



REGIONAL COUNCIL

ORDINARY MEETING OF COUNCIL

MINUTES

10 APRIL 2019



ORDINARY COUNCIL
MEETING MINUTES
10 APRIL 2019

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ATTENDANCE:

Councillors Present

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

Officers Present

- **Ian Church, Chief Executive Officer**
- **Dan McPherson, Executive Manager
Organisational Development & Planning
Services**
- **David Lewis, Executive Manager Corporate &
Community Services**
- **Angelo Casagrande, Executive Manager
Infrastructure Works & Services**
- **Rick Machin, Manager Marketing,
Communication & Engagement**
- **Corrin Bischoff, Coordinator Governance &
Strategy (part of meeting)**
- **Erin Carkeet, Governance & Strategy Officer**
- **Tyana Boon, Governance & Strategy Trainee**
- **Belinda Whelband, Coordinator Environment &
Pest (part of meeting)**

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.

There were no declarations of Material Personal Interest or Conflicts of Interest by Councillors or Senior Council Officers.

5.0 MAYORAL MINUTE

No Mayoral Minute.

3. Report

Governance and Strategy

Strategic Planning

Operational Plan 2019-20

Development of the 2019-20 Operational Plan has commenced. Responsible officers have been requested to identify their action items to achieve the outcomes of the 2017-2022 Corporate Plan. The aim of the 2019-20 Operational Plan is to clearly identify and report against the key deliverables for the 2019-20 financial year.

Business Unit Planning

All business units have commenced the development of their Business Unit Plans. Four sessions on “introductions to business unit planning” with various business units were conducted this month by the Governance and Strategy Team.

Business Unit Plans are to be approved by the appropriate Executive Manager. A session on Business Unit Planning will be held with Council in May 2019.

Integrity Functions

Complaints

The following table provides details of 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	2	2	1	0	0
Administrative Action	8	8	2	2 (1 Internal Review)	1
Privacy	0	1	0	0	0
TOTAL	10	11	3	1	1

Audit and Risk Management

Internal Audit

The contract to provide Council’s internal audit functions is due to expire on 30 June 2019. Work has commenced on the procurement process to seek a suitable supplier to deliver Council’s internal audit functions effective from 1 July 2019.

Risk Management

Progress is continuing with the identification of Council’s key risks in alignment with the Corporate Risk Categories to enable a complete Corporate Risk Register to be developed. In addition, work is also being undertaken on the identification of suitable treatment plans for each key risk.

Insurance Management

The following table provides details of the insurance claims managed for 2018/19:

Type of claim	Current	Claims received in period	Claims resolved in the period (settled/denied/notified)
Public liability	4	8	4
Professional Indemnity (above excess)	2	2	0
Professional Indemnity (below excess)	0	0	0
Council motor vehicle (above excess)	2	14	12
Council property	0	2	2
Third party property	0	22	22
TOTAL	8	48	40

Legislative Framework

The review of the Administrative Delegations has been completed and approved by the Chief Executive Officer. This provides clarity for officers around their authority to undertake actions, such as signing correspondence.

Connected Council Progress Group (Whole of Organisation)

A draft list of the expected behaviours associated with each of Council's values has been developed by the Connected Council members. These will be circulated to all staff and Councillors to consider and vote on to establish the five key behaviours for each value.

Organisational Effectiveness Review

Refer report under separate cover.

Marketing, Communications and Engagement (MCE)

Queensland Transport Museum

March 2019

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
\$3,529.50	\$248.70	227	292	30	40

March 2018

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
\$1,751.50	\$1,572.16	104	149	15	9

Percentage Difference

Ticket Sales	Merchandise Sales	Adults	Concessions	Children Under 15	Children Free
101% increase	84% decrease	118% increase	96% increase	100% increase	344% increase

Events

Anzac Day Services

Planning for Anzac Day Services throughout the region is underway with no issues noted at this stage. The Gatton Memorial has been tidied up with concrete patching and painting and Events staff are working with Parks and Gardens on a long-term plan to manage the sandstone memorial.

Lockyer Heritage Festival

As noted in last month's report this is a new festival combining the Laidley Heritage Weekend, Gatton Heavy Horse Field Days and Mulgowie Markets. The Festival is due to be held over the long weekend of 4 and 5 May. Planning is progressing with new artwork developed for the concept to provide a consistent and easily recognisable presence.

Chrome & Clutter Retro Festival

Despite the closure of Eagle Rock Café on 31 March 2019, the Retro Festival will be proceeding this year and is due to be held over the weekend of 28 to 30 June.

Communications

MCE staff have developed a new Style Guide for use by all employees in preparing correspondence, submissions, pamphlets, flyers, fact sheets and so on. The purpose of the Style Guide is to ensure that all documents are prepared in a consistent way so that Council maintains a unified corporate image. It is compulsory that the Style Guide is used. Members of the MCE team will attend team meetings throughout the organisation outlining the use and purpose of the Style Guide.

Sport and Recreation

The latest round of the Community Grants Program has closed with a record number of applicants. Funding for approximately \$98,000 has been applied for with \$40,000 currently available through this round. Applications will be considered with a report going to Council at the end of April recommending successful applicants.

Engagement

The Grant Writing workshops are continuing to deliver exceptional value for money delivering \$4 million back into the local economy, \$1 million alone last financial year. Approximately \$100,000 has been awarded to local clubs in the last round of the Gambling Community Benefit Fund. Council's contribution to facilitating the program is \$21,000 per annum.

Youth Development

School Holiday Program Promotion

Partners in the Program include Anglicare Southern Qld, Laidley and Lockyer Community Centres, Libraries, Laidley District State School and SUQ School Chaplaincy.

Youth Ninja Challenge

Council is providing support to DISCO for their first *Youth Ninja Challenge* due to be held on Sunday 7 April. Council's support includes; event planning, provision of equipment, promotional assistance and youth engagement advice.

Scooter and Skate 2019 Programs

Planning is underway for these events due to be held later in the year.

Community Engagement

Community Engagement staff have been involved in providing varying levels of support to ensure the successful outcome of the following projects:

- Waste Reduction and Recycling Plan – managing the community consultation and communication on behalf of the Waste Management team.
- Regional Parks Strategy - providing support and advice to the consultants, Ross Planning.
- Proposed Hatton Vale-Kensington Grove Regional Park - providing ongoing community engagement advice into park design.
- Skatepark Master Plan Consultation - Australian Skateboarding Community Initiative (ASCI) have been commissioned to lead a consultation process with the region's skatepark users for the Regional Skatepark Masterplan, in liaison with the Community Engagement Team. This is scheduled to commence during April 2019 and will assist with long-term designing of upgrades and maintenance.
- Inland Rail – assisting with ongoing liaison with Australian Rail Track Corporation (ARTC).
- Off-Leash Dog Park and Dog-friendly Café Dining - provided engagement and communication support to a range of teams on dog park and dog-friendly café dining issues. Both will be publicly launched on Sunday 14 April 2019.
- Proposed Address Changes for Warrego Highway to Toowoomba Connection Road - assisting the Department of Transport and Main Roads (DTMR) around engagement processes with affected residents and businesses for the proposed address changes from Warrego Highway to Toowoomba Connection Road. These changes could result in considerable costs to businesses (eg, existing advertising) on top of considerable inconvenience for businesses and residents.
- Friends of the Cemeteries Advisory Group – assisting Parks Gardens and Cemeteries to set up this advisory group and promote and manage the Expressions of Interest (EOI) recruitment process.
- Gatton Cemetery Expansion - providing engagement and communications advice to the project team.
- Lake Apex Desilting Proposal - providing engagement and communications advice to the project team around the feasibility of this project.
- Waste Alliance - providing engagement and communications assistance to the Waste Management team and consultants Ricardo, on Lockyer Valley's stakeholders in this combined Council proposal.

Regional Development

Lockyer Valley and Somerset Water Collaborative (LVSWC)

An update will be provided on development of the Strategic Business Case (SBC) on 16 April, to Councillors from Lockyer Valley and Somerset Regional Councils and Federal and State Members. The update will be provided by members of the Project Working Group who have been managing development of the SBC. Following this update the Project Working Group will hold its final meeting to provide input into the SBC. It is intended to then complete the draft SBC for consideration by the Lockyer Valley and Somerset Water Collaborative at its next meeting to be held during May.

Council has provided a letter of support to South East Queensland Water for a funding application to the National Water Infrastructure Program for the installation of telemetry meters within Central Lockyer.

Gatton West Industrial Zone

Council has received a letter from the proponent introducing their new project team, appointed to the project following the departure from the company of the former project lead. The new project team have acknowledged the receipt of the information requested from the Department of Transport and Main Roads and scheduled a meeting with Council staff on Tuesday 9 April, to ensure the project continues to move forward.

Inland Rail Australian Rail Track Corporation (ARTC)

Meetings were held during the month with a range of Australian Rail Track Corporation Inland Rail representatives. These included a meeting with Warren Truss, Chair of Australian Rail Track Corporation, to raise concerns over the impacts of the project and specifically on road options around the town of Gatton. Technical working group and interface meetings were also held on both the Helidon to Calvert Project and the Gowrie to Helidon Project. Council officers continue to meet with Australian Rail Track Corporation on a range of issues including flora and fauna and hydrology impacts.

Lockyer Valley Equine and Racing Collaborative

The working group held their first meeting on 20 March and focused on developing a list of project elements that are either essential or desired. The outcomes from the meeting will be used to develop a scope of works and project brief. The intent is that this work will be used to obtain quotes from suitable consultants to determine the funds required to prepare a project concept and strategic business case for the potential redevelopment of the site, being the Gatton Race Course. The Deputy Mayor was elected by the Collaborative as Chair and Council staff will be providing administrative and governance support.

Council of Mayors South East Queensland (COMSEQ)

Recently a joint statement of intent for the South East Queensland City Deal was signed off by Federal and State Government Ministers and the Lord Mayor of Brisbane, on behalf of Council of Mayors South East Queensland.

Meetings were also held by COMSEQ Working Groups on both Economic Development and Waste. A Council workshop was held to update Councillors on the joint working group (held with Toowoomba Regional Council) that is considering escarpment opportunities such as mountain biking and multi user trails on the escarpment areas shared by our Councils.

Advocacy

Council has previously provided a submission to the Department of Natural Resources, Mines and Energy on their proposed regulatory reform with respect to water and water allocations. In March Council also provided a submission to the Queensland Competition Authority on the pricing of water for irrigation 2020 – 2024.

The National General Assembly (NGA) of the Australian Local Government Association is to be held in June 2019. Council consideration and support was given to two motions to go to the NGA. The first was on seeking changes to simplify administrative arrangements for federal drought funding. The second was seeking the establishment of a fund to compensate communities such as the Lockyer Valley negatively impacted by the Inland Rail project.

Neilsen's Place Laidley Business Incubator

Officers are currently working with a prospective new retailer who is considering starting to use the incubator facility and commencing trade during April. The proposal is for retailing printed T-Shirts, workwear and sportswear. The planned new signage for the front of the building is in the final stages of design and it is anticipated that the new signs will be installed within the next few weeks. Works have been undertaken to reactivate the digital sign. Some technical difficulties have been identified and are currently being investigated to find a solution.

Local Business – Capacity Building Workshops

Digital workshops continue to be offered in the region, with support for them growing. April's workshop will be held in Laidley at Neilsen's Place and the topic is "The latest marketing hacks to save you time and money". The May workshop topic is "Video – Learn how to make impacting videos on a budget" and will be held in Gatton on 22 May.

Business Enquiries

The following table highlights areas of enquiry from prospective developers and business operators that have been dealt with by the Regional Development team. No details are provided as they are potentially commercial in confidence, however should any Councillor wish to ascertain further detail please do not hesitate to contact me or the Manager Regional Development.

Industry Sector	Level of interest	Notes:
Accommodation and Food Services		Additional short-term accommodation facilities.
Tourism		Development of new tourism experiences for the Lockyer Valley from new and existing operators
Manufacturing		Enquiries from processing facilities considering relocating to SEQ.
Home Based Business		Enquiries about potential establishment of new home-based businesses
Energy & Gas		Enquiries in relation to access to vegetable bio waste.
Recreational Activities		Information on characteristics of suitable sites for new venture to the area.
Agriculture		Growth and Export opportunities – individual information

Regional Skills Investment Strategy (RSIS)

The Lockyer Valley RSIS project is underway and project documents have been drafted and are ready for endorsement by the Department Employment Small Business and Training (DESBT) and the Regional Skills Investment Strategy Reference Group. The Regional Skills

Investment Strategy Project is fully funded by the Department of Employment Small Business and Training.

The RSIS Project Coordinator is currently in the process of identifying and engaging with key stakeholders to raise awareness of the RSIS project and request their support as a Reference Group member. At this stage key stakeholders are being identified in the agricultural/horticultural, construction and education sectors.

Social Media Insight - Tourism

The Visit Lockyer Valley Facebook monthly insight to March 28 had 1,910 page likes. Reach for the month (people who saw posts) was 10,969 (6,817 last month), post engagement (likes, comments, shares) was 2,098 (1,445) and video views totalled 43 (467). The strongest performing posts for the month included the Gatton Motorfest, upcoming Chevrolet Rally, Cooking School and Easter Camping.

2019 Veteran and Vintage Chevrolet Association of Australia (Qld) 50th Anniversary Rally
Council's Tourism and Marketing Coordinator continues to work with other Council staff and the Organising Committee for the 50th Anniversary Chevrolet Rally. The event begins on Saturday 27 April and the program is as follows:

- Day 1 Saturday – Registration from 1.30pm at Cahill Park followed by welcome reception at Lockyer Valley Cultural Centre.
- Day 2 Sunday - 50th Anniversary display at Lake Apex from 10.00am followed by Ladies Day Out lunch at the University of Queensland (UQ) Gatton.
- Day 3 Monday – Local tours to Awassi Cheesery, The Barn and Scotty's Garage, Hilldale Estate, Mulgowie Hotel concluding the day with barefoot bowls and an evening meal at the Gatton Bowls Club.
- Day 4 Tuesday – The same as Monday with half the group rotating on each day.
- Day 5 Wednesday – Follow the Cobb & Co tourist drive to Rosewood and a Summer Land Camels tour and return to Cahill Park Sports Complex for their evening meal.
- Day 6 Thursday - A day at Lake Dyer and surrounds, meeting other local car enthusiasts.
- Day 7 Friday – A tour of University of Queensland Campus including the foundation building, dairy and international veterinary science facility followed by the celebration dinner at Lockyer Valley Cultural Centre.
- There will be an estimated direct economic impact of \$135,000 contributing to the broader Lockyer Valley community from 170 people attending this event for the week.

Familiarisation Tour for Tourism Product

Tourism Queensland officers and representatives from the Queensland Pioneer Steam Railway were in the region on 6 March to familiarise themselves with The Barn and Scotty's Garage, 9Dorf Farms, Awassi Cheesery, Ghost Gully Salad Shed, Forest Hill cafes, Stockton Rise Farm Stay, and Laidley tourism offerings.

Visitor Information Centre staff and volunteers visited Holmwood Lavender, Just Geraniums, Awassi Cheesery and Schulte's on 6 March also. Volunteers offered very positive reflections of these operators.

Brisbane Marketing

Key Brisbane Marketing officers addressed Council on the *Visitor Economy 2031* strategy and subsequent meetings were held on the experience development framework for the strategy. Council officers also attended the Visitor Economy Futures Workshop.

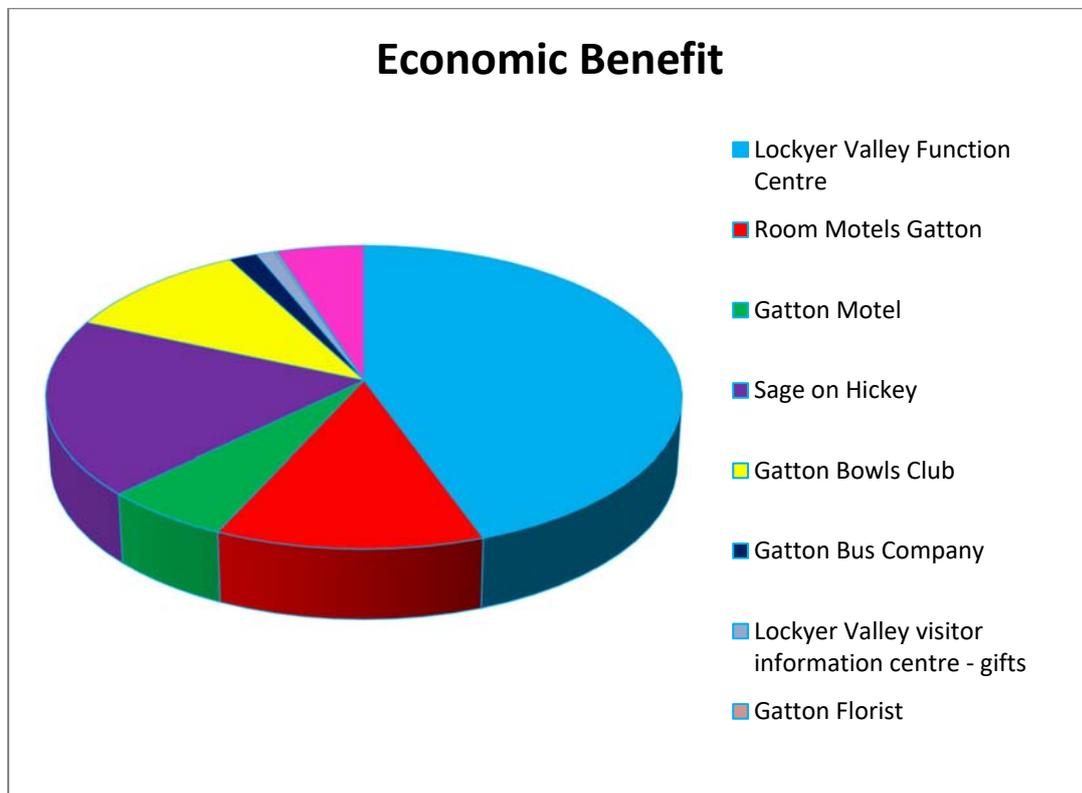
Lockyer Valley Function and Events Centre and Staging Post Café

The Staging Post Café and Function and Events Centre have continued to meet budgeted targets for the 3rd quarter of trading. January and February were light trading months followed by a strong March performance which was led by the Institute of Public Works Engineers Australasia Queensland branch conference (IPWEAQ). Other significant events held in March at the centre were a large memorial service for a well-known local identity and a wedding for 80 guests. March forecast trading figures were up by \$5,000 due to these events.

Project planning and implementation of the integrated finance system with the H&L Point of Sale System has continued, with the go-live to commence during April 2019. It is planned to run both finance systems in parallel until the end of the 2019 financial year.

During March 40 functions were held.

It is estimated that the regional economic benefit created by the IPWEAQ branch conference being held at the Lockyer Valley Cultural Centre amounted to \$30,430. The following pie chart indicates how that funding has been allocated amongst local businesses: (Note that individual dollar amounts are not included in the chart).



Attachments

2. Background

Council has not recently taken an in-depth, whole-of-organisation look at the services it provides and ensured it is providing them efficiently and sustainably. The organisation now has a strong focus with defined goals and must ensure it is designed to be able to deliver on them. This means confirming the organisation has the right processes in place, as well as the right capabilities, metrics, people practices, structure and culture.

3. Report

The outcomes sought from the Organisational Effectiveness Review are as follows.

For customers/community

- ✓ Better service
- ✓ Council is easy to deal with
- ✓ Timely decisions/responses
- ✓ One point of contact
- ✓ Improved value-for-money
 - Efficient services
 - Reduced economic cost

For Councillors

- ✓ Fewer complaints
- ✓ Improved clarity in dealing with the organisation
- ✓ Improved responsiveness from staff
- ✓ Improved community relations
- ✓ Improved confidence in organisational processes
- ✓ Better informed about relevant issues

For employees

- ✓ Increased job satisfaction
- ✓ Greater pride in the organisation
- ✓ Greater respect from community
- ✓ Increased career/development opportunities
- ✓ Greater clarity of roles
- ✓ Greater empowerment of staff/understanding of risk management
- ✓ Improved communication/relationships
- ✓ Increased recognition for achievement

For the Executive Team

- ✓ More confidence in employee outcomes
- ✓ Greater closeness to the organisation
- ✓ Greater focus on strategy
- ✓ Less focus on operations
- ✓ Access to wider market of skilled resources through improved organisational reputation

The drivers for Lockyer Valley Regional Council to complete an effectiveness review are outlined below.

- Council needs to ensure it is operating as efficiently as it can. This means that links and interdependencies between different teams and individuals are in place and working. Physical and virtual silos must be eliminated.
- Council needs to become an agile and flexible organisation as it faces the future. This will require becoming comfortable with change and being able to use it to the region's advantage. Changes that are currently impacting, or will impact, the way Councils do business include: technology (cybersecurity and increasing use of mobile technology); community expectations (greater levels of engagement); legislation (Belcarra, Chain of Responsibility); communication (use of social media); elections resulting in changes of Councillors, and so on. To work in an agile and flexible way, this organisation needs to harness the ideas, talents and energy of employees at all levels.
- There are a number of activities within the organisation that could benefit from improved processes which recognise and support existing relationships and dependencies between Council functions.

It is also clear that there are a number of activities within the organisation that could benefit from being grouped together, however further analysis is needed to identify what the most effective groupings will be.

An Organisational Effectiveness Review will include both a deep and wide exploration of Council's current functioning. It is not driven by the desire to:

- restructure or downsize,
- save money or reduce costs.

However, it is acknowledged the review:

- may lead to some changes to Council's Group, Team and Branch structure, and
- will identify efficiencies and lift effectiveness, which will reduce costs and increase value for money for ratepayers.

At a high level, the phases of the review are as follows:

- Define the current state (where Council is now — the business problems that need to be solved and the opportunities the organisation wants to seize that it is currently not well-equipped for).
- Define the future state (where Council wants to be — what success looks like).
 - This phase includes defining the capabilities, metrics, people practices and culture that will set the organisation up for success.
- Define the gap between the current and future states (understand how wide the divide is between where Council is now and where it wants to be).
- Design the solution (create a practical plan to achieve the future state).
- Make the transition (put the plan into action).

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The intended results of this project are an organisation that:

- has increased synergies,
- is future-proofed, through
 - building capacity to meet any challenges,
 - ensuring financial sustainability,
 - balancing service levels to demand/resources,
 - creating sustainable workforces – skills/capacity/resilience,
- is optimising capability/capacity through continuous improvement/development,
- is leveraging modern organisational systems/processes,
- empowers all employees to identify and implement improvements.

One preliminary activity currently underway to help define the current state involves gathering data on each principal function within existing Groups, (a Group being Executive Office/Corporate and Community Services/Organisational Development and Planning Services/Infrastructure Works and Services), and analysing the activities undertaken within each Group. By way of example, a principal function within the Executive Office is Governance and Strategy and activities include Council Business/Insurance/Corporate Planning/Internal Audit and so on. Each activity identifies staff roles, corporate plan link, budget and links to other activities. The links to other activities include both upstream and downstream.

- Upstream means that input is needed from someone else’s activity for the successful completion of my activity.
- Downstream means that input is needed from my activity for the successful completion of someone else’s activity.

By way of example, when taking Events as an Activity of Marketing, Communications and Engagement, the upstream and downstream inputs are as follows.

UPSTREAM INPUTS	CENTRAL PROCESS	DOWNSTREAM CONSUMER
Local Laws – temporary entertainment permits	Marketing Communications and Engagement – Events Team	Community – clubs and associations, Federal and State Government Departments (e.g. Queen’s Baton Relay)
Infrastructure Support – review traffic management plans and guidance systems, provide letters of no objection		
Parks and Gardens – delivery and collection of event equipment, mowing parks		
Infrastructure Delivery – grading and road maintenance where required, street cleaning		
Facilities – venue preparation including		

UPSTREAM INPUTS	CENTRAL PROCESS	DOWNSTREAM CONSUMER
kitchens, keys, toilets, lights, cleaning and so on		
Waste – providing and emptying bins		
Regional Development – sharing specific events such as Business Awards/Race Day		

In the above example, efficiencies are likely to be gained by putting processes in place to recognise the dependencies and ensure inputs of the required quality are provided in a timely way. Employees from across Council have already taken the initiative to get together to understand and improve the end-to-end events process and the roles of everyone involved. In other instances, it may also be considered necessary to move teams into different groups to facilitate cooperation, or a combination of moving teams and putting processes in place.

Events is a simple example; there are many more complex relationships and other dependencies within Council. A good start to improving Council's effectiveness as an organisation is to identify these dependencies and determine whether teams fully understand the consequences for their work. A lack of consideration of whole-of-organisation dependencies has contributed to a culture that inadvertently encourages employees to work in silos across the organisation without considering Council as a whole. These silos create barriers to collaboration and make it more difficult to achieve operational and strategic outcomes. The effectiveness review will facilitate achieving Council's outcomes in the most efficient way and being able to accurately measure progress.

4. Policy and Legal Implications

At this early stage policy changes and legal implications have not been identified, however should the review progress there will need to be policy changes and may be legal implications. A Governance structure will be put in place to ensure the project is managed appropriately, including reporting to Council.

5. Financial and Resource Implications

At this stage approximately \$10,000 has been spent or committed from the CEO's consulting budget for the assistance of an expert in organisational change. Input will also be required from the Executive Managers and direct reports and to a lesser extent from the wider organisation as the review progresses. Once the project plan is completed further finance and resource implications will be identified and discussed with Council.

6. Delegations/Authorisations

At this early stage there will be no changes to delegations or authorisations, however as the review progresses there will be changes required.

7. Communication and Engagement

This review project is still in the planning stage, so the types of activities that need to happen during each phase are still being determined. What is already clear is that the review team will need input from across the organisation to provide a clear picture of what is currently going on and what is needed for the future.

Principles that will guide the process are as follows.

- All stakeholders should have opportunity for input — how this will occur is yet to be worked out, but it is a key commitment and critical to this project's success.
- Leadership role of middle managers needs to be understood/clarified and leveraged.
- Future focus — an opportunity for employees to contribute to the review and move forward with trust and confidence.
- Embrace Council's values.
- Focus on Council's vision.
- Ensure the process is as transparent as possible.

8. Conclusion

The necessity to review how effectively Council operates is driven by the following:

- Council must ensure it is operating as *efficiently* as possible
- Council must become an agile and flexible organisation as it faces the future
- There are several activities within Council that could benefit from improved processes
- There are several activities within Council that could benefit from being grouped together

The goal of an Organisational Effectiveness Review is to achieve the outcomes for the community, customers, Councillors and employees as articulated at the beginning of this report.

9. Action/s

The next steps to be taken are to:

- Prepare a high-level project plan, including resourcing and scheduling.
- Work with stakeholders to understand the current organisation from multiple perspectives and map out a future focus for the organisation.



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11.0 ORGANISATIONAL DEVELOPMENT AND PLANNING SERVICES REPORTS

11.1 Executive Manager Organisational Development and Planning Monthly Report

Date: 18 March 2019

Author: Dan McPherson, Executive Manager Organisational Development & Planning Services

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

Summary:

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

Officer's Recommendation:

THAT Council receive and note the Executive Manager Organisational Development and Planning Monthly Report for March 2019.

RESOLUTION

THAT Council receive and note the Executive Manager Organisational Development and Planning's Monthly Report for March 2019.

Moved By: Cr Vela

Seconded By: Cr McLean

Resolution Number: 16-20/1304

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 March 2019.

3. Report

ORGANISATIONAL DEVELOPMENT

Workforce

Council's established FTE number for March 2019 is 319.1432.

Learning & Development

Training held since the last report:

- Corporate Induction (Code of Conduct / Work Health & Safety / Drug & Alcohol Training inclusive)

Work Health & Safety

Refer to the attached statistics indicating any injuries, asset incidents and environmental incidents for the month of March 2019. WHS have reported on Lost Time Injury (LTI) for the first quarter of 2019.

PLANNING & DEVELOPMENT

Development Assessment

Refer to the attached table and graphs indicating all development applications, decisions and requests as at 31 March 2019.

Regional and Strategic Planning

Final work on the proposed Lockyer Valley Regional Council Planning Scheme and supporting documentation, including the draft Feasible Alternatives Assessment Report, was completed during March 2019. Council approved the proposed planning scheme and supporting documentation for State Interest Review at its 27 March 2019 Ordinary Meeting. The proposed planning scheme and supporting documentation was uploaded to the Department of State Development, Manufacturing Infrastructure and Planning (DSDMIP) portal on 1 April 2019, which commences the State Interest Review process. The State Interest Review for the proposed planning scheme extends for a period of 60 business days. Council also approved final documentation for the draft Lockyer Valley Regional Council Local Government Infrastructure Plan (LGIP) at the 27 March 2019 Ordinary Meeting. This enabled the draft LGIP, which forms a part of the proposed planning scheme, to also be uploaded to the DSDMIP portal on 1 April 2019. This initiates the 40 business days State Review process for the draft LGIP.

Council adopted Laidley Shire Planning Scheme Amendment No.2 at its 27 March 2019 Ordinary Meeting. This amendment ensures that development for Intensive Animal Husbandry for poultry farms of 1,000 birds or greater is impact assessable in the Rural Landscape zone. Prior to the adoption of the amendment applications for poultry farms in the Rural Landscape zone (in the former Laidley Shire area) were code assessable, the effect of which is that public notification was not required, and members of the public could not make submissions, nor bring an appeal in the Planning and Environment Court or join in an existing appeal as co-respondents.

An officer attended the quarterly meeting of the South East Queensland Local Government Infrastructure Plan Forum in Toowoomba on 22 March 2019. This forum provides an

opportunity for Council and State Government officers to meet to discuss matters and share experiences relevant to the preparation of Local Government Infrastructure Plans. Proposed amendments to *Planning Regulation 2017* that from 1 July 2019 will require Councils to publish more information on websites about the collection of infrastructure charges and expenditure on trunk infrastructure was also discussed at the forum.

ENVIRONMENTAL PLANNING

Project Updates

Community Environmental Grants

Council has received three community environmental grant applications to be assessed during April.

LVR Planning Scheme

The draft waterways buffer overlay was endorsed by council on 5 March 2019. Minor ongoing GIS analysis is continuing to ensure continuous improvement of the environmental overlays within the draft planning scheme. Suggested changes will be submitted during the public consultation phase or as ongoing amendments once the planning scheme is in effect.

Natural Resource Management Plan

Project plans and community engagement plans are being drafted in-line with development of the draft planning scheme to ensure alignment.

Resilient Rivers initiative

Lockyer Creek Sediment Stabilisation:

Gatton received 65.4mm of rain over 9 days from 16 March 2019 making the chance of plant survival a lot more promising.

The community tree planting event held on 24 March was a huge success. 41 volunteers planted over 400 plants in the Lockyer Creek adjacent to Cahill Park, Gatton. Eleven of these volunteers were council staff who donated their own time to the project while catering was provided by Cahill Park Sports Complex Inc. The initial feedback on that day was positive with a formal feedback survey emailed to attendees.

The contractors have finished site preparation works at site B (Cahill Park) and commenced site preparation at site A (Beavan St). Planting has begun at site B and will continue through until April now that soil moisture conditions are right and further rainfall is expected.

The contractors engaged by Seqwater are still working on their assessment of design options for stabilisation works adjacent to Smithfield Road bridge and Allen Street bridge, Gatton.

Tenthill Catchment Community Resilience:

Contractors have commenced work on the revegetation options for Blackfellow and Black Duck Creeks. This information will help to prioritise revegetation works within the Tenthill catchment. A draft report is due end of March/early April. In addition, meetings have been held with landholders in the Blackfellow Creek catchment and stakeholders to a civil works program in the Tenthill Creek catchment have been consulted.

Drought Funding Application

A project manager has been appointed to scope eligible ABN landholders and prepare an expression of interest to participate in a Creek Reserve Weed Management Program. The program aims to upskill local landholders whose property is on or adjacent to a creek reserve. The funding program will provide landholders with access to complete an Agricultural Chemicals Distribution licence and paid work to undertake weed management works adjacent to their property. There will be marketing of the program in print and social media in addition to direct invitations to participate.

DNRME TraNsfoRM! Innovation Funding Application

The funding application has been submitted to the Australian Government. An outcome of the application will not be known until later in the year.

Program Updates

Land for Wildlife

Land for Wildlife members have received their quarterly newsletter mailout which includes invitations from other participant groups to available training and workshops. Updates to the delivery of the LFW program have now taken effect.

Pest Management

Extreme dry weather followed by the outlook for rain resulted in reduced spray equipment loans with four loans occurring for the month of March in comparison to 16 loans during the same period 2018.

Following the initial rain event, council's pest staff completed 16 surveying and/or spraying of local roads in preparation for slashing activities and an anticipated increase in pest weed presence.

Pest Animal

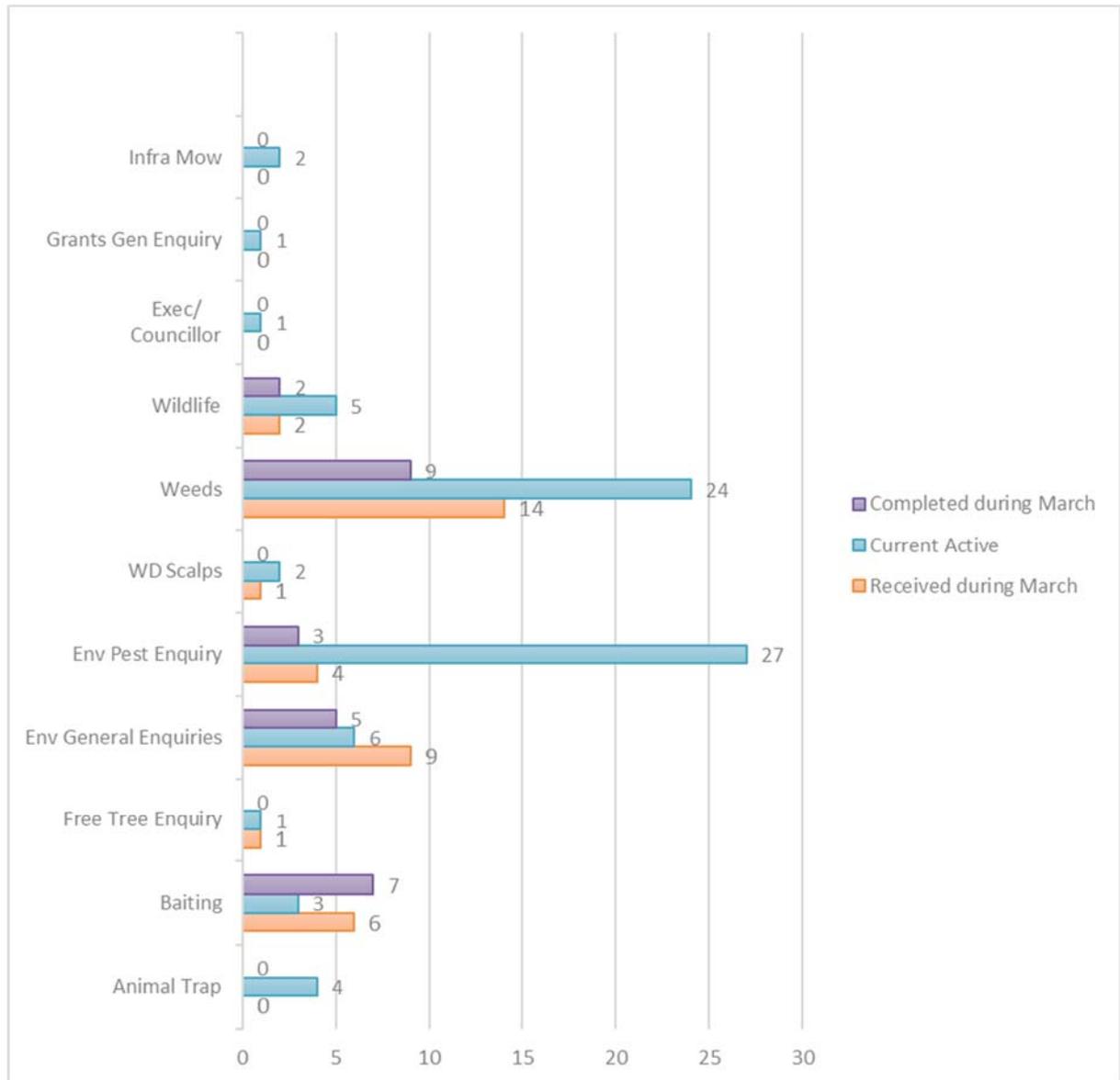
Pest officers have attended 24 properties across the region for various pest management related enquiries. There has been a spike in wild dog activity resulting in seven camera surveillance actions and five properties participating in an extraordinary baiting program. Recent rabbit sightings have involved three property surveys for sign of rabbit. In all aspects of rabbit management, council work with the Darling Downs Moreton Rabbit Board.

Community Activities

Council Environment staff met with the Lockyer Uplands Catchment Inc, community group to investigate the presence and impact of feral animals (namely pigs) on the Black-Breasted Button Quail in the Dwyer's Scrub Conservation Park and surrounding properties.

Flying Fox Roost Management – The Gatton roost was surveyed by Environment staff due to a change in bat activity. Council will continue to monitor the roost and engage with local residents.

Customer Request Data – March 2019



PLUMBING AND BUILDING SERVICES

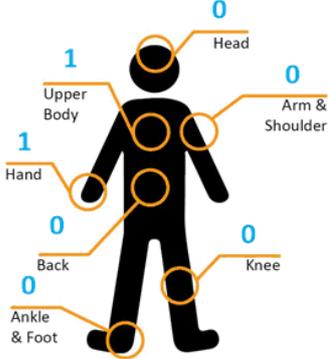
Refer to the attached table and graphs indicating statistics for the month of March 2019.

Attachments

- 1 [□](#) Work Health and Safety Statistics - March 2019 1 Page
- 2 [□](#) Development Applications Statistics - March 2019 1 Page
- 3 [□](#) Development Applications Monthly Summary - March 2019 2 Pages
- 4 [□](#) Plumbing and Building Statistics - March 2019 4 Pages

OUR GOAL
ZERO HARM MEASURING OUR SAFETY PERFORMANCE

MARCH 2019

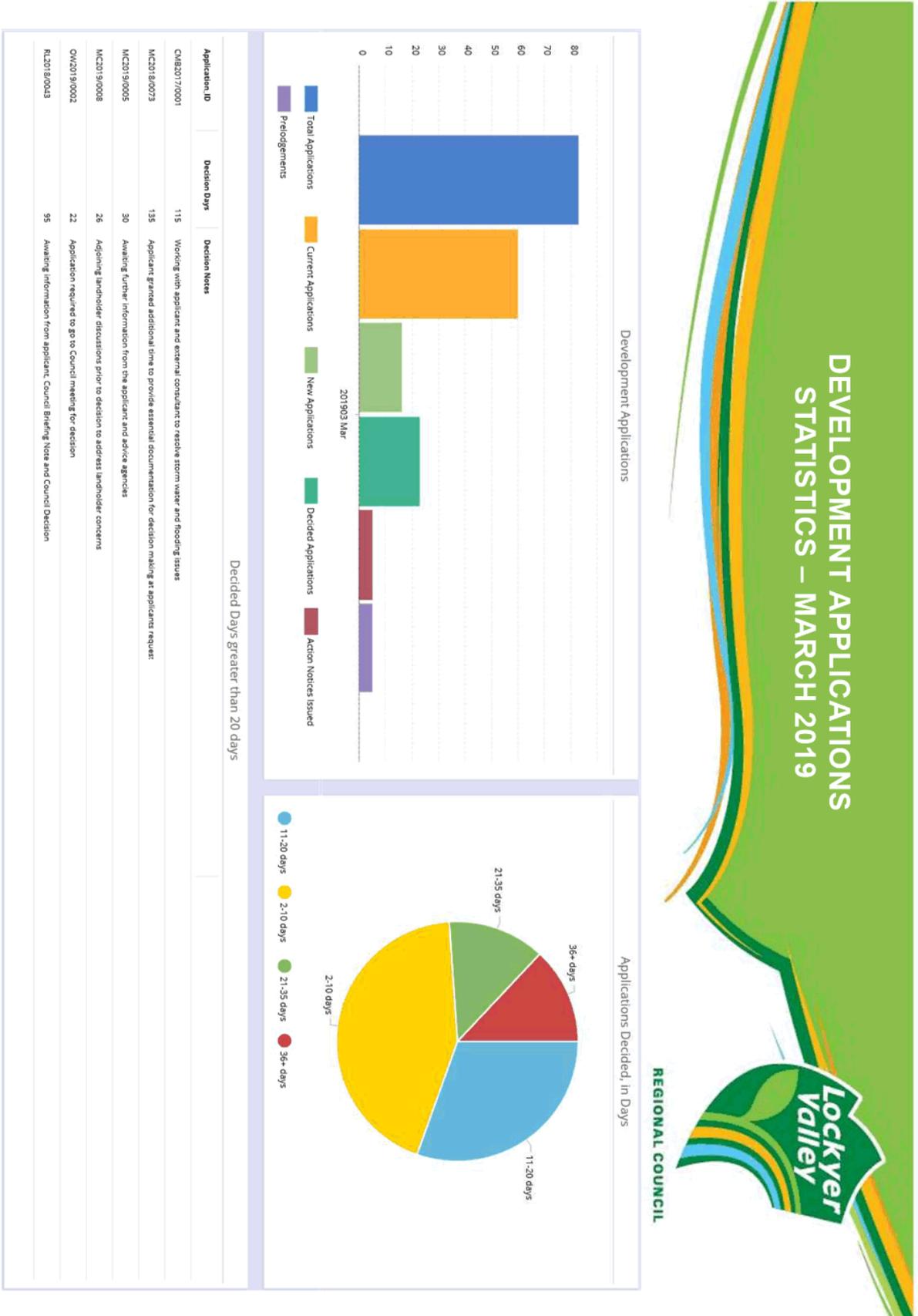
<p>2 INJURIES OCCURRED</p> 	<p>INJURIES BY CLASSIFICATION TYPE</p> <ul style="list-style-type: none">  0 LOST TIME  0 MEDICAL ONLY  0 FIRST AID  2 REPORTABLE ONLY  0 NEAR MISS 		<p>AREAS OF THE BODY MOST AFFECTED</p> 	
	<p>4 ASSET INCIDENTS OCCURRED</p> 			
<p>KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS</p> <ul style="list-style-type: none">  3 DAMAGE  1 COLLISION/INCIDENT  0 ANIMAL STRIKE  0 FIRE 				
<p>0 ENVIRONMENTAL INCIDENTS OCCURRED</p>  				
<p>KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS</p> <ul style="list-style-type: none">  0% SPILLS  0% CONTAMINATION 				

	March 2019	March 2018
Injury related incidents	2	5
Asset related incidents	3	5
Environment related incidents	0	0
Lost Time Injuries	0	2
Number of days lost due to injury	0	5
Total days lost due to ongoing injuries	20	21

FTE (March 2019)	319
Total Hours Worked	630344
LTIFR (March Quarter 2019)	0.630644

LTIFR formula

(Number of lost time injuries in accounting period)
..... X 1,000,000
(Total hours worked in accounting period)

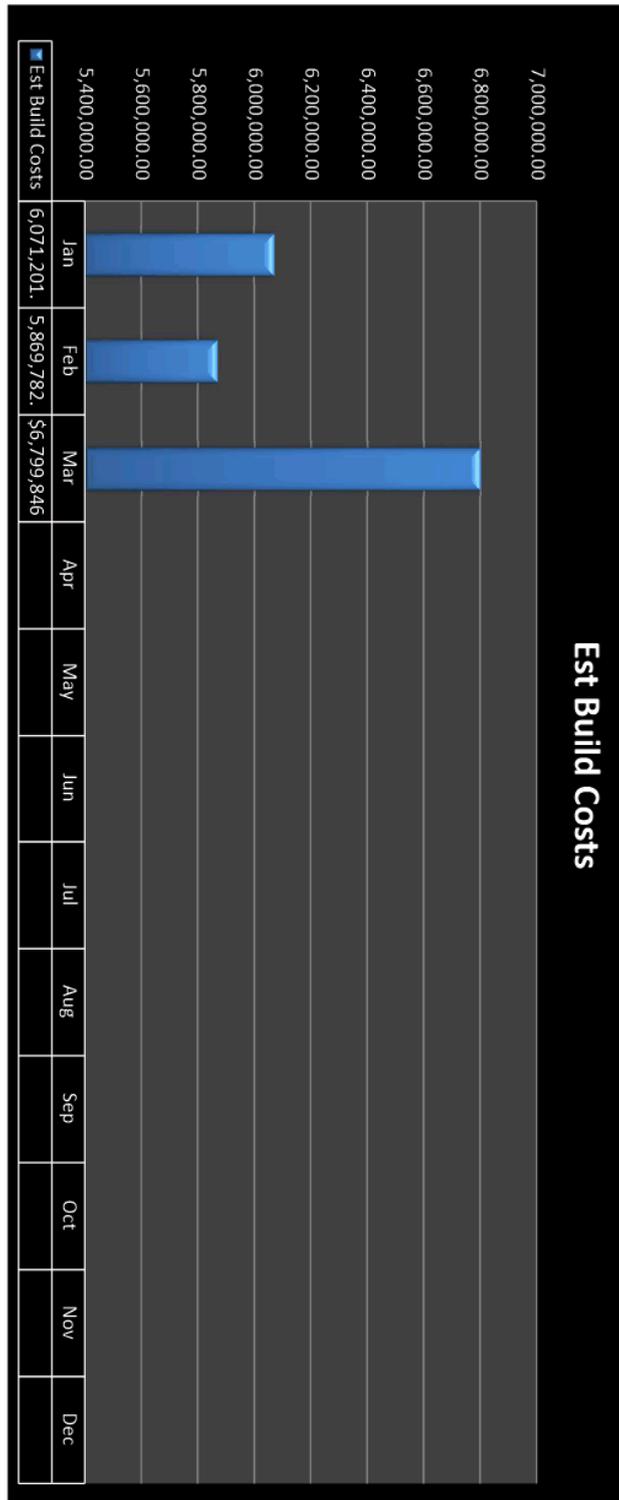


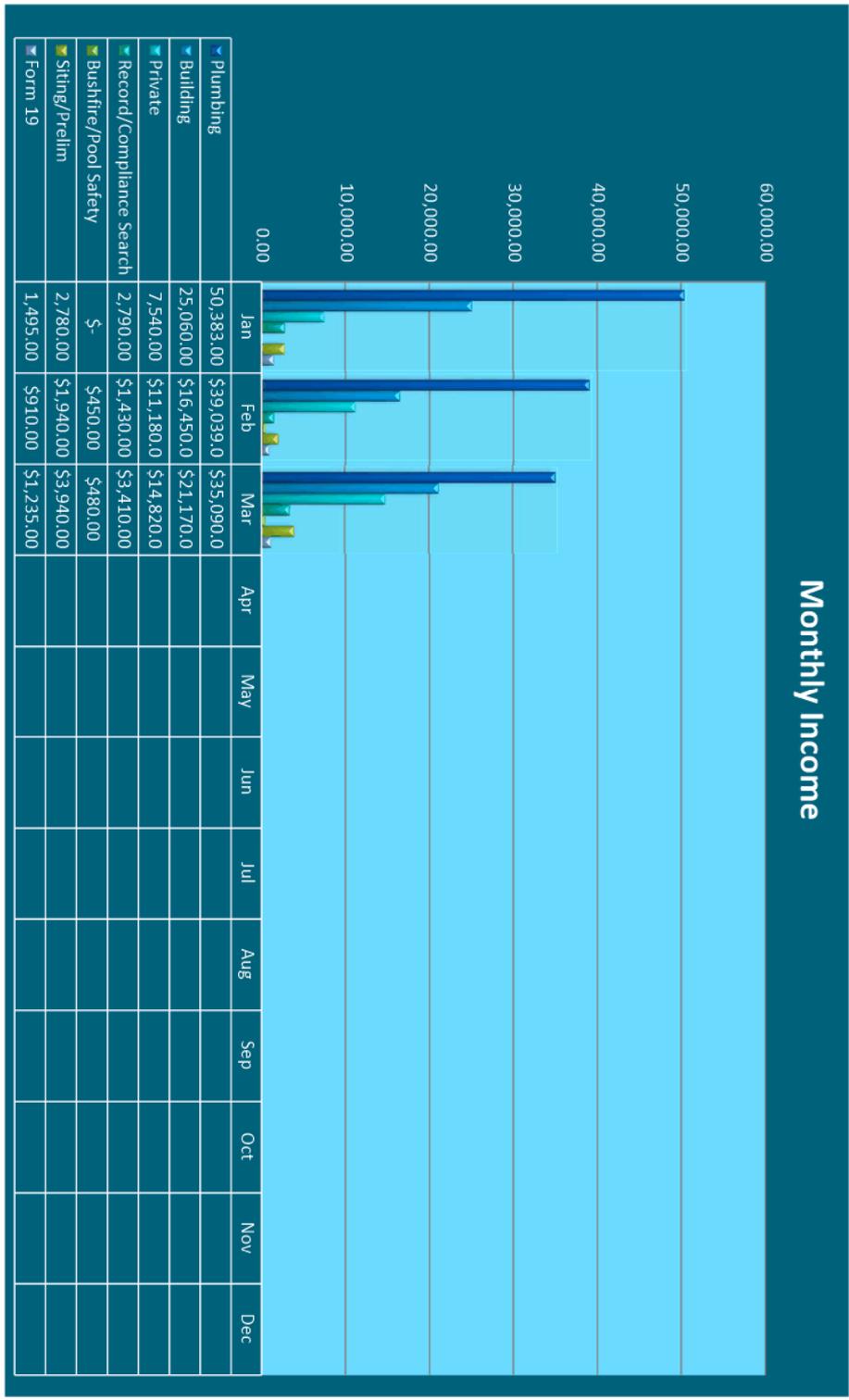
New Development Applications (Currently under assessment) - 1 March to 29 March 2019	
EX20190017	Agriculture Triggered by an Overlay (New High Ecological Significance)
EX20190018	Change to Plans to include a Kerbs Shop within the Park
EX20190019	Building Works for Concrete Swimming Pool Triggered by an Overlay (Steep and Unstable Land and Code)
EX20190017	Change to Plans to include a Kerbs Shop within the Park
EX20190018	Building Works for Concrete Swimming Pool Triggered by an Overlay (Steep and Unstable Land and Code)
EX20190019	Building Works for Concrete Swimming Pool Triggered by an Overlay (Steep and Unstable Land and Code)
EX20190020	Preliminary Approval for Dwelling House and Apartment
EX20190021	Dwelling House Triggered by an Overlay (Slope Greater than 15% and Within 20m of Area of E Code)
EX20190022	Dwelling House Triggered by an Overlay (TLPI)
EX20190023	Advertising Shop, Shop and Advertising Device
EX20190024	Advertising Sign
EX20190025	Advertising Device/Sign
Dwelling Development Applications - 1 March to 29 March 2019	
EX20190011	Dwelling House Triggered by an Overlay (TLPI - Flood Investigation Area)
EX20190012	Dwelling House Triggered by an Overlay (TLPI - Flood Investigation Area)
EX20190013	Proposed Threeplex Pool Triggered by an Overlay (Boundary)
EX20190014	Pool House/Entertainment Room Triggered by an Overlay (Boundary)
EX20190015	Dwelling House Triggered by an Overlay (TLPI - Flood Investigation Area)
EX20190016	Dwelling House Triggered by an Overlay (TLPI - Flood Investigation Area)
EX20190017	Preliminary Approval including Variation Request
EX20190018	Preliminary Approval including Variation Request
EX20190019	Extension to Currency Period (DX20170055)
EX20190020	Dwelling House Triggered by an Overlay (TLPI & Ecological Significance)
EX20190021	Telecommunications Facility
EX20190022	Design Checking - Street Lighting - Plainland Crossing Stages 5A & 5B
EX20190023	Development Sign
EX20190024	Subdivision (1 of 2 Lots plus balance of)
EX20190025	Staged Subdivision of Lots into 142 Residential Lots (7 Stages), Road, Park, Pump Station Ltd a Code
EX20190026	Change to Development Approval (R0120170015 - 1 Lot into 4 Lots)
EX20190027	Extension to Currency Period (DX20170055)
EX20190028	Boundary Designation (2 Lots into 2 Lots)
EX20190029	Extension to Currency Period (R0120150017)
EX20190030	Boundary Designation (2 Lots into 2 Lots)
EX20190031	Service Station, Catering Shop and Advertising Device
EX20190032	Industry for Electronic Detector Assembly Facility
Predevelopment - 1 March to 29 March 2019	
PLM2019/0007	Predevelopment - Proposed Single Span Bridge and Approach Works for Access to Site
PLM2019/0008	Predevelopment - Proposed Reconfiguring a Lot (1 Lot into 88 lots, Park and New Road)
PLM2019/0009	Predevelopment - Proposed Child Care Facility and Medical/Pharmaceutical Centre
PLM2019/0010	Predevelopment - Proposed Reconfiguring a Lot (2 into 3 Lots) and Boundary Realignment
PLM2019/0011	Predevelopment - Proposed Rural Service Industry - L2 - L4 G123
AG Ken Care JT Environmental Pty Ltd	37 Long Gully Road SUMMERTON QLD 4341
Jason Aaron Lynch	37 Long Gully Road SUMMERTON QLD 4341
Gen York Pty Ltd	25 Campbell Street LAUDLEY QLD 4341
New Nestler Pty Ltd	208 Fernbank Road FIFTEEN MILE QLD 4352
Tou Bao Ding	19 O'Dea Road GATTON QLD 4343
Blackston Engineers	18 Phillip Court SUMMERHOLM QLD 4341
Victor & Diana Perpoint	Hill Road PLAINLAND QLD 4341
Dixonville Pty Ltd	75 Harvey Drive LAUDLEY NORTH QLD 4341
Opent Pty Ltd TA SJ Gardner Homes	7 Oakhill Place PRESTON QLD 4352
Clark Town Planning	7 Railway Street HELDON QLD 4344
ML Gellier Pty Ltd	291 Eastern Drive GATTON QLD 4343
Sigmaimage	92 Parrick Street LAUDLEY QLD 4341
Strat Water Consulting Pty Ltd	82 Lakes Drive LAUDLEY HEIGHTS QLD 4341
Dixon Homes Pty Ltd	6 Miskove Road KENTVILLE QLD 4341
Naomi Anna Roby	91 Fearnos Road GATTON QLD 4343
Bradley Lark	91 Trahan Road KENNINGTON GROVE QLD 4341
Sincoast Building Approvals Pty Ltd	24 Barcos Drive PLAINLAND QLD 4341
Julie Frances Chelley	21 Gill Road REGENCY DOWNS QLD 4341
Madison Ridge Pty Ltd	20 Mountain View Drive PLAINLAND QLD 4341
Kevin Umehi Ganada	Oxford Court LAUDLEY QLD 4341
Shanell Anne Sigurd	7 Maroonie Road PLAINLAND QLD 4341
Checkpoint Building Surveyors	14 Hanlon Court LAUDLEY HEIGHTS QLD 4341
NBN Co Limited	House Road UPPER LOCKYER QLD 4352
Robin Russell & Associates Pty Ltd	28 Gahne Road PLAINLAND QLD 4341
Vanilla Systems Pty Ltd	4114 Warrego Highway HATTON VALE QLD 4341
Madison Ridge Pty Ltd	20 Mountain View Drive PLAINLAND QLD 4341
Julian & Douglas Ltd	23 Forest Avenue GLENORE GROVE QLD 4342
Cooper Property Group	22 Fernans Road GATTON QLD 4343
John Fisswell & Christopher Bianchi	2 Cullin Road CROWLEY VALE QLD 4342
Australian Bivestigator Developments Pty Ltd The	3 Mountain View Drive PLAINLAND QLD 4341
Mountain View Trust	7 Bentley Drive REGENCY DOWNS QLD 4341
Eliee Town Planning	40 Laidley Creek West Road LAUDLEY CREEK WEST QLD 4344
4 Stelm & Maere O'Sullivan	Warrego Highway HELDON SPA QLD 4344
Reed Property Group Pty Ltd	207 Airforce Road HELDON QLD 4344
BNE Australis - ASB Pty Ltd	
Harrison Infrastructure Group	2044 Murphy Creek Road BALLALARD QLD 4352
QM Properties	48 Gull Road REGENCY DOWNS QLD 4341
Dermide Pty Ltd	Parick Street LAUDLEY QLD 4341
Urban Planners Queensland	27 Silkwood Court GLENORE GROVE QLD 4342
MD Hood & DB Hood TTE Rugby Farms Directorate	78 Hoops Road GATTON QLD 4343

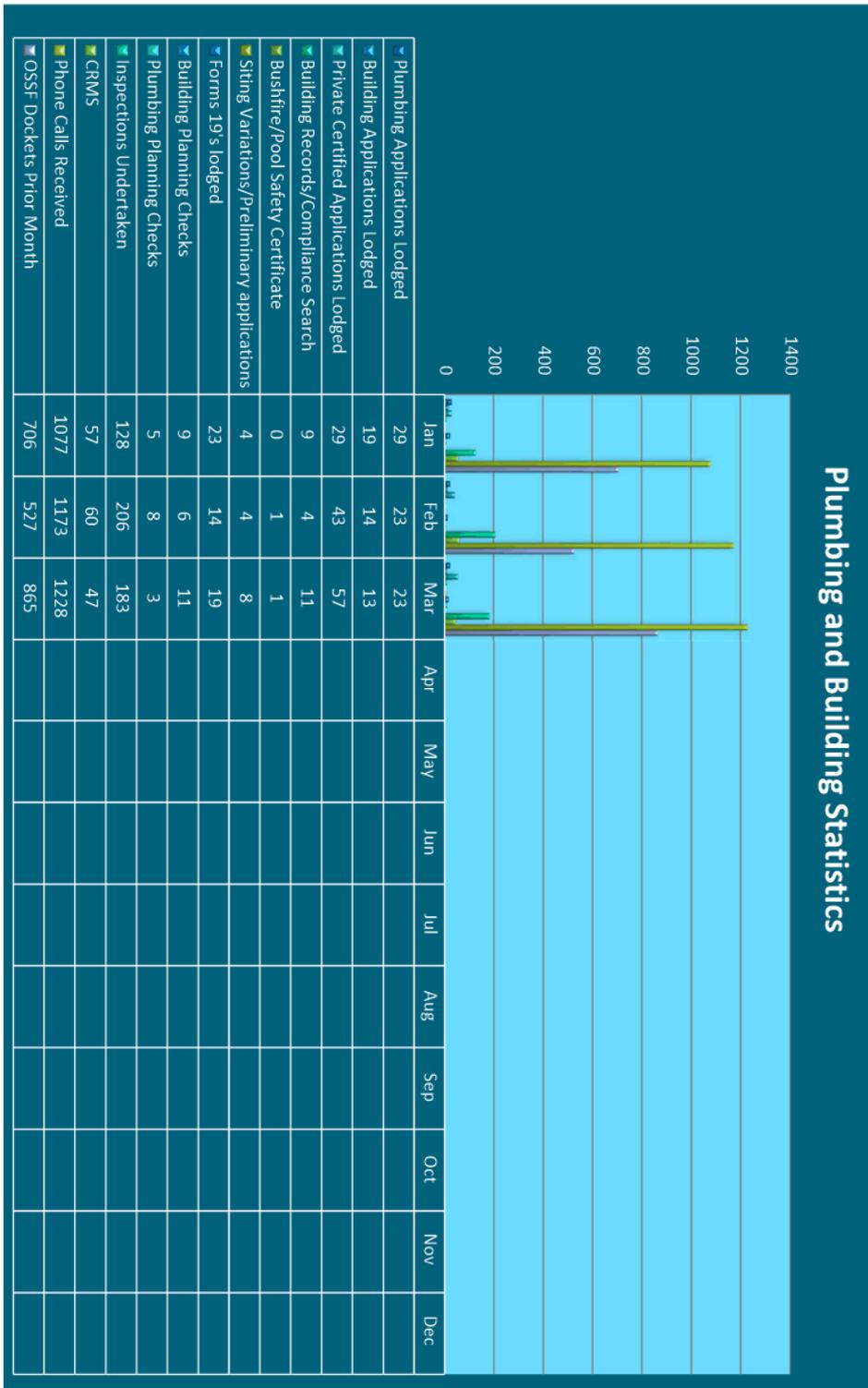


ITEM	DESCRIPTION	TOTAL	APPLICATION FEES	Average Days to Approve	RESPONSIBLE OFFICERS
1.0	Plumbing Applications Lodged	23	\$35,090.00	2.69	Plumbing
2.0	Building Applications Lodged	13	\$21,170.00	6.63	Building
3.0	Private Certified Applications Lodged	57	\$14,820.00		Admin Team
4.0	Building Records Search	11	\$3,410.00		Admin Team
5.0	Bushfire/Pool Safety Certificates Lodged	1	\$480.00		Building
6.0	Siting Variations Lodged/Preliminary Applications	8	\$3,940.00		Building
7.0	Form 19's Lodged	19	\$1,235.00		Admin Team
8.0	Building Planning Checks	11	N/A		Building
9.0	Plumbing Planning Checks	3	N/A		Plumbing
10.0	Inspections Undertaken	183	N/A		Plumbing and Building
11.0	CRM's Lodged (Includes 9 Complaint CRMS)	47	N/A		Plumbing and Building
11.1	Phone Calls Received	1228	N/A		Plumbing and Building
12.0	OSSF Dockets Updated for February	865	N/A		Admin Team
	TOTAL		\$80,145.00		
CONSTRUCTION VALUE OF BUILDING WORKS					
1.0	Building Applications 01-03-19 to 31-03-19	Domestic	\$5,571,843.00		
	Building Applications 01-03-19 to 31-03-19	Commercial	\$1,228,003.00		
	Year to Date	Total	\$18,740,830.07		









3. Report

The Bushfire Sub Plan Version 4.0 has been reviewed and updated by the LDMG as a part of the plan review process. The LDMG endorsed this sub plan on 7 February 2019 by a flying minute and ratified the flying minute at the LDMG meeting on 21 March 2019.

The key changes are

- Changes to Bushfire Sub Committee Membership
- Minor Changes to Agency Names and Roles
- Major Changes to Queensland Fire and Emergency Services Bushfire Warnings being
 - Updating of
 - Fire Weather Warnings
 - Bushfire Warnings
 - Communication Channels
 - Decision-Making for Warnings
 - insertion of
 - Understanding QFES Bushfire Community Warnings
 - Sample QFES Bushfire Warnings

To meet Council's legislative obligations, the plan as endorsed by the LDMG must now be tabled for ratification by Council.

4. Policy and Legal Implications

Under the *State Disaster Management Act 2003*, every Queensland Local Government must have a Local Disaster Management Plan, which is reviewed and tested annually.

5. Financial and Resource Implications

Under the *State Disaster Management Act 2003*, the Local Disaster Management Plan must be reviewed and tested annually. There will be minor staff resourcing implications, as the Plan and Sub-Plans are reviewed and developed; however, these implications will continue to be addressed through existing allocations.

6. Delegations/Authorisations

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

7. Communication and Engagement

The Bushfire Sub Committee is a subcommittee of the LDMG. Members of the Bushfire Sub Committee including Rural Fire Service Queensland, Queensland Parks and Wildlife Service, Queensland Rail, Department of Natural Resources Mines and Energy, Energex, Department of Transport and Main Roads as well as LDMG Members and Council Officers were engaged and provided input into the development and testing of the Bushfire Sub Plan Version 4.0.

8. Conclusion

This report represents the conclusion of the Local Disaster Management Plan review process for the Bushfire Sub Plan Version 4.0. As required under the *State Disaster Management Act 2003*, the sub-plan will be added to the previously endorsed Local Disaster Management Plans already available to stakeholders.

9. Action/s

Council write to The Executive Officer, Office of the District Disaster Coordinator, to notify Council adoption of the Bushfire Sub Plan Version 4.0.

Attachments

- 1 [□](#) Bushfire Sub Plan - DRAFT Version 4.0 24 Pages



BUSHFIRE SUB PLAN – VERSION 4.0

A Sub Plan of the Lockyer Valley Local Disaster Management Plan



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APPROVAL OF THE BUSHFIRE SUB PLAN

AUTHORITY TO PLAN

This Bushfire Sub plan has been prepared by the Lockyer Valley Regional Council Local Disaster Management Group (LDMG) for the Lockyer Valley Region Council under the provisions of Section 57(1) of the Disaster Management Act 2003.

APPROVAL

The preparation of this Bushfire Sub Plan has been undertaken in accordance with the Disaster Management Act 2003 (the Act), to provide for any response by the LDMG in support of Queensland Fire and Emergency Services (QFES) for the management of bushfires in the Lockyer Valley local government area.

The sub plan is endorsed for distribution by the Local Disaster Management Group.

Cr Tanya Milligan
Chair, Local Disaster Management Group

Date:.....

ENDORSEMENT

The preparation of this Bushfire Sub Plan has been undertaken in accordance with the Disaster Management Act 2003 (the Act), to provide for effective disaster management in the Lockyer Valley local government area.

The plan is endorsed by the Lockyer Valley Regional Council.

Cr Tanya Milligan
Mayor, Lockyer Valley Regional Council

Date:.....



AMENDMENTS AND REVIEW

This plan will be reviewed at least annually as required by *Section 59 of the Disaster Management Act 2003*, with relevant amendments made and distributed.

Approved amendments to the plan will be circulated as per the distribution and contacts lists, which are maintained by Lockyer Valley Regional Council on behalf of the local group.

DOCUMENT CONTROL

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

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

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the local government.

AMENDMENT REGISTER

Date	Version	Outline of Revisions	Made by	Approved by/Date
23/11/2011	1.0	Development of Plan		23/11/2011
	1.1			
Nov 2016	2.0	Review & Update of Plan	Updated by Peter Hillcoat and endorsed by LDMG	Adopted by Council 18/01/2017
03/05/2017	3.0	Review & Update of Plan	Updated by Peter Hillcoat endorsed by LDMG on 03/05/2017	Adopted by Council 17/05/2017
15/11/2018	4.0	Reviewed by Bushfire Sub Committee. Changes to Membership. Major change to QFES Bushfire Warnings. Minor changes to Agency Names and Roles. Endorsed by LDMG.	Updated by Peter Hillcoat	

DISTRIBUTION

This sub plan is not publicly available and is not for distribution and/or release to persons or agencies other than those identified in the Lockyer Valley Local Disaster Management Plan (LDMP).



ADMINISTRATION AND GOVERNANCE

AUTHORITY

This plan forms a sub plan to the Lockyer Valley Local Disaster Management Plan and is developed under the authority of the Disaster Management Act 2003. This sub plan will be managed in accordance with the administrative and governance processes outlined within the Lockyer Valley Local Disaster Management Plan including approval, document control, distribution and review and renew.

PURPOSE

The purpose of this bushfire sub plan is to be an operational plan of Lockyer Valley LDMG. The implementation of this plan will allow the LDMG to make informed, timely decisions regarding bushfires.

SCOPE

This Sub Plan applies to the Lockyer Valley Local Disaster Management Group in the circumstances where elements of the group and/or some functions of the Local Disaster Management Plan may be activated to provide support to QFES in the management of bushfires in the Lockyer Valley local government area.

DRAFT



BUSHFIRE COMMITTEE

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

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

Organisation	Position
Lockyer Valley Regional Council Local Disaster Management Group	Chair Local Disaster Management Group
Lockyer Valley Regional Council	Manager Disaster Coordination
Lockyer Valley Regional Council	Local Disaster Coordinator
Queensland Fire and Emergency Services (QFES) – Fire & Rescue	Area Commander Lockyer Somerset Command
QFES – Rural Fire Service QLD	Area Director West Moreton Office
QFES – Rural Fire Service QLD	Bushfire Safety Officer
Queensland Police Service	Officer in Charge
National Parks, Recreation, Sport and Racing	Senior Ranger, Qld Parks & Wildlife Service, Western Scenic Rim
Department of Transport and Main Roads	Senior Program Support (Corridor Management) Darling Downs District
Queensland Rail	Asset Maintenance Coordinator
Energy QLD	Senior Asset Engineer South East South
Advisor: Department of Natural Resources, Mines and Energy (DNRME)	Manager, Helidon Explosives Reserve

ACTIVATION

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

LDMG MEETING

Fire weather warnings are issued by the BoM, based on the Forest Fire Danger Index. When a code red (very high to extreme fire danger) is issued, the Local Disaster Coordinator should consult with QFES and discuss the need for a LDMG meeting is to be held considering the high level of risks that may exist during very high to extreme fire danger.



AGENCY RESPONSIBILITIES

LEAD AGENCY - QUEENSLAND FIRE AND EMERGENCY SERVICES

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

LDMG INVOLVEMENT

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

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

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

LDMG COMMUNICATION WITH QFES

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

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

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

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

WILDFIRE ALERT LEVEL (WAL)

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

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

USE OF WAL

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



The following characteristics may be present at WAL's. *This information is for understanding by other agencies of WAL characteristics only and is not for QFES or other use.*

WAL 1

- Normal business

WAL 2

- High Fire Danger Rating
- Normal response
- Fire appliances may be on standby
- May include dryer fuel and weather conditions
- May be restrictions on permits to burn

WAL 3

- Very High Fire Danger Rating
- Increase initial response
- Crews may be on standby
- Response crews may be doubled or tripled
- Senior officers may respond
- May include wind speed over 30km, low humidity, increased temperatures and an abundance of fuel
- Permits may be cancelled
- Fire bans may be in place

WAL 4

- Severe & Above Fire Danger Rating
- Maximise initial response
- Strike teams may be mobilised
- May include 70km/hr wind and single figure humidity
- Permits cancelled
- Fire bans in place

PLANT, MATERIALS AND OTHER REQUIREMENTS

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

HUMAN RESOURCES

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

LVRC RESPONSIBILITIES

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

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

- Council must take all reasonable steps to extinguish or control the fire (must be within Council WH&S policy).
- must report the existence and location of the fire to QFES

9



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

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

STATE FORESTS

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

QUEENSLAND PARKS & WILDLIFE SERVICE

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

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

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

Request for Council assistance may be made through the LDC

UNALLOCATED STATE LANDS (USL)

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



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

LAND OCCUPIERS

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

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

WARNINGS

FIRE WEATHER WARNINGS

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

The information contained in Fire Weather Warnings includes:

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

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

Fire Weather Warnings are distributed through the media, fire agencies and other key emergency service organisations. Warnings are normally issued in the afternoon for the following day so to be available for evening television and radio news broadcasts. Warnings are renewed at regular intervals and generally at the same time major forecasts are issued. However, warnings may be issued or amended and reissued at any time if a need is identified. If there is a Fire Weather Warning current, the Bureau will mention this in State, Territory and District weather forecasts for that area.

BUSHFIRE WARNINGS

When a bushfire strikes, the community expects timely and accurate information about the incident, including advice about what actions people should take to keep themselves, their family and property safe.

QFES has the responsibility for issuing bushfire warnings in Queensland.

COMMUNICATION CHANNELS

During a bushfire, different people will turn to different agencies for information. As such, all stakeholders are encouraged to use their communication channels to provide information to affected communities.

However, official bushfire warnings can change quickly, and it is imperative that the most current warning is available to the community across all information channels.

Partner agencies may not be able to issue warnings and updates as they occur, which can result in conflicting information, and causes confusion and a serious risk to the public.

It is important that QFES remains the central point for current bushfire warnings.

To prevent communities receiving outdated information, stakeholders and agencies should not reproduce, edit or share official warnings. Instead stakeholders and agencies are encouraged to use their communication channels to direct people to the office fire service social media channels or websites for current warnings.

An example of this may be *"We are aware of a bushfire in XYZ Town. For current warnings and the latest information please go to www.qfes.qld.gov.au or [www.facebook.com?QldFireandRescueService/](https://www.facebook.com/QldFireandRescueService/)*



DECISION-MAKING FOR WARNINGS

The level of bushfire warning issued depends on:

- the current and expected fire situation
- anticipated impacts
- timeframes of impacts occurring.

In Australia there are three levels of bushfire warnings which focus on action-orientated messages:

- **Advice Message -**
 - Stay informed
- **Watch and Act Message -**
 - Prepare to leave
 - Leave now
- **Emergency Warning -**
 - Leave immediately
 - Seek shelter
 - Seek shelter Immediately

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

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

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



NATIONAL FIRE DANGER RATING

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

Low-Moderate (FDI 0-11). Fires can be easily controlled and post little or no risk to life or property.

High (FDI 12-24). Fires can be controlled, loss of life is unlikely and damage to property will be limited. Embers and spot fires may be experienced.

Very High (FDI 25-49). Fires can be difficult to control with flames that may burn into the tree tops. Some homes and businesses may be damaged or destroyed. Spot fires up to kilometres ahead of the fire front may occur.

Severe (FDI 50-74). Fires may be uncontrollable and move quickly, with flames that may be higher than roof tops. A severe fire may cause injuries and some homes or businesses will be destroyed. Spotting distances up to 4km may occur.

Extreme (FDI 75-99). Fires may be uncontrollable, unpredictable and fast moving. The flames will be higher than roof tops. People will be injured and hundreds of homes and businesses will be destroyed. Spot fires will start and move quickly and come from many directions up to 6km ahead of the fire.

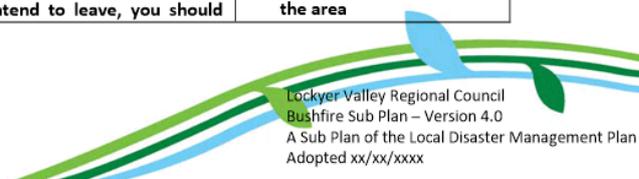
Catastrophic (FDI 100+). Fires may be uncontrollable, unpredictable and fast moving. The flames will be higher than roof tops. Many people will be injured and thousands of homes and businesses will be destroyed. Spot fires may occur up to 20km ahead of the fire.

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



UNDERSTANDING QFES BUSHFIRE COMMUNITY WARNING MESSAGES

FIRE DANGER RATING	<2 HOURS	2-6 HOURS	6-24 HOURS
Catastrophic FDR 100+	<p>Emergency Catastrophic Warning</p> <ul style="list-style-type: none"> Seek immediate shelter No longer safe on roads or outside Don't return – it's too dangerous Fire expected to have life-threatening impact Firefighters are no longer able to prevent the fire advancing Power, water, mobile phone service and some homes may be lost 	<p>Emergency Warning Low (consider High)</p> <ul style="list-style-type: none"> The safest option is to leave the area immediately as it will soon be too dangerous Follow Bushfire Survival Plan (BSP) if available If you don't have a plan, you should leave the area immediately if it is safe to do so If you cannot or do not intend to leave you should prepare to seek shelter Don't return – it's too dangerous Fire expected to have devastating/significant impact Firefighters may soon be unable to prevent the fire advancing Power, water, mobile phone service and some homes may be lost 	<p>Watch & Act High</p> <ul style="list-style-type: none"> The safest option is to leave the area now Follow BSP if available If you do not have a plan, or intend to leave, you should leave the area now if it is safe and clear to do so Don't return – it's too dangerous Fire expected to have devastating/significant impact Firefighters working to contain fire Power, water, mobile phone service and some homes may be lost
Extreme FDR 75-99	<p>Emergency Warning High</p> <ul style="list-style-type: none"> The safest option is to identify where to seek shelter No longer safe on roads or outside Don't return – it's too dangerous Fire expected to have life-threatening impact Firefighters are no longer able to prevent the fire advancing Power, water, mobile phone service and some homes may be lost 	<p>Emergency Warning Low</p> <ul style="list-style-type: none"> The safest option is to leave the area immediately as it will soon be too dangerous Follow Bushfire Survival Plan (BSP) if available If you don't have a plan, you should leave the area immediately if it is safe to do so If you cannot or do not intend to leave you should prepare to seek shelter Don't return – it's too dangerous Fire expected to have devastating/significant impact Firefighters may soon be unable to prevent the fire advancing Power, water, mobile phone service and some homes may be lost 	<p>Watch & Act Low</p> <ul style="list-style-type: none"> Be ready to follow BSP if available If you do not have a plan, or intend to leave, you should prepare to leave the area Fire expected to impact the community Firefighters working to contain fire
Severe FDR 50-74	<p>Emergency Warning High (consider Low)</p> <ul style="list-style-type: none"> The safest option is to identify where to seek shelter No longer safe on roads or outside Don't return – it's too 	<p>Watch & Act High</p> <ul style="list-style-type: none"> The safest option is to leave the area now Follow Bushfire Survival Plan (BSP) if available If you don't have a plan, or intend to leave, you should 	<p>Watch & Act Low</p> <ul style="list-style-type: none"> Be ready to follow BSP if available If you do not have a plan, or intend to leave, you should prepare to leave the area



	<p>dangerous</p> <ul style="list-style-type: none"> • Fire expected to have life-threatening impact • Firefighters are no longer able to prevent the fire advancing <p>Power, water, mobile phone service and some homes may be lost</p>	<p>leave the area immediately if it is safe to do so</p> <ul style="list-style-type: none"> • Don't return – it's too dangerous • Fire expected to have devastating/significant impact • Firefighters working to contain fire • Power, water, mobile phone service and some homes may be lost 	<ul style="list-style-type: none"> • Fire expected to impact the community • Firefighters working to contain fire
Very High FDR 24-49	<p>Watch & Act High</p> <ul style="list-style-type: none"> • The safest option is to leave the area now • Follow BSP if available • If you do not have a plan, or intend to leave, you should leave the area now if it is safe and clear to do so • Don't return – it's too dangerous • Fire expected to have devastating/significant impact • Firefighters working to contain fire • Power, water, mobile phone service and some homes may be lost 	<p>Watch & Act Low</p> <ul style="list-style-type: none"> • Follow BSP if available • If you do not have a plan, or intend to leave, you should leave the area now if it is safe and clear to do so • Fire expected to impact the community <p>Firefighters working to contain fire</p>	<p>Advice</p> <ul style="list-style-type: none"> • Monitor the approach of the bushfire • Stay informed and decide what you will do if the situation changes • Fire may impact the community • Firefighters working to contain fire
High FDR 12-24	<p>Watch & Act Low (consider High)</p> <ul style="list-style-type: none"> • Follow BSP if available • If you do not have a plan, or intend to leave, you should leave the area now if it is safe and clear to do so • Fire expected to impact the community <p>Firefighters working to contain fire</p>	<p>Advice</p> <ul style="list-style-type: none"> • Monitor the approach of the bushfire • Stay informed and decide what you will do if the situation changes • Fire may impact the community <p>Firefighters working to contain fire</p>	<p>Advice</p> <ul style="list-style-type: none"> • Monitor the approach of the bushfire • Stay informed and decide what you will do if the situation changes • Fire may impact the community <p>Firefighters working to contain fire</p>
Low-Moderate FDR 0-11	<p>Advice</p> <ul style="list-style-type: none"> • Monitor the approach of the bushfire • Stay informed and decide what you will do if the situation changes • Fire may impact the community <p>Firefighters working to contain fire</p>	<p>Advice</p> <ul style="list-style-type: none"> • Monitor the approach of the bushfire • Stay informed and decide what you will do if the situation changes • Fire may impact the community <p>Firefighters working to contain fire</p>	<p>Advice</p> <ul style="list-style-type: none"> • Monitor the approach of the bushfire • Stay informed and decide what you will do if the situation changes • Fire may impact the community <p>Firefighters working to contain fire</p>



SAMPLE QFES BUSHFIRE WARNINGS

STAY INFORMED: [Suburb] bushfire as at [xx:xxam/pm] [day/date]

Bushfire warning level: ADVICE

Queensland Fire and Emergency Services (QFES) advises there is a bushfire in [SUBURB] [and surrounding areas].

You need to **keep up to date** and **decide what actions you will take** if the situation changes.

Currently [as at TIME AND DATE], a bushfire is travelling from [SUBURB/STREET] towards [SUBURB/STREET].

People in the area will be affected by smoke, which will reduce visibility and air quality.

[Properties are not under direct threat at this time]. Call Triple Zero (000) immediately if you believe you or your property is under threat.

WHAT YOU SHOULD DO:

- Listen to your local radio station or visit the Rural Fire Service (RFS) website for regular updates.
- If you have a bushfire survival plan, refer to it now and be ready to follow it.
- If you do not have a bushfire survival plan, or if your plan is to leave, identify where you will go if the situation changes.
- Close windows and doors to minimise smoke exposure.
- If you suffer from a respiratory condition, keep your medication close by.
- Drive with caution in low visibility conditions.
- Contact your neighbours to see if they need help preparing for the bushfire.
- Consider finding your essential items (e.g., identification documents, prescription medication, food and water, and protective clothing such as a long-sleeved cotton shirt and trousers, and boots) in case you need to leave.
- Consider what you will do to protect your pets and livestock.
- Drink plenty of water to stay hydrated.
- Advise family and friends of your intended actions if the situation changes.

KEEP UP TO DATE BY:

- Following QFES on Facebook (@QldFireandRescueService) and Twitter (@QldFES)
- Stay tuned to your local radio station. Find your local ABC radio station at <https://radio.abc.net.au/help/offline> and your local commercial radio station at <http://www.commercialradio.com.au/find-a-station/queensland>;
- Visiting the Rural Fire Service (RFS) website at www.ruralfire.qld.gov.au/map

FURTHER INFORMATION:

- For bushfire preparation tips, visit the RFS website:
www.ruralfire.qld.gov.au/BushFire_Safety
- For information about road closures, call 131940 or visit www.qldtraffiq.qld.gov.au

The next update will be provided when the situation changes.

PREPARE TO LEAVE: [Suburb] bushfire as at [xx:xxam/pm] [day/date]

Bushfire warning level: WATCH AND ACT

Queensland Fire and Emergency Services (QFES) advises there is a bushfire in [SUBURB] [and surrounding areas] and conditions could get worse.

You need to **be ready to follow your bushfire survival plan**. If you do not have a plan, or intend to leave, you should **be ready to leave the area because the situation could get worse quickly**.

Currently [as at TIME AND DATE], a [SEVERITY e.g., dangerous, unpredictable] fire is travelling from [SUBURB/STREET] towards [SUBURB/STREET]. The fire is likely to impact [LOCATION].

People in the area will be affected by smoke, which will reduce visibility and air quality.

[An evacuation centre has been opened at XXX].

Call Triple Zero (000) immediately if you believe your property is under threat.

WHAT YOU SHOULD DO:

- Listen to your local radio station or visit the Rural Fire Service (RFS) website for regular updates.
- If you have a bushfire survival plan, refer to it now and be ready to follow it.
- If you do not have a bushfire survival plan, or if your plan is to leave, identify where you will go if the situation changes.
- Close windows and doors to minimise smoke exposure.
- If you suffer from a respiratory condition, keep your medication close by.
- Drive with caution in low visibility conditions.
- Contact your neighbours to see if they need help preparing for the bushfire.
- Pack important documents and essential items (e.g., passports, birth certificates, prescription medication, food and water, and protective clothing) in case you need to leave the area.
- Put on protective clothing (e.g., a long-sleeved cotton shirt, boots with thick soles).
- Drink plenty of water to stay hydrated.
- Bring pets inside; restrain them with a leash, a cage, or inside a secure room; and provide them with plenty of water.
- Take action to protect your livestock.
- Move flammable materials such as doormats, wheelie bins, and outdoor furniture away from your house.
- Fill containers such as your bath, sinks, and buckets with water so you have access to drinking water and firefighting water.
- Close windows and doors, sealing the gaps under doors and screens with wet towels to keep smoke out of the house.

KEEP UP TO DATE BY:

- Following QFES on Facebook (@QldFireandRescueService) and Twitter (@QldFES)
- Stay tuned to your local radio station. Find your local ABC radio station at <https://radio.abc.net.au/help/offline> and your local commercial radio station at <http://www.commercialradio.com.au/find-a-station/queensland>;
- Visiting the Rural Fire Service (RFS) website at www.ruralfire.qld.gov.au/map

FURTHER INFORMATION:

- For bushfire preparation tips, visit the RFS website:
www.ruralfire.qld.gov.au/BushFire_Safety
- For information about road closures, call 131940 or visit www.qldtraffic.qld.gov.au

The next update will be provided by [xx:xxam/pm] or if the situation changes



LEAVE NOW: [Suburb] bushfire as at [xx:xxam/pm] [day/date]

Bushfire warning level: WATCH AND ACT

Queensland Fire and Emergency Services (QFES) advises there is a bushfire in [SUBURB] [and surrounding areas] and conditions could get worse.

Follow your bushfire survival plan now. If you do not have a plan, your safest option is to **leave now** if it is clear to do so. If you are not in the area, **do not return**, as conditions are too dangerous.

Currently [as at TIME AND DATE], a [SEVERITY e.g., dangerous, unpredictable] fire is travelling in a [DIRECTION] direction towards [SUBURB]. It is expected to impact [STREET/S] around [TIME]. The fire could have [a significant IMPACT] on the community.

Fire crews are working to contain the fire but firefighters may not be able to protect every property. You **should not expect a firefighter at your door**. Power, water, and mobile phone service may be lost.

People in the area will be affected by smoke, which will reduce visibility and air quality.

[An evacuation centre has been opened at XXX].

Call Triple Zero (000) immediately if you believe you are under threat.

WHAT YOU SHOULD DO:

- Listen to your local radio station or visit the Rural Fire Service (RFS) website for regular updates.
- If you have a bushfire survival plan, refer to it now and be ready to follow it.
- If you do not have a bushfire survival plan, or if your plan is to leave, identify where you will go if you leave the area.
- Advise family and friends of your plan.
- Close windows and doors to minimise smoke exposure.
- If you suffer from a respiratory condition, keep your medication close by.
- Drive with caution in low visibility conditions.
- Contact your neighbours to see if they need help preparing for the bushfire.
- Pack important documents and essential items (e.g., passports, birth certificates, prescription medication, food and water, and protective clothing) in case you need to leave the area.
- Put on protective clothing (e.g., a long-sleeved cotton shirt, boots with thick soles).
- Drink plenty of water to stay hydrated.
- Bring pets inside; restrain them with a leash, a cage, or inside a secure room; and provide them with plenty of water.
- Take action to protect your livestock.
- Move flammable materials such as doormats, wheelie bins, and outdoor furniture away from your house.
- Fill containers such as your bath, sinks, and buckets with water so you have access to drinking water and firefighting water.
- Close windows and doors, sealing the gaps under doors and screens with wet towels to keep smoke out of the house.

KEEP UP TO DATE BY:

- Following QFES on Facebook (@QldFireandRescueService) and Twitter (@QldFES)
- Stay tuned to your local radio station. Find your local ABC radio station at <https://radio.abc.net.au/help/offline> and your local commercial radio station at <http://www.commercialradio.com.au/find-a-station/queensland>;
- Visiting the Rural Fire Service (RFS) website at www.ruralfire.qld.gov.au/map

FURTHER INFORMATION:

- For bushfire preparation tips, visit the RFS website: www.ruralfire.qld.gov.au/BushFire_Safety
- For information about road closures, call 131940 or visit www.qldtraffic.qld.gov.au

The next update will be provided by [xx:xxam/pm] or if the situation changes.



LEAVE IMMEDIATELY: [Suburb] bushfire as at [xx:xxam/pm] [day/date]

Bushfire warning level: EMERGENCY WARNING

Queensland Fire and Emergency Services (QFES) advises there is a bushfire approaching [SUBURB] [and surrounding areas]. **Leaving immediately** is the safest option, as it will soon be too dangerous to drive.

Follow your bushfire survival plan now. If you do not have a plan, your safest option is to **leave immediately** if it is clear to do so. If you cannot leave the area, **identify where you will seek shelter** from the bushfire. If you are not in the area, **do not** return, as conditions are too dangerous.

Currently [as at TIME AND DATE], a [SEVERITY e.g., large, dangerous, unpredictable] fire is travelling in a [DIRECTION] direction towards [SUBURB]. It is expected to impact [STREET/S] around [TIME]. The fire could have [a significant IMPACT] on the community.

Conditions are now very dangerous and firefighters may soon be unable to prevent the fire advancing. The fire may pose a threat to all lives directly in its path. Fire crews may not be able to protect your property. You **should not expect a firefighter at your door**: act now. Power, water, and mobile phone service may be lost and road conditions may become very dangerous over the next several hours.

People in the area will be affected by smoke, which will reduce visibility and air quality.

[An evacuation centre has been opened at XXX].

Call Triple Zero (000) immediately if you believe you are under threat.

WHAT YOU SHOULD DO:

- Listen to your local radio station or visit the Rural Fire Service (RFS) website for regular updates.
- Put on protective clothing (e.g., a long-sleeved cotton shirt, boots with thick soles).
- Drink plenty of water to stay hydrated.
- If you suffer from a respiratory condition, keep your medication close by.

If you are leaving:

- Secure your pets for safe transport
- Check for road closures and then advise family and friends of your intended travel route.
- Take your important documents and essential items (e.g., passports, birth certificates, prescription medication, food and water, and protective clothing) when you leave
- Drive with caution in low visibility conditions.

If you are not leaving

- Bring pets inside; restrain them with a leash, a cage, or inside a secure room; and provide them with plenty of water.
- Fill containers such as your bath, sinks, and buckets with water so you have access to drinking water and firefighting water.
- Close windows and doors, sealing the gaps under doors and screens with wet towels to keep smoke out of the house.
- Identify a safe spot to shelter in, which would be a place with more than one exit, preferably inside a brick building, away from windows and doors. The safest spot is the place that will keep you furthest away from intense heat from the fire. As the fire approaches and passes, the safest spot will change, so be ready to move.

KEEP UP TO DATE BY:

- Following QFES on Facebook (@QldFireandRescueService) and Twitter (@QldFES)
- Stay tuned to your local radio station. Find your local ABC radio station at <https://radio.abc.net.au/help/offline> and your local commercial radio station at <http://www.commercialradio.com.au/find-a-station/queensland>;
- Visiting the Rural Fire Service (RFS) website at www.ruralfire.qld.gov.au/map

FURTHER INFORMATION:

- For bushfire preparation tips, visit the RFS website: www.ruralfire.qld.gov.au/BushFire_Safety
- For information about road closures, call 131940 or visit www.qldtraffiq.qld.gov.au

The next update will be provided by [xx:xxam/pm] or if the situation changes.



SEEK SHELTER: [Suburb] bushfire as at [xx:xxam/pm] [day/date]

Bushfire warning level: EMERGENCY WARNING

Queensland Fire and Emergency Services (QFES) advises there is a bushfire approaching [SUBURB] [and surrounding areas]. It is **now too late to leave** the area. Driving now would be extremely dangerous.

Follow your bushfire survival plan now. Your safest option is to identify **where you will seek shelter** from the bushfire. If you are not in the area, **do not return**, as conditions are too dangerous.

Currently [as at TIME AND DATE], a [SEVERITY e.g., large, dangerous, unpredictable] fire is travelling in a [DIRECTION] direction towards [SUBURB]. It is expected to impact [STREET/S] around [TIME]. The fire is expected to have [a life-threatening IMPACT] on the community.

Conditions are now very dangerous and firefighters are unable to prevent the fire advancing. The fire poses a threat to all lives directly in its path. Fire crews may not be able to protect your property. You **should not expect a firefighter at your door**: act now. Power, water, and mobile phone service may be lost.

People in the area will be affected by thick smoke and embers, which will reduce visibility and air quality. As the fire approaches, it will become difficult for you to see, hear and breathe. You will experience intense heat, darkness and loud noise.

[An evacuation centre was opened earlier at XXX but driving now would be extremely dangerous].

Call Triple Zero (000) immediately if you believe you are under threat.

WHAT YOU SHOULD DO:

- Listen to your local radio station or visit the Rural Fire Service (RFS) website for regular updates.
- Put on protective clothing (e.g., a long-sleeved cotton shirt, boots with thick soles).
- Drink plenty of water to stay hydrated.
- If you suffer from a respiratory condition, keep your medication close by.

If you are staying:

- Bring pets inside; restrain them with a leash, a cage, or inside a secure room; and provide the with plenty of water.
- Move flammable materials such as doormats, wheelie bins, and outdoor furniture away from your house
- Fill containers such as your bath, sinks, and buckets with water so you have access to drinking water and firefighting water.
- Close windows and doors, sealing the gaps under doors and screens with wet towels to keep smoke out of the house.
- Identify a safe spot to shelter in, which would be a place with more than one exit, preferably inside a brick building, away from windows and doors. The safest spot is the place that will keep you furthest away from intense heat from the fire. As the fire approaches and passes, the safest spot will change, so be ready to move.

If you are not staying

- Leave now. Do not delay.
- Be prepared to negotiate changing road conditions. Roads may become blocked or access may change.
- If you become stuck in your car, park away from bush and get onto the floor as the windows may break from intense heat.

KEEP UP TO DATE BY:

- Following QFES on Facebook (@QldFireandRescueService) and Twitter (@QldFES)
- Stay tuned to your local radio station. Find your local ABC radio station at <https://radio.abc.net.au/help/offline> and your local commercial radio station at <http://www.commercialradio.com.au/find-a-station/queensland>;
- Visiting the Rural Fire Service (RFS) website at www.ruralfire.qld.gov.au/map

FURTHER INFORMATION:

- For bushfire preparation tips, visit the RFS website: www.ruralfire.qld.gov.au/BushFire_Safety
- For information about road closures, call 131940 or visit www.qldtraffiq.qld.gov.au

The next update will be provided by [xx.xxam/pm] or if the situation changes.

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SEEK SHELTER IMMEDIATELY: [Suburb] bushfire as at [xx:xxam/pm] [day/date]

Bushfire warning level: EMERGENCY WARNING

Queensland Fire and Emergency Services (QFES) advises there is a bushfire approaching [SUBURB] [and surrounding areas]. People in the area are in imminent danger and need to **seek shelter now** to survive.

Do not attempt to leave the area. Driving would be extremely dangerous and potentially deadly. If you are not in the area, **do not return**.

Currently [as at TIME AND DATE], a [SEVERITY e.g., large, dangerous, unpredictable] fire is travelling in a [DIRECTION] direction towards [SUBURB]. It is expected to impact [STREET/S] around [TIME]. The fire is expected to have [a life-threatening IMPACT] on the community.

Conditions are now very dangerous and firefighters are unable to prevent the fire advancing. The fire poses a threat to all lives directly in its path. Fire crews may not be able to protect your property. You **should not expect a firefighter at your door**: shelter now. Power, water, and mobile phone service may be lost.

People in the area will be affected by thick smoke and embers, which will reduce visibility and air quality. As the fire approaches, it will become difficult for you to see, hear and breathe. You will experience intense heat, darkness and loud noise.

[An evacuation centre was opened earlier at XXX but driving now would be extremely dangerous].

Call Triple Zero (000) immediately if you believe you are under threat.

WHAT YOU SHOULD DO:

- Listen to your local radio station or visit the Rural Fire Service (RFS) website for regular updates.
- Put on protective clothing (e.g., a long-sleeved cotton shirt, boots with thick soles).
- Drink plenty of water to stay hydrated.
- If you suffer from a respiratory condition, keep your medication close by.
- Bring pets inside; restrain them with a leash, a cage, or inside a secure room; and provide them with plenty of water.
- Move flammable materials such as doormats, wheelie bins, and outdoor furniture away from your house
- Fill containers such as your bath, sinks, and buckets with water so you have access to drinking water and firefighting water.
- Close windows and doors, sealing the gaps under doors and screens with wet towels to keep smoke out of the house.
- Identify a safe spot to shelter in, which would be a place with more than one exit, preferably inside a brick building, away from windows and doors. The safest spot is the place that will keep you furthest away from intense heat from the fire. As the fire approaches and passes, the safest spot will change, so be ready to move.

KEEP UP TO DATE BY:

- Following QFES on Facebook (@QldFireandRescueService) and Twitter (@QldFES)
- Stay tuned to your local radio station. Find your local ABC radio station at <https://radio.abc.net.au/help/offline> and your local commercial radio station at <http://www.commercialradio.com.au/find-a-station/queensland>;
- Visiting the Rural Fire Service (RFS) website at www.ruralfire.qld.gov.au/map

FURTHER INFORMATION:

- For bushfire preparation tips, visit the RFS website: www.ruralfire.qld.gov.au/BushFire_Safety
- For information about road closures, call 131940 or visit www.qldtraffic.qld.gov.au

The next update will be provided by [xx.xxam/pm] or if the situation changes.



COMMUNICATIONS

COMMUNICATION (FROM/TO THE PUBLIC)

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

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

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

MEDIA - ON SCENE

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

MEDIA - AT LDMG LEVEL

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

BRIEFINGS

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

DEBRIEFING

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

EVACUATIONS

RELOCATION/EVACUATION PROCEDURES

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

NEIGHBOURHOOD SAFER PLACES

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

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

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

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

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

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

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

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

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

NEIGHBOURHOOD SAFER PLACES IN LOCKYER VALLEY

Laidley Cultural Centre	Building/Open Space	11 Laidley Plainland Rd, Laidley North Qld 4341
Murphys Creek Grounds	Open Space	Dodts Rd, Murphys Creek Qld 4352
Laidley Football Field	Open Space	Cnr Edward Street & Patrick Street Laidley

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FINANCE AND CUSTOMER SERVICES

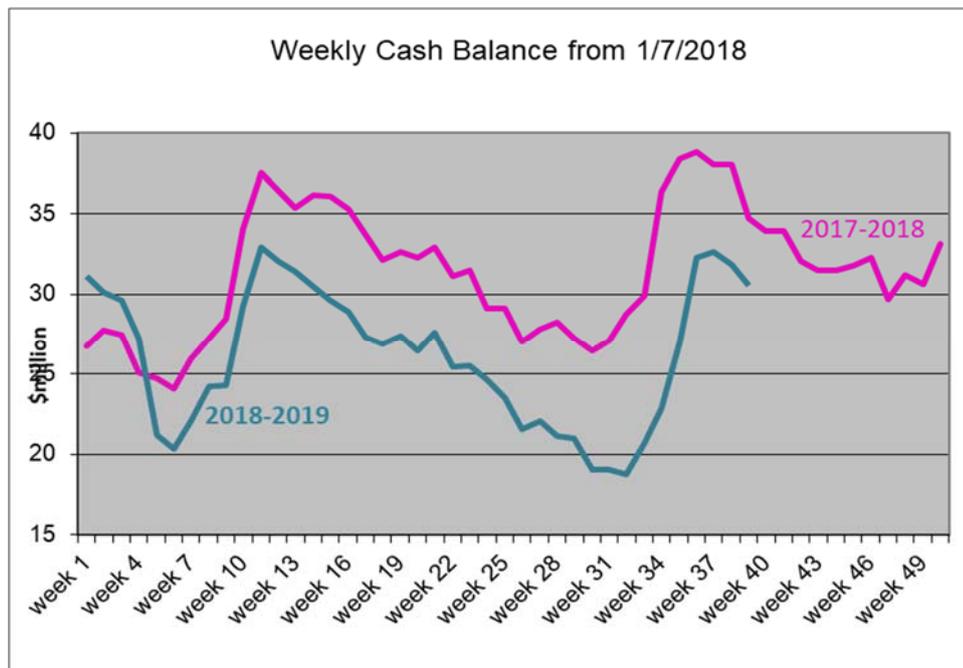
Finance

- At 29 March, 88.50% of the second rates levy 2018/19 had been collected.
- The pre-release land valuations have been received and are being evaluated in Council's rates modelling system. Significant increases in valuations have occurred across the Region which will impact on Council's rating policy for 2019/20.
- Initial modelling was undertaken for the first budget workshop with Council which was held on 12 March. Due to the complexity of the valuation changes, IBIS Information Systems have been engaged to assist with the development of alternate rates modelling.

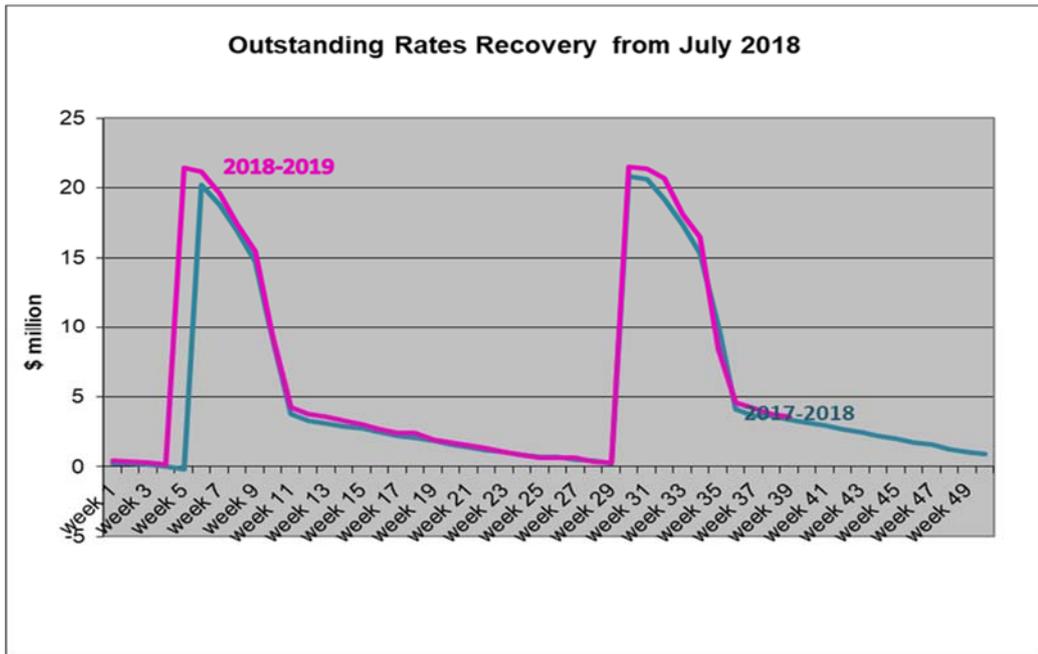
Accounting Services

- The second budget review has been approved by Council and entered into the financial system for reporting purposes.
- The first cut of the 2019/20 budget has been compiled for the first workshop with the Executive Leadership Team on 1 April 2019.

The Weekly cash balance as at 29 March 2019 was \$30,543,014.00



Outstanding rates at 29 March 2019 were \$3,542,681.16. The following table shows a comparative recent history of Council's outstanding weekly rates balances.



Customer Services

This section of the report breaks down March 2019 activity within the Customer Services Branch by service type.

The year to date service level remains slightly higher than the target range, with calls answered by the call centre also on target at 80.04%.

The Customer Service Team continues to be involved in many of the Voice of the Customer Working Groups.

A matrix of familiarization visits for Customer Service Officers to find out more about other areas of Council has commenced with field visits undertaken to the Gatton Waste Facility with the officers from the Health, Waste, & Regulatory Services Branch.

Service Requests

Details of March 2019 customer service requests and recent trends in relation to same for the Customer Services Unit and Council are detailed in the following table.

For the Month of March						
	Received Calls	Answered Calls	Callbacks	Abandoned Calls	Service Level	Maximum Call Wait Time
YTD	21,095	20,105	491	499	84.10%	0:16:10
Current Month	2,713	2,587	72	54	84.81%	0:13:38
▲ to previous	↑ 270	↑ 268	↑ 12	↓ 10	↑ 1.74%	↓ 0:01:02
YTD Trend						
	Calls Transferred	Enquiries Answered in Call Centre	Average Call time inc Post Processing	Total Web Chats	Average Web Chat Session Duration	Online Service Requests Received
YTD	4,012	80.04%	0:04:28	474	0:10:02	342
Current Month	415	83.96%	0:04:10	84	0:10:42	59
▲ to previous	↓ 170	↑ 9.18%	↓ 0:00:29	↑ 30	↑ 0:01:29	↑ 10
YTD Trend						

Note: The service level target is between 75% to 80% - ● <75% ● 75% - 81% ● > 81%

Councillor requests

There were 25 new Councillor Requests in March 2019, with 18 Councillor Requests remaining open at 31 March 2019.

QGAP

There were 415 QGAP transactions processed by Council during the month of March.

BUILDING AND FACILITIES

Gatton Depot Facilities Shed

- Site establishment on 7 March
- Demolition of the workshop awning on 9 and 10 March
- Concrete pour to the footings on 14 March
- Concrete preparation and pour to the pad on 16 March.

Gatton Depot Workshop Switchboard Upgrade

- Contract works for the installation of the new workshop switchboard were completed in March.
- Variation works to relocate the IWS foreman`s switchboard to an external wall are being quoted.

Gatton Showground Energy Reduction

- Edge protection installed to the Sports Centre roof
- Monthly progress reporting for grant funding to continue with an expected completion by 30 June.

Separate Metering (Gatton Showground)

- Principal Contractor, Arnolds Electrical has been engaged with a signed contract and scheduled works for May
- Metering equipment has been purchased in preparation for the scheduled installation in May.

Withcott Toilet Block

- Council is still awaiting a 'No Objection' response from Transport & Main Roads for the request to install new carpark line marking.

Gatton Showgrounds Masterplan

- Draft masterplan issued for Council's review on 28 March.

Gatton Shire Hall

- Design drawings issued for tender on 27 March.

Cahill Park Amenities

- Design drawings issued for tender in early March
- Request for building approval submitted in early March.

Cahill Park Lighting

- First Project Control Group meeting held 3 March
- Design drawings issued for tender in March
- Contractor tender review and site inspections remain works in progress.

Gatton Cemetery Outdoor Gazebo

- Tender submissions completed by 28 March
- Tender review and evaluation scheduled for completion by 12 April.

LG Levy Ready Program Gatton and Laidley

- Weighbridge tender submission completed 28 February
- Weighbridge tender evaluation completed 6 March
- Letter of offer issued 22 March
- Contract negotiations between Lockyer Valley Regional Council and Principal Contractor ongoing.

Springbrook Park Irrigation

- Principal Contractor engaged early March
- Pre-start site meeting held 13 March
- Site establishment 21 March
- Bore drilling commenced 25 March.

Laidley Veterans Support Centre

- Engineers' certification required for the structural and energy efficiency received.

Laidley Pioneer Village

- No further actions were taken in March.

Gatton Childcare Playground

- Design drawings issued to tender on 29 March.

Laidley Cultural Centre Refurbishment

- Principal Contractor engaged early March
- Pre-start site meeting held 15 March
- Site establishment 25 March
- Refurbishment works underway to the bar & kitchen area that services the function room.

Gatton Shire Hall Amenities (Drought Funding)

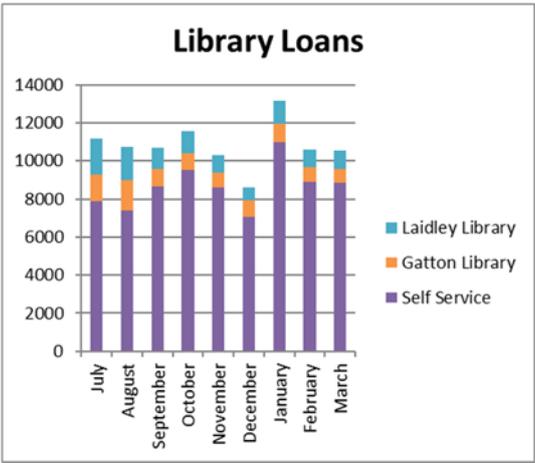
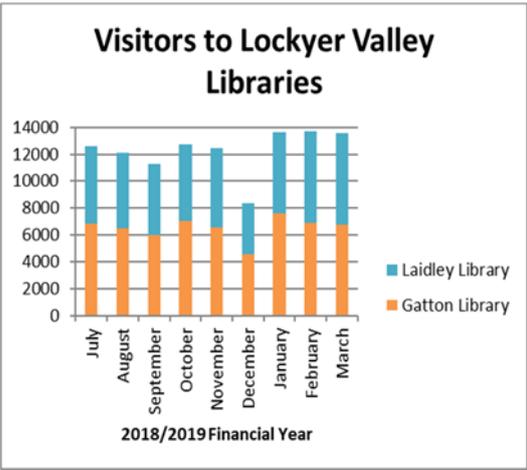
- Tender submissions completed 25 March
- Tender review and evaluation by 5 April.

LIBRARIES

Key performance criteria for Council's libraries for March 2019 are outlined in the following tables.

Lockyer Valley Libraries – Monthly Performance

<p>70,270 Items in our collection (physical and eResources)</p> 	<h1>LOANS</h1>	<p>9,928 Items issued 519 Acquisitions</p> <p>714 Items renewed 329 Withdrawals</p>	<p>83.9% of items issued via Self-Service 10,642 Physical Loans</p>
<p>84 Programs and Events</p> <p>1,512 Attendees</p>	<h1>LIBRARY VISITS</h1> <p>13,567</p> <p> Gatton Library 6,761 visits Laidley Library 6,806 visits Active Members 15,674 New Members 163 </p> 		
<p>208 Clients @ Gatton 163 Clients @ Laidley</p> <p>Total Data Transferred 188.93 GB</p>	 Total WiFi Sessions 356	<p>1,064 Computer Bookings</p> 	



- The Laidley Library received a highly commended 2019 ALIA Library Design Awards.
- Events continue within the libraries for both children and adults with high attendance this month. March events included visits by two Australian authors, Charlotte Nash and Lois Litchfield as part of the Author Visit program, two Teddy Bears Picnics and the Welcome Baby Celebration for First 5 Forever, our children’s literacy program. Next month award winning author Peter Watt will visit on 11 April.

Art Gallery

- Our current exhibition is “Love Is All You Need” and other works by Pam Finlay, which closes on 7 April 2019. As part of this exhibition in conjunction with the Regional Arts Development Fund (RADF), the artist hosted four (4) community workshops.
- The April exhibition will be our first where two individual arts have separate gallery exhibitions in the one space. This allows for artists with smaller collections to have a gallery exhibition experience. The exhibitions are “Pencil and Colour” by Silke Kirch and “Debra Anne” by Debra Morgan. These exhibitions run from 12 April through to 2 June.

CHILDCARE

Average occupancy rates for the month of March 2019 were Gatton 75% and Kensington Grove 26%.

Recent milestones events included:

- Pancake Day, 5 March with gold coin donation to Uniting Care
- Harmony Day, 21 March
- Purple Day for Epilepsy, 26 March with a gold coin donation
- Earth Hour, 30 March.

Educational Programs

- Ocean Life visited our centres to educate children on keeping our ocean creatures safe
- Recycle Man also visited to educate children about recycling.

HEALTH, WASTE AND REGULATORY SERVICES

The total number of CRM's received for March was 387 with 124 remaining open at the end of the month.

Waste

- A Department of Environment and Science Audit was undertaken of the Gatton Waste Management Facility
- Council of Mayors Waste Management Group attended by Deputy Mayor and Manager Health Waste & Regulatory Services
- Otto Road Quarry site community meeting attended by Councillors and Manager Health Waste & Regulatory Services
- The public consultation period for the Waste Reduction and Recycling Plan extended to 22 April 2019.

Regulatory Services

- Two (2) new food business licences issued
- Two (2) annual food business licence inspection undertaken
- One (1) design approval for a food business licence issued
- Two (2) Temporary Entertainment permits issued
- Three (3) enforcement inspections for public health risks undertaken
- Two (2) 'Warrant to Enter' inspections conducted
- Mosquito monitoring conducted at Plainland.

Local Laws

- 7,771 dogs were registered at 20 March 2019) with 93 dogs outstanding in registration
- Four (4) dog attacks (two (2) on humans) were reported to Council during the month of March
- 42 Warning Notices issued to animal owners by Local Laws Compliance Officers. A further 79 Warning Notices were issued to animal owners by the Dog Survey Officer

- 10 Infringement Notices were issued to animal owners / others by Local Laws Compliance Officers. A further 26 Warning Notices were issued to animal owners by the Dog Survey Officer.

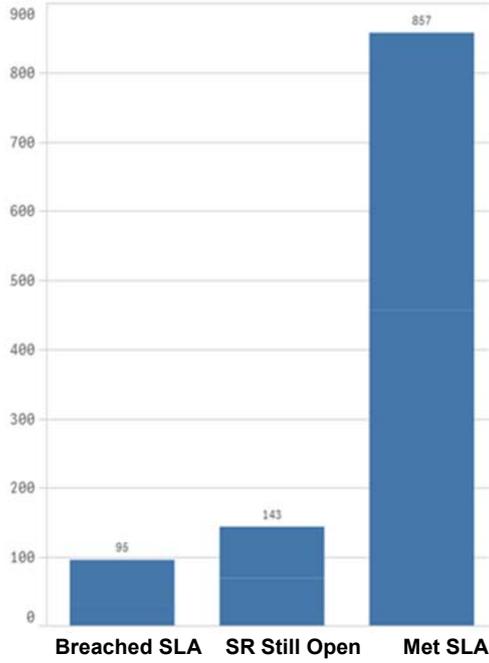
INFORMATION SERVICES

- Council has now reached an agreement with Technology One to move to their cloud-based software as a service solution. The agreement is a cost-effective solution to moving to the cloud for our Technology One functionality. Prior to moving to the cloud Council will implement the Property & Rating CiA Upgrade. This new agreement aligns with our strategic approach that reduces the change impact to our officers using the systems and delivers mobility and an improved customer online experience as high value business benefits prior to moving to the cloud. The cloud solution will provide improved business continuity benefits and outsource elements of cyber risk to Technology One.
- Work has commenced on the development of a Cyber Incident Response Plan which will provide an improved documented approach to our ability to respond to a cyber security breach. Council is under constant attack and it is a matter of time before a breach is successful in penetrating our cyber security systems. The majority of attacks are automated looking for weaknesses and are unfortunately standard for any organisation connected to the internet. However, in March there was a higher number than usual of targeted attacks, which were specifically looking to exploit vulnerabilities in the systems that we utilise. Due to our approach of ensuring the latest software patches and system updates are applied, known vulnerabilities had been previously removed. It does serve as a reminder that we must remain vigilant in managing our cyber risk.
- Officers have commenced moving a number of phone and ADSL services to NBN services with our new telecommunications partner. Work is expected to continue over the coming months with a focus on ensuring any impact to our internal and external customers is minimised. Work has also commenced on the implementation of a high bandwidth connection to the Gatton Depot that will provide an alternate network path for this site and the Lockyer Valley Culture Centre if any issues are experienced with the Council owned fibre link between these locations and the Gatton administration building.

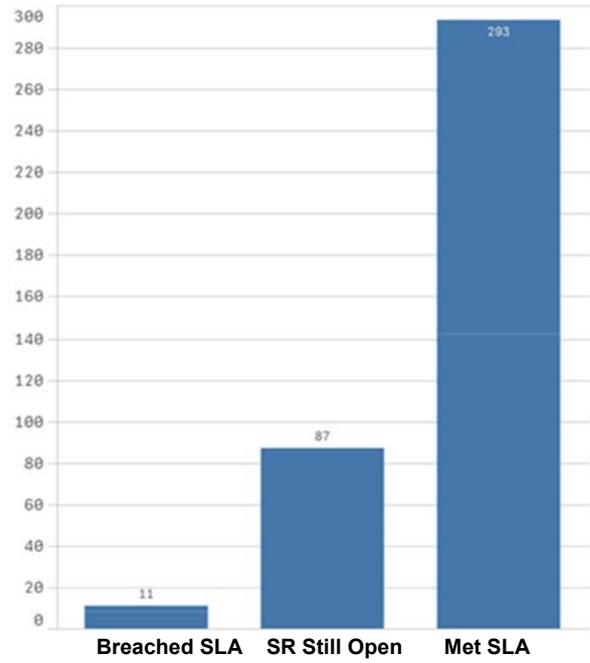
The following table highlights where Information Services have exceeded its service delivery standards to Council, with the second table showing service requests by type. These graphs will be further refined over coming months.

ORDINARY COUNCIL
MEETING MINUTES
10 APRIL 2019

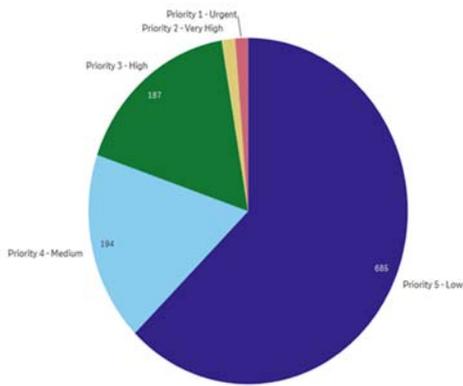
Number of Service Requests that Met SLA - YTD



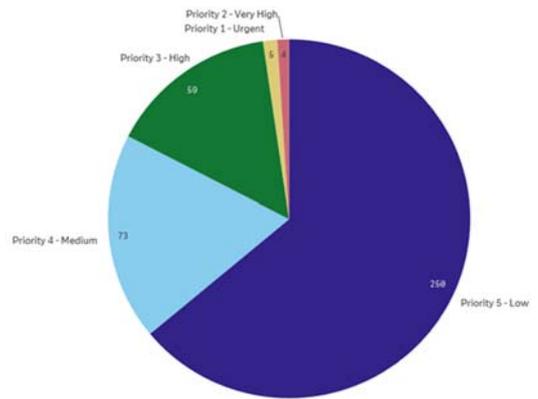
Number of Service Requests that Met SLA - March



Number of Service Requests by Priority – YTD



Number of Service Requests by Priority - March

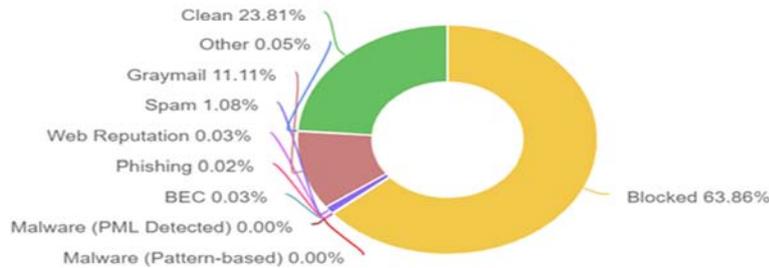


Email Block Statistics

Threats Details for lvr.c.qld.gov.au - Month of 03/2019



Threats for lvr.c.qld.gov.au - Month of 03/2019



DISASTER MANAGEMENT

Get Ready QLD 2018/19 Funding

- A workshop/forum is planned to assist and improve emergency planning and collaboration between aged care and respite facilities within the Lockyer Valley. This is to enhance the resilience of aged care facilities in relation to planning and preparedness for disaster events. An Expression of Interest email has been sent to the aged care providers in the Lockyer Valley to gauge the level of interest in holding such a workshop. A consultant has been engaged with planning underway for a forum on 28 May 2019. To date 11 external attendees from aged care providers and State Government agencies have registered.

W.I.S.E Flood Modelling

- W.I.S.E management met with Lockyer Valley Regional Council and Somerset Regional Council officers to demonstrate the completed system.

Local Disaster Management Workshop

- A workshop is being arranged for the next scheduled LDMG meeting on 21 March 2019. The workshop will be designed to address some of the learnings from the Exercise “ONNA” evaluation report. A consultant has been engaged with planning underway for a May workshop.

Local Disaster Management Plan Sub-Plans

- Disaster Management is currently working on reviewing and developing a number of sub-plans including Recovery, Spontaneous Volunteer Management, Waste and Evacuation.

Queensland Disaster Management Training for SES

- A training session on disaster management was held for SES members on 30 March 2019.

BUSINESS IMPROVEMENT COORDINATOR

Connected Council

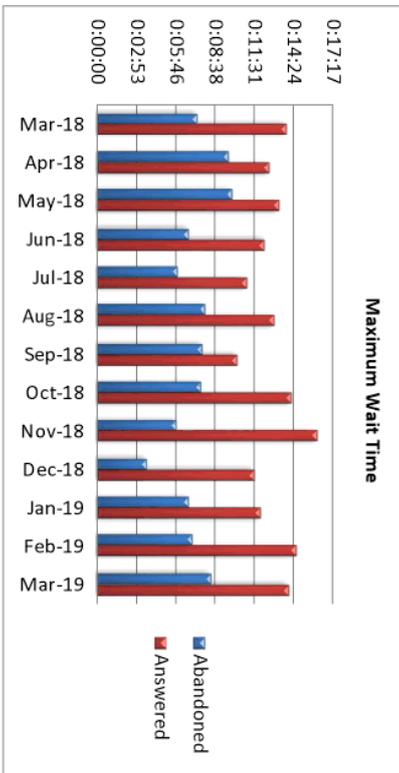
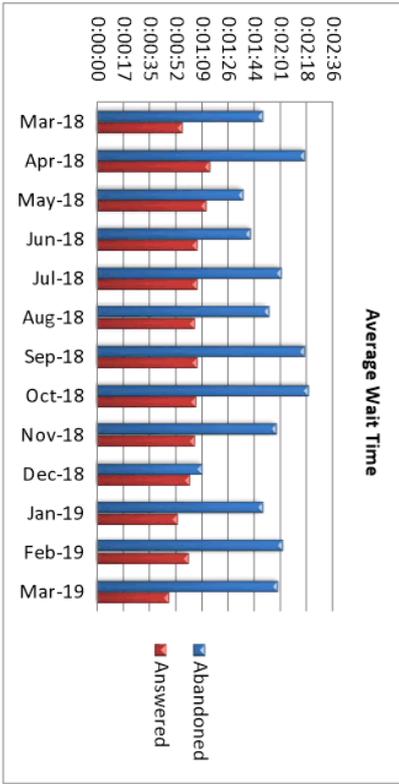
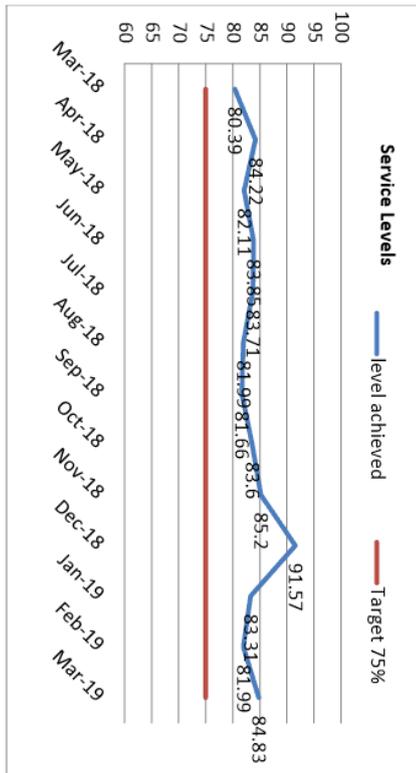
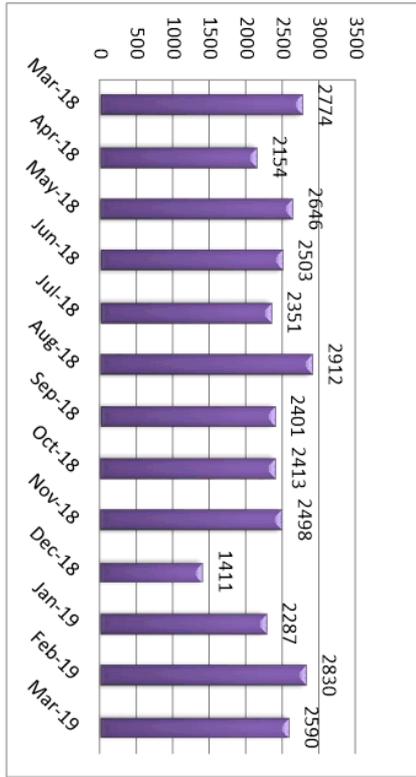
- Four (4) half-day continuous improvement training sessions have been delivered to employees to build skills and provide a toolkit to support evidence-based problem solving. 24 employees attended from Infrastructure Delivery; Infrastructure Planning & Design; Parks, Gardens & Cemeteries; Plumbing & Building; Health, Waste & Regulatory Services; and Customer Service. Participant feedback unanimously rated the usefulness of the content as 4 or 5 out of 5
- Opportunities for collaboration across work areas were highlighted during the workshops, which offered a chance for employees who might otherwise cross paths to work together on customer service improvements and build relationships.

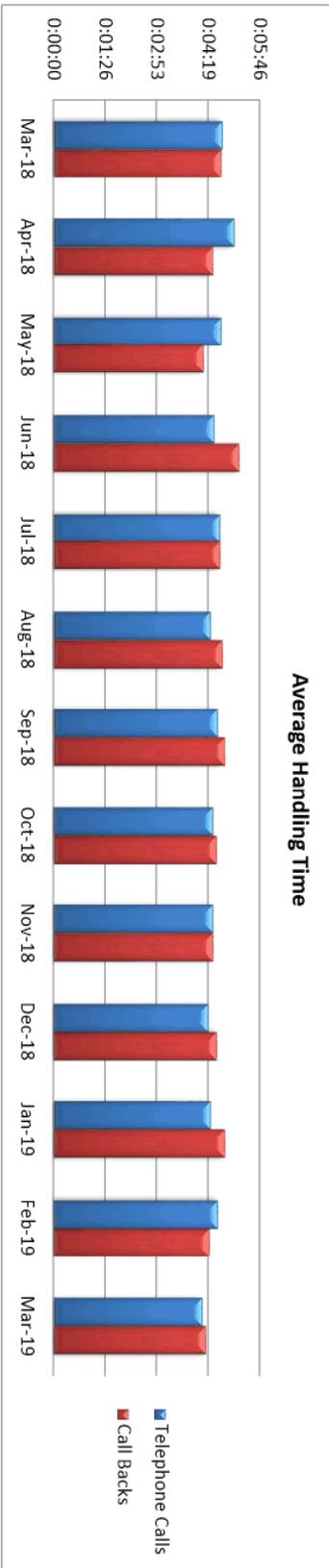
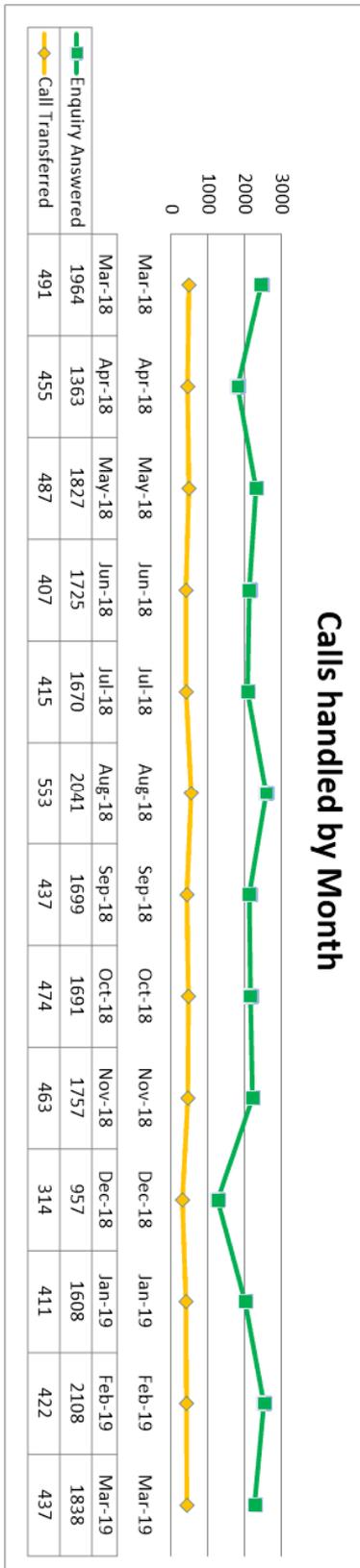
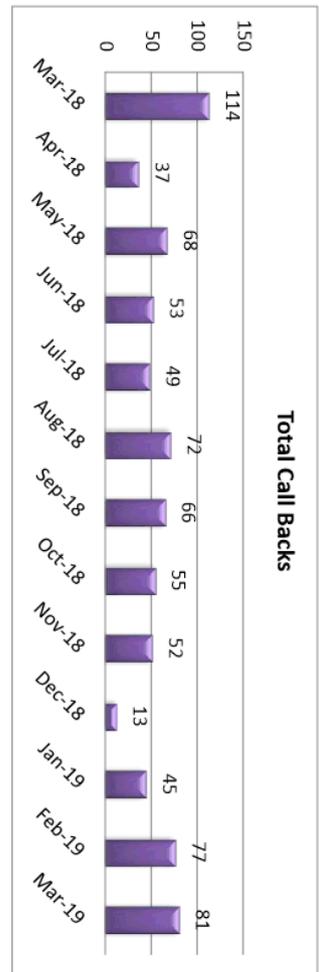
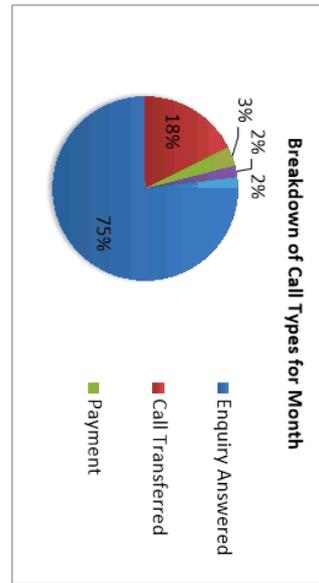
Attachments

- 1 [□](#) Customer Service Statistics - March 2019 6 Pages

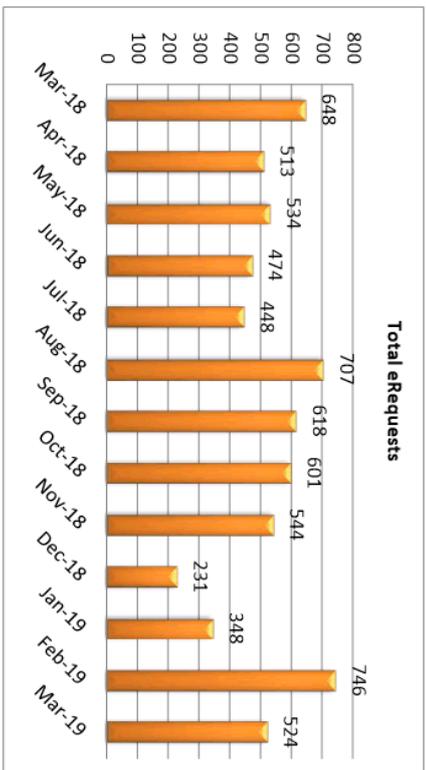
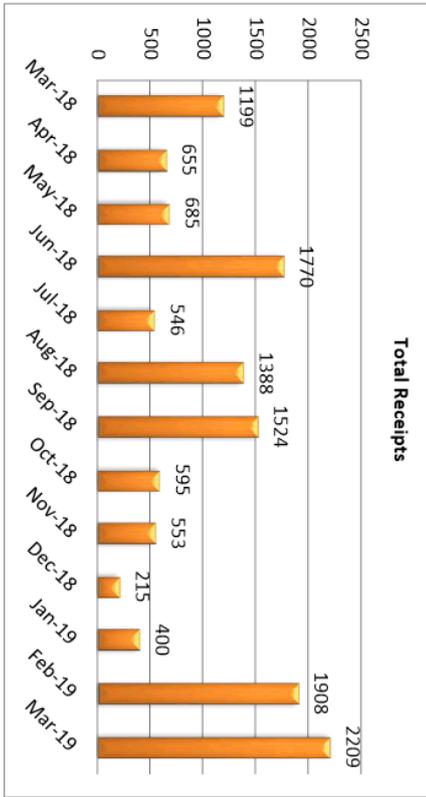
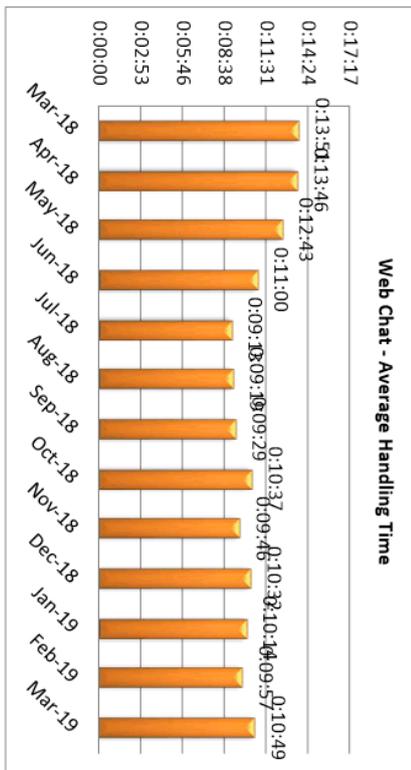
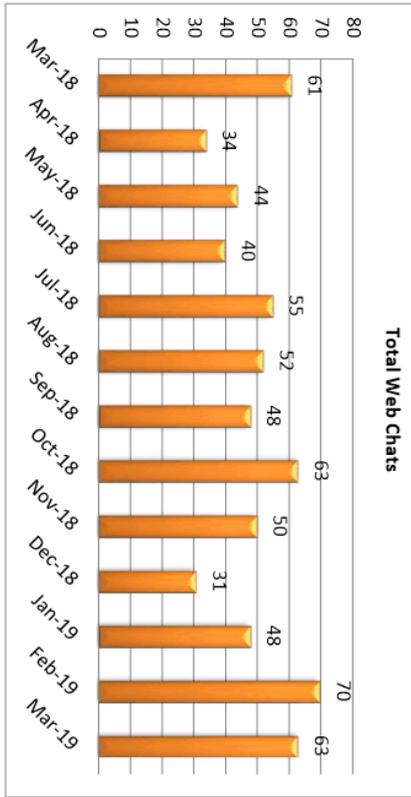
Lockyer Valley Regional Council – Customer Service Monthly Statistics – March 2019

Telephone

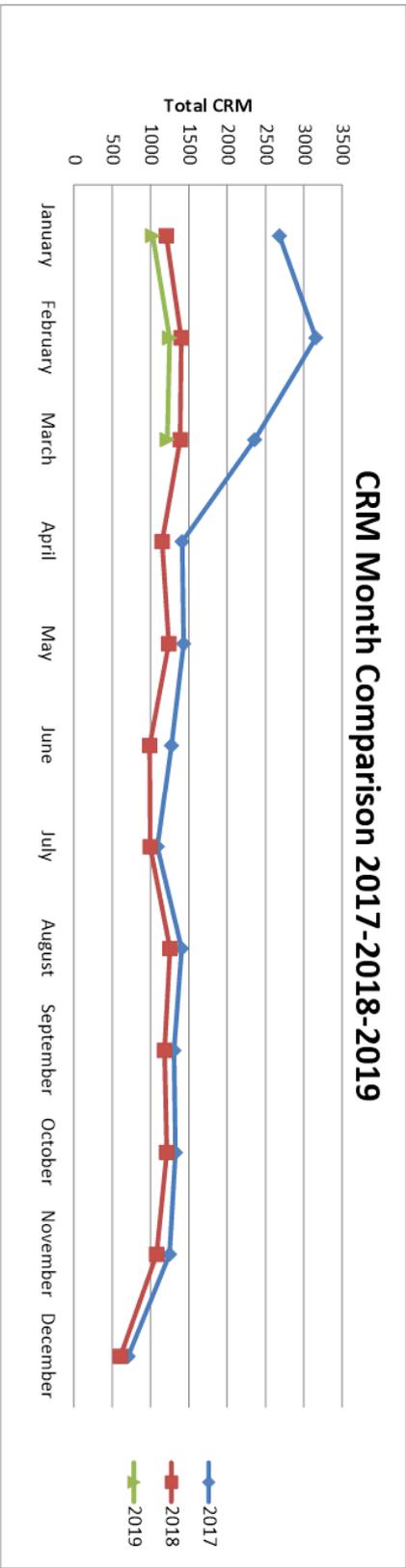
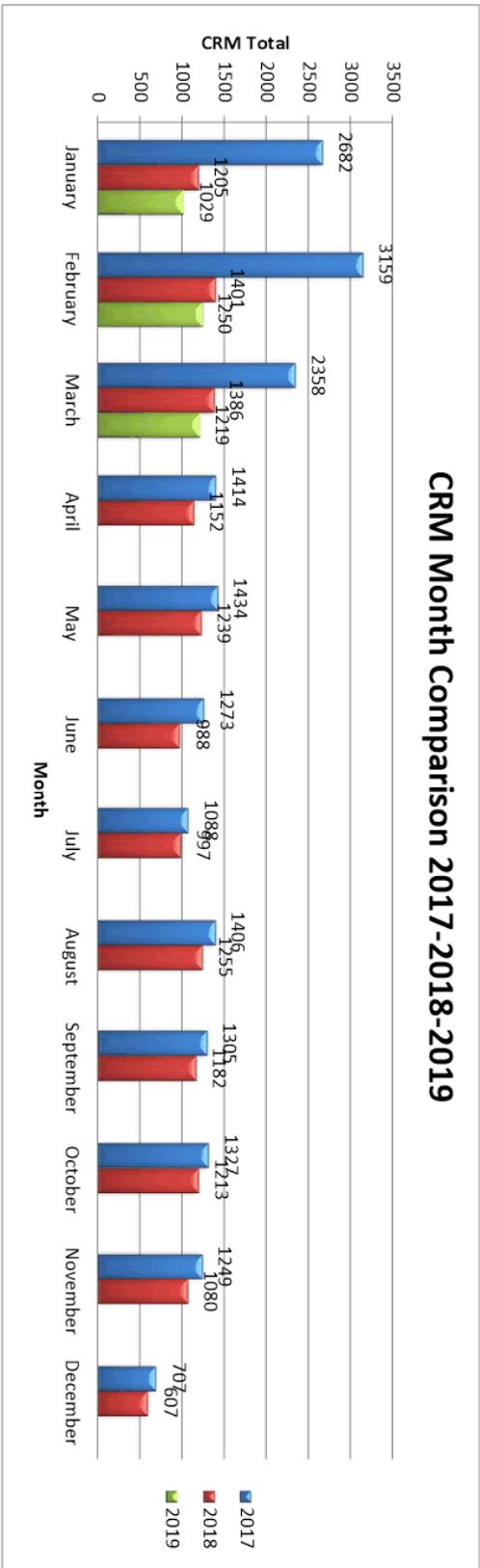


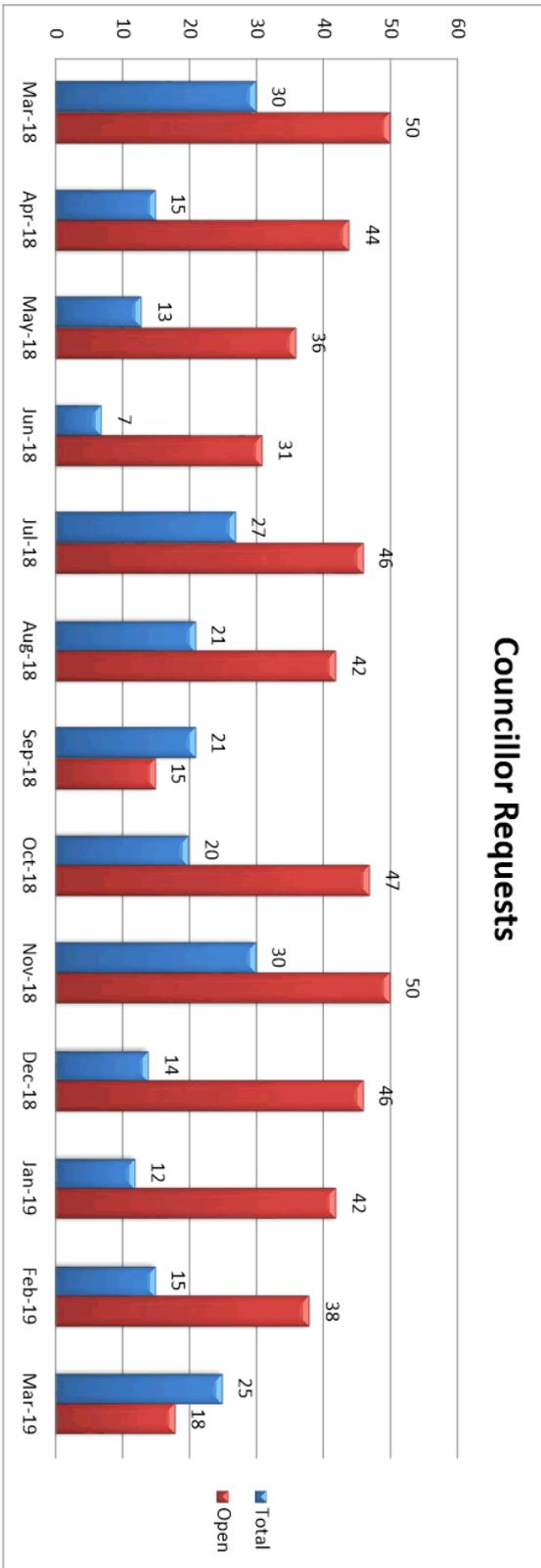
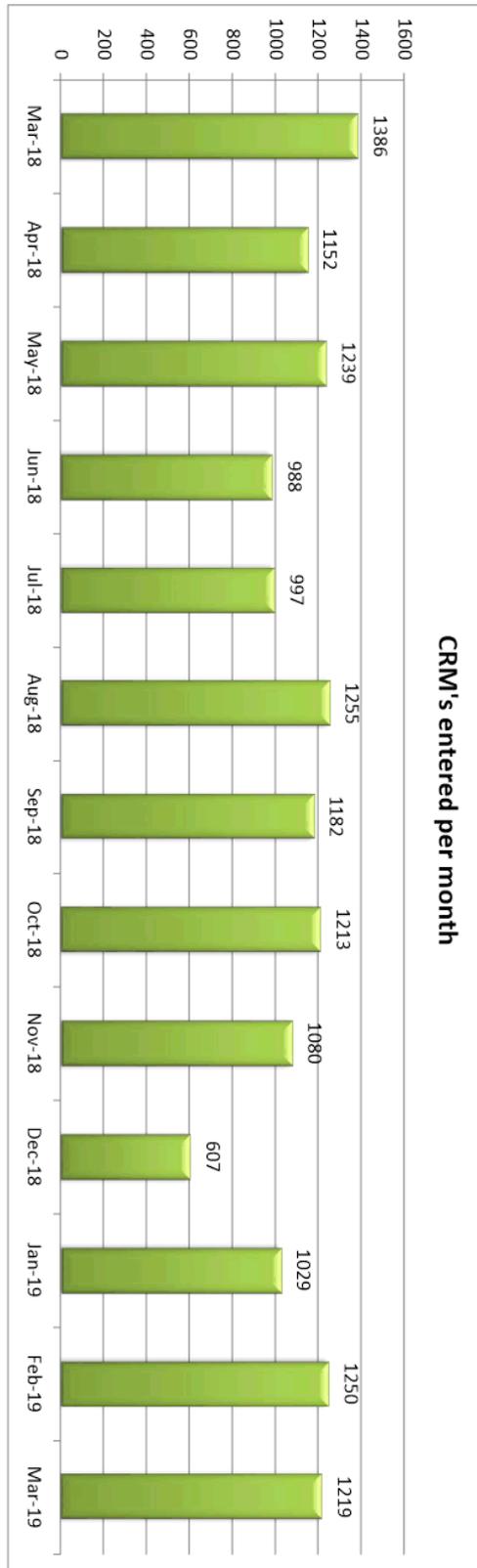


Live Chat, ERequests & Receipts

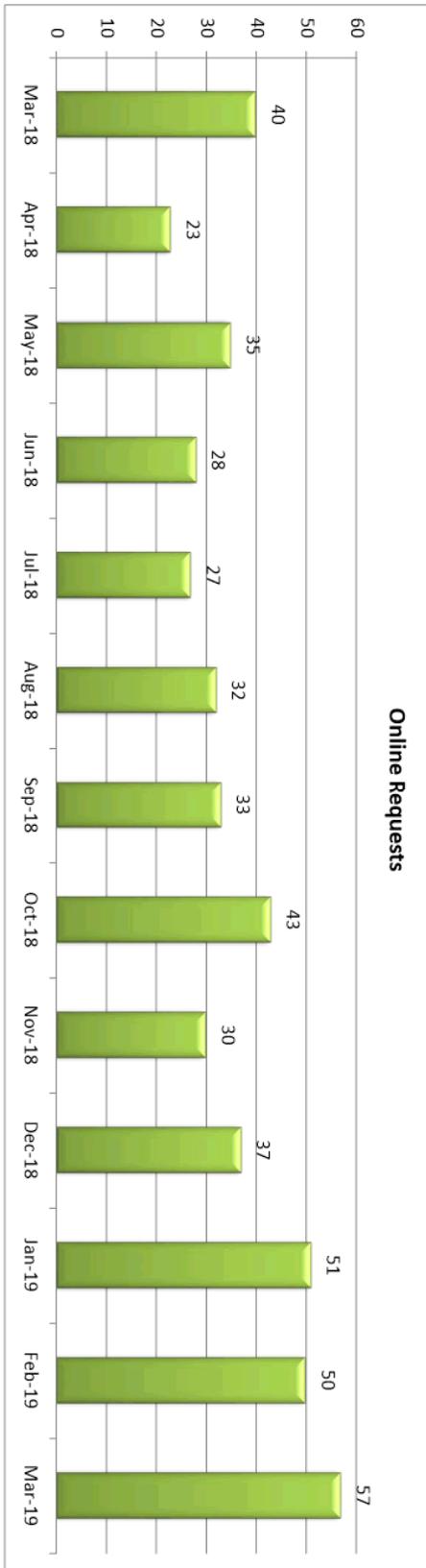


Customer Requests





Online Requests



QGAP Performance Report

Total time taken for all transactions	81.8 hrs
Total number of transactions	415
Total average time for all transactions	9.73

Report

1. Introduction

When Council adopted the 2018/2019 Budget, it included in its Revenue Statement that Council would consider applications for concessions on rates and charges from non-profit community, sporting and culture groups.

2. Background

The *Local Government Act 2009* and *Local Government Regulation 2012* make provision for the granting of concessions with regard to rates or charges to a ratepayer or class of ratepayers, subject to certain criteria.

The Lions Club of Laidley has been granted a lease over part of Lions Park at Narda Lagoon and in accordance with the lease terms and conditions, they are responsible for the payment of any Council rates associated with the land. Due to the timing of their leases, other Lions Clubs within the region are not currently responsible for the payment of Council rates and in granting this concession, all Lions Clubs within the region will be treated equitably.

3. Report

Council's Community Grants Policy states Council may consider an application for remission of rates under the *Local Government Act 2009* in the following circumstances:

- The organisation is a non-profit community-based organisation;
- The applicant organisation must be the owner or lessee of the land and must be able to demonstrate that they are required to pay the rates levied;
- The land or any part of the land must not be rented or leased to a third party on a commercial basis;
- A Liquor Licence (allowing trading on more than 3 days per week) must not be held by the organisation or any affiliate relating to the property subject to the application; and
- Where General Rates do not apply to a property by virtue of a condition contained in a lease of a reserve from Council no further relief will be available.

The Laidley Lions Club has submitted an application requesting an exemption of rates and charges for the financial year 2018/2019. The total amount of Council rates and charges to be levied on this property for the year is \$226.00.

General Rates	\$226.00
Total	\$226.00

Being a non-profit community organisation and meeting the other requirements under the policy, the Laidley Lions Club qualifies for remission of the general rates on their property at Lowe Street Laidley.

4. Policy and Legal Implications

Section 120 of the *Local Government Regulation 2012* gives Council the power to grant a ratepayer a concession for rates or charges for land subject to certain criteria. The

concession granted may be a rebate of all or part of the rates. Council may also apply for the land to remain unrated whilst it remains in the ownership of the not-for-profit group.

The applicant has met the eligibility requirements set out in Council's adopted Community Grants Policy.

5. Financial and Resource Implications

Council currently has sufficient budgeted funds available to provide rating concessions in line with its 2018/2019 Revenue Policy and 2018/2019 Revenue Statement.

General Rates of \$220.00 were also levied for the 2017/2018 financial year, and it is recommended that this amount also be refunded.

By allowing this concession an expense of \$446.00, being the rates for the 2017/2018 and 2018/2019 financial years, will be incurred.

6. Delegations/Authorisations

No additional or amended delegations are required to give action to Council's resolution.

7. Communication and Engagement

Ratepayers granted concessions are contacted in writing once approved by Council, and in this instance, the amount approved will be credited to the appropriate rate record and any refund paid to the owner.

Council should also note that a summary of concessions granted must be published in Council's Annual Report.

8. Conclusion

Councils Revenue Policy states that Council may consider applications for concessions on rates and charges from Not-For-Profit organisations. Council has also resolved to invite and consider applications for rating concession from non-profit community, cultural and sporting organisations within the region.

Being a non-profit community organisation and meeting the other requirements within Council's policy, the Lions Club of Laidley Inc. is deemed to qualify for remission under Council's Revenue Policy.

9. Action/s

1. Advise the property owner of Council's decision.
2. Issue an amended assessment for the adjusted amount of rates.
3. Request that the Department of Natural Resources Mines and Energy issue a nil valuation for the property.

3. Report

3.1 PARKS, GARDENS AND CEMETERIES

The Parks, Gardens and Cemeteries Unit has undertaken the following activities during March 2019:

Capital Works	
Project	Status
Plainland roundabout landscaping	Works have commenced on the plainland roundabouts.
Laidley Recreation Reserve bollards	Installation continuing.
Rehabilitation of former livestock dip site at Lockrose	Waiting for comments from Auditor regarding Final Report
Gatton Cemetery extension - Stage 1	Design works completed. Scheduling to occur to commence project. Community engagement plan works have commenced
Laidley Cemetery ashes memorial garden	Block gardens have been created
Lions Park Irrigation	Design being created for a new pop up sprinkler irrigation system for the gardens
Lake Apex irrigation works	Planting of plants have been completed
Lions Park Bollards	Bollards have been replaced along Narda Lagoon frontage
Drought Funding Park Projects	Evaluation to occur on tenders this week

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Maintenance Works	
Activity	Description
Mowing	<ul style="list-style-type: none"> Mowing of parks, streets, sporting field and cemeteries in the Region.
Playground maintenance	<ul style="list-style-type: none"> Playground repairs following on from recent audit Repairs to playground at Forest Hill Recreation Reserve
Furniture maintenance	<ul style="list-style-type: none"> Seat repairs in Laidley Removal of graffiti at the Plainland underpass Hatton Vale Memorial Park - fence replacement, old timber seat removal, refurbishment of sign. Weeping Mothers Memorial – painting of concrete below the memorial Timber foot bridge works at Dawson Phipps Park Steel bridge painting at William Kemp
Landscaping	<ul style="list-style-type: none"> Tree lopping adjacent to Mahon Bridge Weeding and mulching of gardens at Ma Ma Creek Railway Street Gatton landscape maintenance Lockyer Valley Cultural Centre garden maintenance Irrigation repairs Centenary Gardens due to vandalism
Event assistance	<ul style="list-style-type: none"> Event sign change over Motor Fest event assistance – delivery and pick up The Crafters expo Gatton Redback Soccer Club delivery and pick up
Funerals/Interments	<ul style="list-style-type: none"> 7 held during March 2019
General maintenance and business	<ul style="list-style-type: none"> CRM resolution across the region Rubbish run continuing across the region Community engagement has commenced for the public parks review. Face to Face pop up sessions occurring at Withcott, Helidon, Gatton and Laidley Cultural Centres and Plainland Woolworths. Online survey has received 118 responses. A tender has gone out for Hatton Vale/Kensington Grove park design. Capital budget planning for 2019/2020 has been completed. Ongoing community engagement for Hatton Vale Park.

3.2 INFRASTRUCTURE DELIVERY

The Infrastructure Delivery Unit has undertaken the following activities during March 2019:

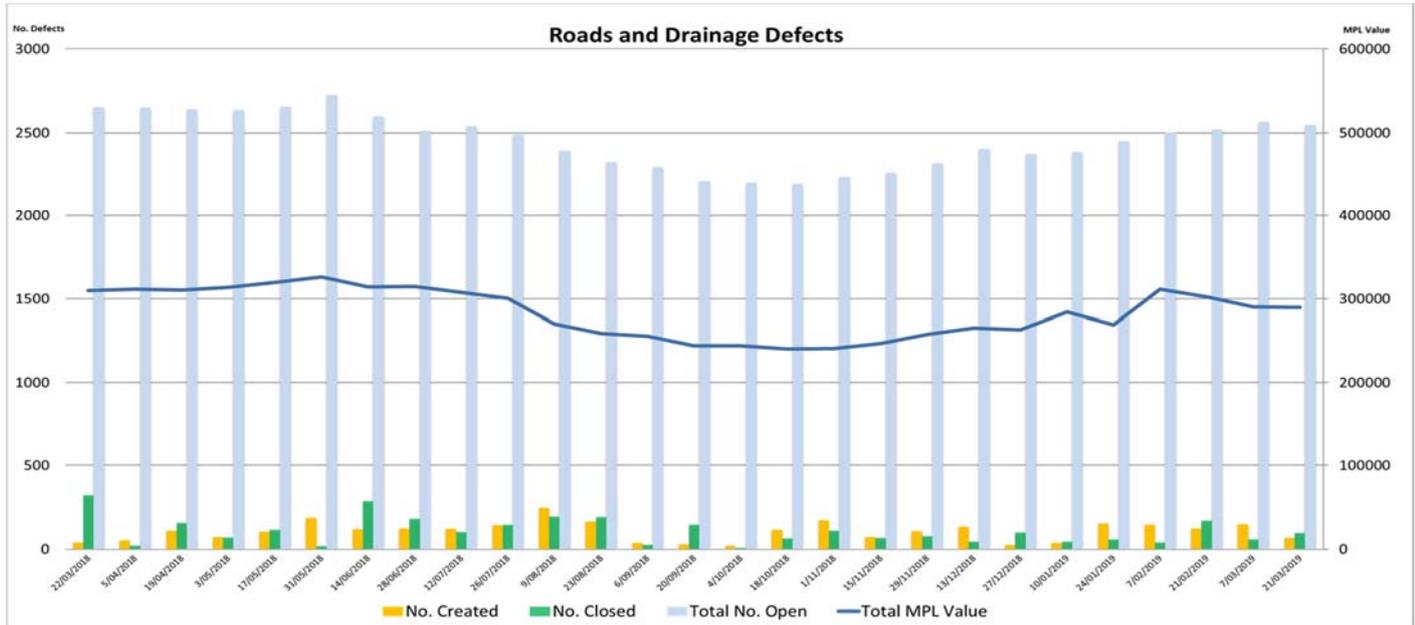
Capital Works	
Project	Status
Jordan Street, Gatton (Road reconstruction)	Completed.
Culvert Renewal Program	Completed.
Feldhahn Street, Gatton (Pavement reconstruction and seal)	Completed
Old College Road, Gatton (Road reconstruction)	Completed
Princess Street, Gatton (Road reconstruction)	Completed

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Capital Works	
Project	Status
Thallon Road, Kensington Grove <i>(Pavement widening and reconstruction in sections from Yellowwood Court to Aniseed Grove)</i>	Stage 2 (Aniseed Grove to Challenge Avenue) Works in progress.
Tew Court, Gatton <i>(Drainage works)</i>	Works in progress.
Mountain Road, Summerholm <i>(Road reconstruction and widening)</i>	Completed
Summerholm Road, Summerholm <i>(Safety batter works)</i>	Completed
Reseal Program	85% of program completed.
Rosewood-Laidley Road – Guardrail Project (TMR) – Pavement widening and guardrail replacement	Works in progress.
Laidley High School, Laidley – Additional carparks for School	Works in progress

Maintenance Works	
Activity	Suburb
Road Grading	<ul style="list-style-type: none"> • Helidon • Iredale • Lockyer • Veradilla • Woodlands
Roadside spraying	<ul style="list-style-type: none"> • Blenheim • Flagstone Creek • Laidley • Laidley Heights • Lake Clarendon
Road pavement repairs	<ul style="list-style-type: none"> • Gatton • Laidley
Vegetation control and slashing	<ul style="list-style-type: none"> • Nil
Drainage works	<ul style="list-style-type: none"> • Adare • Forest Hill • Glen Cairn • Helidon • Lockrose
Road patching	<ul style="list-style-type: none"> • Forest Hill • Gatton • Glenore Grove • Kensington Grove
Traffic signs and line-marking	<ul style="list-style-type: none"> • Carpendale • Gatton • Helidon • Junction View

3.2.1 Road and Drainage Defects



The above graph provides defect information from 22 March 2018 until 21 March 2019. The current Maintenance Priority Level is running at 289,818, down from 310,023 at the same time last year.

3.3 INFRASTRUCTURE PLANNING AND DESIGN

The Infrastructure Planning and Design Unit have undertaken the following activities during March 2019:

Project	Status
Toowoomba Second Range Crossing	Nexus Delivery currently finalising defect rectification works on roads returned to LVRC. Other roads yet to be finalised as they are still in use for finalisation of works on the Toll Road. Handover documents received for Postman’s Ridge, Gittins and Six Mile Creek Roads. Quality documentation associated for these roads to be reviewed.
Inland Rail Project	Engineering consultant has been engaged to assist in the technical review of the Feasibility Design for the Inland Rail Project within the Lockyer Valley Local Government Area.
Gatton Revitalisation	Additional elements currently being priced. Extension of time requested due to lead time of parts. Tender expected to be awarded in early April.
Lockyer Valley Planning Scheme	The Infrastructure Planning and Design Branch is assisting in the preparation of the Development Manual.

3.4 INFRASTRUCTURE SUPPORT SERVICES

3.4.1 Asset Management Activities

- Stormwater condition assessment and CCTV for Laidley is largely complete. Data delivery for Laidley is now expected early April.
- Long term capital renewal programming is being finalised:
 - 2019/2020 reseal and reconstruction lists completed. This included work around logic sequencing for a 3-5-year program which will be further developed
 - Renewals lists have been developed for the next 10+ years for all infrastructure assets except road pavements and seal, which are limited to only 2 years.
 - A large degree of supportive mapping has been undertaken with this renewal work which will allow greater ease in future planning sessions with stakeholders.
- Culvert inspections are completed on major culverts (meaning all bridge and major culvert inspections are completed for the year) with reports compiled and resulting defects placed in the backlog for repair. Minor culverts are being picked up as time permits.
- All asset management plans are in draft stage (Transport, Cemetery, Fleet and Parks). These will be circulated to the Asset Management Working Group for review and comment by other members at the end of March. These can be finalised once budget amounts and renewal projects are finalised closer to June.
- Support has been provided to the Buildings and Facilities team with their Asset Management Plan. The Waste Management Asset Management Plan has largely been completed with input provided by the Manager Health, Waste and Regulatory Services.

3.4.2 Plant and Fleet 2018/19 Capital Program

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
Motor vehicles	1	1	0
Light plant	0	0	0
Heavy plant	0	1	0
Miscellaneous	0	1	0

3.5 EXTERNAL FUNDING

3.5.1 Funding Applications

Funding Programme	Project Title	Status	Submission Date	Funding Amount (Exc GST)	Council Contribution (Exc GST)	Total Project cost (Exc GST)
Building Better Regions Fund Program	Replacement of Mahon Bridge	Unsuccessful	15/11/2018	\$1,780,000	\$1,780,000	\$3,560,000

Funding Programme	Project Title	Status	Submission Date	Funding Amount (Exc GST)	Council Contribution (Exc GST)	Total Project cost (Exc GST)
Local Government Grants and Subsidies Program	Installation of new LED Street Lighting in the Laidley Central Business District	Submitted	08/02/2019	\$150,000	\$100,000	\$250,000
Local Government Grants and Subsidies Program	Deterioration Modelling of Pavement and Seal Assets	Submitted	07/02/2019	\$36,000	\$24,000	\$60,000

3.5.2 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 (Excl. 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	Project under review.

3.5.3 Safer Communities Fund

The following table provides updates on the Safer Communities Fund projects:

Project	Funding Amount (Excl. GST)	Status
Railway Street, Gatton <i>(Lighting improvements)</i>	\$105,000	Tender evaluation. Extension of time requested due to lead time on lights.
Centenary Gardens, Gatton <i>(Lighting improvements)</i>	\$83,000	Tender evaluation. Extension of time requested due to lead time on lights.
Das Neumann Haus, Laidley <i>(Installation of CCTV cameras)</i>	\$4,528	Final report submitted

3.5.4 Passenger Infrastructure Investment Program

The following table provides an update on the Passenger Infrastructure Investment project:

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Project	Funding Amount (Excl. GST)	Status
Long Distance Coach Project	\$21,128	Funding successful, detail design.

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 (Excl. GST)	Status
Gehrke Road / Rons Road intersection, Glenore Grove	\$167,000	Detail design. Lighting and power pole relocation design finalised by Energex who have programmed these works for completion by end April 2019.
Blanchview Road / O'Neills Road, Withcott	\$82,000	Detail design
Blanchview Road / Nuttals Road, Blanchview	\$67,300	Detail design complete. Issued for construction.
Rockmount Road / Walkers Road, Rockmount	\$67,500	Detail design.
Rockmount Road / Sawpit Gully Road and Stockyard Creek Road, Rockmount	\$18,500	Issued for construction
Dolleys Road, From Knitters Road to 2.0km north, Blanchview	\$27,500	Issued for construction
Woodlands Road, Pitt Road and Forest Hill Blenheim Road, Blenheim	\$35,000	Issued for construction
Lake Clarendon Way / Lake Clarendon Road, Lake Clarendon	\$24,000	Issued for construction
William Street / Smith Street, Gatton	\$20,000	Issued for construction
Old Toowoomba Road, from Lachlan Way to Parklea Drive, Placid Hills	\$19,000	Issued for construction
Woodlands Road, from Rangeview Drive to Manteuffel Road, Woodlands	\$58,200	Issued for construction
Mountain View Drive, 900m section from western junction with Warrego Highway, Hatton Vale	\$14,500	Issued for construction
Total for 2018/19	\$600,500	

3.5.6 2019/2020 Successful Black Spot Road Safety Program Projects

The 2019/2020 Queensland Black Spot Program has been announced with 44 projects across the state totalling \$12.6 million.

The following table lists the projects submitted by Council that have been successful through the 2019/2020 Black Spot Program.

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2019/2020 Black Spot Projects		
Project	Funding Amount (Excl. GST)	Status
Brightview Road, Brightview (Gehrke Road to Pagels road)	\$116,500	Agreement for the project currently being finalised
Lorikeet Road/Wagtail Drive Intersection, Regency Downs	\$90,000	Agreement for the project currently being finalised
Tenthill Creek Road, Lower Tenthill	\$21,000	Agreement for the project currently being finalised
Walnut Drive/Ashwood Court Intersection	\$7,000	Agreement for the project currently being finalised
Zischke Road (Mountain View Drive to Thallon Road), Regency Downs	\$17,500	Agreement for the project currently being finalised
Blanchview Road, Blanchview	\$17,000	Agreement for the project currently being finalised
Brightview Road/Village Road intersection	\$126,000	Agreement for the project currently being finalised
Norfolk Road, Summerholm	\$62,500	Agreement for the project currently being finalised
Summer Street/Railway Street intersection	\$66,000	Agreement for the project currently being finalised
Jones Road, Withcott (Bridge Guardrail Upgrade)	\$58,000	Agreement for the project currently being finalised
Total for 2018/19	\$581,500	

3.5.7 Drought Communities Programme

Project	Funding Amount (Excl. GST)	Status
Gatton Cemetery Gazebo (Installation of a gazebo)	\$72,521	Funding successful, detail design. Design has been submitted to market.
Koffal Park Plainland Upgrade (New Shade Sail for Playground and Irrigation System)	\$52,000	Awarding of contracts have been completed for the installation of shade sail and the irrigation systems
Park Upgrades (Lions Park Laidley, Das Neumann Haus Park, Forest Hill Recreation Reserve, Rotary Park Gatton, Lake Apex Gatton, McGovern Park, Lions Park Grantham, Jeans Biggs Park, Murphys Creek grounds, Springbrook Park)	\$170,000	<p>Springbrook Park Irrigation Contract has been awarded. Works to commence on Tuesday 26/3/19.</p> <p>Murphys Creek Playground Edging, contract has been awarded with works completed on the 22/3/19.</p> <p>Painting of Playgrounds at Forest Hill, Lions Park Grantham Tender has closed. Awarding of contract has been completed</p> <p>Painting of Shelters at Forest Hill Recreation Reserve Tender has closed. Awarding of contract has been completed.</p> <p>Lake Apex Culvert Culvert tender closed on 22/3/19. Assessment of tenders to occur.</p> <p>Lions Park Shelters replacement Tender has closed. Awarding of contract has been completed.</p> <p>Rotary Park Gatton Shelter replacement Tender has closed. Awarding of contract has been completed.</p> <p>McGovern Park Shelter replacement Tender has closed. Awarding of contract has been completed.</p> <p>Das Neumann Haus Irrigation Tender has been awarded.</p> <p>Jean Biggs Irrigation Tender has closed, evaluating submission</p>
Footpaths (installation of approximately 1,100m of concrete footpaths across 2 areas, Fairway Drive and Allan Street, Gatton)	\$256,990	Design in progress

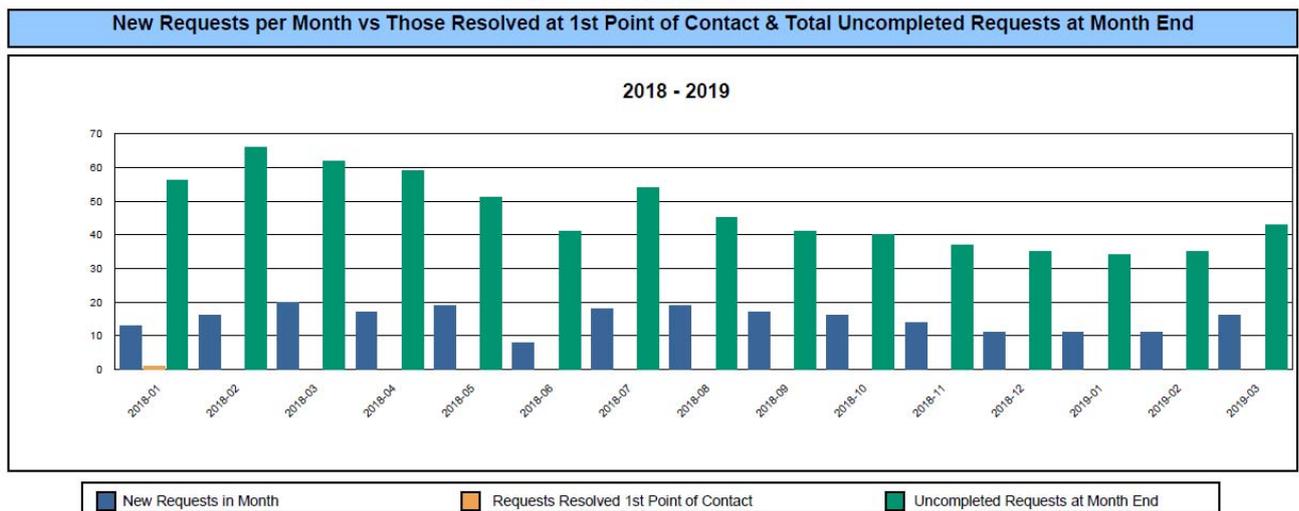
3.5.8 Transport Infrastructure Development Scheme (TIDS)

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	Issued for construction
Lockyer District High School, parking improvements	\$100,000	Project deferred
Laidley State High School, parking improvements	\$100,000	Issued for Construction
Hannant Road (Kensington Grove), Fairway Drive, construct footpaths	\$100,000	Complete
Mountain Road (Laidley), Range Crescent - Clearidge Court	\$150,000	Issued for Construction
Thallon Road (Kensington Grove), reconstruct pavement	\$450,892	Complete
Various Local Roads of Regional Significance, culvert replacement	\$120,000	Detail design
Summerholm Road (Hatton Vale), widening	\$100,000	Issued for Construction

3.6 CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

Customer Requests Statistics for Workgroup - IWS_Infra Works and Servi
Month Ending :March 2019



- Badge presentation at Kentville State School
- Attended and was guest speaker at Laidley RSL High Tea
- Attended and presented badges at Laidley District State School Captains Badge
- Catch up with local business person
- Attended Councillor workshop
- Meeting with Disaster Management coordinator
- Meeting with Forest Hill Festivities Committee
- Spoke at morning tea for Lockyer Police International Women's Day
- Meeting with church leader
- Teleconference with Local Government Association Queensland
- Spoke at SERCO International Women's Day event
- Attended Lockyer Valley Regional Council International Women's Day breakfast
- Agenda briefing
- Spoke on the Panel at Inspector-General Emergency Management International Women's Day event in Brisbane
- Attended Brush with a Body Theatre Restaurant
- Attended and open the Rotary Nomads Crafters Expedition at the Grantham Butter Factory
- Attended the Lockyer Valley Cooking School at Faith College
- Attended Crime Stoppers meeting
- Meet with staff person
- Attended Councillor Workshop
- Attended the Community Consultative Committee meeting at Grandchester regarding Australian Rail Track Corporation (ARTC), Inland Rail
- Teleconference with Chairperson of Audit and Risk committee
- Chair the Ordinary Meeting of Council
- Meeting with community person with an animal management issue
- Attended the Murphys Creek Annual General Meeting
- Teleconference with Ipswich Administrator regarding Community Information session
- Shadow with 'Mayor for the Day'
- Attended media with Federal and State Members
- Meeting with Councillors and Officers regarding dam
- Meeting with Executive Manager of Infrastructure Works and Services
- Meeting with the Chief Executive Officer
- Portfolio meeting
- Meeting with community member about a community workshop
- Attended Lockyer Valley Tourism meeting
- Meeting with staff regarding debrief on Australia Day and Citizenship Ceremony
- Chair Lockyer Disaster Management Group meeting and participate in group workshop
- Meeting with Information Technology officer
- Meeting regarding Agenda
- Meeting with Chief Executive Officer and Transport and Main Roads
- Meeting with community member
- Teleconference with the leading journalist and commentator of the Brisbane Times
- Attended community member's funeral
- On site meeting at Helidon Spa
- Media with Federal member
- Attended and spoke at Welcome Baby Ceremony
- Attended Community Tree Planting day

- Address and speak to the Leadership Formation Team from Our Lady of the Valley Catholic Parish
- Panel participant at the Public Information Session on Ipswich City Council Boundary Review
- Attended Merryfields Community Centre and assist with the turning of the Sod
- Meeting with officer regarding Stockyard Hall
- Meeting with lady Councillor's regarding International Women's Day Breakfast debrief
- Chair Ordinary Council meeting
- Meeting with officer regarding Parks and Gardens
- Meeting and tour of Pohlman's Nursery
- Meeting with the Chief Executive Officer
- Meeting with community members
- Attended Memorial Service for local community member
- Attended the Lockyer District High School Chaplaincy Evening

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

- Meeting with the Waste team to discuss the New Waste Recycling Plan.
- Meet with Officers regarding the Cahill Park Lighting Scope Project.
- Attended the Audit & Risk Committee Agenda Pre-Briefing.
- Attended the Councillor workshop.
- Represented the Mayor at the TAFE Qld South West Region 2019 Graduation Ceremony.
- Attended the Laidley Saleyards User Group meeting.
- Toured the Gatton and Helidon Caravan Parks.
- Represented the Mayor and opened the Institute of Public Works Engineering Australasia South West Queensland Branch Conference.
- Attended the International Woman's Day Breakfast.
- Attended the Audit and Risk Management Committee Meeting.
- Met with Withcott resident and Manager of Health, Waste and Regulatory Services
- Attended the Councillor Workshop Budget Meeting.
- Attended the Ordinary Council Meeting.
- Attended the Lockyer Valley Cultural Centre monthly meeting.
- Met with Adare resident regarding issues around Building and Plumbing issues.
- Helped Councillor Holstein and Crime Stoppers cook the BBQ at Plainland Rural.
- Attended the Murphys Creek Community Centre meeting at the Murphys Creek Grounds.
- Attended the Laidley Recreation Reserve Committee Meeting.
- Attended the Lockyer Chamber of Commerce Industry Recognition Dinner Meeting.
- Attended the Gatton Revitalisation Project Committee Meeting.
- Chaired the Equine Collaborative Workshop.
- Represented the Mayor at the 100th Birthday for the Toowoomba Rugby League.
- Attended the Welcome Baby Ceremony at the Lockyer Valley Cultural Centre.
- Cooked the BBQ for the Tree Planting Ceremony
- Attended the Councillor Workshop.
- Attended the Ordinary Council Meeting.
- Attended the Council of Mayors South East Queensland Waste Working Group Meeting.
- Attended the Auction Fundraiser at the Shire Hall.
- Attended the Laidley Recreation Committee Sportsperson's Dinner.

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

- 5/3 – Attended the Audit Committee Agenda Pre-Briefing
- 5/3 – Attended Councillor Workshop
- 6/3 – Attended Lockyer Chamber of Commerce and Industry Committee Meeting
- 12/3 – Attended Councillor Budget Workshop
- 13/3 – Attended Ordinary Council Meeting
- 13/3 – Attended Lockyer Valley Cultural Centre monthly meeting
- 15/3 – Attended the Council of Mayors South East Queensland – Economic Development Working Group meeting
- 20/3 – Lockyer Chamber of Commerce business after hours event at Bridgestone, Plainland.
- 21/3 – Attended Lockyer Chamber of Commerce Sub Committee meeting
- 26/3 – Attended Councillor Workshop
- 27/3 - Attended Lockyer Chamber of Commerce Sub Committee meeting
- 27/3 – Attended Ordinary Council Meeting

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

- Attended Lockyer Valley Bushfire Sub Committee meeting
- Attended Clean Up Australia Day (Site Supervisor). Sign on participants, liaise with Queensland Police Service and Roadtek, handed out pick up sticks, safety vests, bags and gloves to participants. Transport Cub Scouts to clean up site on Blanchview Road. Deliver extra bags to participants during clean up. Pick up litter on Range down section. Liaise with Withcott Hotel regarding sausage sizzle for participants. Over 30 people participated in Clean Up Australia Day in Withcott including Withcott Cub Scouts/Leaders and Withcott Rural Fire Brigade volunteers
- Attended meeting with members of Murphys Creek Progress Association
- Attended Councillor workshop
- Attended site visit to Mountain Road with Executive Manager of Infrastructure Works Services.
- Attended Council site visits, caravan parks
- Attended meeting with residents regarding Community Art Space
- Attended Institute of Public Works Engineering Australasia South West Queensland Branch conference at Lockyer Valley Cultural Centre
- Attended International Women's Day event at Serco
- Attended International Women's Day breakfast at Gatton Shire Hall and sold raffle tickets
- Attended Institute of Public Works Engineering Australasia South West Queensland Branch conference at Lockyer Valley Cultural Centre and participate in discussion panel
- Attended Crafters Expedition at Grantham Butter Factory
- Attended and assist Withcott-Helidon Lions sausage sizzle at Bunnings Toowoomba North
- Attended Lockyer Valley Cooking School Afternoon Tea at Faith College, Plainland
- Attended to banking for Crime Stoppers Lockyer Valley Area Committee
- Attended Crime Stoppers Lockyer Valley Area Committee meeting in Gatton
- Attended Council budget workshop

- Attended Council Ordinary meeting
- Attended Murphys Creek Progress Association Annual General meeting and chair election of office bearers
- Attended Spring Bluff meeting
- Attended meeting with Chairman of the Board Australian Rail Track Corporation (ARTC) and raise concerns from our community regarding impacts of the proposed Inland Rail
- Attended Withcott Rural Fire Brigade meeting
- Attended Art Group workshop in Gatton
- Attend Anzac meeting in Gatton
- Attend Shave for a Cure event at Withcott
- Attend Crime Stoppers Sausage Sizzle stand at Plainland Rural & Hardware
- Attend 25th Battalion commemoration at Spring Bluff and take photographs for Spring Bluff Railway Station Trust Committee
- Attend Regional Development Australia Regional Growth meeting in Brisbane
- Attend Seren's farewell
- Attend meeting with Cr Vela regarding Government Dam
- Attend RADF meeting
- Attend Tourism meeting in Gatton
- Attend Gatton Revitalisation meeting
- Attended Lockyer Valley Traffic Safety meeting
- Attended meeting regarding development and Niemeyer Road, road works
- Attended Lockyer Valley Local Disaster Management Group meeting
- Attended resident/Crime Stoppers member's funeral
- Attended Welcome Baby ceremony in Gatton
- Attended Community Tree Planting event at Lockyer Creek, Gatton
- Attended Faith Lutheran College and present certificates to students from Cooking School
- Attended Council workshop
- Attended opening of Merryfields Community Centre (Merryfields Vision to Reality)
- Attended Helidon Progress Association meeting
- Attended International Women's Day debrief
- Attended Council meeting
- Attended update meeting with Mayor and Parks & Gardens manager
- Attended Darling Downs Moreton Rabbit Board meeting
- Attended resident funeral in Gatton
- Updated Facebook pages for Spring Bluff Railway Station, Darling Downs Moreton Rabbit Board and Lockyer Valley Tourism Association
- Darling Downs Moreton Rabbit Board update:

Quotation submitted for the bushfire damage to the fence at Karara/Stonehenge has been accepted for the amount of \$223,900 with work having commenced in March. It was agreed that all replacement fencing would be completed at dog height, at an additional cost to the Board of \$1,091.09. A claim reimbursement has been submitted to the insurer.

Memorandum of understanding with Department of Transport regarding grids which was agreed to in November 2018 is awaiting a response from Department Transport and Main Roads.

Pest Animal and Weed Symposium

Board members will attend the Pest Animal and Weed Symposium at the Gold Coast in May and hold the Board meeting following the event. Councillors/relevant staff from Gold Coast City Council will all be invited to attend the Board meeting. It is proposed to launch the media campaign on rabbit control and education at the Symposium provided work on the project is meeting proposed timelines.

Replacement of old style tin/wooden floodgates with floodways on the Millmerran and Brigalow Patrols is underway.

The grid complex at Brigalow as part of the Chinchilla-Brigalow fence upgrade has been completed.

Footnetting installed in the Darling Downs division in the last eight week period is 4,233 metres.

A fence replacement program has commenced in the Lindsay Creek area with strainer posts being replaced.

A footnetting replacement program has been undertaken at White Swamp/Mt Phillips.

Fence replacement at Tartars Creek has commenced.

Footnetting installed in the Moreton division in the last eight weeks is 229 metres.

Meetings have been held with Southern Downs Regional Council and staff at Killarney to inspect infestations on road reserves.

A meeting was held with Somerset Regional Council to discuss the Rabbit Project funding and surveying in their Council area.

As part of the Rabbit Funding project the Board is upgrading the rabbit and hare taxidermy displays.

A total of 87 properties have been inspected in the last eight weeks including 42 in Lockyer Valley, 16 in Ipswich, 14 in Toowoomba, 10 in Southern Downs, 3 in Logan City, and 2 in the City of Gold Coast. Of these 19 were new reports from the public, (29 were uncovered by Darling Downs Moreton Rabbit Board compliance staff and 41 are ongoing.

Fifty-one rabbit breeding sites were identified during property inspections, with 79 sites removed during the last two months. Two reports of pet rabbits were received both from the City of Gold Coast, 1 dumped pet rabbit captured by members of the public and surrendered to the Animal Welfare League and one report of a lost rabbit in Ormeau on a Facebook community forum which was removed within an hour of being posted.

The contractor Pest Animal Management Qld (PAMQ) dealt with most on-ground matters in the City of Gold Coast, Ipswich, Logan city areas and overlapped with Darling Downs Moreton Rabbit Board compliance staff in the Lockyer Valley and Toowoomba regions.

City of Gold Coast Survey

Follow up with recipients of letters were conducted during January. Two landholders have begun the process of harbour removal with three breeding places being removed, work conducted to destroy warrens was not completed effectively and the landholder was advised on what was required to complete task.

Toowoomba Survey

Harbour and warren destruction has been completed on two of the properties with medium level infestations located during the survey. Over 110 breeding places were destroyed on the combined area of 26.5ha. Original spotlight counts were 120 rabbits per kilometre which decreased to 110 then 70 due to Rabbit Haemorrhagic Disease Virus 2 (RHDV2) and Rabbit Haemorrhagic Disease Virus 1 (RHDV1) outbreaks.

Myxomatosis was active at the site for most of winter and then December 2018 machinery was on the site clearing weed cover and ground harbour prior to ripping warrens. In January

2019 the timber and weed piles were burnt which removed the remaining ground harbour. In late January two more spotlight counts were conducted, both counts recorded four rabbits per kilometre which is a reduction of 99.7% from the last count of 120 rabbits per kilometre.

Chinchilla Survey

Breeding sites located during the survey in a roadside have been forwarded to Western Downs Regional Council (WDRC) Environment and Health Department. Information forwarded to Western Downs Regional Council (WDRC) included the road name, description of the harbour, Global Positioning System (GPS) location and recommended treatment.

Dalveen Survey

The Dalveen Survey commenced on February 5 on properties both sides of the New England Highway at Cottonvale. There has been 146 properties surveyed to the end of February and 1192 breeding places located. The main types of breeding places located are warrens, log piles, burrows and blackberry thickets. The breeding productivity of the harbour identified at this stage of the survey is nearly 5600 rabbits per month, this number will increase during better seasons. Suitable soil types in the granite region have contributed to the high number of warrens located. Some of the warrens located have been in areas where timber stacks have been burnt and the burrows beneath have been left intact and never ripped. Placing second when it comes to productivity are timber stacks, most of which have been in place for the last 50 years. If these are burnt, more than 30% of the rabbits would be removed. This shows that many landholders are not taking their biosecurity responsibility seriously and highlights the need for our proposed media and education project.

A public meeting was held in Dalveen to inform landholders of the survey taking place in the area. Presenters included Dr Berman from University of Southern Queensland (USQ), Dr Elsworth from Biosecurity Queensland (BQ) and a Southern Downs Regional Council (SDRC) officer.

Fulcrum training for Southern Downs Regional Council (SDRC) survey staff was undertaken in preparation for field training.

A presentation to Somerset Regional Council about planned survey along the southern boundary of Somerset Region between Gatton-Esk Road and the Brisbane River. Compliance staff continue to liaise with Councils and landholders with the goal of eradicating rabbits from Queensland.

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

- Laidley Hospital Auxiliary Meeting
- Councillor Workshop
- Gatton Caravan Park Tour
- International Women's Day SERCO
- 2019 International Women's Day Breakfast
- Laidley Hospital Auxiliary High Tea
- Lockyer Performing Arts "Brush with a Body"
- Councillor Workshop - Budget
- Ordinary Council Meeting
- Spring Bluff Committee Meeting

- Meeting with resident regarding Planning Concerns
- Planning Portfolio Catch-up
- Tourism Meeting
- Gatton Revitalisation Meeting
- Meeting with Resident
- De-brief international Women's Day Breakfast
- Ordinary Council Meeting

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

Youth and Disability / Multicultural

I delivered the Cardiopulmonary Resuscitation (CPR) kits that were donated by Ageo City to each of the Schools within the Lockyer Valley.

I presented Lockyer Valley Pride pins and tourism packs to Japanese students visiting Grantham State School.

I attended a meeting with the Principal and student leaders from Our Lady of Good Council Primary School in their appreciation and promotion of Ageo City's gift of the Cardiopulmonary Resuscitation (CPR) kits.

I attended the Grand Opening of the 'Community Centre for the Disabled' at Merryfields Environmental Centre Withcott.

I attended the Together 44341 meeting at Laidley State School.

- Expressions of interest are being sought for a 3a Introductory Course. This is still a well-received topic at the meetings and its simplicity was discussed and how it has been used in the health and playgroup settings.
- Mary St Community Centre has been successful in receiving the grant for an Early Years Worker. This will be 30 hours per week position and funded for three years.
- The group will once again apply for the regional grant of \$5000 to assist with the 'Under 5s' event at the Laidley Spring Festival. One suggestion was to add a healthy food and cooking demonstration.

I attended a Morning Tea meeting with the West Moreton Hospital and Health Board at the Gatton Hospital.

I attended the 'Lockyer District High School Chaplaincy Fundraising Gala'.

Arts and Culture

I visited the art workshop at the Laidley Library presented by a recipient of a Regional Arts Development Fund (RADF) grant.

I opened the 'Love is all you need' art exhibition at the Lockyer Art Gallery.

I attended with Councillor Holstein the media promotion for the Esk Community Choir and the Lockyer Valley Art Society's joint art project.

I attended the Regional Arts Development Fund (RADF) meeting at the Gatton Library.

I attended a meeting with the Library Co-ordinator Gatton Library & Gallery Lockyer Valley Libraries with regard to Regional Arts Development Fund (RADF), funding guidelines.

Organisations and Committees Representation:

- Attended the 'World day of prayer' service at the Salvation Army - Gatton
- Attended the 'World day of prayer' service at the Lutheran Church - Laidley
- Attended the Stockyard Creek Community BBQ
- Visited the Mulgowie markets
- Attended the Laidley Returned and Services League of Australia (RSL) Sub Branch Citizen's Auxiliary 'High Tea' at the Laidley Cultural Centre
- Assisted at the Forest Hill 'Clean up Australia Day'
- Attended the Elected Member Update session in Highfields, Toowoomba
- Attended the Forest Hill Community Development Association meeting – School of Arts Hall
- Meeting with the Mayor, Event and Marketing Officer and the Forest Hill Festivities Committee for a debrief of the Christmas Festivities
- Visit to Gatton Caravan Park and Grantham backpackers land option discussions
- Attend and present awards at the Tafe Queensland South West Region Graduation Ceremony
- Meeting with Community member in regard to a community art space
- Attended the International Woman's Day breakfast at the Gatton Shire Hall
- Attended the Laidley Hospital Auxiliary High Tea for the International Woman's Day at the Laidley Bowls Club
- Visited the Ma Ma Creek Markets
- Visited the Grantham Butter Factory for the 2019 Crafters Expedition
- Attended the 'Lockyer Valley Cooking School Afternoon Tea' at Faith Lutheran College
- Attended the Special Meeting for Rural Firefighters to discuss the implications from boundary changes proposed by the State Government
- Attended the Budget Workshop
- Attended the Australian Rail Track Corporation (ARTC) Lockyer Valley Community Consultative Committee in Grandchester
- Interview with the Gatton Star in regard to the State Government's proposed electoral changes for local government
- Attended a meeting as the Mayor's proxy with the Mayor and Chief Executive Officer of Somerset Regional Council and Lockyer Valley Regional Councils Manager Regional Development with regard to the Lockyer/Somerset Water Collaborative issues
- Attended the Lockyer Valley & Somerset Water Collaborative meeting
- Attended the 2019 Anzac Day preparation meeting
- Attended the Murphy's Creek Community meeting
- Attended the St Patricks' Day Celebration at St Patrick's Church Laidley
- Attended the 25th Battalion Ceremony at Spring Bluff Railway Station
- Attended the 'Thank you morning tea' for a Staff Member leaving the organisation
- Attended the Gatton Revitalisation Project Committee meeting
- Attended the Lockyer Chamber of Commerce and Industry's 'business after hours' function in Plainland

- Attended the Rural Fire Brigade's 'Lockyer Area Finance Committee' meeting in Gatton
- Attended the Peak Services Training – Strategic planning in Brisbane
- Attended a dinner and football evening with the Local Government Association Queensland's Chief Executive Officer and other invited guests
- Attended the Community Tree Planting Day at Cahill Park to promote our 'keeping the Lockyer in the Lockyer' revegetation project
- Attended the Cahill Park Cluster Group meeting
- Attended the Helidon and District Progress Annual General Meeting at Helidon
- Meeting with the Mayor and the Sports, Recreation & Community Grants Officer to discuss issues with regard to Stockyard Creek hall and grounds
- Attended the Laidley Spring Festival planning meeting at the Laidley Library
- Attended the 'Business Unit Plan' workshop for the Communication, Events, Community Development and Engagement team
- Attended Council meeting and workshops.

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

- 01/03 – Site Meeting regarding Veradilla Dam
- 01/03 – Attended Stockyard Hall BBQ
- 05/03 – Attended Councillor Workshop
- 06/03 – Attended Site Meetings in Gatton, Grantham and Helidon
- 07/03 – Attended Briefing regarding Audit and Risk Committee
- 08/03 – Attended International Women's Day Breakfast
- 08/03 – Attended Audit and Risk Committee Meeting
- 08/03 – Attended Art Opening Lockyer Valley Cultural Centre
- 10/03 – Attended Lockyer Regional Performing Arts Theatre Restaurant
- 12/03 – Attended Councillor Workshop
- 12/03 – Attended Australian Rail Track Corporation (ARTC) Community Consultative Committee Meeting
- 13/03 – Attended Ordinary Council Meeting
- 13/03 – Attended Meeting regarding Lockyer Valley Cultural Centre
- 14/03 – Attended Faith Lutheran College Year 9 event
- 17/03 – Attended Spring Bluff Railway 25th Battalion Ceremony
- 19/03 – Attended Meeting regarding Veradilla Dam
- 20/03 – Attended Gatton Revitalisation Project Meeting
- 20/03 – Attended Site Meeting regarding Proposed Otto Road Transfer Station
- 20/03 – Attended Lockyer Chamber of Commerce Business After Hours Event
- 22/03 – Attended Site Meeting regarding Weed Control Ropeley Area
- 23/03 – Attended Welcome Baby Ceremony
- 24/03 – Attended Community Tree Planting Day
- 26/03 – Attended Councillor Workshop
- 27/03 – Attended Portfolio Catch-up
- 27/03 – Attended Ordinary Council Meeting
- 29/03 – Phone Interview with ABC Radio regarding Community Tree Planting Day and Resilient Rivers Initiative



ORDINARY COUNCIL
MEETING MINUTES
10 APRIL 2019

15.0 CONFIDENTIAL ITEMS

No Confidential Items.

16.0 MEETING CLOSED

There being no further business, the meeting closed at 11:23am.