, Laidley North be approved subject to the following conditions:**

No.	Condition	Timing
<b>GENERAL</b>		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to the commencement of use.
2.	The development shall be undertaken generally in accordance with the following plans and drawings: (a) Enlarged Site Plan Drawing No. A.000 Revision A prepared by Aspect Architects and Project Managers and dated 12 August 2016; (b) Proposed Ground Floor Plan No. A.100 Revision A prepared by Aspect Architects and Project Managers and dated 12 August 2016; and (c) Proposed Elevations No. A.201 Revision A prepared by Aspect Architects and Project Managers and dated 12 August 2016.	To be maintained at all times.
3.	The development shall be undertaken generally in accordance with the following reports: (a) Environmental Management Plan by Golden Egg Producers lodged with Council on 14 August 2018 (b) Odour report prepared by Astute Environmental Consulting and dated 7 September 2018	
4.	The poultry farm shall be operated as a breeder farm only.	At all times.
5.	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>ACCESS &amp; DRIVEWAYS</b>		

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6.	Maintain all vehicular access, parking and manoeuvring areas to prevent dust or noise impacts to surrounding.	At all times.
<b>STORMWATER</b>		
7.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	Upon the commencement of use, and to be maintained thereafter.
<b>SCREENING</b>		
8.	<p>All fixed mechanical plant (including air conditioning units) shall be contained within the building or visually screened from all street frontages, public locations and adjoining premises.</p> <p>Open storage areas, loading areas, refuse storage, and other unsightly areas shall be visually screened from all street frontages, public locations and adjoining premises.</p>	Prior to the commencement of use and then to be maintained.
<b>OUTDOOR LIGHTING</b>		
9.	<p>Outdoor lighting shall be:</p> <p>(i) designed in accordance with <i>AS4282 Control of the Obtrusive Effects of Outdoor Lighting</i>; and</p> <p>(ii) installed and operated to ensure there is no spillage of light upwards or to adjoining rural properties.</p>	Prior to the commencement of use and then to be maintained.
<b>LANDSCAPING WORKS – IMPLEMENT APPROVED PLAN</b>		
10.	<p>(a) Lodge an operational works application and implement landscape construction works in the approved landscape plan, including the following minimum specifications</p> <p>(i) Landscape planting specifications in a PSP;</p> <p>(ii) All trees must be supplied in 45 litre or larger containers;</p> <p>(iii) All other plant material must be supplied in 200mm or larger containers;</p> <p>(iv) Garden areas must be cultivated to minimum 450mm depth and be clear of any rubbish, rocks or building rubble;</p> <p>(v) All planting beds and individual trees must be mulched with minimum 100mm depth organic mulch; and</p> <p>(vi) A 10 metre wide landscaping strip along the western boundary of the site, directly to the west of the approved shed and extending 5m northwards of the alignment of the northern wall of the approved shed, and 5m southwards of the alignment of the southern wall of the approved shed.</p> <p>(b) Submit certification from a suitably qualified landscape architect, designer or contractor that the works have been implemented.</p>	Prior to the commencement of use of each relevant stage and then to be maintained.
<b>ADVICE</b>		
<b>RELATED APPROVALS</b>		

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11.	<p>The following development approvals are required under the planning scheme and/or the <i>Planning Act 2016</i> to enable construction and/or operation of the approved development:</p> <ul style="list-style-type: none"> <li>(a) Building Works approval prior to the commencement of construction.</li> <li>(b) Operational Works for landscaping.</li> <li>(c) Plumbing and drainage works prior to the commencement of construction for: <ul style="list-style-type: none"> <li>(i) Internal plumbing and external drainage connections, if required; and</li> <li>(ii) Connection to on-site effluent treatment systems, if required.</li> </ul> </li> </ul>	Prior to commencement of works.
<b>ADVICE – ENVIRONMENTAL AUTHORITY</b>		
12.	<p>The development is to be carried out in accordance with the Environmental Authority Permit Number 2014-06 for ERA 4 – Poultry Farming (1) farming more than 1000 but not more than 200000 birds issued by the Department of Agriculture, Fisheries and Forestry and dated 17 February 2014.</p>	At all times following the commencement of use.
<b>ADVICE - INFRASTRUCTURE CHARGES</b>		
13.	<p>An infrastructure charges notice issued under Section 118 of the <i>Planning Act 2016</i> and Council's Adopted Charges Resolution accompanies this approval, and addresses the following networks</p> <ul style="list-style-type: none"> <li>(i) Transport</li> <li>(ii) Stormwater / Waterways</li> <li>(iii) Community Purposes</li> </ul> <p>A water approval issued by Queensland Urban Utilities may be accompanied by a further infrastructure charges notice for water and sewer networks.</p>	At all times following the commencement of use.
<b>ADVICE – HOURS OF CONSTRUCTION NOISE</b>		
14.	<p>A Builder (including Owner Builder) or Building Contractor must not carry out building work on a building site in a way that makes or causes audible noise to be made from the building work in accordance with the Environmental Protection Act 1994:</p> <ul style="list-style-type: none"> <li>(i) on a business day or Saturday, before 6:30am or after 6:30pm; or</li> <li>(ii) on any other day, at any time.</li> </ul>	During construction.
<b>ADVICE – COMPLIANCE WITH ENVIRONMENTAL PROTECTION ACT AND POLICIES</b>		
15.	<p>Construction works and the subsequent occupation and use of the premises must comply with the general environmental duty under the <i>Environmental Protection Act 1994</i> and the Environmental Protection Policies.</p> <p>These requirements include the following.</p> <ul style="list-style-type: none"> <li>(i) <i>Environmental Protection Policy (Air) 2008</i> (or as replaced) –</li> </ul>	

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	<p>(A) Suppression of airborne particles including dust</p> <p>(B) Protecting the agricultural use of the environment</p> <p>(C) Limitation on the emission of pollutants</p> <p>(ii) <i>Environmental Protection Policy (Water) 2008</i> (or as replaced) -</p> <p>(A) Contaminated water must not be released to stormwater or groundwater.</p> <p>(B) Sediment controls must be installed where necessary to prevent the release of sediments to surface waters.</p> <p>(iii) <i>Environmental Protection Policy (Noise) 2008</i> (or as replaced) -</p> <p>(A) 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</p> <p>The use should be conducted so that there is no detrimental effect on the amenity of any person or property, resulting from the emission of noise, vibration, odour, air pollutants, glare, waste water, waste products, grit, oil or otherwise.</p>	
<b>ADVICE – CONSTRUCTION WASTE MANAGEMENT &amp; STORAGE</b>		
16.	<p>Waste generated during excavation and construction shall:</p> <p>(i) be managed in accordance with the waste management hierarchy as detailed in the <i>Waste Reduction and Recycling Act 2011</i> and Council's <i>Waste Reduction and Recycling Plan</i>; and</p> <p>(ii) be stored on-site and disposed of in accordance with the <i>Environmental Protection Regulation 2008</i>.</p>	During construction.

**RESOLUTION**

THAT the application for a Development Permit for Material Change of Use for Intensive Animal Husbandry (Extension to Existing Poultry Farm) on Lot 7 RP25635 at 39 Geisman Road, Laidley North be approved subject to the following conditions:

No.	Condition	Timing
<b>GENERAL</b>		
1.	Undertake the development generally in accordance with the approved plans. These plans will form part of the approval, unless otherwise amended by conditions of this approval.	Prior to the commencement of use.

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2.	The development shall be undertaken generally in accordance with the following plans and drawings: (a) Enlarged Site Plan Drawing No. A.000 Revision A prepared by Aspect Architects and Project Managers and dated 12 August 2016; (b) Proposed Ground Floor Plan No. A.100 Revision A prepared by Aspect Architects and Project Managers and dated 12 August 2016; and (c) Proposed Elevations No. A.201 Revision A prepared by Aspect Architects and Project Managers and dated 12 August 2016.	To be maintained at all times.
3.	The development shall be undertaken generally in accordance with the following reports: (a) Environmental Management Plan by Golden Egg Producers lodged with Council on 14 August 2018 (b) Odour report prepared by Astute Environmental Consulting and dated 7 September 2018	
4.	The poultry farm shall be operated as a breeder farm only.	At all times.
5.	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>ACCESS &amp; DRIVEWAYS</b>		
6.	Maintain all vehicular access, parking and manoeuvring areas to prevent dust or noise impacts to surrounding properties.	At all times.
<b>STORMWATER</b>		
7.	All works associated with this development must be undertaken without resulting in stormwater damage or nuisance to surrounding and/or downstream properties or infrastructure.	Upon the commencement of use, and to be maintained thereafter.
<b>SCREENING</b>		
8.	All fixed mechanical plant (including air conditioning units) shall be contained within the building or visually screened from all street frontages, public locations and adjoining premises.  Open storage areas, loading areas, refuse storage, and other unsightly areas shall be visually screened from all street frontages, public locations and adjoining premises.	Prior to the commencement of use and then to be maintained.
<b>OUTDOOR LIGHTING</b>		
9.	Outdoor lighting shall be: (i) designed in accordance with <i>AS4282 Control of the Obtrusive Effects of Outdoor Lighting</i> ; and (ii) installed and operated to ensure there is no spillage of light upwards or to adjoining rural properties.	Prior to the commencement of use and then to be maintained.
<b>LANDSCAPING WORKS – IMPLEMENT APPROVED PLAN</b>		
10.	(a) Lodge an operational works application and implement landscape construction works in the approved landscape plan, including the following minimum	Prior to the commencement of use of each



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	<p>specifications</p> <ul style="list-style-type: none"> <li>(i) Landscape planting specifications in a PSP;</li> <li>(ii) All trees must be supplied in 45 litre or larger containers;</li> <li>(iii) All other plant material must be supplied in 200mm or larger containers;</li> <li>(iv) Garden areas must be cultivated to minimum 450mm depth and be clear of any rubbish, rocks or building rubble;</li> <li>(v) All planting beds and individual trees must be mulched with minimum 100mm depth organic mulch; and</li> <li>(vi) A 10 metre wide landscaping strip along the western boundary of the site, directly to the west of the approved shed and extending 5m northwards of the alignment of the northern wall of the approved shed, and 5m southwards of the alignment of the southern wall of the approved shed.</li> </ul> <p>(b) Submit certification from a suitably qualified landscape architect, designer or contractor that the works have been implemented.</p>	<p>relevant stage and then to be maintained.</p>
<b>ADVICE</b>		
<b>RELATED APPROVALS</b>		
11.	<p>The following development approvals are required under the planning scheme and/or the <i>Planning Act 2016</i> to enable construction and/or operation of the approved development:</p> <ul style="list-style-type: none"> <li>(a) Building Works approval prior to the commencement of construction.</li> <li>(b) Operational Works for landscaping.</li> <li>(c) Plumbing and drainage works prior to the commencement of construction for: <ul style="list-style-type: none"> <li>(i) Internal plumbing and external drainage connections, if required; and</li> <li>(ii) Connection to on-site effluent treatment systems, if required.</li> </ul> </li> </ul>	<p>Prior to commencement of works.</p>
<b>ADVICE – ENVIRONMENTAL AUTHORITY</b>		
12.	<p>The development is to be carried out in accordance with the Environmental Authority Permit Number 2014-06 for ERA 4 – Poultry Farming (1) farming more than 1000 but not more than 200000 birds issued by the Department of Agriculture, Fisheries and Forestry and dated 17 February 2014.</p>	<p>At all times following the commencement of use.</p>
<b>ADVICE - INFRASTRUCTURE CHARGES</b>		
13.	<p>An infrastructure charges notice issued under Section 118 of the <i>Planning Act 2016</i> and Council's Adopted Charges Resolution accompanies this approval, and addresses the following networks</p> <ul style="list-style-type: none"> <li>(i) Transport</li> <li>(ii) Stormwater / Waterways</li> <li>(iii) Community Purposes</li> </ul>	<p>At all times following the commencement of use.</p>

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	A water approval issued by Queensland Urban Utilities may be accompanied by a further infrastructure charges notice for water and sewer networks.	
<b>ADVICE – HOURS OF CONSTRUCTION NOISE</b>		
14.	<p>A Builder (including Owner Builder) or Building Contractor must not carry out building work on a building site in a way that makes or causes audible noise to be made from the building work in accordance with the Environmental Protection Act 1994:</p> <ul style="list-style-type: none"> <li>(i) on a business day or Saturday, before 6:30am or after 6:30pm; or</li> <li>(ii) on any other day, at any time.</li> </ul>	During construction.
<b>ADVICE – COMPLIANCE WITH ENVIRONMENTAL PROTECTION ACT AND POLICIES</b>		
15.	<p>Construction works and the subsequent occupation and use of the premises must comply with the general environmental duty under the <i>Environmental Protection Act 1994</i> and the Environmental Protection Policies.</p> <p>These requirements include the following.</p> <ul style="list-style-type: none"> <li>(i) <i>Environmental Protection Policy (Air) 2008</i> (or as replaced) – <ul style="list-style-type: none"> <li>(A) Suppression of airborne particles including dust</li> <li>(B) Protecting the agricultural use of the environment</li> <li>(C) Limitation on the emission of pollutants</li> </ul> </li> <li>(ii) <i>Environmental Protection Policy (Water) 2008</i> (or as replaced) - <ul style="list-style-type: none"> <li>(A) Contaminated water must not be released to stormwater or groundwater.</li> <li>(B) Sediment controls must be installed where necessary to prevent the release of sediments to surface waters.</li> </ul> </li> <li>(iii) <i>Environmental Protection Policy (Noise) 2008</i> (or as replaced) - <ul style="list-style-type: none"> <li>(A) 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</li> </ul> </li> </ul> <p>The use should be conducted so that there is no detrimental effect on the amenity of any person or property, resulting from the emission of noise, vibration, odour, air pollutants, glare, waste water, waste products, grit, oil or otherwise.</p>	
<b>ADVICE – CONSTRUCTION WASTE MANAGEMENT &amp; STORAGE</b>		



## Report

The applicant seeks a Development Permit for Material Change of Use of premise for an Intensive Animal Husbandry (Extension to an Existing Poultry Farm) at 39 Geisman Road, Laidley North. An application for Intensive Animal Husbandry within the Rural Agricultural zone requires impact assessment against the Laidley Planning Scheme.

### Previous Applications

Council originally approved five (5) poultry sheds on 29 September 2000. The sheds are oriented with their long axis running east-west.

The planning report for the original application indicated “The proposal is for the erection of 5 poultry sheds, each 122m x 14m” and “Ziegenfusz Developments propose initially to construct two (2) sheds with the other sheds to be constructed as the need arises.” The report indicated the sheds were to operate as broiler sheds, but that was contradicted in the body of the file, and does not reflect the current use as a breeder farm.

A previous application MCU2016/0062 was lodged on 31 October 2016, and the Development Assessment process was followed to the end of the information stage. The applicant failed to publicly notify the application within the statutory timeframes and the application therefore lapsed.

Rather than the applicant seeking to reactivate the application through the courts, a new application was lodged on 14 August 2018. As the applicant had previously addressed Council's information request in MCU2016/0062, and the application had not changed, an information request was not issued for this application.

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The development has an existing Environmental Authority ERA 4(1) – Poultry Farming for farming more than 1000 but not more than 200000 birds, dated 17 February 2014. (The proposed expansion does not affect the upper threshold of this Environmental Authority.)

### **3. Proposed Development**

The proposed development is for a Development Permit for Material Change of Use for an additional poultry shed on the subject land. This would result in a total of six (6) sheds on the site.

The proposed shed has a length of 127.8m, a width of 15.9m, a maximum height of 4m and a gross floor area of 1,800.5m<sup>2</sup>.

The proposed shed will be parallel to and located to the north of the five existing sheds.

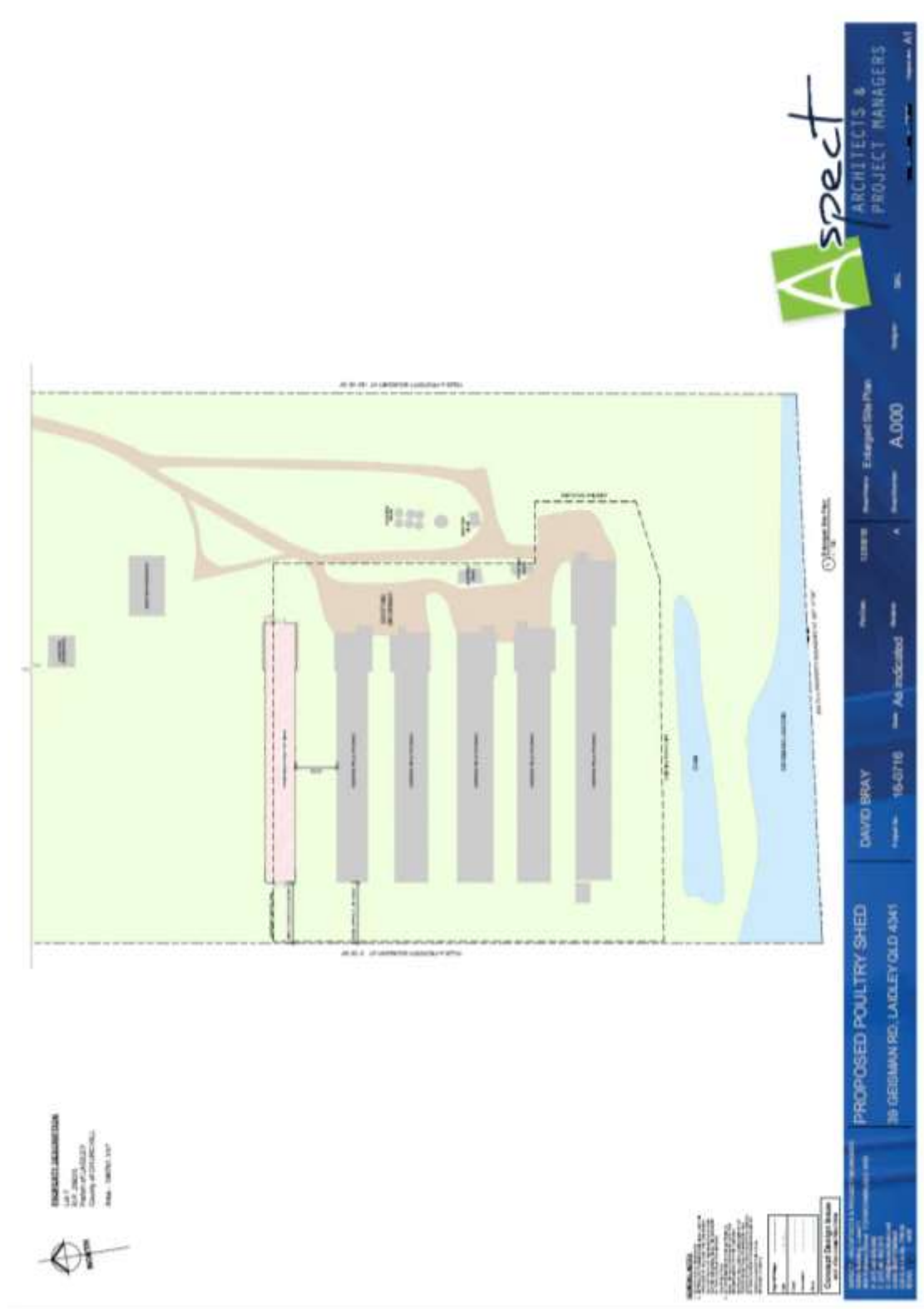
The poultry farm operates as a breeder farm. The operation of a breeder farm varies from broiler (meat) farms in the following ways:

- The stocking density is lower. In a broiler shed, each shed would carry approximately 32,000 birds, whereas a breeder shed carries approximately 10,000 birds.
- The feeding process involves the spreading of feed into the floor material rather than provision of above ground feeders, typical of a broiler (or meat) farm. This requires the chickens to scratch and disturb the litter (including sawdust) on the floor, therefore also reducing opportunity for chicken manure and other items to ferment and generate odour.
- The intent of the breeder farm is to create healthy breeder stock whereas a broiler farm focuses on maximising the speed of growth of the chickens for consumption.

A breeder shed is constructed and operated differently to a broiler shed. Owing to these differences it would not be cost effective to retrofit a breeder shed to a broiler shed.

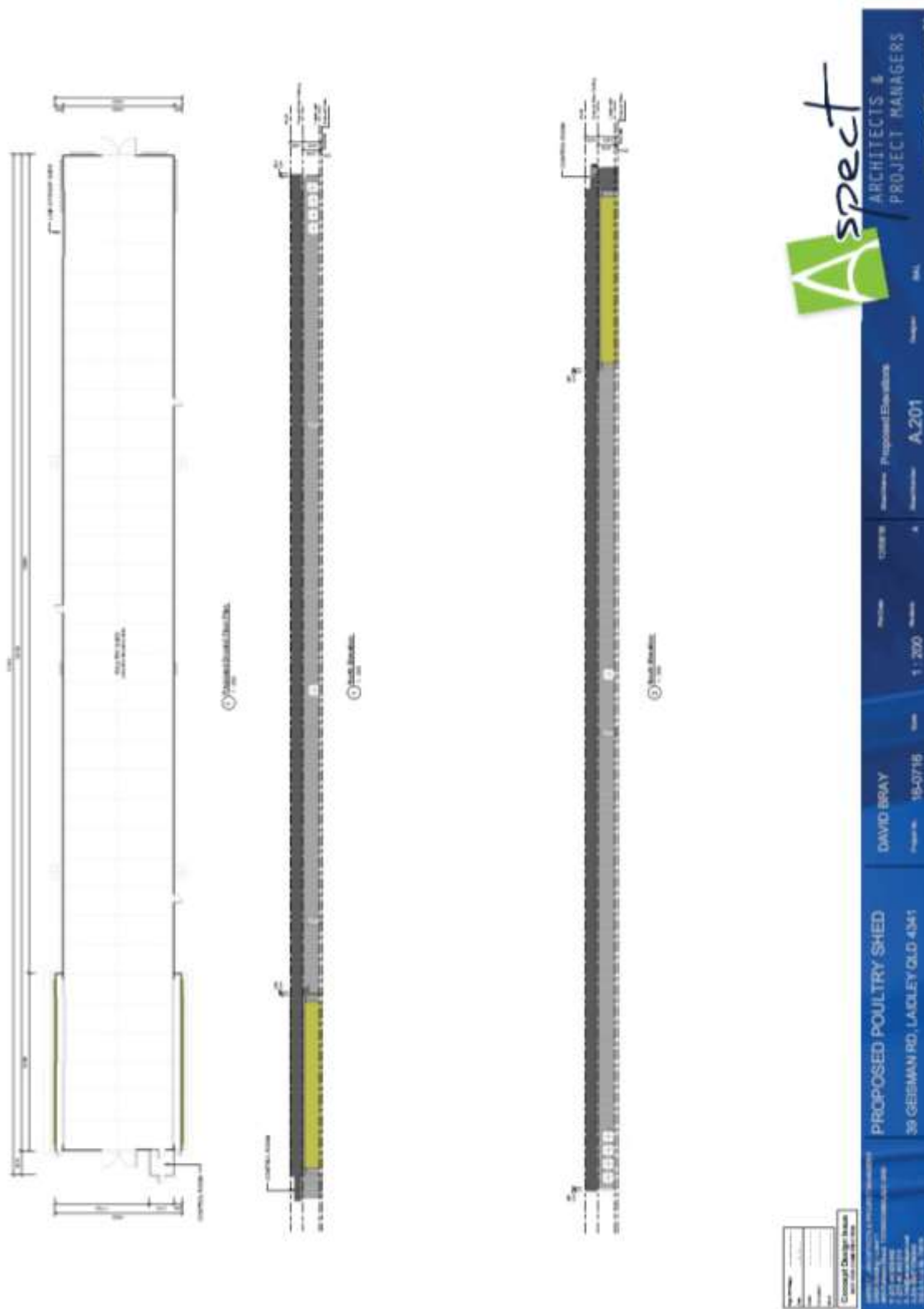
The development is accessed via Geisman Road. Geisman Road was upgraded to a sealed road as part of the original poultry farm development. No further upgrades are proposed as a part of this application.

The site is connected to electricity and telecommunication services and reticulated water. Augmentation of these services is not proposed as a part of this development.



**Figure 1 – Proposed Site Plan**





**Figure 2 –Proposed Floor Plan and Elevations**

### 3.1 Subject Land

The subject site is generally rectangular in shape, and has an area of 19.81 hectares.

The northern third section of the site is generally flat, and lower than the land to the south. The middle third of the site contains a north facing slope and existing mature native vegetation. The southern third of the site contains existing poultry sheds on land that slopes gently to the south and drains to Geisemann Lagoon.

An existing house is located in the middle third of the site, to the north of the sheds.

The site contains no easements.

Access to the site is provided via Geisman Road.



**Figure 3** - Aerial photo of subject site showing zoning and existing sheds

The site is subject to two zones; being the Rural Agricultural Zone and Rural Landscape Zone, as shown on the figure above. The red colour comprises the Rural Agricultural Zone, while the yellow colour comprises the Rural Landscape Zone.

## 4. Assessment

### 4.1 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 the *Planning Regulation*
- (b) a State planning regulatory provision.
- (c) a State planning policy.
- (d) a planning scheme.
- (e) a temporary local planning instrument.

Under the Laidley Planning Scheme 2003, Intensive Animal Husbandry is subject to Impact Assessment within the Rural Agricultural Zone, and subject to Code Assessment within the Rural Landscape Zone. The shed is located within part of the site that is subject to both zones, therefore the higher level of assessment applies.

It is noted that the applicant submitted the application on 14 August 2018 and it was 'properly made' on 15 August 2018. Assessment of this application against the relevant planning instruments is provided in the following sections.

#### **4.2 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*.

The development does involve an expansion to the poultry farm, however the existing development is subject to an existing Development Permit 2014-06 – Environmentally Relevant Activity (ERA) 4(1) – Poultry Farming (Farming more than 1,000 but not more than 200,000 birds).

Given the proposed expansion increases the number of birds proposed on site by 16,300, extrapolating this figure with respect to the other 5 sheds results in a total of approximately 100,000 birds on site at any one time, well below the upper threshold of the existing ERA approval.

#### **4.3 State Planning Regulatory Provisions**

##### South East Queensland Regional Plan 2017 (SEQRP)

The subject site is located within the Rural Landscape and Regional Production Area of the SEQRP. Section 3 of the SEQ Regulatory Provision Guideline states:

*“Regulating certain development in the Regional Landscape and Rural Production Area (RLRPA) is central to advancing the strategies of ShapingSEQ for good land management, and the long-term preservation of natural assets and regional landscape values which are vital for SEQ’s sustainability, livability and prosperity.*

*There are many values found in the RLRPA such as productive rural land, the regional biodiversity network including habitat linkages, scenic amenity, and the region’s water catchments.*

*The regulatory provisions prevent urban and rural residential sprawl in the RLRPA and manages other activity, including subdivision, to protect these values. The regulation also serves to protect areas that might be required for accommodating future urban growth beyond the planning horizon of ShapingSEQ.*

*Importantly, the regulatory provisions provide for a range of activity that is essential for strong rural communities, rural economic growth and diversification, and natural resource management.”*

The development of an additional poultry shed is consistent with the overarching intent of this Plan as the proposed use is for rural purposes as defined under the Regional Plan.

#### **4.4 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 resource catchment
- Flood hazard area \* - Level 1 – Local Government flood mapping area
- Important Agricultural Areas

##### *State Interest – Water Quality*

The site is mapped within a 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:*
  - (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.*

A small part of the site is within a water supply buffer area associated with Laidley Creek. The trigger for assessment against the State Planning Policy for Water Quality is identified below:

- (4) *located wholly outside an urban area and relating to premises that is within, or partly within, a water supply buffer area, that involves:*
  - (a) *a material change of use for the 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; ...*

The proposed shed is located outside the water supply buffer area. The shed has a concrete floor covered with fresh sawdust to provide a softer floor surface that doubles as litter. With respect to the shed outputs, after each batch of chickens, the litter placed on the floor is removed, taken off site, and replaced. The proposal does not involve sewerage services.

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Given the above, the proposed development is considered to be rural in purpose and is considered to achieve the assessment benchmarks listed above.

*State Interest – Natural Hazards, Risk and Resilience*

The site is also mapped under the Flood Hazard Area – local government flood mapping area. The SPP assessment benchmarks apply to any development application for a material change of use within flood prone areas as defined by the SPP mapping.

The relevant assessment benchmarks for this application are as follows:

***Bushfire, flood, landslide, storm tide inundation, and erosion prone areas outside the coastal management district:***

- (3) *Development other than that assessed against (1) above [coastal management districts], avoids natural hazard areas, or where it is not possible to avoid the natural hazard area, development mitigates the risks to people and property to an acceptable or tolerable level.*

***All natural hazard areas:***

- (4) *Development supports and does not hinder disaster management response or recovery capacity and capabilities.*
- (5) *Development directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties.*
- (6) *Risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard are avoided.*
- (7) *The natural processes and the protective function of landforms and the vegetation that can mitigate risks associated with the natural hazard are maintained or enhanced.*

The site is mapped within the flood hazard area as per the SPP mapping, however the part of the site that is subject to this development is located within the Investigation Area of Council's *Temporary Local Planning Instrument 01/2017 - Flood Regulation*. While this is the case, the proposed poultry shed is outside the Low, Medium or High Hazard areas, and approximately 3m above the level of the Low Hazard area, therefore no further assessment regarding flooding is considered necessary.

The development complies with the assessment benchmarks of the State Planning Policy.

#### **4.5 *Laidley Planning Scheme 2003***

The development is subject to impact assessment against the *Laidley Shire Planning Scheme 2003*, therefore the application is subject to assessment against the entire Planning Scheme, including the Desired Environmental Outcomes.

Desired Environmental Outcomes (DEO's)

***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.*



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- 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's in that the scale and nature of the expansion of the existing development is such that it will generate minimal adverse effect on sensitive receiving environments. Subject to using best practice construction methods, the development would be unlikely to adversely impact on the surrounding environment while under construction. The ongoing operation of the sheds as a breeder farm rather than a broiler nature of the development indicates it would generate less odour than a broiler farm. This is addressed in more detail in the discussion related to the Rural Uses Code.

Waste can be effectively and sustainably managed from the development site area. The part of the site subject to this application does not contain any areas identified as being susceptible to land degradation, such as erosion, landslip or contamination.

**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 development complies with the economic DEOs 'e', 'f' and 'g' in that it does not impact upon Good Quality Agricultural Land or rural business opportunities.

**Community Well-Being & Lifestyle**

- 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 development generally complies with the Community Well-Being and Lifestyle DEOs, recognising that DEOs 'h', 'i', 'j', and 'l' do not affect the function of roads or services. The adverse impacts of the development are minimised, based on the development comprising a 20% increase in scale with respect to the existing poultry farm. The proposed shed is located on a part of the site that is not subject to significant environmental constraints, being situated on a cleared part of the site and at a higher level than the existing sheds on the site.

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The development does not compromise the intent of the Desired Environmental Outcomes of the Laidley Planning Scheme.

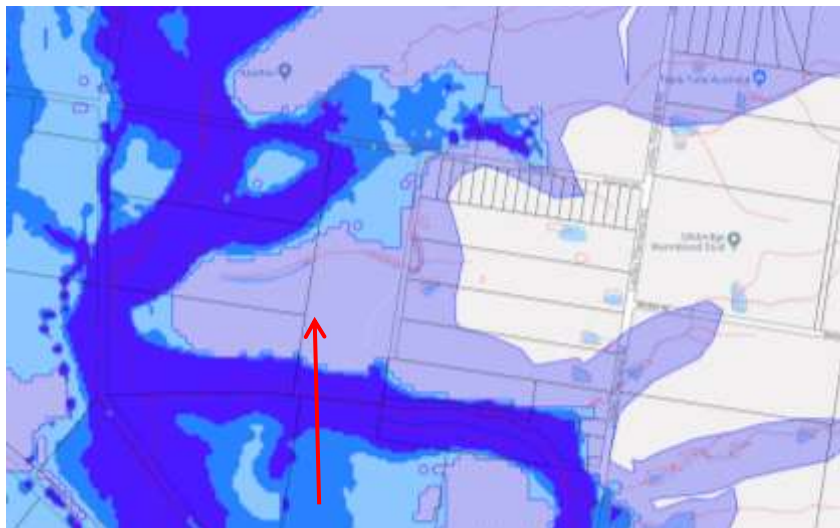
Codes – Laidley Planning Scheme

The Codes that are most relevant to assessment of the application are as follows:

- Temporary Local Planning Instrument 01/2018 – Flood Regulation
- Rural Areas Code
- Rural Uses Code
- Building Dimensions Code
- Filling and Excavation Code
- On-site Effluent Disposal Code
- Vehicle Access and Parking Code

Temporary Local Planning Instrument 01/2018 – Flood Regulation

Parts of the subject site trigger the *Temporary Local Planning Instrument 01/2017 – Flood Regulation* for Investigation Area. However, the proposed shed is on the higher part of the site, identified with an arrow on the image below and approximately 3m higher than the areas of Low Hazard to the south of the existing sheds. The proposed shed is higher than the existing sheds on the site. Therefore no further assessment has been undertaken against the overlay.



**Figure 9 - Temporary Local Planning Instrument 01/2018 – Flood Regulation**

The development meets the Assessment Benchmarks of this Code.

Rural Areas Code

The proposed use involves an approximate 20% increase in the scale of the existing development.

The existing use is rural in nature, being located within a Rural zone. The only attendees to the site are persons visiting or residing in the existing caretakers residence, employees,

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

drivers trucking chickens to or from the site at the start or end of the cycle, and feed deliveries to the site. General access to the site is not encouraged, while access into the secured farm compound is subject to stringent biosecurity requirements to minimise transmission of potential diseases to the birds.

The development meets the Assessment Benchmarks of this Code.

Rural Uses Code

Due to the scale of these uses, poultry farms have potential impacts upon sensitive receptors, primarily due to odour. The nearest dwelling house on an adjoining property is located to the west of the site, approximately 240m from the western end of the existing sheds. This house was built in 2012, over a decade after the poultry farm had commenced operating on site. The next closest house is approximately 470m from the proposed shed.

Specific Outcome 7 of the Rural Uses Code states: *“The use does not cause odour emissions capable of causing environmental nuisance.”* Specific Outcome 15 states: *“The use does not generate unacceptable levels of odour and dust that impact on the surrounding environment.”*

Council’s Environmental Health branch has advised Council has not received any odour complaints or any other complaints concerning the operations of this poultry farm, apart from the lack of planting of trees to the west of the existing sheds.

The applicant provided an odour assessment, prepared by Pacific Environment Limited which was peer reviewed by Katestone Environmental. The peer review advised ...

*“The revised odour assessment conducted by Astute dated September 2018 accounts for the lighting cycle of the breeder poultry farm and assumes a K factor of 1.2. The odour assessment shows that the expanded poultry farm will comply with DES odour criterion at all existing sensitive receptors in its vicinity. Consequently, the poultry farm expansion is not likely to result in odour nuisance if it is operated in a proper and efficient manner.*

*Critical to the current low levels of odour from the poultry farm is that it is operated as a breeder poultry farm. A six shed broiler farm operated at the site would have a significantly higher odour emission rate and would probably cause odour nuisance in surrounding areas.*

*Katestone recommends that, if Council chooses to approve the application, the approval should include a condition that prohibits the poultry farm from causing nuisance as a result of its emission of odours or other air contaminants.”*

Council has included a condition limiting the poultry farm operations to a breeder farm.

It is noted the application did not generate any submissions.

The development meets the Assessment Benchmarks of this Code.

**ORDINARY COUNCIL  
MEETING MINUTES  
10 OCTOBER 2018**

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Building Dimensions Code

The proposed buildings have a maximum height of less than 5m above natural ground level which complies with the code.

The development meets the Assessment Benchmarks of this Code.

Filling and Excavation Code

According to Council's contour information, the shed site has less than 500mm change in level for the length of the shed. The development therefore involves minimal excavation or filling due to the relatively flat nature of the site.

The development meets the Assessment Benchmarks of this Code.

Landscaping Code

Details relating to the planting schedule and maintenance have not been provided and assessed to be in accordance with Council's Planning Scheme Policy No.11 therefore the landscaping plans provided would not form part of any approved plans for the development.

Existing vegetation has been planted at the western end of the existing sheds, adjacent to the western boundary of the site, however this vegetation has failed to thrive.

The applicant indicated intent to provide planting along the western boundary of the site. Plantings have been conditioned to help screen the development to the west, and help disperse odour from the sheds.

Council has previously raised with the developer the issue of landscaping adjacent to the existing sheds. While not a part of this application, the applicant has been asked to revisit their existing plantings to provide a better screen to the west.

The development meets the Assessment Benchmarks of this Code.

Vehicle Access and Parking Code

Acceptable Solution 5.2 of the Code states:

*"Motor vehicle parking spaces are provided in accordance with the requirements set out in Table 9."*

Table 9 of the Laidley Planning Scheme, sets out the following parking rate for Intensive Animal Husbandry: *"1 space for every employee and 2 additional spaces for clients."*

No formal parking is provided on site. This is considered acceptable for a development of this type in that the site is rural in nature and has a large area available for on-site parking.

The development has up to 14 staff on site at times of maximum activity (during vaccinations), however two (2) staff are normally employed during the balance of the cycle. As previously discussed, clients do not attend the site, hence there is no need for client parking. There is sufficient area on site to enable parking without impacting on adjoining properties.

# ORDINARY COUNCIL MEETING MINUTES 10 OCTOBER 2018

The development provides sufficient area to accommodate the parking numbers required in Table 9, however it is considered unnecessary to provide a formalised sealed parking arrangement on site.

The development meets the Assessment Benchmarks of this Code.

## 4.6 Public Notification

The application was subject to public notification from 23 August 2018 to 14 September 2018 being a total of 16 business days. No submissions were received during the public notification period.

## 4.7 Further Approvals Required

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

- Plumbing and Drainage
- Building Works
- Operational Works (Landscaping)

## 4.8 Adopted Infrastructure Charges Resolution No.2/2018

The proposed use is for Intensive Animal Husbandry. Development of this site would typically be subject to infrastructure charges for a high impact rural use.

Charge Type	Description	Demand Units	Rate	TOTAL
<b>PROPOSED DEMAND</b>				
Charge	Other	1800.78	GFA \$27/m <sup>2</sup>	\$48,621.06
	Stormwater	1800.78	Impervious \$10.00/m <sup>2</sup>	\$18,007.80
TOTAL PROPOSED DEMAND				\$66,628.86
<b>EXISTING DEMAND</b>				
Credit	Not applicable		0.00	-\$0.00
EXISTING DEMAND CREDIT				\$0.00
TOTAL PAYABLE				\$66,628.86

The infrastructure charges applicable for the previous sheds have been paid.

## 5. Policy and Legal Implications

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



## **6. Financial and Resource Implications**

If Council approve the development permit, the applicant would be required to pay infrastructure charges in accordance with *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 2) 2018*.

If Council decline the development permit, there may be finance and resource implications if the decision of Council is appealed in the Planning and Environment Court.

## **7. Delegations/Authorisations**

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

## **8. Communication and Engagement**

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





## **9. Conclusion**

The proposed development generally 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.

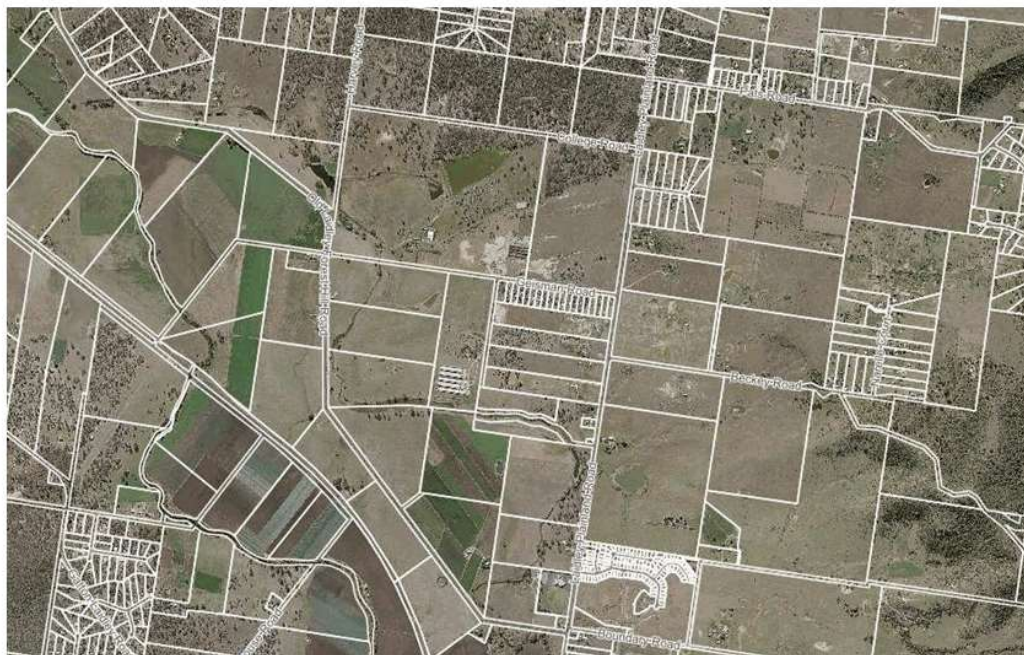
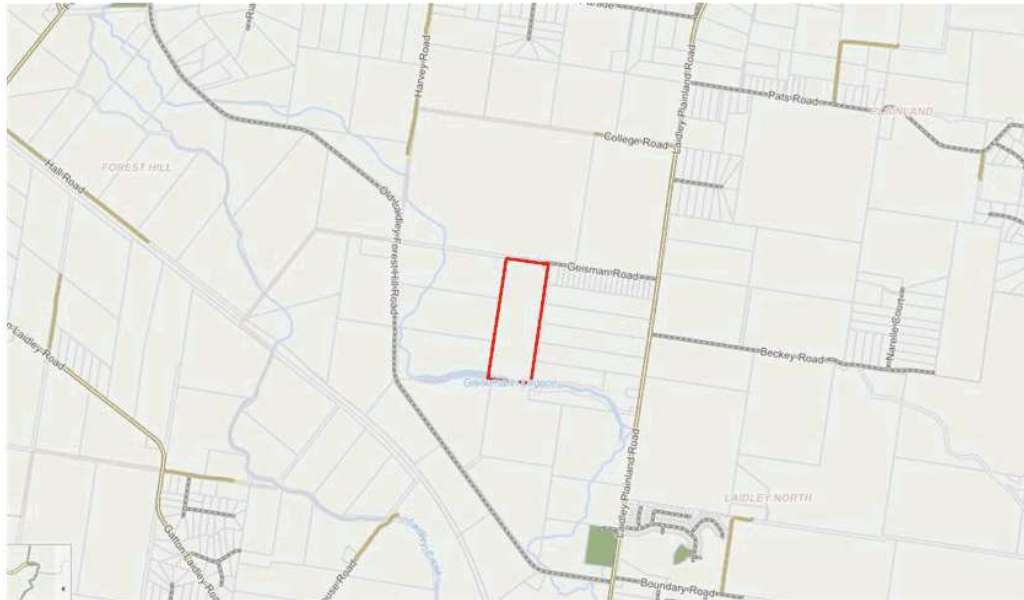
## **10. Action/s**

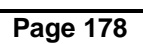
1. Notify the applicant of Council's decision

## **Attachments**

<a href="#">1</a> 	Locality Plan	1 Page
<a href="#">2</a> 	Proposal Plan	3 Pages
<a href="#">3</a> 	Peer Review of response to info req	2 Pages
<a href="#">4</a> 	Enviro Authority Approval	33 Pages

Attachments – Locality Plan













2 October 2018

Attn: Mark Westaway

Lockyer Valley Regional Council  
26 Railway Street  
Gatton Qld 4343

Email: [mwestaway@lvrvc.qld.gov.au](mailto:mwestaway@lvrvc.qld.gov.au)

**Re: MCU2016/0062 – Peer Review of Response to Information Request**

Dear Mark,

Katestone Environmental Pty Ltd (Katestone) was commissioned by Lockyer Valley Regional Council (Council) to conduct a peer review of two documents prepared by Astute Environmental Consulting (Astute) on behalf of Golden Egg Producers Pty Ltd (the Applicant) in response to Council's Information Request (dated 24 June 2018 and 7 September 2018).

The responses to Council's Information Requests relate to a proposal by the Applicant to expand an existing poultry breeder farm from five to six sheds with the construction of one additional shed to the north of the site. The proposal is detailed in Development Application – Material Change of Use (Intensive Animal Husbandry) – Poultry Farm – 39 Geisman Road, Laidley North – Lot 7 on RP25635 (Council Reference MCU2016/0062).

Katestone previously conducted various peer reviews of odour impact assessment studies and associated additional information that was submitted as part of the MCU application (dated 22 December 2016 and 28 June 2018). In Katestone's view, the key residual issue was that the DA Odour Assessment and the Amended Odour Assessment predicted odour concentrations at Receptor 1 that exceeded the Department of Environment and Sciences (DES) criterion due to existing activities and odour concentrations increased as a result of the proposed expansion. Even with consideration of on-site sampling and an alternative odour guideline, the predicted odour concentration at Receptor 1 exceeded the criterion for the existing farm and proposed farm. Whilst there is an absence of odour complaints from the local community, this is not sufficient in the light of the elevated odour predictions to demonstrate that nuisance is not occurring due to existing activities nor does it prove that nuisance would not occur in the future if the ownership of the affected residence were to change.

The Astute report dated 24 June 2018 indicated that the expanded poultry farm would result in exceedance of the DES odour criterion at Receptor 1 (2.81 ou) (Table 1) and compliance would be achieved at all other receptors. The Astute report indicated that compliance with the DES criterion could be achieved at Receptor 1 if the poultry sheds were fitted with stacks (Table 1).

Following Katestone's preliminary review of the Astute report dated 24 June 2018, Katestone inspected the site of the proposed expanded poultry farm with the Applicant, Astute and Council. During the inspection, the Applicant described in detail the nature of activities at the site, which indicated that the poultry farm operates with a distinct lighting cycle such that for the majority of the time (after the birds are 10 days old) lights are turned off for 15 hours of the day and birds are inactive as a consequence. It was agreed at the inspection that this lighting cycle is different

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PO Box 2217, Milton, QLD. 4064, Australia  
ABN 92 097 270 276

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Ph +61 7 3369 3699  
Fax +61 7 3369 1966

to that assumed in the odour dispersion modelling conducted for the DA including the most recent modelling conducted by Astute, which were all based on the lighting cycle used for broiler chickens. It was agreed that Astute would revise the odour modelling to account for the lighting cycle.

In a letter dated 7 September 2018, Astute produced revised odour dispersion modelling results that account for the lighting cycle of the breeder farm and assuming a K factor of 1.2. The revised dispersion modelling results are shown in Table 1 and are compared to the results of odour modelling that were included in the Amended Odour Assessment study (Attachment A of a letter dated 7 June 2017 from Urban Planning Pty Ltd to Council).

The odour dispersion modelling results shown in Table 1 indicate that, when the lighting cycle is accounted for, the expanded poultry farm will comply with DES odour criterion at all existing sensitive receptors in its vicinity.

**Table 1** Predicted ground-level concentrations (DA Amended Assessment and Astute, September 2018)

Receptor	Amended Odour Assessment (7 June 2017) K=1.1		Astute (September 2018) K=1.2		
	Existing 5 shed farm	Proposed 6 shed farm	Existing 5 shed farm	Proposed 6 shed farm	Proposed 6 shed farm revised for lighting <sup>1</sup>
R1	7.6	8.1	2.48	2.81	2.25
R32	1.9	2.5	0.84	1.10	1.09
Odour criterion	2.5	2.5	2.5	2.5	2.5
<b>Note</b> <sup>1</sup> Accounts for the lighting cycle of the poultry farm that is currently in operation					

#### Overall comments

The revised odour assessment conducted by Astute dated September 2018 accounts for the lighting cycle of the breeder poultry farm and assumes a K factor of 1.2. The odour assessment shows that the expanded poultry farm will comply with DES odour criterion at all existing sensitive receptors in its vicinity. Consequently, the poultry farm expansion is not likely to result in odour nuisance if it is operated in a proper and efficient manner.

Critical to the current low levels of odour from the poultry farm is that it is operated as a breeder poultry farm. A six shed broiler farm operated at the site would have a significantly higher odour emission rate and would probably cause odour nuisance in surrounding areas.

Katestone recommends that, if Council chooses to approve the application, the approval should include a condition that prohibits the poultry farm from causing nuisance as a result of its emission of odours or other air contaminants.

Please contact the undersigned on (07) 3369 3699 if you would like to discuss the review.

Yours sincerely,



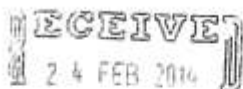
Simon Weichman

Katestone Environmental Pty Ltd  
D16103-2 Lockyer Valley Regional Council – MCU2016\_0062

2 October 2018  
Page 2

Department of Agriculture, Fisheries and Forestry

2014-06



## Notice

*Environmental Protection Act 1994*

BY:.....**Decision about an application for an environmental authority**

*This notice is issued by the administering authority<sup>1</sup>, pursuant to Chapter 5 of the Environmental Protection Act 1994.*

To:

Golden Egg Producers Pty Ltd  
5 Darwalla Road  
MOUNT COTTON QLD 4165

Attention: Mr David Bray

Our reference: QALL0576

### **Decision about an application for an environmental authority**

#### **1 Application details**

The application for an environmental authority made by Golden Egg Producers Pty Ltd was received by the administering authority on 16 January 2014.

The application reference number is: QALL0576

Land description: Lot 7 Registered Plan 25635, 69 Geisman Road, Laidley, Queensland

#### **2 Decision**

The administering authority has decided to approve the application with conditions that the applicant has not agreed to in writing.

#### **3 Review and appeal rights**

You may apply to the administering authority for a review of this decision within 10 business days after receiving this notice. You may also appeal against this decision to the Planning and Environment Court. Information about your review and appeal rights is attached to this notice. This information is guidance only and you may have other legal rights and obligations.

Signature

17/2/2014

Date

Mitchell Furness  
Department of Agriculture, Fisheries and Forestry

Delegate of the administering authority  
*Environmental Protection Act 1994*

**Enquiries:**  
Department of Agriculture, Fisheries and Forestry  
203 Tor St  
TOOWOOMBA QLD 4350

Phone: 13 25 23  
Fax: 07 4688 1192  
Email: [livestockregulator@daff.qld.gov.au](mailto:livestockregulator@daff.qld.gov.au)

<sup>1</sup> The Department of Environment and Heritage Protection is the administering authority under the *Environmental Protection Act 1994*.

Notice

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Decision about an application for an environmental authority

Attachments

Environmental authority (reference 2014-06)

Information sheet: Internal Review and Appeal to Planning and Environment Court (EM1866)

Department of Agriculture, Fisheries and Forestry

Permit<sup>1</sup>

Environmental Protection Act 1994

Environmental authority

*This environmental authority is issued by the delegate of the administering authority under Chapter 5 of the Environmental Protection Act 1994.*

Permit<sup>1</sup> number: 2014-06

Environmental authority takes effect on 17 January 2014

The first annual fee is payable within 20 business days of the effective date

The anniversary date of this environmental authority is the same day each year as the effective date. An annual return and the payment of the annual fee will be due each year on this day

Environmental authority holder(s)

Name and Suitable Operator Reference	Registered address
Golden Egg Producers Pty Ltd Suitable Operator Reference: 702265	5 Darwalla Road MOUNT COTTON QLD 4165

Environmentally relevant activity and location details

Environmentally relevant activity	Location
ERA 4 – Poultry farming (1) – farming more than 1000 but not more than 200000 birds	Lot 7 Registered Plan 25635 69 Geisman Road LAIDLEY QLD

Additional information for holders of environmental authorities

Environmentally relevant activities

The description of any environmentally relevant activity (ERA) for which an environmental authority is issued is a restatement of the ERA as defined by legislation at the time the approval is issued. Where there is any inconsistency between that description of an ERA and the conditions stated by an environmental authority as to the scale, intensity or manner of carrying out an ERA, then the conditions prevail to the extent of the inconsistency.

An environmental authority authorises the carrying out of an ERA and does not authorise any environmental harm unless a condition stated by the authority specifically authorises environmental harm

A person carrying out an ERA must also be a registered suitable operator under the *Environmental Protection Act 1994* (the Act).

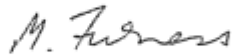
<sup>1</sup> Permit includes licences, approvals, permits, authorisations, certificates, sanctions or equivalent/similar as required by legislation



Environmental authority

Contaminated land

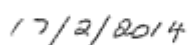
It is a requirement of the Act that if an owner or occupier of land becomes aware that a notifiable activity (as defined in Schedule 3 and Schedule 4) is being carried out on the land, or that the land has been, or is being, contaminated by a hazardous contaminant, the owner or occupier must, within 22 business days after becoming so aware, give written notice to the chief executive.



Signature

Mitchell Furness  
Department of Agriculture, Fisheries and Forestry

Delegate of the administering authority  
Environmental Protection Act 1994



Date

Enquiries  
Department of Agriculture, Fisheries and Forestry  
203 Tor St  
TOOWOOMBA QLD 4350

Phone: 13 25 23  
Fax: 07 4688 1192  
Email: [livestockregulator@daff.qld.gov.au](mailto:livestockregulator@daff.qld.gov.au)

Environmental authority

Department of Agriculture, Fisheries and Forestry

*Obligations under the Environmental Protection Act 1994*

In addition to the requirements found in the conditions of this environmental authority, the holder must also meet their obligations under the Act and the regulations made under the Act. For example, the holder must comply with the following provisions of the Act:

- general environmental duty (section 319)
- duty to notify environmental harm (section 320-320G)
- offence of causing serious or material environmental harm (sections 437-439)
- offence of causing environmental nuisance (section 440)
- offence of depositing prescribed water contaminants in waters and related matters (section 440ZG)
- offence to place contaminant where environmental harm or nuisance may be caused (section 443)

*Conditions of environmental authority*

The conditions of the development permit (reference PR-01303) are taken to be the conditions of this environmental authority in accordance with section 678A (2) of the Environmental Protection Act 1994

END OF PERMIT

Attachments

NIL

Department of Environment and Heritage Protection

## Information sheet

Environmental Protection Act 1994

### Internal review and appeal to Planning and Environment Court

*This information sheet forms part of an information notice under the Environmental Protection Act 1994. It gives a summary of the process for review and appeal to the Planning and Environment Court under the Environmental Protection Act 1994 (EP Act) and subordinate legislation. Refer to ss 519-539 and Schedule 2 of the Environmental Protection Act for complete information about the process for internal review and appeal to the Planning and Environment Court.*

#### Introduction

The EP Act provides for a right of internal review and appeal against certain decisions made under the EP Act. Decisions that can be reviewed or appealed are listed in Schedule 2 of the EP Act and within certain sections of the regulations and subordinate legislation<sup>1</sup> made under the EP Act. The EP Act also provides that a dissatisfied person for a review decision, other than those listed in Part 1 of Schedule 2 of the EP Act<sup>2</sup>, may appeal the decision to the Planning and Environment Court (the Court).

#### Summary of the process for internal review and appeal to the Court

##### Chapter 11, Part 3 of the EP Act

##### Division 1 — Interpretation

##### Section 519 Original decisions

- 1) A decision mentioned in Schedule 2 is an 'original decision'
- 2) A decision under an environmental protection policy or regulation that the policy or regulation declares to be a decision to which this part applies is also an 'original decision'.

##### Section 520 Dissatisfied person

This section nominates the dissatisfied person for an original or review decision.

##### Division 2 — Internal review of decisions

##### Section 521 Procedure for review

- 1) A dissatisfied person may apply for a review of an original decision.
- 2) The application must—
  - a) be made in the approved form to the administering authority within—
    - i) 10 business days<sup>3</sup> after the day on which the person receives notice of the original decision or the administering authority is taken to have made the decision (the 'review date'), or
    - ii) the longer period the authority in special circumstances allows; and
  - b) be supported by enough information to enable the authority to decide the application.

Information sheet  
Internal review and appeal to Planning and Environment Court

- 3) On or before making the application, the applicant must send the following documents to the other persons who were given notice of the original decision—
  - a) notice of the application (the 'review notice'),
  - b) a copy of the application and supporting documents.
- 4) The review notice must inform the recipient that submission on the application may be made to the administering authority within five business days (the submission period) after the application is made to the authority.
- 5) If the administering authority is satisfied the applicant has complied with subsection (2) and (3), the authority must, within the decision period—
  - a) review the original decision;
  - b) consider any submissions properly made by a recipient of the review notice; and
  - c) make a decision (the 'review decision') to—
    - i) confirm or revoke the original decision; or
    - ii) vary the original decision in a way the administering authority considers appropriate.
- 6) The application does not stay (i.e. suspend or stop) the original decision.
- 7) The application must not be dealt with by—
  - a) the person who made the original decision; or
  - b) a person in a less senior office than the person who made the original decision.
- 8) Within 10 business days after making the review decision, the administering authority must give written notice of the decision to the applicant and persons who were given notice of the original decision.
- 9) The notice must—
  - a) include the reasons for the review decision; and
  - b) inform the persons of their right of appeal against the decision.
- 10) If the administering authority does not comply with subsections (5) or (6), the authority is taken to have made a decision confirming the original decision.
- 11) Subsection (7) applies despite the *Acts Interpretation Act 1954*, section 27A.
- 12) This section does not apply to an original decision made by—
  - a) for a matter, the administration and enforcement of which has been devolved to a local government, the local government itself or the chief executive officer of the local government personally; or
  - b) for another matter — the chief executive personally.
- 13) Also, this section does not apply to an original decision to issue a clean-up notice.
- 14) In this section—

'decision period' means—

  - a) if a submission is received within the submission period—15 business days after the administering authority receives the application; or

Information sheet  
Internal review and appeal to Planning and Environment Court

- b) if no submissions are received within the submission period—10 business days after the administering authority receives the application.

Section 522 Stay of operation of particular original decisions

- 1) If an application is made for review of an original decision mentioned in Schedule 2, Part 1 or 2, the applicant may immediately apply for a stay of the decision to—
  - a) for an original decision mentioned in Schedule 2, Part 1—the Land Court, or
  - b) for an original decision mentioned in Schedule 2, Part 2—the Court
- 2) The Land Court or the Court may stay the decision to secure the effectiveness of the review and any later appeal to the Land Court or the Court
- 3) A stay may be given on conditions the Land Court or the Court considers appropriate and has effect for the period stated by the Land Court or the Court.
- 4) The period of a stay must not extend past the time when the administering authority reviews the decision and any later period the Land Court or the Court allows the applicant to enable the applicant to appeal against the review decision.

Division 4 — Appeals to Court

Section 531 Who may appeal

- 1) A dissatisfied person who is dissatisfied with a review decision may appeal against the decision to the Court
- 2) However, the following review decisions cannot be appealed against to the Court—
  - a) a review decision to which subdivision 1<sup>4</sup> applies;
  - b) a review decision that relates to an original decision mentioned in Schedule 2, Part 3<sup>5</sup>
- 3) The chief executive may appeal against another administering authority's decision (whether an original or review decision) to the Court
- 4) A dissatisfied person who is dissatisfied with an original decision to which s 521 does not apply may appeal against the decision to the Court

Section 532 How to start appeal

- 1) An appeal is started by—
  - a) filing written notice of appeal with the registrar of the Court, and
  - b) complying with rules of court applicable to the appeal.
- 2) The notice of appeal must be filed—
  - a) if the appellant is the chief executive—within 33 business days after the decision is made or taken to have been made; or
  - b) if the appellant is not the chief executive—within 22 business days after the day the appellant receives notice of the decision or the decision is taken to have been made.
- 3) The Court may at any time extend the period for filing the notice of appeal
- 4) The notice of appeal must state fully the grounds of the appeal and the facts relied on.



Information sheet  
Internal review and appeal to Planning and Environment Court

**Section 533 Appellant to give notice of appeal to other parties**

- 1) Within 8 business days after filing the notice of appeal, the appellant must serve notice of the appeal on—
  - a) if the appellant is the chief executive—all persons who were given notice of the original decision or
  - b) if the appellant is not the chief executive—the other persons who were given notice of the original decision.
- 2) The notice must inform the persons that, within 10 business days after service of the notice of appeal they may elect to become a respondent to the appeal by filing in the Court a notice of election under rules of court

**Section 534 Persons may elect to become respondents to appeal**

A person who properly files in the Court a notice of election becomes a respondent to the appeal

**Section 535 Stay of operation of decisions**

- 1) The Court may grant a stay of a decision appealed against to secure the effectiveness of the appeal
- 2) A stay may be granted on conditions the Court considers appropriate and has effect for the period stated by the Court
- 3) The period of a stay must not extend past the time when the Court decides the appeal
- 4) An appeal against a decision does not affect the operation or carrying out of the decision unless the decision is stayed

**Section 535A Stay of decision to issue a clean-up notice**

- 5) This section applies to an application under section 535 for a stay of a decision to issue a clean-up notice
- 6) In deciding the application, the Court must have regard to—
  - a) the quantity and quality of contamination of the environment that is likely to be caused if the stay is granted, and
  - b) the proximity of the place at or from which the contamination incident is happening or happened to a place with environmental values that may be adversely affected by the contamination

**Section 536 Hearing procedures**

- 1) The procedure for an appeal is to be in accordance with the rules of court applicable to the appeal or if the rules make no provision or insufficient provision, in accordance with directions of the judge.
- 2) An appeal is by way of rehearing, unaffected by the administering authority's decision.

**Section 537 Assessors**

If the judge hearing an appeal is satisfied the appeal involves a question of special knowledge and skill, the judge may appoint one or more assessors to help the judge in deciding the appeal

**Section 538 Appeals may be heard with planning appeals**

- 1) This section applies if—
  - a) a person appeals against an administering authority's decision (whether an original or review decision)—

Information sheet  
Internal review and appeal to Planning and Environment Court

- i) to refuse to accredit an environmental risk management plan (ERMP); or
  - ii) about an application for an environmental authority for a prescribed ERA, and
  - b) a person appeals against the assessment manager's decision under the *Sustainable Planning Act 2009* about a planning or development matter for the premises to which the ERMP or the application for the authority relates
- 2) The Court may order—
- a) the appeals to be heard together or one immediately after the other, or
  - b) one appeal to be stayed until the other has been decided.
- 3) This section applies even though the parties, or all of the parties, to the appeals are not the same.
- Section 539 Powers of Court on appeal
- 1) In deciding an appeal, the Court may—
    - a) confirm the decision appealed against, or
    - b) vary the decision appealed against, or
    - c) set aside the decision appealed against and make a decision in substitution for the decision set aside
  - 2) If on appeal the Court acts under subsection (1)(b) or (c), the decision is taken, for this Act (other than this part), to be that of the administering authority

<sup>1</sup> The original decisions under the subordinate legislation are subject to change. As at 31 March 2013 they are listed in

- Regulation 110 of the Environmental Protection Regulation 2008, and
- Regulation 68C of the Environmental Protection (Waste Management) Regulation 2000.

<sup>2</sup> An appeal may be made to the Land Court for original decisions in Part 1 of Schedule 2.

<sup>3</sup> Under the *Environmental Protection Act 1994* "business days does not include a business day that occurs during the period starting on 20 December in a year and ending on 5 January in the following year"

<sup>4</sup> Subdivision 1 is about appeals to the Land Court.

<sup>5</sup> Original decisions mentioned in Schedule 2, Part 3 are original decisions for internal review only

## Department of Agriculture, Fisheries and Forestry

# Permit<sup>1</sup>

Environmental Protection Act 1994

### Environmental authority

*This environmental authority is issued by the delegate of the administering authority under Chapter 5 of the Environmental Protection Act 1994.*

**Permit<sup>1</sup> number:** 2014-06

**Environmental authority takes effect on** 20 January 2014.

The first annual fee is payable within 20 business days of the effective date.

The anniversary date of this environmental authority is the same day each year as the effective date. An annual return and the payment of the annual fee will be due each year on this day.

### Environmental authority holder(s)

Name and Suitable Operator Reference	Registered address
Golden Egg Producers Pty Ltd Suitable Operator Ref. 702265	5 Darwalla Road, Mount Cotton Qld 4165

### Environmentally relevant activity and location details

Environmentally relevant activity	Location
ERA 4 – Poultry farming (1) – farming more than 1000 but not more than 200000 birds	Lot 7 Registered Plan 25635 69 Geisman Road, Laidley Qld

### Additional information for holders of environmental authorities

#### Environmentally relevant activities

The description of any environmentally relevant activity (ERA) for which an environmental authority is issued is a restatement of the ERA as defined by legislation at the time the approval is issued. Where there is any inconsistency between that description of an ERA and the conditions stated by an environmental authority as to the scale, intensity or manner of carrying out an ERA, then the conditions prevail to the extent of the inconsistency.

An environmental authority authorises the carrying out of an ERA and does not authorise any environmental harm unless a condition stated by the authority specifically authorises environmental harm.

A person carrying out an ERA must also be a registered suitable operator under the *Environmental Protection Act 1994* (the Act).

<sup>1</sup> Permit includes licences, approvals, permits, authorisations, certificates, sanctions or equivalent/similar as required by legislation

Permit 2014-06

Environmental authority

Contaminated land

It is a requirement of the Act that if an owner or occupier of land becomes aware that a notifiable activity (as defined in Schedule 3 and Schedule 4) is being carried out on the land, or that the land has been, or is being, contaminated by a hazardous contaminant, the owner or occupier must, within 22 business days after becoming so aware, give written notice to the chief executive,

PLEASE DO NOT SIGN

Signature

Mitchell Furness  
Department of Agriculture, Fisheries and Forestry

Delegate of the administering authority  
*Environmental Protection Act 1994*

Date

Enquiries  
Department of Agriculture, Fisheries and Forestry  
203 Tor St  
Toowoomba Qld 4350

Phone: 132523  
Fax: 07 4688 1192  
Email: [livestockregulator@daff.qld.gov.au](mailto:livestockregulator@daff.qld.gov.au)

Permit 2014-06

Environmental authority

## Department of Agriculture, Fisheries and Forestry

### Obligations under the *Environmental Protection Act 1994*

In addition to the requirements found in the conditions of this environmental authority, the holder must also meet their obligations under the Act, and the regulations made under the Act. For example, the holder must comply with the following provisions of the Act:

- general environmental duty (section 319)
- duty to notify environmental harm (section 320-320G)
- offence of causing serious or material environmental harm (sections 437-439)
- offence of causing environmental nuisance (section 440)
- offence of depositing prescribed water contaminants in waters and related matters (section 440ZG)
- offence to place contaminant where environmental harm or nuisance may be caused (section 443)

### Conditions of environmental authority

The environmentally relevant activity conducted at the location as described above must be conducted in accordance with the following site specific conditions of approval.

Agency interest: General	
Condition number	Condition
G1	Any breach of a condition of this environmental authority must be reported to the <b>delegate of the administering authority</b> within 24 hours of becoming aware of the breach and record full details of the breach and any subsequent actions.
G2	All reasonable and practicable measures must be taken to minimise the likelihood of environmental harm being caused.
G3	The activity must be undertaken in accordance with written procedures that: <ul style="list-style-type: none"> <li>• identify potential risks to the environment from the activity during routine operations and emergencies</li> <li>• establish and maintain control measures that minimise the potential for environmental harm</li> <li>• ensure plant, equipment and measures are maintained in a proper and effective condition</li> <li>• ensure plant, equipment and measures are operated in a proper and effective manner</li> <li>• ensure that staff are trained and aware of their obligations under the <i>Environmental Protection Act 1994</i></li> <li>• ensure that reviews of environmental performance are undertaken at least annually</li> </ul>
G4	All information and records that are required by the conditions of this environmental authority must be kept for a period of at least 5 years.
G5	Storage of chemicals and fuels in bulk or in containers of greater than 15 litres must be within a secondary containment system and releases from the containment system controlled in a manner that prevents environmental harm.



Permit 2014-06

Environmental authority

G6	If you become aware of any adverse impact on an environmental value likely to have been caused by the operation of the activity, you must notify the delegate of the administering authority in writing of the full details of the adverse impact within 24 hours of becoming aware of the impact.
Agency interest: Air	
Condition number	Condition
A1	Odours or airborne contaminants which are noxious or offensive or otherwise unreasonably disruptive to public amenity or safety must not cause nuisance to any nuisance sensitive place or commercial place.
Agency interest: Water	
Condition number	Condition
WT1	Other than as permitted within this authority, contaminants must not be released from the site to any waters or the bed and banks of any waters.
WT2	Contaminants must not be released to groundwater.
WT3	Contaminants must not be released to surface waters.

Permit 2014-06

Environmental authority

Agency interest: Noise						
Condition number	Condition					
N1	Noise from the activity must not exceed the levels identified in Table 3 – Noise limits and the associated requirements at any nuisance sensitive place or commercial place.					
Table 3 – Noise limits						
Noise level measured in dB(A)	Monday to Saturday			Sunday and Public Holidays		
	7am-6pm	6pm-10pm	10pm-7am	9am-6pm	6pm-10pm	10pm-9am
Noise measured at a nuisance sensitive place						
$L_{Aeq,adj,T}$	Background +5	Background +3	Background +3	Background +5	Background +3	Background +3
$MaxL_{pA,T}$	Background +10	Background +8	Background +5	Background +10	Background +8	Background +5
Noise measured at a commercial place						
$L_{Aeq,adj,T}$	Background +10	Background +8	Background +5	Background +10	Background +8	Background +5
$MaxL_{pA,T}$	Background +15	Background +13	Background +10	Background +15	Background +13	Background +10

Agency interest: Land	
Condition number	Condition
L1	Any release of contaminants generated by the activity to land must not cause environmental harm.
L2	Before surrendering this environmental authority the site must be rehabilitated to achieve a safe, stable, non-polluting landform.

Agency interest: Waste	
Condition number	Condition
WS1	Waste must only be removed from the site by a transporter lawfully able to transport it to a place lawfully able to receive it.
WS2	Any release or utilisation of waste products generated by the activity must not cause environmental harm.

END OF PERMIT

Permit 2014-06

Environmental authority

Attachments

NIL

Definitions

Key terms and/or phrases used in this document are defined in this section and **bolded** throughout this document. Applicants should note that where a term is not defined, the definition in the *Environmental Protection Act 1994* (the Act), its regulations or environmental protection policies must be used. If a word remains undefined it has its ordinary meaning.

**activity** means the environmentally relevant activities, whether resource activities or prescribed activities, to which the environmental authority relates.

**administering authority** means the Department of Environment and Heritage Protection or its successor or predecessors.

**commercial place** means a place used as a workplace, an office or for business or commercial purposes and includes a place within the curtilage of such a place reasonably used by persons at that place.

**delegate of the administering authority** means an officer of the Department of Agriculture, Fisheries and Forestry (DAFF) or its successor as cited by the administering authority.

**environmental nuisance** (the Act) is unreasonable interference or likely interference with an **environmental value** caused by—

- a) aerosols, fumes, light, noise, odour, particles or smoke; or
- b) an unhealthy, **offensive** or unsightly condition because of contamination; or
- c) another way prescribed by regulation.

**environmental value** (the Act) is—

- a) a quality or physical characteristic of the environment that is conducive to ecological health or public amenity or safety; or
- b) another quality of the environment identified and declared to be an **environmental value** under an environmental protection policy or regulation.

**prescribed contaminants** means contaminants listed within Schedule 9 of the Environmental Protection Regulation 2008.

**measures** has the broadest interpretation and includes plant, equipment, physical objects, monitoring procedures, actions, directions and competency.

**noxious** means harmful or injurious to health or physical well-being.

**offensive** means causing offence or displeasure; is unreasonably disagreeable to the sense; disgusting, nauseous or repulsive.

**sensitive place** includes the following and includes a place within the curtilage of such a place reasonably used by persons at that place:

- a) a dwelling, residential allotment, mobile home or caravan park, residential marina or other residential premises; or
- b) a motel, hotel or hostel; or
- c) a kindergarten, school, university or other educational institution; or
- d) a medical centre or hospital; or
- e) a protected area under the *Nature Conservation Act 1992*, the *Marine Parks Act 1992* or a World Heritage Area; or

Permit 2014-06

Environmental authority

- f) a public thoroughfare, park or gardens; or
- g) for noise, a place defined as a sensitive receptor for the purposes of the Environmental Protection (Noise) Policy 2008.

you means the holder of the environmental authority.

DRAFT

## Application form

Environmental Protection Act 1994

### Convert existing conditions of a development approval/permit into an environmental authority

*This form is to be used when applying to convert particular existing conditions of a development permit or development approval into an environmental authority under section 678A of the Environmental Protection Act 1994 (EP Act) for an environmentally relevant activity (ERA).*

All applicants must be a registered suitable operator to carry out an ERA. If you are not already registered as a suitable operator, fill in the application form in Attachment 2 and submit it with this application

#### Checklist for making this application

You must complete this checklist before you continue with the application form.

If none of the checklist questions apply to your activity, you are not eligible to make this application. You can only complete this application if you have ticked 'yes' to one of the checklist questions below.

Checklist questions	
Do any of the following apply to your activity? Tick the appropriate check boxes	
<b>Development permits</b>	
Prior to 31 March 2013, did you hold a development permit for a chapter 4 activity but no registration certificate, under the EP Act?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Do you have a development permit for a chapter 4 activity (under the EP Act) that came into effect on or after 31 March 2013?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A
<b>Urban Development Area (UDA) approvals</b>	
Prior to 31 March 2013, did all three of the below criteria apply? 1. A UDA development approval for a chapter 4 activity was in effect. 2. The UDA development conditions of the UDA development approval nominate the administering authority to be the nominated assessing authority for the conditions under section 58(a) of the <i>Urban Land Development Authority Act 2007</i> . 3. There was no registration certificate issued for the activity under the EP Act.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A
<b>Priority Development Area (PDA) approvals</b>	
For activities relating to a PDA, do all three of the below criteria apply? 1. A PDA development approval for a chapter 4 activity, applied for prior to 31 March 2013, has come into effect? 2. The PDA development conditions of the UDA development approval nominate the	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A



Application form  
Convert existing conditions of a development approval/permit into an  
environmental authority

administering authority to be the nominated assessing authority for the conditions under the section 88(a) of the <i>Economic Development Act 2012</i> .	
3. There was no registration certificate issued for the activity under the EP Act.	

Application form

Convert existing conditions of a development approval/permit into an  
environmental authority

GUIDE

Take particular care in filling out the applicant details as these are legally required for the issuing of any environmental authority. Applicant details, including the name and the address should reflect the details of the person or registered legal entity.

If more space is required for any responses, please attach additional information as a separate page.

A sole applicant is an applicant where there is only 1 person or business applying to obtain an environmental authority.

A principal applicant is the individual or business nominated to act on behalf of joint applicants for the environmental authority application only.

It is particularly important to enter the correct Australian business number (ABN); Australian company number (ACN) of the incorporated company; association number (AN) of the incorporated association, or the title and section of the legislation that gives the statutory corporation its legal status.

If there is an agent acting on behalf of the sole or principal applicant provide details in this section. An agent could be a consultant or a contact for the environmental authority holder.

As statutory documents need to be sent to all applicants, this section can also be used when there are multiple environmental authority holders to nominate an address for statutory documentation to be sent 'care of' to.

Application details

1. Applicant details

SOLE OR PRINCIPAL APPLICANT DETAILS	
INDIVIDUAL OR BUSINESS NAME (INCLUDE TRADING NAME IF RELEVANT) GOLDEN EGG PRODUCERS PTY LTD	
ABN/ACN/AN (IF RELEVANT) ABN 34 009 761 228	
RESIDENTIAL ADDRESS OR REGISTERED BUSINESS ADDRESS (NOT A POST OFFICE BOX ADDRESS) 5 Darwalla Road Mount Cotton Qld 4165	
POSTAL ADDRESS (IF DIFFERENT FROM ABOVE) AS ABOVE	
CONTACT PERSON David Bray	
PHONE 07 32066200	FACSIMILE 07 32066297
EMAIL DBRAY@DARWALLA.COM.AU	
SUITABLE OPERATOR REGISTRATION NUMBER (IF ALREADY A REGISTERED SUITABLE OPERATOR)	

When there is more than 1 applicant complete Attachment 1—Appointment of principal applicant by all joint applicants.

Agent for principal applicant/address for service

The address supplied here will also be used as a service address for sending statutory documents. If this section is left blank, statutory documents will be sent to the sole or principal applicant.

INDIVIDUAL OR BUSINESS NAME (INCLUDE TRADING NAME IF RELEVANT) GOLDEN EGG PRODUCERS PTY LTD
RESIDENTIAL ADDRESS OR REGISTERED BUSINESS ADDRESS (NOT A POST OFFICE BOX ADDRESS) 5 Darwalla Road, Mt. Cotton 4163

Application form  
Convert existing conditions of a development approval/permit into an  
environmental authority

POSTAL ADDRESS (IF DIFFERENT FROM ABOVE) AS ABOVE	
CONTACT PERSON David Bray	
PHONE 07 32066200	FACSIMILE 07 32066297
EMAIL DBRAY@DARWALLA.COM.AU	

2. What is the permit reference number of the development approval or development permit you are applying to convert?

PERMIT REFERENCE NUMBER PR-01303
-------------------------------------

All applicants, including joint applicants must be registered suitable operators to be issued an environmental authority

Once a person or corporation has been registered as a suitable operator for carrying out an ERA, no further suitable operator applications need to be made as long as the applicant for the environmental authority matches the name (including ABN/ACN etc. if applicable) recorded on the suitable operator register

If you have previously been approved as a registered suitable operator, you can find the suitable operator registration number on the decision notice advising you of your approved application.

3. Are all applicants (including principal and joint applicants) been registered as a suitable operator?

- ☐ Yes → All applicants are registered suitable operators and the respective suitable operator registration numbers have been provided (either in question 1 or attachment 1).
- ☒ No → ☐ All/some applicants have previously lodged their applications to become registered suitable operators and are waiting for a decision.
- ☒ All/some applicants have not previously lodged applications to become registered suitable operators. These applicants must each complete the suitable operator application form in attachment 2 and submit it with this application. Attachment 2 must be completed in full, otherwise this application may be rejected as incomplete.

Application form

Convert existing conditions of a development approval/permit into an  
environmental authority

**4. Location where the ERA will be carried out**

For an ERA that will be carried out at a fixed location, complete the table below.

STREET NUMBER	STREET NAME	SUBURB/TOWN
69	GEISMAN ROAD	LAIDLEY
POSTCODE	LOT/PLAN(S)	
4341	LOT 7 RP 25635	
PORT		

For a mobile and temporary prescribed ERA, provide details of the area of operation in the table below

AREA OF OPERATION E.G. PARTICULAR LOCAL GOVERNMENTS OR ACROSS THE STATE OF QUEENSLAND  
LOCKYER VALLEY REGIONAL COUNCIL

**5. ERA details**

LIST ALL THE ERAS FORMING PART OF THIS APPLICATION		
ERA NUMBER	NAME OF ERA	THRESHOLD
ERA 4	POULTRY FARMING	<200,000

You may choose to nominate a date or event for when the environmental authority will take effect. An event can include a phase of your project you know will occur before you commence operation (for example commissioning of equipment). This take-effect date or event will be the date or event from which your annual fees will commence to be charged (your anniversary date).

Where you have nominated a take-effect date, you must not commence any activities approved under the environmental authority until the

**6. Take effect date**

Do you want the environmental authority to take effect on a nominated date or event?

☐ Yes → Nominate the date or event below.

NOMINATED TAKE-EFFECT DATE OR EVENT

☒ No → The take-effect date will be the date of decision or as nominated by the administering authority.

Application form

Convert existing conditions of a development approval/permit into an  
environmental authority

take-effect date stated on the environmental authority occurs. If you nominated an event, you will need to give written notice to the administering authority that the stated event has occurred before you commence your operation.

Where there is more than 1 applicant, this declaration is to be signed by all applicants, unless a principal applicant has been nominated in Attachment 1, in which case the principal applicant can sign on behalf of all the joint applicants.

Where the sole or principal applicant is a company, this form is to be signed by an authorised person for that company.

**Privacy statement**


The Department of Environment and Heritage Protection is collecting the information on this form to process your application to convert particular existing conditions into an environmental authority. This collection is authorised under sections 678A and 678B of the *Environmental Protection Act 1994*. Your personal information will only be accessed by authorised employees within these departments and will not be disclosed to any other parties unless authorised or required by law.

For queries about privacy matters please email [privacy@ehp.qld.gov.au](mailto:privacy@ehp.qld.gov.au) or telephone: (07) 3330 5436

**Declaration**

I declare that

- I am the applicant or an authorised signatory for the applicant
- The information provided is true and correct to the best of my knowledge. I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give to the administering authority or an authorised person a document containing information that I know is false, misleading or incomplete in a material particular.
- I understand that failure to provide sufficient information may result in the application being refused.
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.
- I understand that I am responsible for managing the environmental impacts of these activities, and that approval of this application is not an endorsement by the administering authority of the effectiveness of management practices proposed or implemented.

APPLICANT'S NAME David Bray	
SIGNATURE 	
POSITION OF SIGNATORY DEVELOPMENT MANAGER	DATE 16 <sup>TH</sup> JANUARY 2014
JOINT APPLICANT'S NAME (IF APPLICABLE)	JOINT APPLICANT'S SIGNATURE (IF APPLICABLE)
JOINT APPLICANT'S NAME (IF APPLICABLE)	JOINT APPLICANT'S SIGNATURE (IF APPLICABLE)

**Applicant checklist**

- ☐ Application form has been signed and completed.



Application form

Convert existing conditions of a development approval/permit into an  
environmental authority

- ☐ Attachment 1: Appointment of principal applicant by all joint applicants has been signed and completed (if applicable).
- ☐ Attachment 2: Application to be registered as a suitable operator signed and completed (if applicable)
- ☐ Question 4: Additional details have been attached with a description of land where ERA will be carried out (if applicable).
- ☐ Question 5: Additional supporting information details for the prescribed ERA have been attached (if applicable).

**Further information**

The latest version of this publication and other publications referenced in this document can be found at [www.qld.gov.au](http://www.qld.gov.au).

**Please submit your completed application kit to:**

**Post:**

Department of Environment and  
Heritage Protection  
GPO Box 2454  
BRISBANE QLD 4001

**Courier or hand delivery:**

Permit and Licence Management  
Department of Environment and  
Heritage Protection  
Level 3, 400 George Street  
BRISBANE QLD 4000  
Business hours: 8:30am–4:30pm  
business days

**Enquiries:**

Permit and Licence Management  
Phone: 13 QGOV (13 74 68)  
Fax: (07) 3330 5875  
Email: [palm@ehp.qld.gov.au](mailto:palm@ehp.qld.gov.au)

Application form


Convert existing conditions of a development approval/permit into an  
environmental authority

Attachment 1

Appointment of principal applicant by all joint applicants

We, being joint applicants for this environmental authority, hereby nominate the following as principal applicant:

Printed name of principal applicant

Name/Company		ABN/ACN/AN
Golden Egg Producers Pty Ltd		34 009 761 228
Signatory name and position	Signature	Date
David Bray - Development Manager		16/01/2014
Suitable Operator Registration Number (if already a registered suitable operator)		

Name/Company		ABN/ACN/AN
Signatory name and position		Date
Suitable Operator Registration Number (if already a registered suitable operator)		

Name/Company		ABN/ACN/AN
Signatory name and position	Signature	Date
Suitable Operator Registration Number (if already a registered suitable operator)		

Application form

Convert existing conditions of a development approval/permit into an  
environmental authority

Name/Company		ABN/ACN/AN
Signatory name and position	Signature	Date
Suitable Operator Registration Number (if already a registered suitable operator)		

Name/Company		ABN/ACN/AN
Signatory name and position	Signature	Date
Suitable Operator Registration Number (if already a registered suitable operator)		

Name/Company		ABN/ACN/AN
Signatory name and position	Signature	Date
Suitable Operator Registration Number (if already a registered suitable operator)		

Name/Company		ABN/ACN/AN
Signatory name and position	Signature	Date
Suitable Operator Registration Number (if already a registered suitable operator)		

Application form  
Convert existing conditions of a development approval/permit into an  
environmental authority

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Attachment 2

Application form—application to be a registered suitable operator

Application form  
Convert existing conditions of a development approval/permit into an  
environmental authority

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Department of Environment and Heritage Protection

# Application Form

Environmental Protection Act 1994

## Application to be a registered suitable operator

*This approved form is to be used to apply to become a suitable operator under section 318F of the Environmental Protection Act 1994 (EP Act) for the carrying out of an environmentally relevant activity (ERA).*

To obtain an environmental authority for an ERA you must first apply to be a registered suitable operator. To obtain registration you will need to apply either:

- At the same time as applying for an environmental authority, or
- In advance, at any time before applying for an environmental authority.

### Applicant details

INDIVIDUAL OR BUSINESS NAME (INCLUDE TRADING NAME IF RELEVANT)	
GOLDEN EGG PRODUCERS PTY LTD	
ABN/ACN/AN (IF RELEVANT)	
ABN 34 009 761 228	
RESIDENTIAL ADDRESS OR REGISTERED BUSINESS ADDRESS (NOT A POST OFFICE BOX ADDRESS)	
5 Darwalla Road, Mount Cotton Qld	
POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)	
AS ABOVE	
PHONE	FACSIMILE
07 32066200	07 32066297
EMAIL	
DBRAY@DARWALLA.COM.AU	
CONTACT PERSON FOR APPLICANT (IF APPLICANT IS A BUSINESS)	
DAVID BRAY	

### Applicant suitability criteria

Applicants must complete Table 1.

When completing Part A of Table 1:

- If the applicant is a corporation, the questions must be answered for all of the corporation's executive officers and any other corporations of which the executive officers are, or have been, an executive officer.

Application form  
Application to be a registered suitable operator

- If the applicant is not a corporation, the questions must be answered for the applicant as well as any other person with whom the applicant is a partner e.g. business partners<sup>1</sup> of an environmental authority.

When completing Part A and Part B of Table 1, the applicant must indicate if the event occurred either to them individually or to a company or business in which they currently hold, or have held a position of management or control, when the event occurred.

Table 1: Suitability criteria

Applicant suitability criteria	Detail <sup>2</sup>
<b>PART A</b>	
Have you ever been convicted of an environmental offence under the <i>Environment Protection Act 1994</i> or a corresponding law (whether in Queensland or elsewhere)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Have you ever had an environmental authority, instrument, licence or permit, however called, cancelled or suspended (whether in Queensland or elsewhere)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

<sup>1</sup> If an application for an environmental authority is made and both partners are named as applicants for the environmental authority, both must make separate applications to become a suitable operator.

<sup>2</sup> If yes is ticked, you must provide complete details (including the state/territory/country in which the event occurred, the relevant legislation, location of offence or incident, date of offence or incident, amount of fine, facts and circumstances surrounding the offence or incident, details of relevant persons involved including name and positions, name of court, court reference number etc) in an attachment. You may also attach any submission you want the chief executive to consider in assessing this information, which will be used in deciding whether you are a suitable operator.

A 'relevant person' is either the applicant or any person with whom the applicant is a partner or, if a corporation, any of the corporation's executive officers

Application form  
Application to be a registered suitable operator

Applicant suitability criteria	Detail <sup>2</sup>
Have you ever had a suitable operator registration or similar registration, however called, cancelled or suspended under the <i>Environment Protection Act 1994</i> or a corresponding law (whether in Queensland or elsewhere)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>PART B</b>	
Have you ever received any of the following under the <i>Environment Protection Act 1994</i> :	
<ul style="list-style-type: none"> <li>• a penalty infringement notice</li> <li>• an environmental protection order</li> <li>• an enforcement order</li> <li>• a notice requiring a transitional environmental program</li> <li>• a notice to conduct or commission an environmental audit</li> <li>• a notice to conduct or commission an environmental investigation</li> <li>• a direction notice</li> <li>• a clean up notice</li> <li>• a cost recovery notice</li> <li>• a restraint order</li> <li>• another compliance action which is not stated above?</li> </ul>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Have you ever had a suitable operator registration or similar registration, however called, refused under the <i>Environment Protection Act 1994</i> or a corresponding law (in Queensland or elsewhere)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

If additional space is needed to provide the required detail, please attach the information as an attachment to this application form.

If any of the 'yes' boxes in Table 1 are ticked, the chief executive may decide to obtain a suitability report from an administering authority of another state under a corresponding law or the commissioner of the police service.

Application form  
Application to be a registered suitable operator

Your application will be decided within 10 business days of the chief executive receiving the application unless any of the 'yes' boxes in Table 1 are ticked and the chief executive has decided to obtain a suitability report under section 318R of the *Environmental Protection Act 1994*. If a suitability report is required, your application will be decided within 20 business days after the chief executive has received the application.

**Applicant's certification**

- I declare that the information provided is true and correct to the best of my knowledge. I understand that it is an offence under section 480 of the *Environmental Protection Act 1994* to give to the chief executive or an authorised person, a document containing information that I know is false, misleading or incomplete in a material particular.
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977*.
- I will comply with all conditions on any environmental authority obtained as well as any relevant provision in the *Environmental Protection Act 1994*.
- I understand that an incomplete application may be invalid. Invalid applications will be returned without processing and will only be processed if resubmitted with all invalidating issues addressed.
- I understand that the register of suitable operators will be publicly available.

APPLICANT'S NAME Golden Egg Producers Pty Ltd	
SIGNATURE 	
POSITION OF SIGNATORY DEVELOPMENT MANAGER	DATE 16/01/2014

**Applicant checklist**

- ☒ Application form for a registered suitable operator has been signed and completed
- ☐ Additional details to support applicant's suitability criteria have been attached (if applicable)

Please return your completed application kit to:

**Post:**  
Permit and Licence Management  
Department of Environment and Heritage Protection  
GPO Box 2454  
BRISBANE QLD 4001

**Courier or hand delivery:**  
Permit and Licence Management  
Department of Environment and Heritage Protection  
Level 3, 400 George Street  
BRISBANE QLD 4000  
Hours: 8.30am–4.30pm business days

**Enquiries:**  
Permit and Licence Management  
Phone: 13 QGOV (13 74 68)  
Fax: (07) 3330 5875  
Email: palm@ehp.qld.gov.au

Note: If you are making this application at the same time as another environmentally relevant activity application process (e.g. an application for an environmental authority or a transfer application), please lodge this form to the same location as you are required to lodge the application form for that process. This may either be to the

Application form

Application to be a registered suitable operator

Department of Environmental and Heritage Protection, the Department of Natural Resources and Mines or the  
Department of Agriculture, Fisheries and Forestry

**Privacy statement**

The Department of Environment and Heritage Protection (the department) is committed to protecting the privacy, accuracy and security of your personal information in accordance with the *Information Privacy Act 2009*. The department is collecting your personal information to determine your suitability as a registered operator under section 318F of the *Environmental Protection Act 1994*. Some of this information may be given to the Department of Natural Resources and Mines for the purpose of the joint regulation of mining activities. If your application is approved your name, address and ABN/ACN/AN will be disclosed on the Register of Suitable Operators which will be publicly available on the department's website. This disclosure is authorised by section 318I(1)(b) of the *Environmental Protection Act 1994*. All other information will not be given to any other person or agency unless you have given us permission or we are authorised or required by law. All information supplied on this form may be disclosed publicly in accordance with the *Right to Information Act 2009* and *Evidence Act 1977*. For queries about privacy matters email [privacy@ehp.qld.gov.au](mailto:privacy@ehp.qld.gov.au) or telephone: (07) 3330 5436.





# ORDINARY COUNCIL MEETING MINUTES 10 OCTOBER 2018

## FINANCE AND CUSTOMER SERVICES

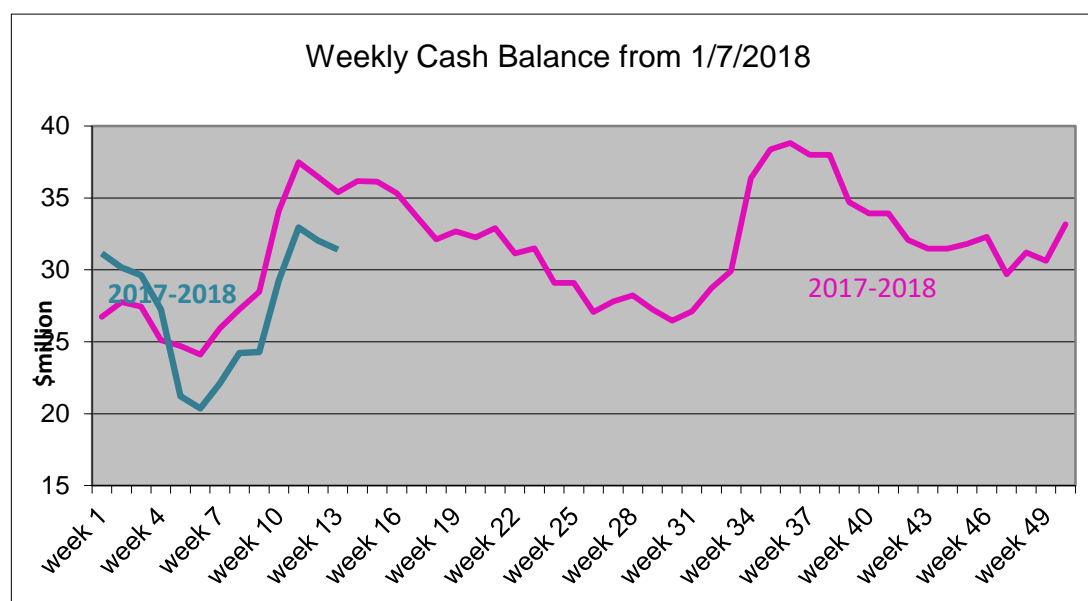
### Finance

- At 29 September, 88.21% of the first levy 2018/19 rates levy has been collected. Missed discount and reminder letters have now been sent out.
- The Manager Finance & Customer Service and Executive Manager Corporate & Community Services attended a Hardship Forum at QUU on 27 September which looked at the reasons behind financial hardship cases and potential responses that organisations can implement to address what could become a growing issue.

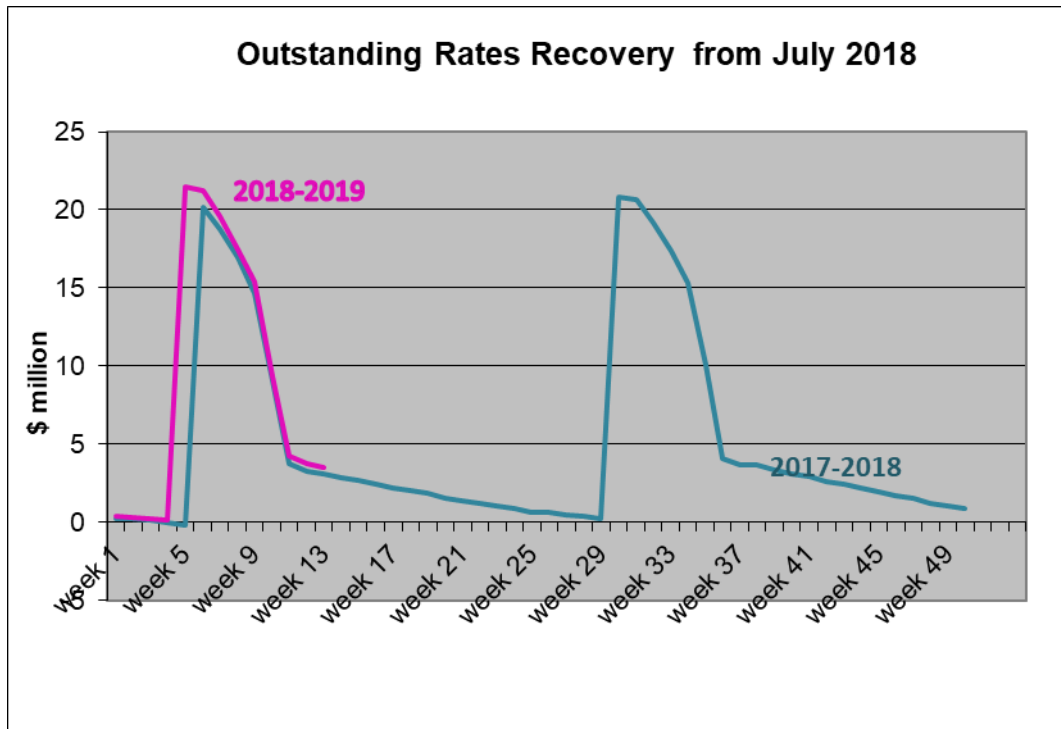
### Accounting Services

- The annual audit was completed within the agreed timeframe with the signed statements received on 19 September. No significant deficiencies were identified.
- Work has commenced on the September Quarter Budget Review.

Council's cash balance at 28 September 2018 was \$31,421,519. The following table shows a comparative recent history of Council's weekly cash balances against the 2017/18 financial year.



Outstanding rates at 28 September 2018 were \$3,556,040.76. The following table shows a comparative recent history of Council's outstanding weekly rates balances.



### Customer Services

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

#### *Service Requests*

Details of September 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 21 new Councillor Requests in September 2018, with 15 Councillor Requests remaining open at 30 September 2018.

#### *Telephones*

2,401 telephone calls attempted to connect with Council's telephone exchange in September 2018, with a service level 81.66% achieved.

During September Council's "call back" function totalled 66. 48 live chats were also performed during the month.

#### *QGAP*

There were 588 QGAP transactions processed by Council during the month of September 2018.

### **FACILITIES**

#### *Gatton Depot Facilities Shed*

- Have engaged Kehoe Myers engineers to start design works.

## ORDINARY COUNCIL MEETING MINUTES 10 OCTOBER 2018

- Revised design works considered and engineer site inspection was held on 23 September 2018.
- Procurement process commenced in September.

### *Laidley Cultural Centre Cooling System*

- Installment date to be confirmed.

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

- Toilet and shower block completed and operating.
- Laundry cladding to be installed.
- Guidance from Councillor Workshop to proceed to Tender for Energy Reduction 2 October 2018.

### *Separate Metering (Gatton Showground's)*

- Facilities liaising with electrical engineering consultants for further due diligence on an alternative metering system with potential to be better fit with the showgrounds use.
- Engineer provided with alternate tender package information.

### *Gatton Showgrounds Washbay*

- Lockyer Valley Indoor Equestrian Centre has organised and engaged a plumbing contractor.
- Installation proposed to commence late October subject to Lockyer Valley Indoor Equestrian Centre contract signing.

### *Withcott Toilet Block*

- Completed and operating, soft opening held on 3 October 2018.

### *Laidley Pool BBQ Shelter*

- Completed and operating, soft opening held on 1 October 2018.

### *Lions Park Laidley Toilets*

- Construction completed and operating.
- One toilet being replaced under warranty.

### *Thinextra Project*

- COMSEQ are in the process of installing the LPWAN to seven sites around the valley.
- All seven have been completed namely:
  - Grantham Butter Factory
  - Withcott Community Centre
  - Kensington Grove Hall, and
  - Helidon Community Centre
  - Laidley Cultural Centre
  - Lockyer valley Cultural Centre
  - Gatton Administration Building

## LIBRARIES

During September there were 11,279 visitors to Council's libraries with 10,771 loan items issued. A total of 69 events were held, with 1,141 participants.

## **ART GALLERY**

- The current exhibition (from 17 August to 7 October) is perceptions by Lockyer District High School students.
- Next Exhibition is Footsteps which will open on 13 October.
- A new exhibition has also been installed in the Davson Art Gallery
- The RADF agreement has been signed for 2018/19.

## **CHILDCARE**

Average occupancy rates for the month of September 2018 were Gatton 69% and Kensington Grove 38%.

- Child Protection Week 3 to 9 September highlighted this issue to families.
- Early Childhood Educators Day 5 September. Educators were thanked with a shared gift basket of chocolates.
- Partnered with Gatton Library to showcase Under 8's Day 7 September.

## **HEALTH, WASTE AND REGULATORY SERVICES**

A total of 332 Health, Waste and Regulatory Services related CRMs were received during September. Of these 138 remain current.

### Waste

- An amendment application to amalgamate the 2 Environmental Authorities (EA) into a single EA was lodged with Department Environment & Science.
- A 40ft shipping container relocated from the water tower was installed at the Gatton Waste Facility to provide additional storage.
- Archived records from this shipping container were successfully destroyed at the Gatton Landfill.
- Construction commenced at the Laidley Waste facility to install a machinery shed.
- Transfer Station safety rail upgrades were completed to reduce the risk of falls at sites where bins were reduced.
- Invasive weed Treatment & Surveys:
  - Treatment for Mother of Millions at Gatton, Murphys Creek, Lockrose, Withcott, Grantham and Helidon – excavation/ground scalping treatment at Gatton to remove GRT plant/seed, tonnage to landfill
  - Surveys – Laidley, Gatton, Murphys Creek, Withcott, Grantham & Helidon.
- Second round of environmental monitoring is being undertaken by consultants.
- Landfill gas monitoring is being undertaken by consultant
- CRS (container refund scheme) community meeting held in Ipswich attended by Waste Management & Recycling Coordinator. Knowledge Base on CRS updated for Customer Service Officer queries
- Waste Levy – planning continues for implementation including grant applications for associated capital projects including a weighbridge at Laidley.



### Regulatory Services

- One (1) Food licences issued.
- Two (2) licences cancelled.
- Two (2) improvement notices issued.
- Ten (10) non-compliance letters.
- 54 renewals issued.

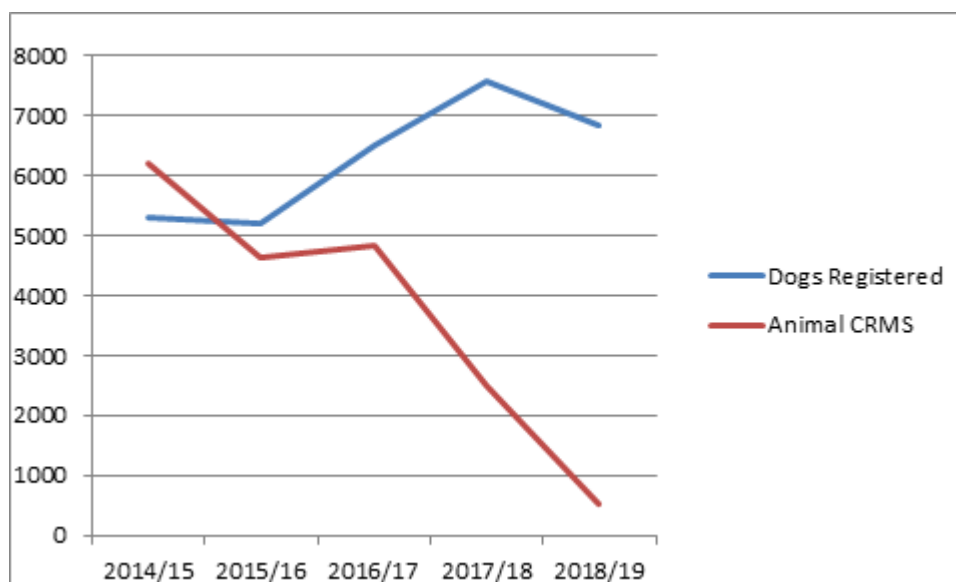
### Local Laws

- 8 Dog attacks were reported to Council during September 2018 with 2 attacks being on a person.
- 2 Proposed Regulated Dog notices, 1 Regulated Menacing Dog, 1 Regulated Dangerous Dog 2 Regulated Dog Compliance were issued during September and 2 Regulated Dogs were seized.
- 29 Warning Notices have been issued to animal owners.

### Dog Registrations 2018/19

Number of Animal Related CRM's received in comparison to Dog Registrations:

2018-2019:	514 (to 27 September 2018)
2017-2018:	2,502
2016-2017:	4,831
2015 – 2016:	4,628
2014 – 2015:	6,213



- Currently 6,821 dogs have been registered for 2018/19 (89.99% of 2017/18 total dogs registered).
- Currently 763 dogs are outstanding in registration (10.06% of 2017/18 total dogs registered).

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### **INFORMATION SERVICES**

- Council's Telecommunications Tender closed on 13 September and a team of four is assisting Information Services in the evaluations including representatives from Customer Service, Finance, and IWS. Strategic Directions will continue to assist in the evaluation process.
- The partial loss of service for the Call Centre software that commenced on 30 August was investigated with no clear reason found. There have been no further impacts to services since 3 September. As of 1 October the ICT team has entered into a trial managed services arrangement with our service providers to improve the response times for issues with our Call Centre software and Skype For Business.
- The Technology One Property and Rating Upgrade project is progressing. Technology One have reconsidered their approach to the three Councils that were engaged to be Early Adopter sites. This is mainly due to the potential costs to both Technology One and the Councils. Technology One is now recommending that we conduct a technical upgrade only to CIA. Our preference is still to implement business improvements as part of the upgrade. We are working with Technology One to clarify our options and we will continue to work with Executive Management and Chief Executive Officer to lobby for the outcomes that we were expecting and had been communicated to us at the time of deciding to be a part of the Early Adopter program.
- ICT Service Desk staff will commence spending rostered time at the depot to allow all depot based staff direct access to IT technical support. Support has always been available; however, it is believed that having a staff member located at the depot at set times will improve communication and assist staff to work through issues.
- Cairns Regional Council has announced that they are adopting Technology One as their new Business Systems at a substantial cost. Cairns Regional Council visited Lockyer Valley Regional Council on 15 August to discuss and view how we utilise Technology One in our environment. We believe what we have achieved with Technology One assisted them in making their decision and shows that we have achieved great outcomes with the systems that we use.
- Cyber Security Awareness Training enforcements will commence at the end of the current course. Staff that choose not to complete the course will be provided two reminders prior to having their internet and email access restricted. Improving staff awareness of cyber security issues and threats is a priority for Council. One wrong click can destroy networks or allow a major privacy breach! If staff refuse to complete the course then we will manage the risk by further restricting their access.
- Work has commenced on the replacement and expansion of Council's digital signature solution. The current solution is being used successfully by the Building & Plumbing Team; however, it is no longer a supported product. The replacement solution will potentially allow staff and customers to digitally sign documents and forms without the requirement to print them out and send them via snail mail. The project is currently in the requirements gathering stage.

### **DISASTER MANAGEMENT**

Responsibility for Council's Business Continuity Plan (BCP) has been given to Disaster Management. Accordingly an initial plan has been developed to ensure the best outcome to deliver a quality BCP. A consultant will be required for this task as there are many recent changes to the BCP guidelines which council officers are not aware of. The consultant will

## ORDINARY COUNCIL MEETING MINUTES 10 OCTOBER 2018

also workshop the BCP with relevant Council officers and facilitate a desktop exercise upon its completion to test the new Plan.

### BUSINESS IMPROVEMENT COORDINATOR

#### Connected Council

- Work continuing as per the highlights update provided at 25 September Council workshop.
- The work being done by the Parks, Gardens & Cemeteries progress group was showcased in the innovation submission made to the National Local Government Customer Service Network Awards. This submission has reached the finals and the results will be announced on 18 October.
- Continuous improvement training will be piloted on 30 October, with a view to rolling this program out to the whole organisation to build capability.

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

- Work continuing. Currently being validated with Executive Leadership Team by managers.

#### PhoneFox (mystery shopper calls)

- Procurement now complete and company formally engaged.
- Schedule to be determined.

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

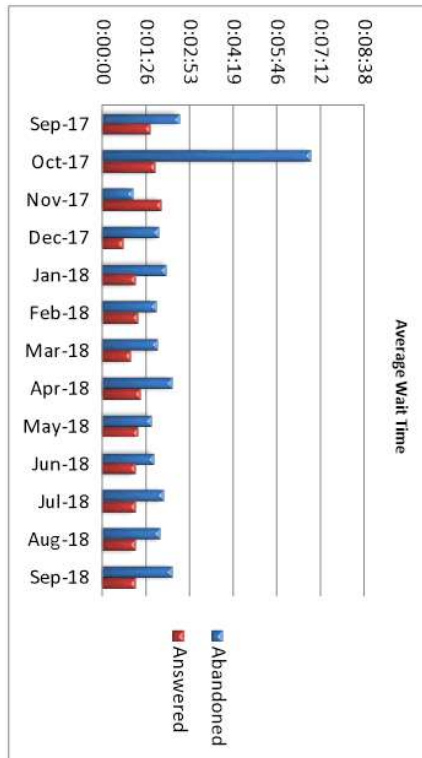
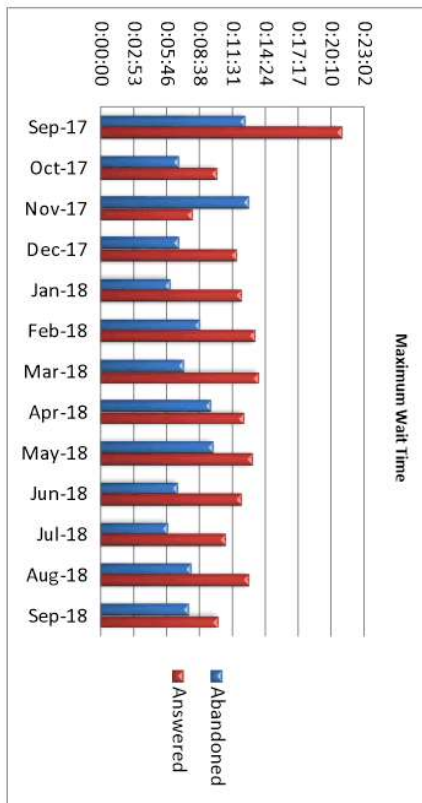
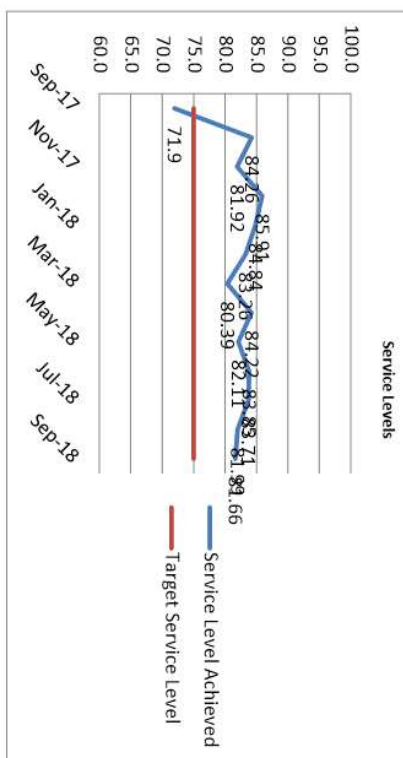
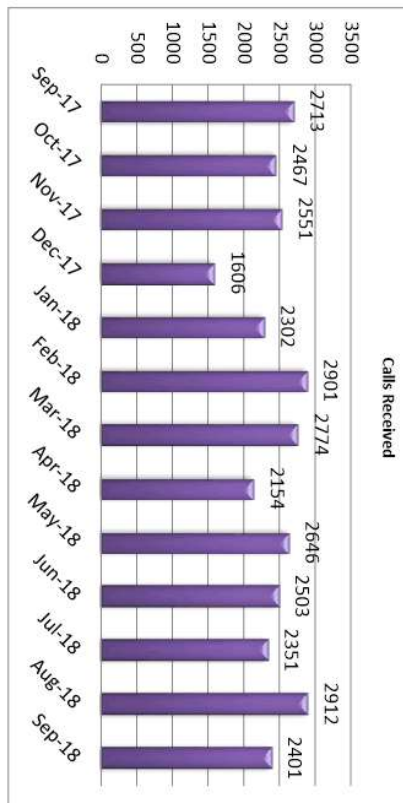
- Procurement now complete and company formally engaged.
- Schedule to be determined.

### Attachments

- 1 [↓](#) Customer Service Monthly Report - 201809 5 Pages

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

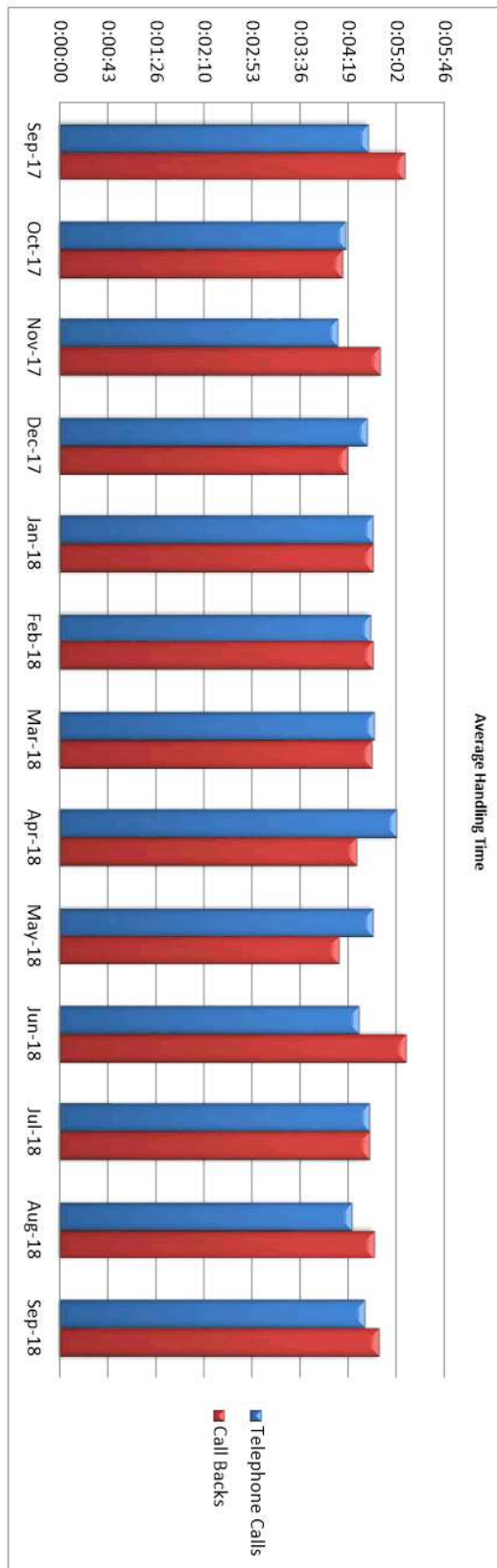
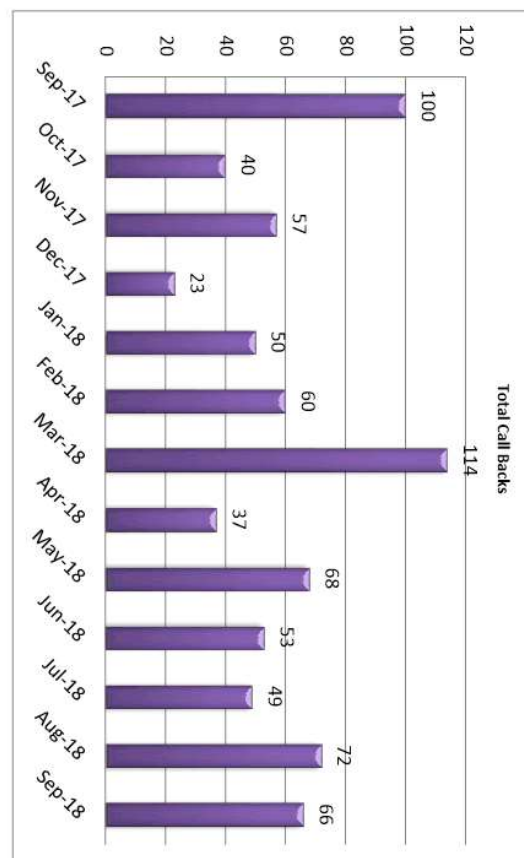
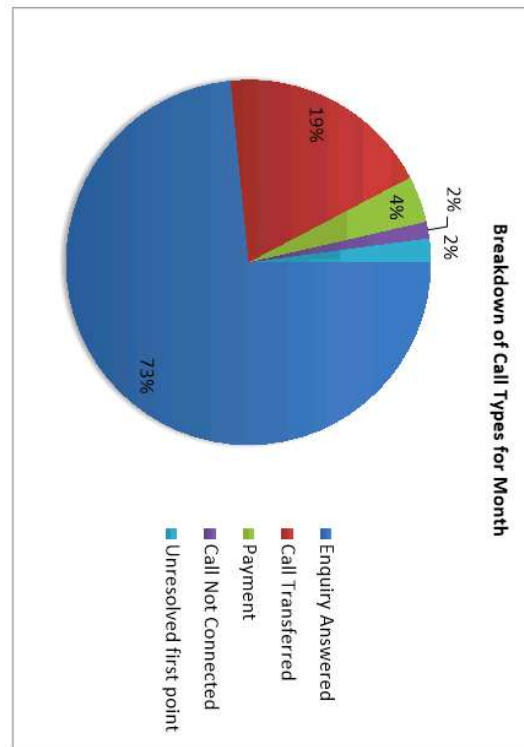
Telephone



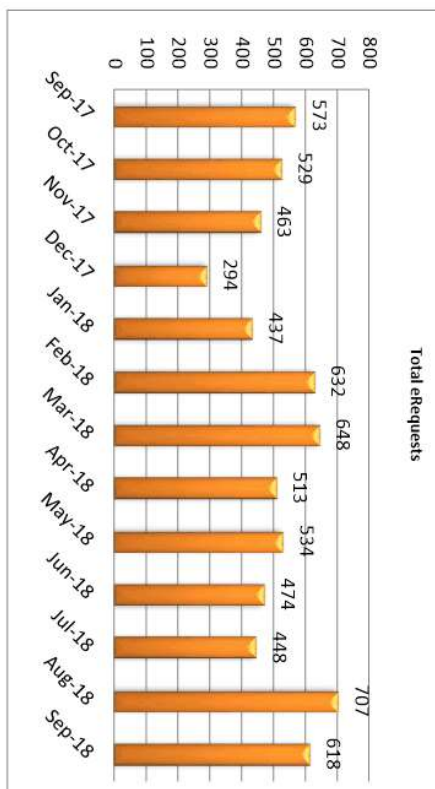
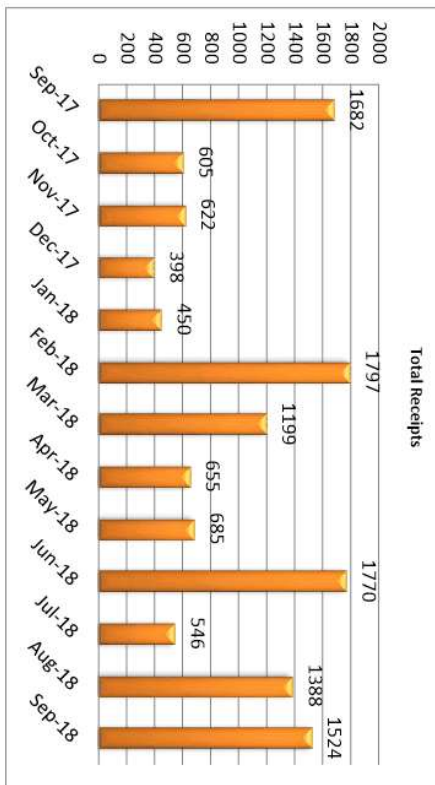
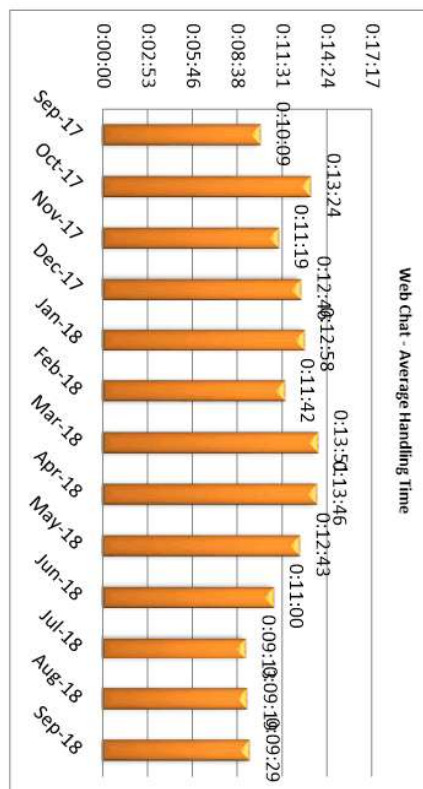
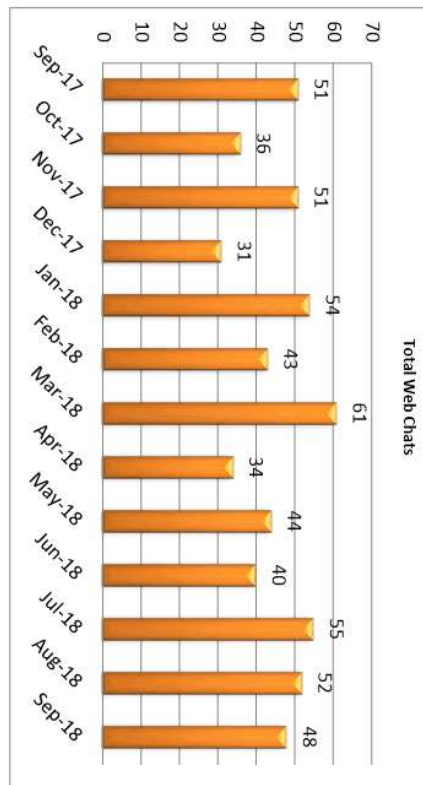
## QGAP Performance Report

Total time taken for all transactions	93.21 hrs
Total number of transactions	588
Total average time for all transactions	9.51 mins





## Live Chat, eRequests & Receipts

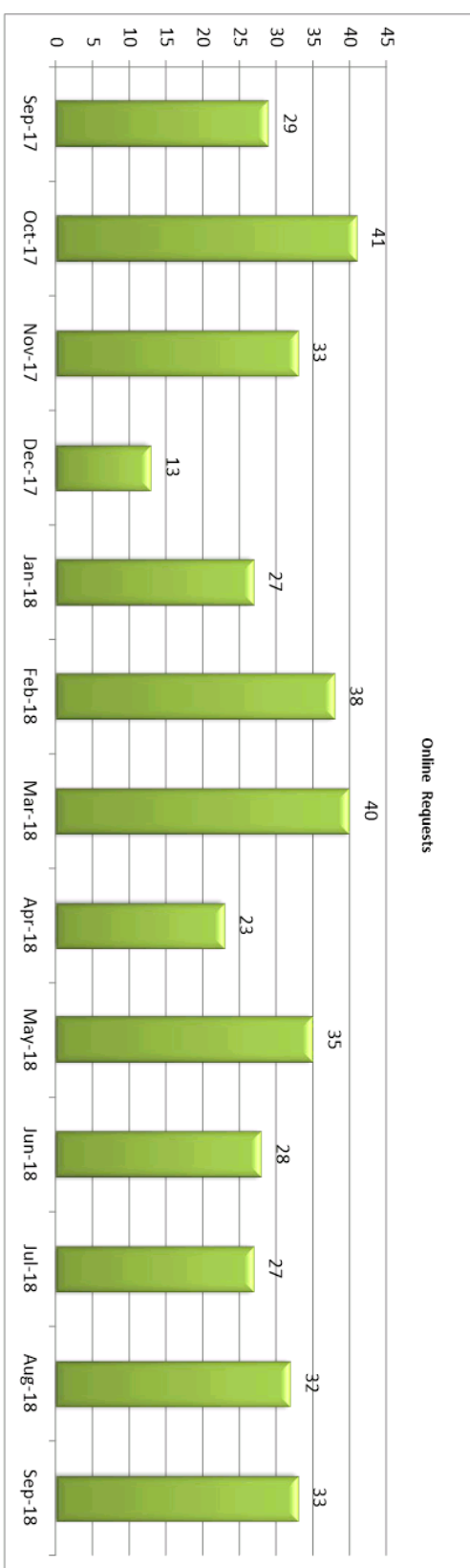


## Councillor Requests

Total Taken for month: 21

Total Requests Still Open: 15

## Online Requests





### 13.1 Executive Manager Infrastructure Works and Services September Update

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## 3 Report

### 3.1 PARKS, GARDENS AND CEMETERIES UNIT

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

Capital Works	
Project	Status
Rotary Park BBQ and shelter replacement	Completed
Gatton Cemetery seating	Completed
Rehabilitation of former livestock dip site at Lockrose	Reporting being closed out with the State Government
Murphys Creek seating and tables	Installation underway
Laidley Recreation Reserve bollards	Installation underway
Lions Park Laidley bollard installation	Existing fence removed in preparation of timber bollards.
Gatton Cemetery extension - Stage 1	Civil design underway
Laidley Cemetery ashes memorial garden	Contractor engaged to commence retaining wall works. Works to commence in October.

Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> <li>Occasional mowing of parks, streets, sporting field and cemeteries in the region due to the slow in grass growth</li> </ul>
Playground maintenance	<ul style="list-style-type: none"> <li>Topping up soft fall areas in playgrounds across the region</li> </ul>
Furniture maintenance	<ul style="list-style-type: none"> <li>Refurbishing Laidley and Gatton main street seats continuing</li> <li>Painting of walking bridge near Lake Freeman</li> <li>Painting of bollards and garden posts in Railway Street, Gatton</li> </ul>
Landscaping	<ul style="list-style-type: none"> <li>Irrigation repairs at Lions Park, Laidley.</li> <li>Irrigation works at Withcott Toilet</li> <li>Mulching of gardens.</li> <li>Planting new plants around Lake Apex playground</li> <li>Installation of new irrigation around Lake Apex playground</li> <li>Landscaping and maintenance works in various Gatton parks and Laidley CBD flower pots</li> <li>Tree removal Littleton Park, Gatton</li> </ul>
Event assistance	<ul style="list-style-type: none"> <li>Provided Council Event Unit assistance with 6 events.</li> </ul>
Funerals/Interments	<ul style="list-style-type: none"> <li>8 held during September 2018</li> </ul>
General maintenance and business	<ul style="list-style-type: none"> <li>Hatton Vale park community engagement currently under development by Council's Community Engagement unit.</li> </ul>



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## 3.2 INFRASTRUCTURE DELIVERY

The Infrastructure Delivery Unit has undertaken the following activities during September 2018:

Capital Works	
Project	Status
South Street, Gatton – Kerb and channel replacement	Completed
Lake Apex Park skate bowl carpark <i>(Construction of a sealed carpark)</i>	Completed
Hannant Road, Hatton Vale (TIDS) <i>(New Footpath extension to Fairway Dive)</i>	Completed
Back Flagstone Road – Pavement reconstruction <i>(Spa Water Road to 800m South)</i>	Final seal and line marking pending
Lake Clarendon Way – Pavement reconstruction <i>(Gatton Esk Road – Campsey Ash Farms)</i>	Final seal and line marking pending
Feldhahn Street, Gatton <i>(Pavement reconstruction and seal)</i>	Completed with final seal due with Peters Street works in 2018/19 year
Old College Road, Gatton <i>(Reconstruction)</i>	Works in progress
Peters Street, Gatton <i>(Pavement reconstruction and asphalt overlay)</i>	Asphalt overlay works pending
Thallon Road, Kensington Grove <i>(Pavement widening and reconstruction in sections from Yellowwood Court to Aniseed Grove)</i>	Works in progress

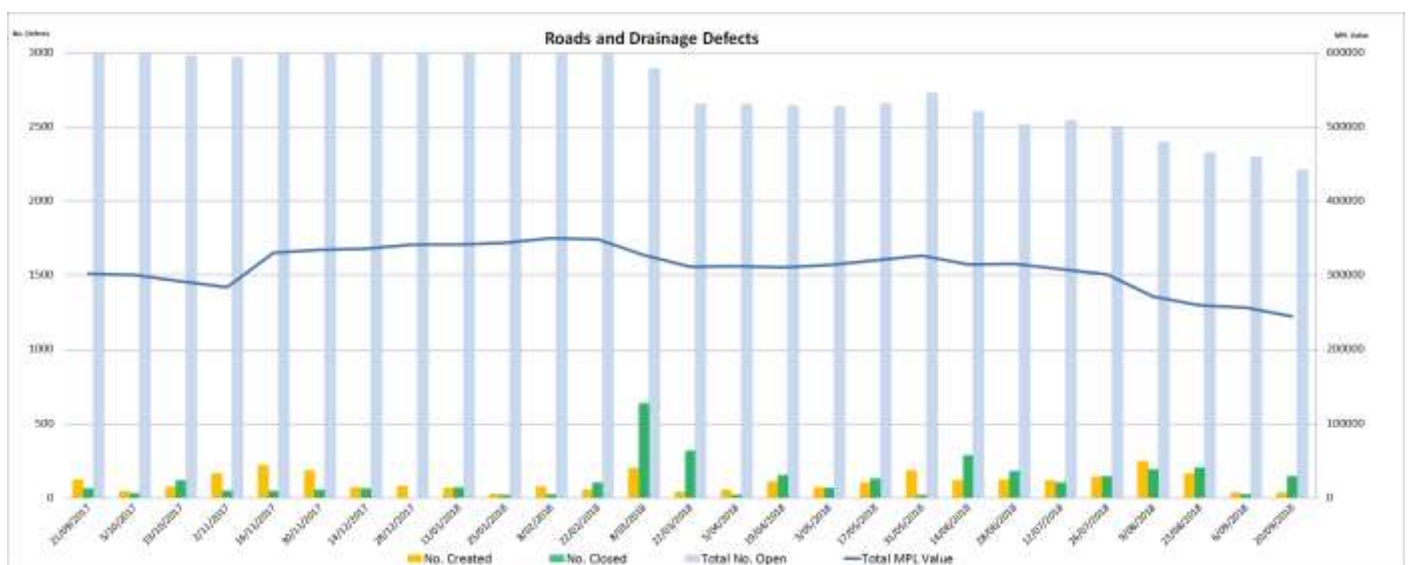
Maintenance Works	
Activity	Suburb
Road Grading	<ul style="list-style-type: none"> <li>Adare</li> <li>Churchable</li> <li>Derrymore</li> <li>Gatton</li> <li>Hatton Vale</li> <li>Laidley Heights</li> <li>Mount Sylvia</li> <li>Vinegar Hill</li> </ul>

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Roadside spraying	<ul style="list-style-type: none"> <li>Brightview</li> <li>Forest Hill</li> <li>Gatton</li> <li>Glenore Grove</li> </ul>	<ul style="list-style-type: none"> <li>Helidon Spa</li> <li>Laidley</li> <li>Plainland</li> <li>Withcott</li> </ul>
Road pavement repairs	<ul style="list-style-type: none"> <li>Gatton</li> <li>Regency Downs</li> </ul>	
Vegetation control and slashing	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
Drainage works	<ul style="list-style-type: none"> <li>Forest Hill</li> <li>Laidley Heights</li> <li>Plainland</li> </ul>	
Road patching	<ul style="list-style-type: none"> <li>Adare</li> <li>Churchable</li> <li>Gatton</li> <li>Glenore Grove</li> <li>Grantham</li> <li>Iredale</li> <li>Lockyer Waters</li> </ul>	<ul style="list-style-type: none"> <li>Preston</li> <li>Ringwood</li> <li>Veradilla</li> <li>Withcott</li> </ul>
Traffic signs and line-marking	<ul style="list-style-type: none"> <li>Adare</li> <li>Blanchview</li> <li>Forest Hill</li> <li>Gatton</li> </ul>	<ul style="list-style-type: none"> <li>Helidon</li> <li>Laidley</li> <li>Laidley Heights</li> <li>Ma Ma Creek</li> </ul>

## **3.2.1 Road and Drainage Defects**

Roads and Drainage Defect Summary Report from 21 September 2017 until 20 September 2018. The total MPL has reduced from 301,973 in September 2017 to 244,705 in September 2018. The MPL has trended down to around 250,000 which is where Council aims to maintain its level of risk based on both financial and physical resources available.



### 3.3 INFRASTRUCTURE PLANNING AND DESIGN

The Infrastructure Planning and Design Unit have undertaken the following activities during September 2018:

Project	Status
Toowoomba Second Range Crossing	Postmans Ridge Road/Warrego Highway intersection closed for up to 12 weeks, with alternative locations provided for U-turn facilities. Nexus advise still on track for this time frame. Meeting held with Nexus regarding handover process for returned works. Awaiting timeframes for construction from Nexus to determine handover periods.
Inland Rail Project	Working with ARTC representatives on traffic impacts on various options for inland rail route.
Gatton Revitalisation	Funding successful for Railway Street lights, Centenary Gardens lights and bus stop relocation. Progressing to construction design drawings for Centenary Gardens lighting and Railway Street lighting. Tender specification currently being prepared.

### 3.4 INFRASTRUCTURE SUPPORT SERVICES

#### 3.4.1 Asset Management Activities

- Long term capital renewal programming:
  - Working with IWS Managers to form a 3 year works program for roads and kerb assets following the recent sealed road condition survey process.
- Level 2 bridge assessments being progressed.
- CiA Work Management roll out strategy is being developed and includes end to end procedures specific to user roles.
- Creation of asset and works management dashboards underway within TechOne.
- Connected Council activities being progressed with positive outcomes being seen in business activities.
- Data has been compiled for ARTC Inland Rail request for information.

#### 3.4.2 Plant and Fleet 2018/19 Capital

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
Light fleet	0	0	0
Heavy plant	3	0	0
Miscellaneous	0	0	0

#### 3.4.3 Fabrication Activities

Boilermakers are in the process of working through the light truck fleet to ensure they are load restraint compliant for the incoming CoR on 1 October 2018.

### 3.5 EXTERNAL FUNDING

#### 3.5.1 2018/19 Cycle Network Local Government Grants Program

The following table provides an update on the 2018/19 Cycle Network Local Government Grants project:

Project	Funding Amount (exc GST)	Status
Gatton North South Connection – Stage 1 Design and Construction. <i>(Lake Apex Drive on-road cycle facility and off-road facility along part of William Street, Gatton.)</i>	\$225,000	Concept project completed. Report finalised and sent to Department of Transport and Main Roads.

#### 3.5.2 Safer Communities Fund

The following table provides updates on the Safer Communities Fund projects:

Project	Funding Amount (exc GST)	Status
Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Preparing tender specification
Centenary Gardens, Gatton <i>(Lighting improvements)</i>	\$83,000	Preparing tender specification
Das Neumann Haus <i>(Installation of CCTV cameras)</i>	\$4,528	Installed. Final report outstanding.

#### 3.5.3 Passenger Infrastructure Investment Program

The following table provides an update on the Passenger Infrastructure Investment project:

Project	Funding Amount (exc GST)	Status
Long Distance Coach Project	\$21,128	Approval provided by Translink. Negotiations occurring with Queensland Rail.

#### 3.5.4 2017/18 Black Spot Road Safety Program Projects

The following table provides updates on the 2017/18 Black Spot projects:

2017/18 Black Spot Projects		
Project	Funding Amount (exc GST)	Status
Harm Drive / Lake Clarendon Road intersection upgrade, Crowley Vale <i>(Change of route priority)</i>	\$56,500	Completed

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2017/18 Black Spot Projects		
Project	Funding Amount (exc GST)	Status
Litfin Bridge, Gatton <i>(Improve signage and delineation on approaches to bridge and replace damaged guardrail)</i>	\$41,500	Completed
Summerholm Road, Summerholm <i>(Review and install signage)</i>	\$66,000	Completed
<b>Total for 2017/18</b>	<b>\$164,000</b>	

### 3.5.5 2018/19 Black Spot Road Safety Program Projects

The following table provides updates on the 2018/19 Black Spot projects:

2018/19 Black Spot Projects		
Project	Funding Amount (exc GST)	Status
Gehrke Road / Rons Road intersection, Glenore Grove	\$167,000	Concept design. Lighting design progressing.
Blanchview Road / O'Neills Road, Withcott	\$82,000	Concept design
Rockmount Road / Walkers Road, Rockmount	\$67,500	Detail design
Blanchview Road / Nuttals Road, Blanchview	\$67,300	Detail 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	Detail design
William Street / Smith Street, Gatton	\$20,000	Issued for construction
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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### 3.5.6 Transport Infrastructure Development Scheme (TIDS)

The following table provides updates on the 2018/19 TIDS projects:

2018/19 TIDS Projects		
Project	Total Project Costs	Status
Blanchview Road, Blanchview (Signage improvements)	\$20,000	Detail design
Lockyer District High School (Parking improvements)	\$100,000	Concept design
Laidley State High School (Parking improvements)	\$100,000	Concept design
Hannant Road and Fairway Drive, Hatton Vale (Construct footpaths)	\$100,000	Completed
Mountain Road (Laidley), Range Crescent - Clearidge Court	\$150,000	Concept design
Thallon Road, Kensington Grove (Reconstruct pavement)	\$450,892	Issued for construction
Various Local Roads of Regional Significance (Culvert replacement)	\$120,000	Concept design
Summerholm Road, Hatton Vale (Widening)	\$100,000	Detail design

### 3.5.7 Funding Applications

#### **Building Better Regions Fund Program – Round 3**

Round 3 of the Building Better Regions Fund closes on 15 November 2018. The Infrastructure Project Stream provides organisations with grants of between \$20,000 to \$10 million to support projects which involve the construction of new infrastructure, the upgrade or extension of existing infrastructure that provide economic and social benefits to the regional and remote areas.

The following IWS projects will be submitted under this funding program:

Project Title	Funding Amount (exc GST)	Status
Replacement of Mahon Bridge	TBC	To be submitted by 15/11/2018
Gatton Cemetery Extension - stage one construction	TBC	To be submitted by 15/11/2018

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## Heavy Vehicle Safety and Productivity Programme

The following table provides an updates on the Heavy Vehicle Safety and Productivity programme funding application:

Project Title	Funding Amount (exc GST)	Status
Enhancement of Moon Road, Blenheim	\$70,000	Unsuccessful

## 3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

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

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



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## 14.0 ITEMS FOR INFORMATION

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

- **14.1 “Queensland Urban Utilities – September 2018”**

**Moved By: Cr Vela**

**Seconded By: Cr McLean**

**Resolution Number: 16-20/1129**

**CARRIED**

**7/0**

### 14.1 Queensland Urban Utilities - September 2018

**Date:** 03 October 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 September 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.

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## **Report**

### **OPERATIONAL EXCELLENCE**

#### ***Selective Inspection Program***

In a previous update, the Board had approved a six-month inspection program, which will allow QUU officers to identify non-compliant storm water connections into their sewer network. Such programs are important to ensure they protect the integrity of our sewer network and minimise the risk of environmental overflows.

The first program, which runs until 30 November, has seen 1,602 properties inspected to date, with approximately 9% of properties deemed non-compliant. We are working closely with those customers with non-compliant connections to ensure rectification works occur in a timely manner.

Recognising the success of the program, the Board approved a six-month extension to 31 March 2019.

#### ***Southern Treatment Plant Capital Program***

Over the next five years, QUU's forecast Capital Investment Program is \$1.5 billion, with approximately \$450 million to be invested in their sewage treatment plants.

Given the size and scale of this investment, QUU has adopted a geographical and early contract model for capital works at our sewage treatment plants. This month, the Board received an update on the procurement process for the Southern Treatment Plants Capital Works Program. This program, which is currently in the evaluation phase, will be considered by the Board at its December meeting.

#### ***Remote communities initiative***

As Queensland's largest water and sewerage service provider, QUU are committed to supporting indigenous remote communities outside of our service territory.

They are, however, aware of the need to progress in a measured and respectful way, including first undertaking their own Reconciliation Action Plan.

The Board was supportive of management advancing this initiative, and recognised that they need to engage with stakeholders, including shareholders, to provide assistance, given many have already completed their own Reconciliation Action Plans.

#### ***Community engagement on Environmental Leadership Strategy***

The Board received feedback from QUU's recent customer engagement forums at which customers provided input into our Environmental Leadership Strategy.

These forums highlighted that, while customers trust QUU is doing the right thing in relation to the environment, they had limited visibility of how our operations might deliver a positive environmental impact. After illuminating their environmentally conscious initiatives, customers' value perceptions of QUU noticeably improved.

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***Business intelligence and analytics***

The Board received a presentation on QUU's new business intelligence environment, which is part of their wider ICT Transformation Program.

This new environment is allowing QUU to uplift and embed a culture of data-driven decision making.

***Cyber security update***

Management presented an update to the Board on the implementation of QUU's Cyber Security Strategy.

**SHAREHOLDERS**

***Operational Plan***

The Board approved the *2018/19 Operational Plan*, which is aligned to our *2018-23 Corporate Plan*.

The plan – a requirement of the Participation Agreement – sets out the key strategic outcomes that QUU expects to deliver this financial year.

Over the next 12 months, QUU will continue to advance towards a constructive culture by improving their leadership capabilities and enhancing their systems.

A copy of the Operational Plan has been provided to each Chief Executive Officer.

**CUSTOMER**

***Concealed Leak Policy***

QUU's Concealed Leak Policy provides partial financial relief for customers who experience a hidden leak within their property boundary.

To better understand the experiences of our concealed leak customers, they recently conducted in-depth research in the form of face-to-face customer interviews. The findings from this research identified opportunities to improve their Concealed Leak Policy with regards to eligibility and financial assistance.

The Board supported a number of policy amendments, including broadened eligibility and financial relief, recognising they would lead to improved customer satisfaction and reduced customer complaints.

The Board also approved the discontinuation of the Concealed Leak Insurance product, recognising that the expected benefits have not been realised and that the uptake of the product was lower than forecast.

***Billing Program update***

The Board approved a staged roll-out of QUU's Daily Billing Program.

This program, which forms part of our overall Billing Improvement Initiative, will reduce the number of days from when a meter is read to when an account is issued.



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As they transition to this new billing cycle, there will be an effect on every customer's bill as a result of aligning all charges to the current meter read date. From a financial perspective, these changes will impact customers in varying ways, depending on where they sit in the current meter-to-bill schedule.

QUU is proposing to commence this rollout in two regional areas during 2019, with the remaining regions to be targeted in 2021. As part of this rollout, they will engage with shareholders to allow you to understand the benefits of this program, as well as how they will manage any operational, stakeholder and customer risks to ensure a favourable experience for all.

## **PEOPLE**

### ***People and Safety Committee Charter***

The Board considered amendments to the People and Safety Committee Charter. The committee has four broad areas that it oversees: employee safety and wellbeing, organisational culture, reward and performance and workforce management.

The Board approved the proposed changes.

## **Attachments**



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**15.0 CONFIDENTIAL ITEMS**

*No Confidential Items.*

**16.0 MEETING CLOSED**

*There being no further business, the meeting closed at 11:18am.*