



ORDINARY MEETING OF COUNCIL

AGENDA

26 JULY 2017



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1. MEETING OPENED

2. LEAVE OF ABSENCE

No Leave Of Absence

3. CONDOLENCES/GET WELL WISHES

3.1 Condolences/Get Well Wishes

Date: 19 July 2017

Author: Susan Boland, Governance & Strategy Officer

Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

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

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

4.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the councillor's material personal interest in the matter; and
- (b) leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.

4.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to Section 173 of the *Local Government Act 2009*, a councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the councillor's personal interest in the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.

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5. MAYORAL MINUTE

No Mayoral Minute

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Ordinary Meeting Minutes of 12 July 2017

Date: 19 July 2017

Author: Ian Church, Chief Executive Officer

Responsible Officer: Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the Minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on Wednesday, 12 July 2017 be taken as read and confirmed.

7. BUSINESS ARISING FROM MINUTES

No Business Arising from Minutes

8. COMMITTEE REPORTS

No Receival of Committee Reports as Minutes

9. DEPUTATIONS/PRESENTATIONS

No Deputations/Presentations



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10. EXECUTIVE OFFICE REPORTS

10.1 Chief Executive Officer Monthly Report - June

Date: 13 July 2017
Author: Ian Church, Chief Executive Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to update Council on:

- Key issues currently being actioned by Council's Executive Office
- Information relevant to Councillors and the organisation

Officer's Recommendation:

THAT Council receive and note the Chief Executive Officer's Monthly Report for June 2017.

Report

1. Introduction

Refer summary above.

2. Background

This report covers actions and information relevant to Councillors and the Executive Office, including the key areas of Strategic Planning, Governance, Regional Development, Marketing, Communications and Engagement, Special Projects, Executive and Legal Services.

3. Report

Strategic Planning and Governance:

Communicating Corporate Plan Vision, Mission and Values

A cross functional team has been set up to assist with communicating the Corporate Plan Vision, Mission and Values throughout Council. The first meeting of the team was held in June with the initial focus on embedding the Corporate Values. After the results of the Employee Opinion Survey Focus Groups are provided, the working group will assist where appropriate in actioning items.

Business Unit Plans

Templates are being developed to commence the roll out of Business Unit Plans in 2017/18.

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Annual Report 2016/17

A schedule for the development of the Annual Report has been drafted and will be discussed at the Leadership Team meeting on 20 July. Liaison with Finance and the Auditor has been undertaken regarding the schedule.

Policies/Procedures/Guidelines

Under Review/Development:

- Naming of Infrastructure Policy and Guideline – under development
- Tree & Shrub Management Guideline – under development
- Advertising Spending Policy – under review
- Public Interest Policy and Procedure – under review
- Policy and Guideline re: Risk Related to Entering Property for Compliance Activities – under development

Cemeteries Policies

There are a number of policies and guidelines to be developed for the good governance of Council's cemeteries. This work will form part of the project to review Cemetery Management by Council.

Delegations

Draft Administrative Delegations were considered by ELT in July for the CEO to approve. Administrative Delegations are an authorisation from the CEO to a Council officer under Section 13 of the Local Government Act 2009, and they include powers to carry out a function, which equates to the performance of an administrative act, which will not usually impact legal rights, such as signing correspondence.

Integrity Functions

Recent correspondence from the Ombudsman's Office provided an overview of Council's Public Interest Disclosure (PID) processes. A review is now underway to clearly articulate Council's PID processes to staff and the public in addition to reviewing other integrity functions such as fraud and administrative action complaints for compliance and usability.

Local Laws

At the Councillor workshop to be held on 1 August 2017 regarding Local Laws, it is proposed to discuss the following issues:

- Provide Councillors with information regarding the status of the Lockyer Valley Regional Council Local Laws
- Propose a minor amendment to the Animal Management Subordinate Local Law for operational clarity
- Review the Parking Local Law
- Identification of Local Laws for further review



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External Funding

Refer separate report on this topic.

Regional Development

Trade Shows

The 2017 Regional Flavours Event was run last weekend, finishing on Sunday 16 July. Council promoted the Lockyer Valley and its produce with the Fruiters Truck, our own stand and cooking displays utilising Lockyer Valley product. Anecdotally the Event was a great success with up to 100,000 visitors attending, however a full report will be presented to Council once all data and information have been received and collated. There was strong interest in the Miguel cooking school scheduled to be held at Plainland on 22 October, immediately after the Business Awards. Nearly 500 entries for a free place at the cooking school were received at the Council stand over the weekend and just under 1200 have been received electronically.

The Brisbane EKKA commences on 11 August and runs over two weekends to Sunday 20 August. Further information will be provided about Councils involvement in the near future.

Lockyer Valley Business Awards – October 2017

Major sponsors for the Lockyer Valley Business Awards have now been secured with a similar level of support to previous years being obtained. Nominations for the Awards will open for a month commencing on 1 August, and the Gala Presentation Dinner will be held at the Gatton Shire Hall on Saturday 21 October 2017.

Lockyer Chamber of Commerce & Industry (Lockyer Better Business)

The networking breakfast held on 21 June was well attended, with 80 representatives from local businesses attending to hear guest speaker Graham (Skroo) Turner speak about his experiences with Flight Centre and other business ventures.

The Chamber “Local Business Recognition Dinner” is due to be held on Friday 28 July at the Lockyer Valley Cultural Centre. The Chamber will pay tribute to and recognise the work and achievements of local businesses and people in the Lockyer Valley.

Racing Queensland – Expression of Interest (EOI)

An EOI was submitted to Racing Queensland for the upgrade and multi-purpose use of the Gatton Racing Facility. Racing Queensland has verbally advised Council that if the EOI is shortlisted for further consideration, notification will be received by end July or early August. Racing Queensland also advised that 44 Expressions of Interest were received.

Laidley Works Depot – Expression of Interest

The EOI process for the lease of part of the Laidley Works Depot has closed and a report from the evaluation committee is being prepared for a Council Meeting in the near future. Work has also commenced on re-aligning allotment boundaries within the Works Depot site so that a planning application can be lodged. The purpose of this work and the planning application is

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to achieve highest and best use of the remaining lots on site, including potential sale of a number of the lots.

Plainland Business Networking

The informal Plainland Business Networking meeting was held on Tuesday 20 June and attended by over 25 business operators. The meeting was hosted at Schulte's Meat Tavern. The group was provided with an update about business activity in the Plainland/ Hatton Vale area by Councillors and staff.






The "Welcome to Plainland" signage has been approved by the Department Transport and Main Roads and installation at the chosen locations is scheduled to be completed during August.

Embracing 2018 Commonwealth Games





Monthly meetings are now being scheduled to capture any potential opportunities arising for our region, with the latest meeting being held on Monday 3 July and hosted by the Department of State Development at the Regional Development Australia Offices in Brisbane.

Single Point of Entry – Business Support

The following table highlights areas of enquiry from prospective developers and business operators that have been dealt with by the Regional Development team. The purpose of the Regional Development team being the first point of contact in these instances is to assist potential developers and business operators by "walking them through" Council processes and providing them with a single point of contact rather than multiple staff contacts. No details are provided as they are potentially commercial in confidence, however should any Councillor wish to ascertain more detail please do not hesitate to contact me or the Manager Regional Development.

Industry Sector	Level of interest	Notes:
Accommodation and Food Services		Additional short term accommodation facilities.
Tourism		Potential new tourism experience operation - all enquiries will take time to bring to fruition
Manufacturing		Machinery manufacturer and processing facility and expansion of existing
Transport, Postal, Warehousing		New business establishment project development
Arts & Recreational Services		Establishment of new business, and relocation of an expanding business

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Industry Sector	Level of interest	Notes:
Wholesale Land Development		Support provided to potential and existing land developments
Retail Trade		Information in relation to establishing new business and expanding existing business
Education and Training		Business training & mentoring
Agriculture		Expansion of existing business to Lockyer Valley

Marketing, Communications & Engagement (MCE)

Queensland Transport Museum (QTM)

A targeted Facebook campaign providing patrons with entry to the QTM and a set lunch at the Staging Post for \$15 has proven to be very positive. Within days of the advertisement being delivered vouchers were being redeemed, a trend that has continued.

A complete Father's Day package is being developed that will include entry, a meal at the Staging Post Café and a QTM gift pack for \$40. Each gift pack sold goes in to the draw to win Dad the ultimate prize, a driving lesson on a truck.

Additional displays have now been sourced and include a Peter Brock replica Holden, a Dick Johnson replica Ford and a Formula Two car.

Laidley Spring Festival

Planning for the Laidley Spring Festival is well underway with all risks being catered for. There will be some differences this year from prior years; the parade time as previously discussed by Council; the Orchid Society will be utilising the entire auditorium at the Cultural Centre, with stall holders located in the foyer and the Café relocated from the auditorium to the Centre function room.

Queens Baton Relay

Planning for both the Baton Route and the Community Event continue to develop with a very special and high profile guest secured for the Event. Details of the Community Event will be unveiled early in 2018. Initial discussions have been held with a number of local community groups to provide logistical support for the Event, with all agreeing to provide support.

Marketing, Communications and Engagement staff have also held initial discussions with school principals to secure their ongoing support, again all of which has been very positive. Both Council and the community groups want the community to get behind and take ownership of the Event.

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Local Shows

Council hosted a stand at the Laidley Show and will also be hosting the same stand at the Gatton Show. The stands contain information regarding Council core services and activities, as well Lockyer Valley promotional material. Marketing Communications and Engagement staff in attendance use the opportunity as a means of engaging with the community on a number of core Council projects, including promoting the Budget, responsible pet ownership, QTM entry, pest management, library services and for the first time introduced the new animation videos on Councils 17/18 Budget and Capital Expenditure program.

Animated Videos as a Way of Communicating and Engaging the Community

Animated videos have been produced to assist Council with ongoing communication and engagement. As noted above, the videos focus on Council's 17/18 Budget and Capital Expenditure program and are a unique way to communicate with and engage the community.

The technology was trialled at the Laidley Show and will also be trialled at the Gatton Show before being released on social media.

A community engagement officer will be monitoring the success of the videos and if proven to be an effective way to communicate and engage, more will be produced. The video's and voice over are very cost effective at around \$200 each. Future voice overs could be provided by Portfolio Councillors?

Gatton First Coat Project

The recent First Coat Lockyer Art project was a resounding success. Three mural sites were selected with all three designs attracting positive feedback.

A successful launch was held on Thursday 29 June, prior to the start of the project, which gave people the opportunity to both meet and discuss the process with the artists directly involved. A public tour was held on the Saturday, which again saw the community able to interact with each artist and learn about the meaning and inspiration behind their art works. The overall project has received overwhelming positive support.

Grant Mentoring

Council's grant mentoring program continues to deliver exceptional results to the wider Lockyer Valley Community. For an investment of under \$20,000, the program has been able to deliver \$570,383 in projects throughout the region representing 50 successful grant applications.

Executive Business Support

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

The Australian Local Government Association (ALGA) National General Assembly was held in Canberra in June. Both Motions submitted by LVRC were accepted by the ALGA. These Motions were on Flying Fox Management and the way in which the Australian Bureau of Statistics collects and collates agricultural data. The Mayor attended ALGA annual conference and proposed these motions, which were supported by the Assembly.

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Input was provided to the Council of Mayors South East Queensland (COMSEQ) advocacy document being prepared for the forthcoming State election. The first meeting of the new COMSEQ Advocacy Committee is to take place in July.

COMSEQ are strongly advocating for an SEQ City Deal. Given the region's strong history of collaboration and the capability that exists within SEQ Councils, COMSEQ believes a regional SEQ City Deal is the solution to delivering the economic growth and infrastructure pipeline needed to support the region's growth. To that end, they are establishing 3 Groups with Council representation to progress the City Deal - Economics, Finance and Prioritisation. The first meeting of the Economics Group took place in June, with Finance and Prioritisation Group meetings to follow.

Enhance Council Governance and Decision Making

Additional workshops have been programmed since February to develop the Budget. This significant work was finalised with a Special (17/18 Budget) Meeting held on 27 June 2017 when the budget for 2017/18 was adopted.

Similarly, additional Workshops have been programmed for work associated with the development of the new Planning Scheme. These additional workshops will run from July to December to enable our planning staff and the Consultants to engage with Councillors on this significant work.

Ordinary Meetings were held on 14 June 2017 and 28 June 2017 and a Councillor Tour to Grantham was conducted on 27 June 2017.

In the interests of providing improved information to Council, it has been proposed that *Correspondence for Noting* will also be included in Council Meeting Agendas. This will allow for significant correspondence received by the organisation to be brought to the attention of Councillors.

Insurance

The 17/18 insurance schedules were submitted to Local Government Mutual (LGM). These have been enhanced with better asset information on a site basis to better assess Council risk. Insurance has been taken out for 17/18 in Public Liability, Products Liability and Professional Indemnity, Industrial Special Risks, Equipment and Machinery, Motor Vehicle, Personal Accident, Carriers Liability, and Marine Hull Categories. A policy on Cyber Insurance is being prepared for submission to request this additional coverage.

Special Projects

Inland Rail

Submissions were lodged to the draft Terms of Reference, (ToR), for the Gowrie to Helidon and Helidon to Calvert sections of the overall Inland Rail project. The Office of the Coordinator General will review the submissions and advise Council whether changes will be made to the Terms of Reference based on the submissions. This is expected to take at least one month from the submission closing dates.

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As recently advised, ARTC are working with Council staff to secure temporary accommodation within the Gatton administration building for a 2 day a week shop front. ARTC have advised that they are seeking to rent premises in Gatton for the longer term location of the shop front.

Water Security

The Pre-feasibility study into securing water for the Lockyer Valley, funded by the National Water Infrastructure Development Fund, (NWIDF), has progressed to the point where community consultation sessions have been undertaken to gather feedback for the project. Five community sessions have been undertaken in Gatton, Laidley, Glenore Grove, Tenthill and Lowood. Lowood has been included as some of the options being considered will impact the Somerset region. Council has been working with our neighbouring Council to deliver this project.

Councillors have held discussions with the Lockyer Water Users Forum (LWUF) to determine the status of discussions held by Forum members with the Department of Natural Resources and Mines regarding water allocations for the Central Lockyer. Councillors, including the Mayor of Somerset Regional Council, have asked the group to ensure open and transparent communications occur.

Further information will be provided to Councillors by way of a workshop regarding the status of the NWIDF funded pre-feasibility study into water security, as well as the status of LWUF discussions with State Government Departments regarding water allocations. At that workshop, Council staff also intend to provide an update on the LWUF Socio Economic Study, which Council contributed funds towards, and the “NuWater” Recycled Water to the Downs project. *A suggested outcome from the workshop would be a Council Position Paper in relation to water in the Lockyer Valley.*

Passenger Rail

Council officers are working with Toowoomba Regional Council to plan for Passenger rail to our regions. Officers met to discuss the possibility of preparing a preliminary business case to scope up the project.

Truck Stop Adjacent to “GWIZ” Site

The Department of Transport and Main Roads issued a tender notice for the proposed development on the existing Warrego Highway truck stop west of the Gatton Bypass, on 7 July, closing on 29 September.

Tender specifications for the development include the provision of goods and services to encourage road users to break their journey and avoid driver fatigue. Facilities for both light and heavy vehicle drivers must be accommodated and the site must supply electrical vehicle fast-charging infrastructure for the State Governments electrical vehicle superhighway initiative.

Ageo City Visit

The Mayor from Council's Sister City/Region is visiting the Lockyer Valley from 20 to 22 July, in conjunction with the arrival of the exchange students and their programme with Lockyer Valley District High School. The Mayor from Ageo is keen to meet the new Council and Chief



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Executive Officer in order to build a new relationship and to continue supporting the exchange between our two regions.

Ageo Student Exchange

Ageo exchange students will be visiting Council Chambers on Thursday 27 July from 9:30 am to 11:00 am, to meet Councillors and present thank you speeches. Each year the students from a number of the Ageo regions schools apply to be able to visit Australia for the exchange program. Only two from each school are chosen and a total of 22 students visit with the city's Board of Education delegates to learn about Australian schools, culture and the Lockyer Valley. The students stay with a number of local families forming relationships benefitting all those participating. The program has economic, social, and educational benefits for our region.

Industry Forum

The Lockyer Valley Industry Forum planned to be delivered in partnership between Council and the Department of State Development during August, has been deferred due to capacity constraints. The Forum will now be delivered by the Regional Development team during September.

Japanese Trade Delegation Visit

One of Japan's largest vegetable importers visited the region recently with State Government representatives. The Delegation visited some of our regions larger agricultural exporters. Council gave a presentation on what our region does and what Council is doing to support the agricultural industry, to the buyers. The presentation was well received and Trade Investment Queensland thanked Council for its contribution and support.

Horticultural Mayor's Roundtable

The Horticultural Mayor's Roundtable was conducted at the Local Government Association of Queensland's (LGAQ) Offices on 14 June, where the following topics were discussed:

- Backpacker accommodation and overcrowding
- LVRC's Australian Local Government Association Motion regarding Horticultural Data
- 457 Visa impacts
- Energy cost concerns
- LGAQ new Trade and Investment officer
- Processing facility attraction
- LGAQ Advocacy Action Plan

Horticultural Intensive Farming – Indoor and Hothouse Farming

Council has been working with Consultants from Australia's industry peak body, Horticultural Innovation Australia (HIA). The Consultants have been working on changes to the National Construction code to help make a safer environment and lessen the impact of red tape on producers who wish to implement Hothouse structures for more intensive Horticulture. These structures are forecasted to become very common within the region as they are seen to be the

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future of farming. The ability to control the environment means more output and better quality products. The structures are predicted to allow all year round farming with improved water efficiency, more automation, better contracts for more reliable products and more full time jobs in the industry.

Legal Services

Refer separate Confidential Legal Update.

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10.2 Internal Audit and Risk Management

Date: 18 July 2017
Author: Madonna Brennan, Governance and Strategy Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to seek Council's adoption of the 12 key focus areas of risk as its overarching Corporate Risk Register, the risk appetite statement and the 17/18 Internal Audit Plan.

Officer's Recommendation:

THAT Council adopt the 12 key focus areas of risk as its overarching Corporate Risk Register being:

- **Financial and Economic (FE1) – financial sustainability**
- **Financial and Economic (FE2) – decision making governance, due diligence, accountability and sustainability**
- **Infrastructure and Assets (IA1) – Planning, managing and maintaining assets for the future**
- **Infrastructure and Assets (IA2) – Delivering major projects (time, cost, scope and quality)**
- **Infrastructure and Assets (IA3) – Information and technology strategy**
- **Business Continuity and Systems (BC1) – Provision of core services now and into the future**
- **Environmental and Community (EC1) – Environmental health and protection**
- **Legal Compliance and Liability (LCL1) – compliance management**
- **Political (P1) - Intergovernmental relationships/relationships with other key stakeholders**
- **Reputation (R1) – Reputation and goodwill**
- **Staff (S1) – Strategic workforce planning and management, and**
- **Workplace Health and Safety (WHS1) – Health and Safety**

Further;

THAT Council adopt the Risk Appetite Statement as attached.

And further;

THAT Council adopt the 2017/18 Internal Audit Plan prepared by Council's Internal Auditor, BDO Pty Ltd on behalf of Council as attached.

Report

1. Introduction

Council has a statutory requirement to keep a written record stating the risks that its operations are exposed to and the control measures to manage these risks. Further, it is also a statutory requirement for Council to prepare and adopt an internal audit plan that will evaluate and identify key risks to Council's operations.

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2. Background

The revision of Council's Corporate Risk Register commenced in early 2016 to enable a more streamlined and simplified approach to the management of risk within the organisation. The re-development of the risk register, through the identification of key focus areas of risk has been undertaken hand in hand with the organisation's strategic corporate planning. These risk areas have been incorporated into Council's 2017/18 Operational Plan to better expose any hidden pockets of risk that may develop within the organisation's operations.

Council's Internal Auditor (BDO Pty Ltd) facilitated a workshop with Council on 18 April 2017 on risk to determine the amount of risk that Council is willing to seek or accept in the decisions made in pursuit of its objectives. The outcome of this workshop was the development of Council's risk appetite statement.

The key focus areas of risk form the framework of the Internal Audit Plan for the 2017-18 financial year.

3. Report

Key Risk Focus Areas

Council's key risk focus categories and associated ratings have been identified as follows:

Risk Code	Key Risk Issue	Risk Rating
FE1	Financial sustainability	Medium
FE2	Decision making governance, due diligence, accountability and sustainability	High
IA1	Planning, managing and maintaining assets for the future	Medium
IA2	Delivering major projects (time, cost, scope and quality)	Medium
IA3	Information and technology strategy	High
BC1	Provision of Core services not and into the future	Medium
EC1	Environmental health and protection	Medium
LCL1	Compliance management	Medium
P1	Intergovernmental relationships/relationships with other key stakeholders	Medium
S1	Strategic workforce planning and management	High
WHS1	Health and safety	Medium

Risk Appetite Statement

The risk appetite statement define the amount and type of risk that Councillors and Management are prepared to seek, accept or tolerate in the pursuit of Council's long term objectives.

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	VERY LOW APPETITE	LOW APPETITE	MODERATE APPETITE	HIGH APPETITE	VERY HIGH APPETITE
APPROACH TO RISK	LVRC accepts as little risk as possible	LVRC takes a cautious approach towards taking risk	LVRC takes a balanced approach to taking risk	LVRC takes a higher level of risk for increased benefit	LVRC takes an aggressive approach towards risk as it is considered core to the strategy and purpose.

A summary of Council's identified appetite for risk across its material risk categories is identified in the table below with the full statement attached to the report.

Appetite:	Very low	Low	Medium	High	Very High
Health and Safety					
Compliance					
Reputation					
Financial					
Customer Experience (innovation)					
Human Resources					
Delivery of Core Operations & Capabilities					
Information Management and Security					
Major Change Failure					
Governance					

Internal Audit Plan 2017/18

The Internal Audit Plan 2017/18 (the Plan) was developed by Council's Internal Auditor (BDO Pty Ltd) based on the key risk focus areas framework and with the continuation of identifying key controls, gaps and mitigation planning included as part of the Plan. The Plan was endorsed by the Audit and Risk Management Committee at its meeting held on the 21 June 2017, with a further workshop to be conducted with the Committee on the 17 August 2017 to develop the program of works identified in the Plan.

4. Policy and Legal Implications

The matters outlined in this report comply with the Internal Audit and Risk Management Policies. Any future policy and legal implications will be addressed as matters arise before Council.

5. Financial and Resource Implications

The matters outlined in this report do not alter current budgetary requirements. The Internal Audit Plan works have been included in the 2017/18 budget.

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6. Delegations/Authorisations

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

7. Communication and Engagement

The matters arising from this report that require further communication will be addressed through existing communication channels.

8. Conclusion

That Council adopt the 12 key risk focus areas as its overarching Corporate Risk Register, along with the Draft Risk Appetite Statement and the 2017/18 Internal Audit Plan as endorsed by the Audit and Risk Management Committee.

9. Action/s

1. Internal Audit Plan implemented as programmed by the Audit and Risk Management Committee in conjunction with the Executive Leadership Team.

Attachments

- 1 [View](#) Draft Risk Appetite Statement 4 Pages
2 [View](#) Internal Audit Plan 2017-18 7 Pages

RISK APPETITE STATEMENT

1 General

- (a) Risk Appetite Statements summarise the amount of risk that Lockyer Valley Regional Council ("LVRC"; "Council") is willing to seek or accept in the decisions made in pursuit of its objectives. They apply to the management of existing activities, as well as new opportunities. For the purposes of consistency with general risk management practice, the term 'appetite' is used, but this term is not meant to suggest that the organisation welcomes or desires the risk outcomes that may flow from identified risks.
- (b) When reading this Risk Appetite Statement, it is important to note:
- it is not a substitute for, but an adjunct to, Council's extensive and comprehensive risk management framework and activities, and is intended to be consistent with Council's risk matrices for individual risk areas;
 - it is developed to guide decision-making, particularly with respect to decision making escalation and the extent to which resources are required to be allocated in response to the level of risk which is determined to be 'acceptable and justifiable'; and
 - it is, therefore, an internally focussed document, concerned only with Council's appetite for accepting risks within its reasonable control.
- (c) Overall, LVRC operates within a Medium risk appetite range.
- (d) It is recognised, however, that risk appetite is not a single fixed concept. There will always be a range of appetites for different risks which need to be articulated, and these appetites may vary over time. Risk Appetite Statements are, therefore, dynamic and will be reviewed by Council on an annual basis, or more frequently should circumstances require.
- (e) Council's lowest risk appetite relates to the health, safety and well-being of its, employees, contractors and visitors; reputation and compliance with legislation, regulation and professional standards.
- (f) Council is accepting of a higher appetite for risk in the pursuit of its vision, mission and values, recognising that the organisation's appetite for risk varies according to the activity undertaken.
- (g) Council's acceptance of risk is subject, always, to ensuring that potential benefits and risks are fully understood before activities are authorised, and that sensible measures to mitigate risk are established.
- (h) LVRC's **appetite** for risk across its material risk categories is provided in the following statements and is summarised below.

Appetite:	Very low	Low	Medium	High	Very High
Health and Safety					
Compliance					
Reputation					
Financial					
Customer Experience (innovation)					
Human Resources					
Delivery of Core Operations & Capabilities					
Information Management and Security					
Major Change Failure					
Governance					

RISK APPETITE STATEMENT

2 Health and Safety

- (a) LVRC aims to provide staff, contractors and visitors a safe and healthy environment. LVRC has a **very low appetite** for risk in practices or behaviours that lead to the harm of staff, contractors or visitors on or in our sites (within our control) or when undertaking related operating activities.

LVRC has, within this very low appetite for health and safety risk, the following tolerance (controls/limits):

- a **very low tolerance** for inadequate or untimely remedy and reporting of breach incidents, or near misses.
- **no tolerance** for negligent or deliberate violations of health and safety requirements.

3 Compliance

- (a) LVRC is committed to a high level of compliance. LVRC has a **low appetite** for breaches in applicable legislation, regulation, government policy or direction, industry codes and standards.

LVRC has, within this low appetite for compliance risk, the following tolerance (controls/limits):

- **no tolerance** for breaches in workplace health and safety laws or the organisation's workplace health and safety policies and procedures.
- **no tolerance** for breaches that will put LVRC's operating licenses in jeopardy
- a **very low tolerance** for inadequate or untimely remedy of breach incidents, or near misses.

4 Reputation

- (a) It is important that LVRC builds and maintains a high reputation. LVRC has a **very low appetite** for risk in the conduct of any of its activities that puts its reputation in jeopardy, could lead to undue adverse publicity, or could lead to loss of confidence by the communities it serves, operates in, or is funded by.

LVRC has, within this very low appetite for compliance risk, the following tolerance (controls/limits):

- **medium tolerance** for activities that may impact its social license to operate in the communities it operates in, where such activities are in accordance with approved strategies, plans and communications.

5 Financial

- (a) LVRC has a **moderate appetite** for risk to its long term financial sustainability and overall financial strength and monitors its financial risk within the minimum criteria set out in The Long Term Financial Plan.

LVRC has, within this moderate appetite for financial risk, the following tolerance (controls/limits):

- **low tolerance** for risk to cash flow requirements
- **no tolerance** for fraud or corruption perpetrated by its employees or contractors.

6 Customer Experience

- (a) LVRC strives to serve its customers and the Lockyer Valley community with pride and passion, to respond with urgency, anticipate their needs, and exceed their expectations. Council recognises that this should involve an increased degree of risk in developing the customer experience, and has a **moderate appetite** in accepting this risk subject always to ensuring that potential benefits and risks are fully understood before developments are authorised and that sensible measures to mitigate risk are established.

LVRC has, within this moderate appetite for customer service risk, the following tolerance (controls/limits):

- **low tolerance** for risk to the delivery of services in accordance with prescribed standards as set out in Customer Service Strategy.

RISK APPETITE STATEMENT

7 Human Resources

- (a) LVRC relies on motivated and high calibre employees to perform its functions. LVRC aims to create an environment where employees are empowered to the full extent of their abilities. LVRC has a **low appetite** for losses to the value of the organisation's collective competencies, knowledge and skills.
- (b) LVRC places high importance on a culture of integrity in conduct, performance excellence, equality and diversity, dignity and respect, collegiality, feedback, and the development of staff. LVRC takes very seriously any breaches of its Code of Conduct. LVRC has a **low appetite** for behaviour or conduct which does not meet the standards set out in the Code of Conduct.

LVRC has, within this low appetite for human resources behaviour risk, the following tolerance (controls/limits):

- **no tolerance** for behaviours or actions that result in harm to staff, contractors or visitors (within its control and responsibility).
- **no tolerance** for manifest breaches in our Code of Conduct, and more specifically:
 - Breach of privacy
 - Corruption
 - Bullying and misconduct.

8 Delivery of Core Operations and Capabilities

- (a) Whilst the ability to support operations on a day-to-day basis is important, LVRC has a **medium appetite** for change to ensure that LVRC has the right strategies, infrastructure, assets, facilities and resources, staff capabilities, organisation structure and culture to optimise performance. Such changes will be in accordance with approved strategies, plans and budgets.

LVRC has, within this medium appetite for risk of regarding Core Operations and Capabilities, the following tolerance (controls/limits):

- **Low tolerance** for interruptions (infrastructure, facilities, resources, and information and communication technology) at critical periods of operation impacting staff and essential operations.

9 Information Management and Security

- (a) LVRC has a **low appetite** for the compromise of processes governing access to information, the use of information, its management and security and threats to commercially valuable and/or private information arising from malicious attacks.

LVRC has, within this low appetite for information management and security risk, the following tolerance (controls/limits):

- **no tolerance** for the unauthorised access to, or disclosure, of sensitive and/or private information (determined under Council's data classification schema) of the Council or its customers.

10 Major Change Failure

- (a) Major projects and other change activities are required periodically to develop LVRC, and to achieve its strategic and operational goals from time to time. LVRC expects such changes to be managed according to best practice in project and change management. LVRC has a **low appetite** for incidents or impacts which are generated by poor change management practices.

LVRC has, within this low appetite for major change failure risk, the following tolerance (controls/limits):

- a **very low tolerance** for incidents or impacts which are generated by poor project management practices and which compromise agreed project outcomes (more specifically project timeframes, project financial allocation and project resourcing).

11 Governance

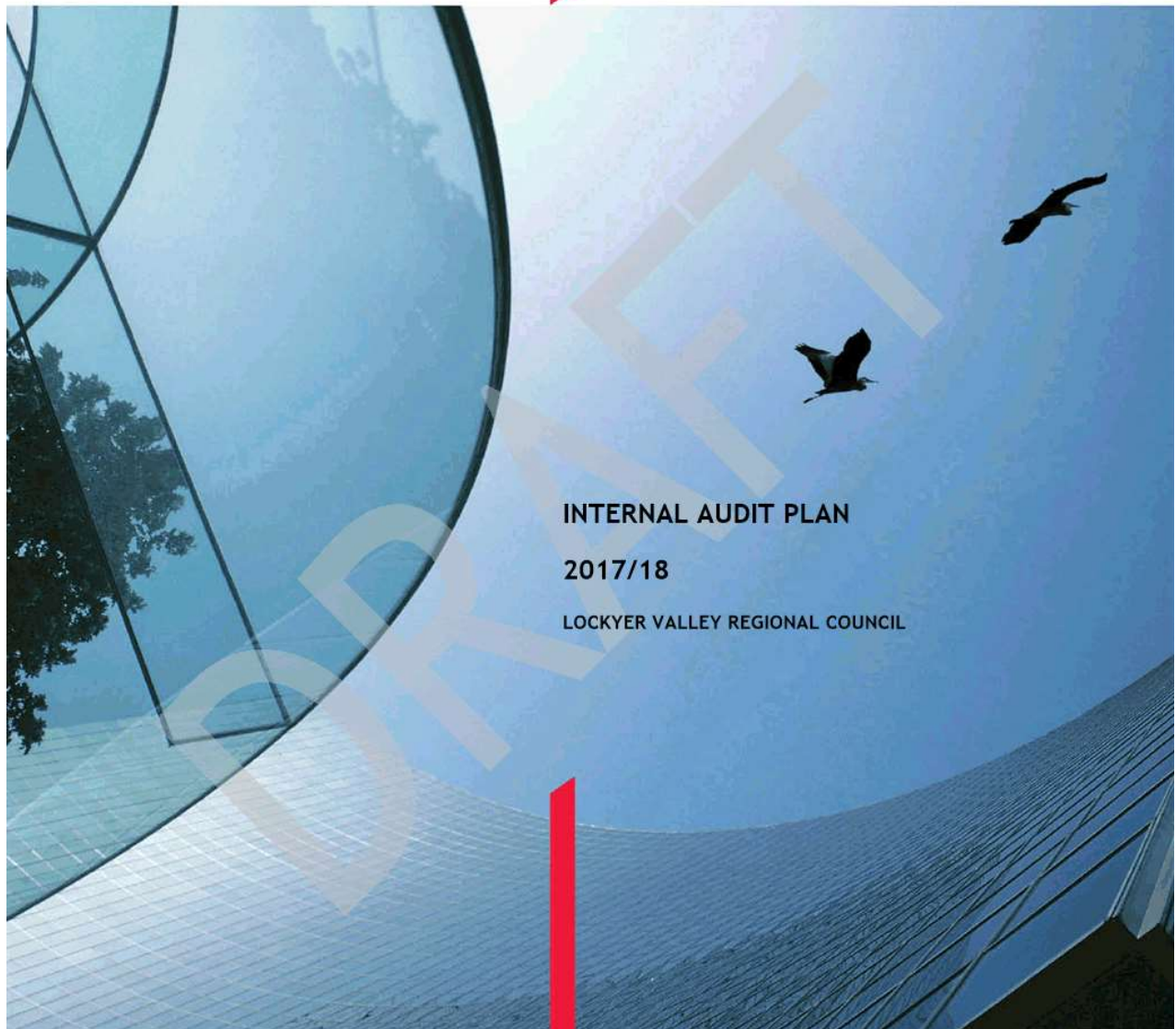
RISK APPETITE STATEMENT

- (a) LVRC is committed to sound governance principles, practices and behaviours. LVRC has a **moderate appetite** for governance practices which enhance the performance of the organisation.

LVRC has, within this moderate appetite for governance risk, the following tolerance (controls/limits):

- no tolerance for breaches of delegation policies
- no tolerance for breaches in the Councillor Code of Conduct; and
- low tolerance for breaches of Council policies required under legislation.

DRAFT





Level 10, 12 Creek St
Brisbane QLD 4000
GPO Box 457 Brisbane QLD 4001
Australia

Ian Church
Chief Executive Officer
Lockyer Valley Regional Council
26 Railway Street
GATTON QLD 4343

22 May 2017

Dear Ian

ENGAGEMENT FOR INTERNAL AUDIT SERVICES 2017/2018

Thank you for the opportunity to discuss Lockyer Valley Regional Council's Internal Audit needs and priorities for 2017/2018, being the second year of our engagement under our arrangement to 30 June 2019.

This engagement continues to be on the basis of the contract BDO (QLD) Pty Ltd has entered under the LocalBuy Standing Offer arrangement Bus 249-0515, with all terms and condition prevailing, except for rates, which have been reduced on this occasion for Lockyer Valley Regional Council.

Our fee arrangements are set out in Appendix 1.

If you are accepting of the matters set out herein, please forward a signed acknowledge to us.

If you would like to clarify or confirm any part of this document, please contact me directly on (07) 3237 5730.

We look forward to working with Lockyer Valley Regional Council in the years to come.

Yours faithfully

Marita Corbett

Director

Enc.

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**Acknowledgment**

I have read the above letter, and on behalf of Lockyer Valley Regional Council accept the terms and conditions set out therein. I warrant that I am properly authorised to sign the acknowledgment on behalf of Lockyer Valley Regional Council.

Signed:

Full name:

Position:

Dated: / /

Day

Month

Year



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DRAFT



BACKGROUND

Overall, the aim of the Internal Audit activity is to promote awareness, and provide advice and improvement on policy, procedures, effective and efficient control practices and proper conduct. The Internal Audit Plan has been developed with the objective of:

- Responding to the need for advice and guidance to Council, its Audit and Risk Management Committee, and management in relation to areas of potential management control risk
- Providing assurance with respect to control systems and development
- Establishing a development and educational approach in areas subject to review.

APPROACH

The Internal Audit Plan has been prepared having regards to:

- The mandatory requirements of the Institute of Internal Auditors' International Professional Practices Framework
- Statutory provisions of the Local Government Act 2009 and related Regulations regarding Internal Audit
- New developments, progressive advancements, key risks and opportunities identified through the Risk Management refresh process undertaken by the Executive Leadership Team throughout 2016/2017
- Sector issues, including those raised by the Auditor General in recent reports on Audits of local governments and/or the public sector more broadly as relevant
- Budget parameters and the need to develop an Internal Audit Plan that meets the cost-benefit, efficiency and effectiveness criteria
- The need for flexibility so that the Internal Audit Plan can be adapted for changing priorities as business operations, environments and risks also change over time.



APPENDIX 1 - SUMMARY INTERNAL AUDIT PLAN

				Year 2 Days	Year 2 Est. Fees				
Risk Ref FE2: Decision making governance, due diligence, accountability and sustainability Risk Ref IA1: Planning, managing and maintaining assets for the future Risk Ref BC1: Provision of core services now and into the future									
Asset planning and management: Infrastructure Works and Services; Facilities Management.									
<ul style="list-style-type: none"> Integration of Total Asset Plan with budgets and delivery plans Design and development of delivery plans Design and development of maintenance plans, including factors impacting reactive vs proactive approach to maintenance, alignment to service standards. Definition of service standards for asset maintenance for operational. 				12	\$22,200				
Risk Management - Identification of Key Controls, Gaps and Mitigation Planning									
2016/17 Internal Audit facilitated a process with business unit management and teams to identify key risks (aligned with whole of Council strategic risk profile) for the following three areas of operations: <ul style="list-style-type: none"> Animal Management (for application more broadly across other regulatory services) Planning Services Infrastructure Works and Services. 2017/18 Internal Audit will extend facilitation to: <ul style="list-style-type: none"> Identify key controls associated with these risks, including Council's view of the strength of those controls, weaknesses or gaps Assessment of residual risk against Council's recently defined Risk Appetite Statement 				12	\$22,200				



• Development of mitigation action plans to manage risk to an acceptable level. Scope = 4 days x 3 business unit risk profiles.					Year 2 Days	Year 2 Est. Fees					
	Other										
Internal Audit planning and management					2	\$4,100					
Audit Register - Implementation verification					3	\$5,250					
Audit Register - Aged Risk Calibration Review (consultation with CEO)					0.5	\$1,025					
TOTAL					29.5	\$54,775					

Note: Fees are in accordance with LocalBuy panel arrangement, further discounted for Lockyer Valley Regional Council. Fees are exclusive of GST and disbursements (cost of staff travel).



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10.3 Further Dealing - Lot 103 on CA31327 located at Cattos Road, Helidon

Date: 19 July 2017
Author: Julie Millard, Property Officer
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The Department of Natural Resources and Mines are in the process of undertaking expiry action of term lease 0/231694. The Department of Natural Resources and Mines is looking at the possibility of dedicating Lot 103 and Lot 104 on CA31327 as a Reserve for Buffer Zone with Council as Trustee. Council has now been requested to consider whether it wishes to accept trusteeship of the land. The purpose of this Report is to consider this request.

Officer's Recommendation:

THAT with respect to the correspondence received from the Department of Natural Resources and Mines on 7 July 2017, Council resolves to delegate authority to the Chief Executive Officer to write to the Department of Natural Resources and Mines advising that Council does not wish to accept trusteeship of Lots 103 and 104 on CA31327 for Buffer Zone purposes.

Report

1. Introduction

The purpose of this Report is to consider whether Council wishes to accept trusteeship of Lots 103 and Lot 104 on CA31327 situated at Cattos Road, Helidon (the Land) for Buffer Zone purposes.

2. Background

Lot 103 on CA31327 has been subject to a lands lease since 2007 for grazing purposes. The lease expired on 12 July 2017. Both lots 103 and 104 are unallocated State land.

The Lessee has now advised the Department of Natural Resources and Mines that she is not in a position to accept the department's offer for conversion of the Land to freehold or renewal of the Lease.

The Department of Natural Resources and Mines are now in the process of considering options to allocate the land to the most appropriate tenure. Given part of Lot 103 appears to be riparian with Lockyer Creek flowing through it, and both lots are narrow vegetated parcels, the Department has requested Council's advice as to whether it would accept trusteeship of both lots as a Reserve for Buffer Zone.

3. Report

A Smartmap and Aerial Plan showing the location of the Land is **attached** to this Report.

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The Land comprises approximately 3 hectares and is currently unallocated State land. It is bordered by Lockyer Creek to the west and a railway corridor to the east. The Land is zoned for Rural General uses and is situated in a high risk flood zone.

It is considered that there would be limited use for the Land, and if Council accepted trusteeship of the Land, it would be required to maintain and manage pest weeds with limited prospects of return through third party use.

To avoid unnecessarily burdening Council resources, it is recommended that Council write to the Department of Natural Resources and Mines declining to accept trusteeship of the Land.

4. Policy and Legal Implications

A reserve for Buffer Zone is generally created to act as a barrier between parcels of land with different or potentially incompatible uses. The proposal to dedicate the Land is intended to provide protection of the waterway and local flora and fauna. As management of waterways is not Council's obligation, it is considered that the State could better protect and manage the resource itself.

Alternatively, the Department of Natural Resources and Mines may convert the Land to freehold for sale or retain and manage it as unallocated State land. It is also possible that due to the proximity of the railway corridor, Queensland Rail may have some interest in the Land.

If retained as unallocated State land, Council will have the opportunity to provide its views to the Department of Natural Resources and Mines in respect of any future application made for a lands lease or permit to occupy.

5. Financial and Resource Implications

If the Recommendation made in this Report is accepted, no additional financial or resource implications will result for Council.

6. Delegations/Authorisations

It is recommended that authority be delegated to the Chief Executive Officer to respond to the Department of Natural Resources and Mines.

7. Communication and Engagement

The Coordinator of Environment and Pest, the Manager of Planning & Development Services, and the Executive Manager of Infrastructure Works and Services have had an opportunity to review and contribute their views to this Report. To date no objections or comments have been received. Any responses provided prior to the Council meeting will be the subject of a verbal update to Council.

The Chief Executive Officer, through Council's Legal Services and Property Team, shall be responsible for advising the Department of Natural Resources and Mines of Council's resolution prior to 7 August 2017.



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8. Conclusion

The Recommendation in this Report will enable a response to be provided to the Department of Natural Resources and Mines for consideration when assessing the most appropriate tenure for the Land.

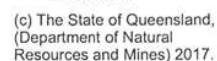
9. Action/s

1. Advise the Department of Natural Resources and Mines of Council's resolution

Attachments

- | | | | |
|---|----------------------|-------------|--------|
| 1 | View | Aerial Plan | 1 Page |
| 2 | View | Plan | 1 Page |





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11. ORGANISATIONAL DEVELOPMENT AND PLANNING REPORTS

11.1 Executive Manager Organisational Development and Planning Monthly Update

Date: 04 July 2017

Author: Dan McPherson, Executive Manager Organisational Development & Planning

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

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 Update.

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 June 2017.

3. Report

ORGANISATIONAL DEVELOPMENT

Labour hire industry changes in Queensland

The Queensland Government recently introduced the *Labour Hire Licensing Bill 2017* (Bill) into Parliament. When enacted, the Bill will see the Queensland Government introduce Australia's first licensing system for the labour hire industry.

Snapshot of the Bill

The Bill provides that:

- A person who wants to provide 'labour hire services' will need a licence to do so. This licence will need to be renewed annually.
- 'Labour hire services' is broadly defined to mean supplying to another person a worker to do work. Examples of labour hire services providers include contractors who supply

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workers to a farmer or fruit grower to pick produce. It could also capture an employer which seconds an employee to another business.

- A person will provide labour hire services regardless of:
 - whether or not the worker is an employee of the provider
 - whether or not a contract exists between the worker and provider
 - whether the worker is supplied to another person directly or indirectly, and
 - whether the work done is under the control of the provider.
- The Government has said that Regulations will be introduced to limit the scope of the definition where the supply of a worker by the person is not a dominant purpose of the business.

Prohibited conduct and offences

- Providing labour hire services without a licence will have a maximum penalty of \$378,450 for a corporation.
- Entering into an arrangement with a labour hire provider who does not have a licence is prohibited. The maximum penalty for doing so will be \$378,450 for a corporation.
- Entering into an 'avoidance arrangement' will have a maximum penalty of \$378,450 for a corporation.

Applications, renewals and cancellations

- If the licence applicant is a corporation, each individual concerned with the management of the corporation (this is broader than just directors) must be a 'fit and proper person' and the corporation must be financially viable.
- To determine whether someone is a fit and proper person, the following matters must be considered:
 - the person's character, for example, the person's honesty, integrity and professionalism
 - whether the person has a history of compliance with 'relevant laws' (those which impose obligations on the person in relation to workers, such as record keeping obligations) and is able to demonstrate an ability to comply with such laws
 - whether the person has previously held a licence that has been cancelled or suspended, or had conditions imposed
 - whether the person has been convicted by an offence against a relevant law or another law that affects their suitability to provide labour hire services
 - whether the individual has been insolvent or a corporation has been placed into administration, receivership or liquidation while the person was an executive officer of the corporation
 - whether the person has been disqualified from managing corporations under the Corporations Act, and
 - whether the person is under the control of, or substantially influenced by, another person considered not to be a fit and proper person to supply labour hire services.

Reporting and inspections

- The proposed changes to labour hire regulation in Queensland will create significant new regulatory hurdles and potential penalties for labour hire employers that operate in the State. Businesses which engage unlicensed providers will also be exposed to significant penalties.
- It is unclear from the Bill how common corporate group arrangements which involve internal provision of labour from one group company to another will be impacted by the changes. As

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currently drafted, such group structures will need to obtain a labour hire licence to operate without risk of penalty.

What this means for industry

- The proposed changes to labour hire regulation in Queensland will create significant new regulatory hurdles and potential penalties for labour hire employers that operate in the State.
- Businesses which engage unlicensed providers will also be exposed to significant penalties.
- It is unclear from the Bill how common corporate group arrangements which involve internal provision of labour from one group company to another will be impacted by the changes. As currently drafted, such group structures will need to obtain a labour hire licence to operate without risk of penalty.

Where to from here?

The Bill has been referred to the Finance and Administration Committee (Committee) for examination. The Committee is due to report on the Bill by 24 July 2017.

The Committee will hold a public briefing on the Bill on Wednesday 14 June 2017, with officers from the Queensland Treasury. The Committee will take submissions, from all interested parties, until 4pm on Monday 19 June 2017. The Committee's public hearing on the Bill will be held in Brisbane on Thursday 22 June 2017.

Award

The Queensland Local Government Industry Award certified in March 2017, has now been revoked by the Queensland Industrial Relations Commission and replaced with three new Awards. The new Awards have been effectively taken directly from parts, 2, 3 and 4 of the Queensland Local Government Industry Award, with part 1 being common to all.

As such, the following awards will come into effect as of 1 July 2017:

- Queensland Local Government Industry (Stream A) Award – State 2017
- Queensland Local Government Industry (Stream B) Award – State 2017
- Queensland Local Government Industry (Stream C) Award – State 2017

Please note that these Awards will not affect current Council operations until such time as a new Certified Agreement has been made. Until then, the current Certified Agreements will continue to preserve the old Awards.

Workforce

Council's establishment FTE number for June 2017 is 305. There has been a reduction in May FTE's numbers by one (1) due to fewer casual hours being worked during the month of June.

Work Experience Program

4 x Students from Lockyer District High School
2 x Students from Faith Lutheran College
1 x Student from The University of Queensland

Learning & Development

Courses Held Since the Last Report

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)
- CSQ Funded Certificate IV in Civil Construction (Ongoing)
- Verification of Competencies
- Fire Warden Training
- HSR Refresher Training
- Asbestos Awareness Identification & Site Management Training
- Microsoft Work Online (LGAQ)
- Documenting & Assessing Children's Learning
- Fire Ant Training

Upcoming Training

- Corporate Induction (Work Health & Safety / Drug & Alcohol Training Inclusive)
- Code of Conduct
- Dealing with Hostile & Violent People Training (9 sessions scheduled between 11 July and 21 September 2017)

Currently Planning/On Hold

- Adult Digital Literacy Program
- Workplace Mediation Skills (Managers & ELT)
- Difficult Conversations Training for Field Staff
- Basic Supervisor Training
- Workplace Bullying, Harassment and Discrimination
- Microsoft Work Online (LGAQ)

Work Health & Safety

Injuries/Incidents

- There have been four (4) injuries reported during this period.

Plant Vehicle incidents

- There have been eight (8) plant vehicle / property damage incidents reported during this period.

Near Miss Incidents

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

Workers Compensation Claims / Injury Management LTI

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

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- There is one (1) previously rejected workers compensation claim for industrial deafness which has been overturned by the regulator on appeal.

SPORTS, RECREATION AND COMMUNITY GRANTS

- The Community Grants program report was adopted by Council on 24 May 2017 and notification was sent to all successful and unsuccessful applicants on 31 May 2017. Nine of the sixteen applicants have received their funding to date with Council waiting on the remaining seven applicants to provide the required information to transfer the successful funds.
- A recommendation of the Lockyer Valley Regional Council Sport and Recreation Plan was to undertake new master plans for the major sporting precincts (Laidley Recreation Reserve, Cahill Park Sports Complex, Springbrook Park and Ropehill Community Sports Centre). While there was a delay in starting the project due to applying for extra funding for which Council was unsuccessful, the project has commenced with Ropehill Community Sports Complex being the first to undertake this workshop. Laidley Recreation Reserve and Springbrook Park will commence within the next month and Cahill Park Sports Complex is going to undertake this process with assistance from Council and Sport and Recreation Services. These plans will help to identify to Council what the major priorities are for each area and allow for these groups to start accessing external funding opportunities.
- Council in partnership with National Parks, Sport and Racing, held a Grant Writing Workshop targeted towards sporting groups to promote funding programs offered by National Parks, Sport and Racing.
- Council's Sport, Recreation and Community Grants Officer attended the South East Queensland Local Government Forum regarding "Smart Sports – innovative use of space and technology", this forum is targeted towards local government officers that are working in the areas of sport and recreation and the sharing of ideas that are working well in their particular Council.
- AFL Queensland has approached Council's Sports, Recreation and Community Grants Officer and Cahill Park Sports Complex regarding building a multi-use facility for the local AFL club. Currently the AFL club do not have adequate change rooms or toilets for their members and in particular their female players. The new facility will be a mixture of change rooms/toilets/canteen/meeting area located near the AFL oval. National Park, Sport and Racing have funding that targets female friendly facilities which is about to be announced publicly with AFL Queensland giving verbal and written support to fund the difference between the grant funding and the total cost of the project. While this facility is being built for the use by the AFL club it will be able to be utilised by all clubs and teams that utilise the Cahill Park Sports Complex.

PLANNING

Development Assessment

Refer to the attached table which indicates all development applications and requests as at 30 June 2017.

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ENVIRONMENTAL PLANNING

- The Coordinator Environmental Planning met with representatives of Healthy Land & Water and the Council of Mayors SEQ secretariat to discuss future works at Mulgowie. Subsequently, the Coordinator Environmental Planning met with representatives of Ipswich City Council, Logan City Council and COMSEQ to discuss interim governance structures for delivering Resilient Rivers projects. It was agreed that responsibility for managing the delivery of projects would be devolved to individual Local Governments.
- The Coordinator Environmental Planning met with irrigators from the Central Lockyer area to discuss developments in the changes to water allocations. The meeting agreed that the group's representatives would continue discussions with the relevant state departments and Ministers to seek a final position. It was also noted that the Central Lockyer irrigators would need to meet with irrigators from other areas in the Lockyer to discuss the outcomes of the discussions.
- The Coordinator Environmental Planning and the Senior Environmental Planner attended a briefing by the LGAQ for the Councillors on the risks and responsibilities of Local Governments in response to climate change.
- The Coordinator Environmental Planning and the Senior Environmental Planner attended fire ant training convened by Biosecurity Queensland. A total of 28 Officers across Council attended, to assist in raising awareness. Further activities are being planned in conjunction with Biosecurity Queensland to increase community awareness.
- Senior Environmental Planner and Pest Management Officer met with Manager Marketing, Communication and Engagement to discuss the Weed Awareness Programme and the 'Weed of the Week' for Valley Voice. Fireweed will be the first 'Weed of the Week', and will be profiled in Valley Voice following the budget weeks, alongside a short article on services that Council offers to the community to assist with weed control. In particular this will cover the new Herbicide Subsidy program which will commence 1 July 2017 and will cover nine terrestrial restricted weeds and three aquatic weeds.
- The first round of wild dog, fox and pig baiting for 2017 commenced in June. This was a consequence of staff resources and commitment to the Rabbit Survey in early 2017. Manufactured baits were trialled, with an extended campaign of three months. The Community was extremely grateful to have the baiting program back up and running and were very keen to trial the new extended baiting program with the manufactured baits under their control. Approximately 1,200 manufactured Feral Fox, Dog and Pig Baits were distributed to participating Community members in total. Council will continue to utilise both wet and manufactured baits and as the introduction of new legislation comes into effect 1 July 2017, an update to the Council Pest webpage will be implemented.
- Senior Environmental Planner attended SEQ Regional Pest Management Sub-Committee meeting at COMSEQ. Key discussion points included:
 - Precept paid by Local Governments and changes to the payment formulae. LVRC's payment is likely to decrease, but this is yet to be confirmed.
 - Expressions of Interest for research on on-ground projects. Priorities identified for SEQ were cats claw creeper and feral deer. Projects are to be scoped for further

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consideration. A community behaviour change campaign for increased awareness of the general biosecurity obligation has been scoped.

- Coordinator Environmental Planning and Environment Officer attended planned vegetation modification work at the Laidley flying-fox roost. The flying-foxes left the roost at 6:15 pm and work commenced immediately and was completed at precisely 9:00 pm. There were no complaints from neighbours, no incidents or accidents and no flying-foxes harmed.
- Senior Environmental Planner and Pest Management Officer attended the Toowoomba Region Biosecurity Advisory Committee Meeting. Key discussion points included:
 - Existing and emerging pests (Ferrets, Karoo Thorn, Bunny Ears at local markets, rabbits, wild dogs);
 - Fire ant awareness; and
 - Biosecurity Plan development – Toowoomba Regional Council is suggesting a collaborative approach with adjacent Councils, to develop a risk assessment process.
- The new Environment and Pest business unit became effective as of 19 June 2017.
- The Environment and Pest business unit took control of the Weed Spray Utility and spraying commenced on 27 June.
- Coordinator Environment and Pest worked with the Senior Engineer Water and Projects and COMSEQ's Coordinator Waterways and Environment to further develop the Resilient Rivers Initiative project concepts which are proposed for commencement in FY17-18.
- A new Community Spray Trailer is currently being built in Council's workshop. This will help meet the demand for loan equipment, particularly since the demand is expected to increase with the Weed Awareness Programme and expanded Herbicide Subsidy Scheme.
- The new quik spray unit for the additional pest vehicle has arrived. The old quik spray unit is being serviced and modified to be installed on the current pest vehicle so all pest vehicles will have the ability to treat restricted matter.
- The first round of DTMR flyers has been mailed out and a total of 1100 will be forwarded to residents on Council serviced main roads within the Lockyer Valley, advising of upcoming spraying and obtaining information on 'organic businesses' along these roads, as well as people suffering specific health conditions with herbicides.

PLUMBING AND BUILDING SERVICES

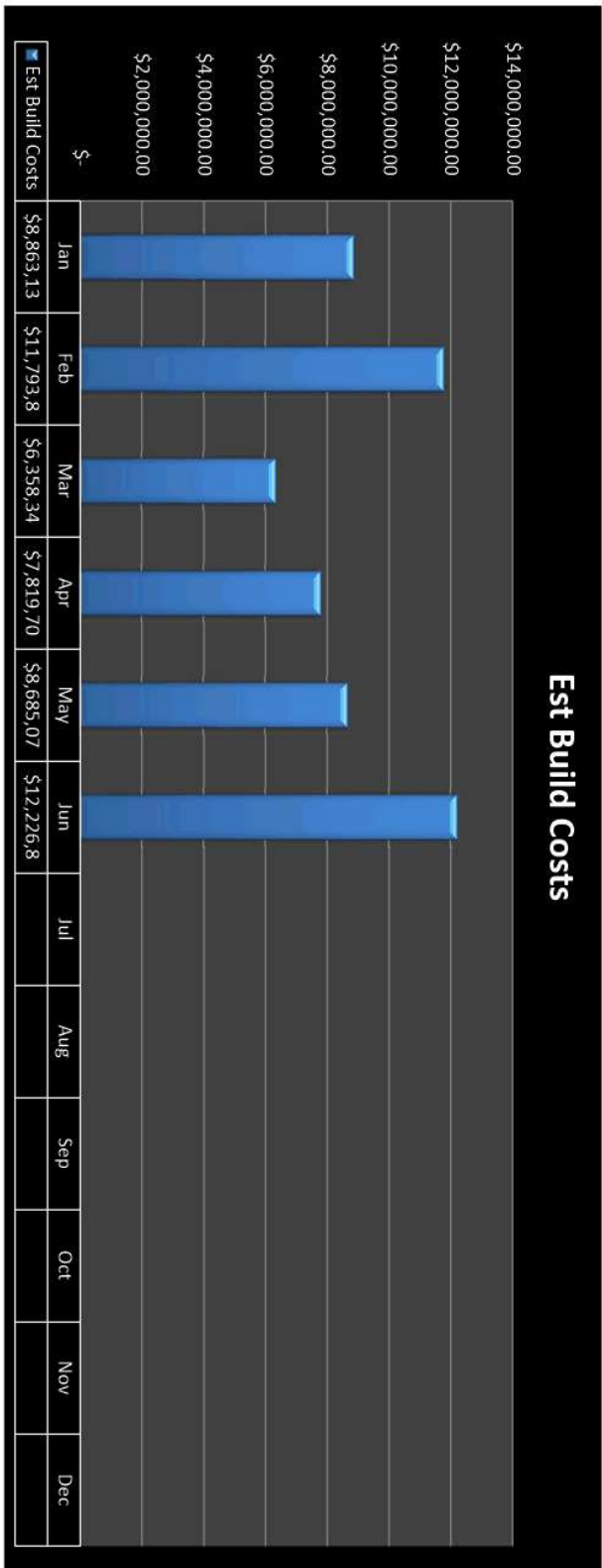
Refer to the attached table indicating statistics from January 2017 to June 2017.

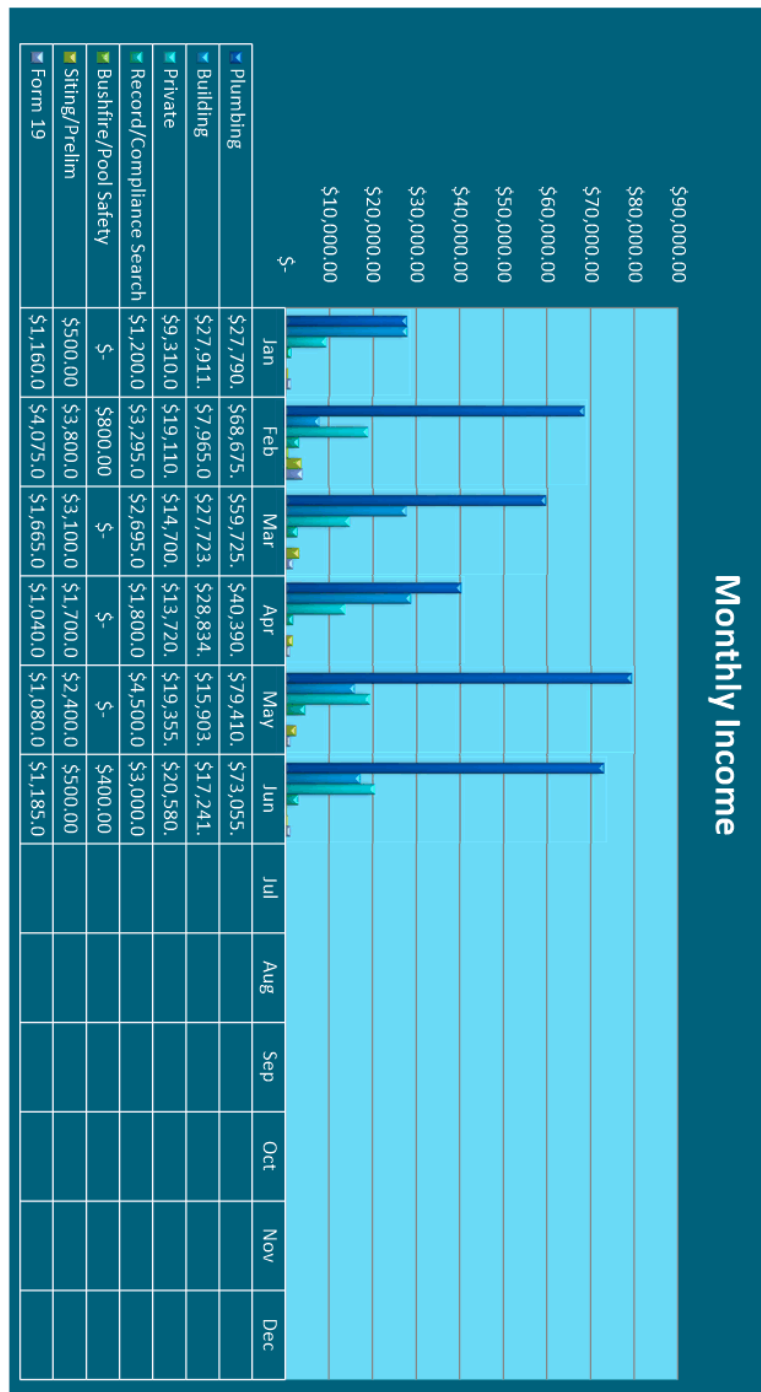
Attachments

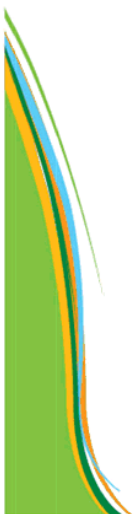
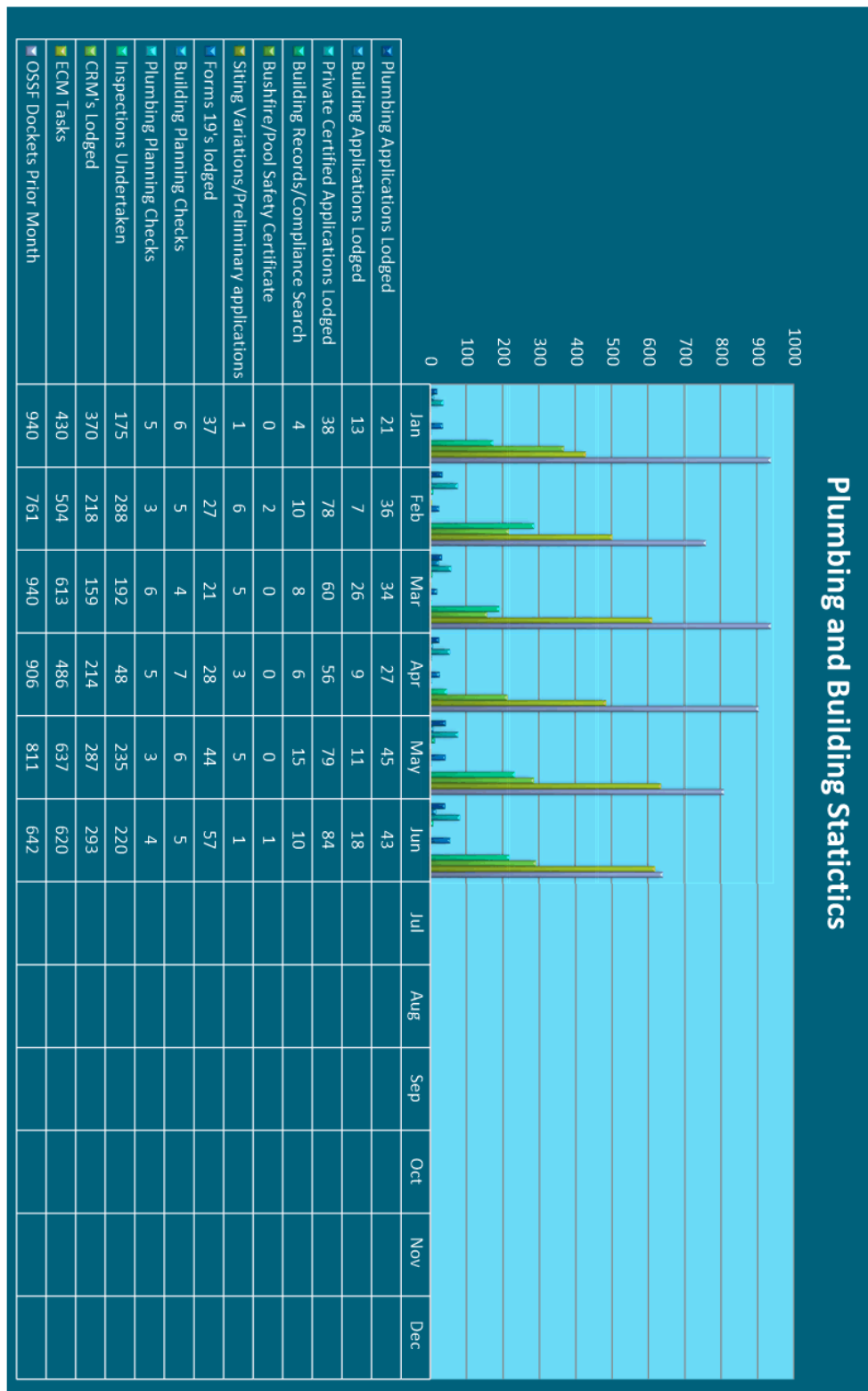
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|------------------------|---|---------|
| 1 View | Development Application Update - June 2017 | 2 Pages |
| 2 View | Plumbing and Building Services Statistics - June 2017 | 3 Pages |

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**ORDINARY MEETING OF
COUNCIL AGENDA
26 JULY 2017**

11.2 Small Dwelling at Hedges Court, Laidley Heights

Date: 20 July 2017
Author: Gabe Martin, Building Certifier, Regulatory Officer
Responsible Officer: Dan McPherson, Executive Manager Organisational Development & Planning

Summary:

Correspondence has been received from a resident containing a form of Petition expressing concern over a small dwelling at Hedges Court, Laidley Heights (Property ID 205020). Given the community concern on this matter, it has been brought to Council for consideration.

Officer's Recommendation:

THAT Council receive and note the correspondence concerning the small dwelling at Hedges Court Laidley Heights (Property ID 205020);

And further;

THAT Council authorise the Chief Executive Officer to send correspondence to the Complainant advising that the dwelling complies with the Laidley Shire Planning Scheme and that there has been no breach relating to minimum dwelling size.

Report

1. Introduction

Email correspondence has been received by the Manager Planning and Development from a resident expressing concern over a small dwelling at Hedges Court, Laidley Heights. The correspondence was also sent to Cr McLean for information. The correspondence also provided a document intended to be a petition.

2. Background

There has been some community concern expressed over Council allowing a small dwelling to be built at the above location that is allegedly in contravention of building code requirements.

3. Report

Email correspondence has been received from a resident concerned about the recently constructed small dwelling at Hedges Court, Laidley Heights. The correspondence referred to Council Officers allegedly making illegitimate changes to the Building Code that potentially contribute to a significant community future downgrade. Further, the correspondence asserts that Council officers have not adhered to regulations relating to fire safety as well as possible non-compliances for insulation or cladding. (No reference to specific legislation was mentioned in the correspondence).

The correspondence also included a form of petition stating that Building Code requirements were not met in relation to gross floor area. The petition requests that the dwelling "be

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required to meet lawful Building size Code standards without confabulated deviation in Council approval". The purported petition states that:

- the dwelling gross floor area must be not less than 60m²; and
- the dwelling must be consistent with that prevailing in the area; and
- the deck floor areas aren't included in the living area calculation; and
- there is no "material change of use".

The purported petition contains 35 signatures but is illegible in parts and does not contain all signatures with full names and addresses. It also contains a range of private phone numbers. These make publication of the document as a "petition" inappropriate.

The building in question was originally placed on the site without any development approvals in place, but the owner has since obtained a development approval for building work (building approval) issued by a Private Building Certifier. Under the requirements of the *Building Act 1975* a Private Certifier is required to ensure that all prior approvals, including material change of use (MCU) approvals, if required, have been obtained before the building approval can be issued. In this instance as the Private Certifier has issued a building approval they have deemed that no MCU is required.

In determining whether the approval is lawful and meets requirements it needs to be noted that the legislation is complex and detailed. There are two different sets of legislative requirements that need to be considered - both building and planning. It also needs to be noted that certain parts of the legislation can have different definitions and the definition of one piece of legislation has no bearing on the definition or requirement for a definition to be applied to the other piece of legislation, for example gross floor area (GFA).

The complainant states that the minimum gross floor area has not been met in accordance with the requirements of the Building Code. The minimum gross floor area is not legislated under the National Construction Code Building Code of Australia Volume 2 (BCA). In fact, there are no requirements under the Building Code relating to the floor area of a dwelling. Providing all required facilities (kitchen sink, vanity basin, bathing facilities and laundry tub) are installed there are no other restrictions that limit the size of the building. Therefore, for the purposes of the *Building Act 1975*, the certifier does not need to consider gross floor area as part of the building assessment provisions for building suitability. Whilst not pertinent to the argument, but for fullness of refuting claims by the complainant, it should also be further noted that gross floor area is not defined in the *Building Act 1975*, the subordinate *Building Regulation 2006* or the BCA. The definition the complainant previously referred to is the definition of "floor area". This is found in volume 1 of the BCA which is not relevant for dwelling houses – it refers to commercial work only. Therefore the complainant's assertion has no basis.

The complainant further states that significant changes to the Building Codes are being made by two persons of Council. The writer does not specifically state what provisions of the Building Code are allegedly being contravened however the subject of the petition is over building size and, as demonstrated above this has no relevance. Therefore there is no basis to this claim by the complainant.

The complainant also states that they have concerns about only one door being provided in the dwelling which should be considered for fire safety. The BCA does not have any

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requirements for number of doors for dwelling houses, so therefore the building certifier or Council cannot make an owner have more than one door into their dwelling. This assertion also has no basis.

The final claim by the complainant is that there was some possible non-compliance in relation to insulation or cladding. It is not Council's decision in relation to compliance or otherwise of the insulation and cladding (as this responsibility rests with the Building Certifier who issued the building approval). However, it is noted that there is an energy efficiency assessment (including insulation) and test reports on the suitability of the cladding provided in the building approval submitted by the Building Certifier.

The purported petition for the Lakes Estate ratepayers, also petitions the Council to abide by lawful Building Code Regulations to uphold high standards in the neighbourhood, especially in relation to building size. It should be noted that the building complies with the requirements for building size. This is not a Building Code matter so there is no non-compliance to rectify.

The 60m² GFA referred to in the petition is a reference to the 2003 Laidley Shire Council Planning Scheme that is the relevant planning legislation in force for the subject property. The 2003 Laidley Shire Planning Scheme includes a Building Dimensions Code which regulates the size of buildings to achieve an outcome where buildings are compatible with the appearance, amenity and character of other buildings in a neighbourhood. When determining if the self-assessable criteria are met the Building Certifier only has to be concerned with the acceptable solutions. If the acceptable solutions are met then the application meets the self-assessable criteria.

This code contains only two Acceptable Solutions of which one (1.1) sets the maximum height of any new building in all zones and the other (1.2) requires that "the gross floor area of any dwelling house is not less than 60m²". The effect of this when read in conjunction with the Assessment Table for the Rural Residential Area is that any new dwelling house that has a gross floor area of less than 60m² requires a code assessable development approval for material change of use before a building approval can be issued. The effect is not that a dwelling house with a gross floor area less than 60m² cannot be built but rather that before doing so a development approval for material change of use must be obtained and must meet the Specific Outcomes of the Building Dimensions Code.

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**TABLE 2 – SPECIFIC OUTCOMES AND ACCEPTABLE SOLUTIONS FOR THE BUILDING
DIMENSIONS CODE**

Column 1 Specific Outcomes	Column 2 Acceptable Solutions																						
1. Building size is consistent with that prevailing in the area, and is in keeping with the aesthetics and amenity of the surrounding area.	<p>1.1 The maximum height of a new building, structure or object, above the natural surface level at any given point, does not exceed these requirements; and</p> <table border="1"> <thead> <tr> <th>Area</th><th>Height (metres)</th></tr> </thead> <tbody> <tr> <td><i>Rural Upland</i></td><td>10</td></tr> <tr> <td><i>Rural Landscape</i></td><td>10</td></tr> <tr> <td><i>Good Quality Agriculture Land</i></td><td>10</td></tr> <tr> <td><i>Rural Residential</i></td><td>8</td></tr> <tr> <td><i>Urban Residential</i></td><td>8</td></tr> <tr> <td><i>Business</i></td><td>10</td></tr> <tr> <td><i>Village</i></td><td>8</td></tr> <tr> <td><i>Industrial</i></td><td>10</td></tr> <tr> <td><i>Residential Expansion</i></td><td>8</td></tr> <tr> <td><i>All Other Areas</i></td><td>8</td></tr> </tbody> </table> <p>1.2 The gross floor area of any dwelling house is not less than 60m².</p>	Area	Height (metres)	<i>Rural Upland</i>	10	<i>Rural Landscape</i>	10	<i>Good Quality Agriculture Land</i>	10	<i>Rural Residential</i>	8	<i>Urban Residential</i>	8	<i>Business</i>	10	<i>Village</i>	8	<i>Industrial</i>	10	<i>Residential Expansion</i>	8	<i>All Other Areas</i>	8
Area	Height (metres)																						
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<i>Industrial</i>	10																						
<i>Residential Expansion</i>	8																						
<i>All Other Areas</i>	8																						

The building certifier has approved the works with a floor area of 62m², this consists of a roofed area of 36 m² and an unroofed deck of 26 m². The definition of gross floor area is the deciding factor in this matter.

The Laidley Shire Council Part 2 offers the following in relation to definitions:

PART 2—INTERPRETATION

2.1 Definitions—the dictionary

The dictionary in Schedule 1 defines particular words used in this Planning Scheme as follows;

- (a) defined uses and use classes; and
- (b) administrative terms.

2.2 Terms Defined in the IPA

Terms defined in the Planning Scheme have the same meaning as in the IPA.

2.3 User's Guide

The Laidley Shire Council Planning Scheme User's Guide is declared to be extrinsic material under the *Statutory Instruments Act 1992*, section 15, to assist in interpretation of provisions of this planning scheme³.

The dictionary does not separately define gross floor area. However there is a section in the administrative terms that states the following:

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Terms defined in the IPA have the same meaning as in the IPA.

Where any term used in this Planning Scheme is not herein defined but is defined in the Act or a Local Law, or any other existing legislation, the term shall, for the purposes of this planning scheme, and unless the context otherwise indicates or requires, have the meaning assigned to it by the Act, Local Law or any other existing legislation.

IPA is the *Integrated Planning Act* 1997 as further referenced in the definition of Act:

"Act" – means the *Integrated Planning Act* 1997 (IPA).

Therefore the definition of GFA falls to IPA. IPA does not separately define GFA in the dictionary however section 5.4.4 of IPA does define floor area:

"gross floor area" means the sum of the floor areas (inclusive of all walls, columns and balconies, whether roofed or not) of all stories of every building located on a site, excluding the areas (if any) used for building services, a ground floor public lobby, a public mall in a shopping centre, and areas associated with the parking, loading and manoeuvring of motor vehicles.

With this definition it is considered reasonable that the unroofed deck is similar to a balcony and therefore would contribute to the GFA and therefore the dwelling is considered to meet the minimum GFA of the planning scheme.

Whilst the definition is for that particular section of IPA the planning scheme refers to any terms referenced in IPA are considered the definitions for the Planning Scheme where not separately defined. In the absence of any other definitions the meaning must fall to the one definition in IPA.

It should also be noted that IPA is repealed legislation (replaced by *Sustainable Planning Act* 2009 and then by the *Planning Act* 2016), however both documents that have replaced this contain the same definition for GFA in the same situation.

If the above were not considered reasonable grounds for the deck to be included in the floor area and an application were required it would be code assessable. This means that there is no opportunity for members of the community to make submissions or for Council to consider anything other than whether the dwelling house would be compatible with the appearance, amenity and character of other buildings in the neighbourhood when assessing and determining the application.

The Manager Planning and Development has indicated that, also of relevance for Council is the more fundamental question of whether the minimum floor area requirement, having been set by the former Laidley Shire Council over 15 years ago, remains a matter that Council would want to regulate today particularly given the shifts that have occurred in the type of housing demanded by consumers and provided by the market over this time period.

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As this is a matter of concern to residents, it has been brought to Council for consideration. However, the document is not a properly made petition. This is important on information privacy grounds. The *Information Privacy Act 2009* requires agencies such as Council not to include personal details in documents for publication except in defined circumstances.

A properly made petition contains names, addresses and signatures of petitioners. Such a petition could be tabled and minuted. However, the document attached to the correspondence contained names (some incomplete) and only some addresses. As it is not therefore, formally a petition, publication by Council in the agenda and minutes would not be consistent with Information Privacy principles.

4. Policy and Legal Implications

As indicated above, as this is not a properly made petition, it would be inappropriate to table the 35 names mentioned in the document along with phone numbers. The purported petition was sent to the Manager for Planning and Development and only forwarded to Cr McLean for information. On that basis it is considered it would be a breach of Information Privacy legislation to publish names, addresses and phone numbers in a document for the public record to be published on Council's website. Given the hand written document is not structured, it would not be practicable to redact out the personal details.

However, in recognition of the community concern, the substance of the petition and the numbers of people involved have been described in this report.

It is believed that there is no legal ability for Council to pursue the matter and require the owner/building certifier to obtain a code assessable MCU for the development based on the information outlined above.

5. Financial and Resource Implications

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

6. Delegations/Authorisations

No additional delegations/authorisations are required.

7. Communication and Engagement

Following Council consideration of this matter correspondence will be sent to the complainant. It is not intended to send correspondence to the 35 persons in the document.

8. Conclusion

Community concern has been expressed regarding the small dwelling house. It has been brought to Council's attention in this report and it is recommended that Council take no further action in relation to the small dwelling.

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9. Action/s

Council send correspondence to the Complainant advising that the Petition was received and noted by Council but that there is considered to be no breach to the minimum dwelling size and therefore Council will be taking no further action.

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12. CORPORATE AND COMMUNITY SERVICES REPORTS

12.1 Summary of Council Interim Actual Financial Performance vs. Budget – 30 June 2017

Date: 18 July 2017

Author: Tony Brett, Manager Finance and Customer Service

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

Summary:

In accordance with Section 204 of the *Local Government Regulation 2012*, a financial report summarising the progress of Council's actual performance against budgeted performance is to be presented to Council. As the audit process is not yet completed, this report provides a summary of Council's interim financial performance against budget for the financial year to 30 June 2017.

Officer's Recommendation:

THAT Council resolve to receive and note the Summary of Council Interim Actual Financial Performance versus Budget to 30 June 2017.

Report

1. Introduction

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

2. Background

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

3. Report

The following report provides a summary of Council's financial performance against budget to 30 June 2017. It should be noted that further adjustments will be made before the accounts are finalised for audit.

Operating Revenue - Target \$56.23 million Actual \$59.63 million or 106.05%

At 30 June 2017, overall operating revenue is just over the budgeted amount with an additional \$3.40M received for the year. Development fees continued to exceed budgeted expectations even after adjustment in the last budget review as did the profit from Council's investment in Queensland Urban Utilities. Other Revenues were also higher than expected due to insurance recoveries received late in the financial year.

Operating grants and subsidies received equal \$9.37 million or 129.06% of the full year budgeted amount. The decision by the Federal Government to pay 50% of the 2017/18

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financial assistance grants in advance has meant that an additional \$2.10M in grant revenue has been received. Due to the accounting standards on revenue accruals, this will have implications for the budget for the 2017/18 financial year if the 2018/19 grants are not also paid in advance.

Although the average return is higher than the benchmarks, interest revenue ended the year slightly under target following the adjustment in the last budget review.

Operating Expenditure - Target \$54.36 million Actual \$53.40 million or 98.23%

At 30 June 2017, overall operating expenditure for the year is slightly under target for the budgeted amount.

Employee costs are just over the target due to changes in the staffing establishment during the year, accrual adjustments for employee provisions and changes in the mix between operating and capital wages. There were also under expenditures in training, professional development and travel, which offset the additional wage and salary, costs. The variance for employee costs at 30 June was 3.29%.

At 30 June, goods and services were \$1.86 million less than budgeted mainly due to the timing of project related contractor payments and under expenditure in materials generally. Further accruals are to be posted as the end of year process is completed so the amount of expenditure will increase, but it is expected that it will remain under the budgeted amount.

Depreciation costs are being calculated using the One Council asset system and are reflective of the actual amount of depreciation being charged on the estimated revalued amount of Council's assets. The expenditure remains on target.

Capital Revenue - Target \$7.66 million Actual \$4.89 million or 63.84%

Overall capital grants, subsidies and contributions revenue is now over budget for the year to date with the take up of the developer contributed assets of \$3.58 million. Without the value of these assets included, the grants received are 60.29% of the year to date budget.

The timing of capital grants and subsidies remains largely dependent upon the completion of the annual capital works program and the grant application approval process. Grant funding still to be received pending acquittal includes the Blackspot Program, Laidley Sports Lighting Project, and flood mitigation works.

The overall loss on disposal of non-current assets of \$2.81M is mainly related to the accounting for the disposal of infrastructure assets as part of the capital works program. The actual revenues also include amounts for plant disposal and land sales and whilst a small profit on disposal was achieved (\$0.11M) it was significantly lower than expected. This was due in part to the value of the land being sold closely matching the sale amounts, expected sales not occurring or being deferred to the 2017/18 year, and lower than expected changeover values on fleet items.

Capital Expenditure – Target \$22.75 million Actual \$17.77 million or 78.11%

To 30 June 2017, Council has expended \$17.77 million on its capital works program with a further \$1.42 million in committed costs for works currently in progress or awaiting final

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completion. With commitments included, the capital works expenditure for the year is 84.32% of the full year budget. Whilst a significant portion of the works program has been completed, a number of projects remain in progress and will be carried forward to the 2017/18 financial year.

The main expenditures are \$10.95 million within Infrastructure Services and \$5.73 million in Corporate and Community Services. Major projects included the Lakeview Accommodation Precinct, Summerholm Road Upgrade, Gatton Landfill Cell 4, Thallon Road upgrade, Middleton's Bridge Rehabilitation, Laidley Administration and Library Refurbishment, Gravel Resheeting, Reseal Program and Flood Mitigation works at Forest Hill and Laidley.

Statement of Financial Position

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 30 June, Council had \$35.75 million in current assets compared to \$10.32 million in current liabilities with a ratio of 3.46:1. This means that for every dollar of current liability, there is \$3.46 in current assets to cover it. Further accrual adjustments are pending so these amounts will change as part of the finalisation of the accounts for audit.

Statement of Cash Flows

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 30 June, there has been a net cash inflow of \$4.54 million. The cash inflow from operating activities of \$17.80 million offset the net \$11.14 million outflow from capital expenditures and the loan repayments of \$2.12 million.

The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. In order to maintain adequate working capital, it is estimated that Council needs around \$11.00 million cash at any one time, at 30 June, the cash balance was \$27.24 million.

The cash balance is \$8.14M higher than expected, which is a combination of grant revenue, received in advance, higher returns on the QUU investment and fees and charges, under expenditures in materials and services, and the timing of the capital works program.

4. Policy and Legal Implications

Policy and legal implications will be addressed in future on matters that arise before Council.

5. Financial and Resource Implications

Monitoring of budgets and actuals has been important to achieve the financial results adopted as part of the 2016-2017 Budget. Variations or anomalies have been investigated and action taken as appropriate.

The interim result for the year has delivered a larger than expected surplus, which is largely due to the advance on the 2017/18 Federal Assistance Grants and under-expenditure on operational projects.

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As the audit has not yet been completed, accounting adjustments undertaken as part of the end of financial year process may also affect the final outcome.

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 matters arising from this report that require further communication will be addressed through existing communication channels.

8. Conclusion

At 30 June, Council's revenues are over target, and overall expenditure is under target, which has led to a higher than expected operating surplus. As the audit is yet to be completed, there may be further adjustments to the amounts shown in this report.

9. Action/s

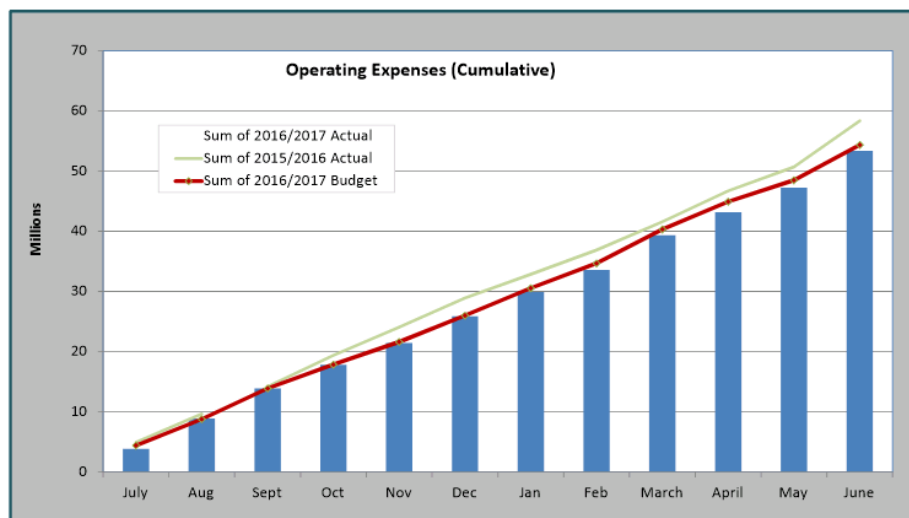
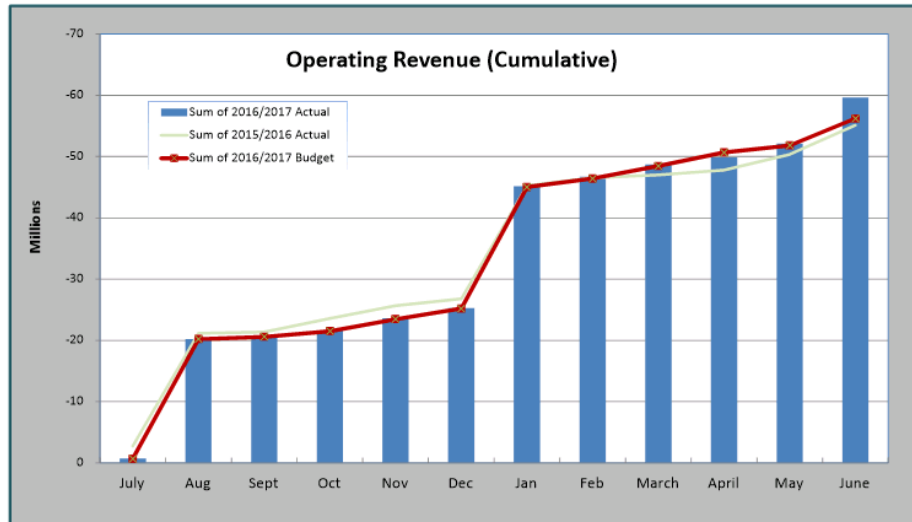
1. Nil.

Attachments

1 [View](#) Council Monthly Finance Report June 17 Interim 16 Pages

LOCKYER VALLEY REGIONAL COUNCIL

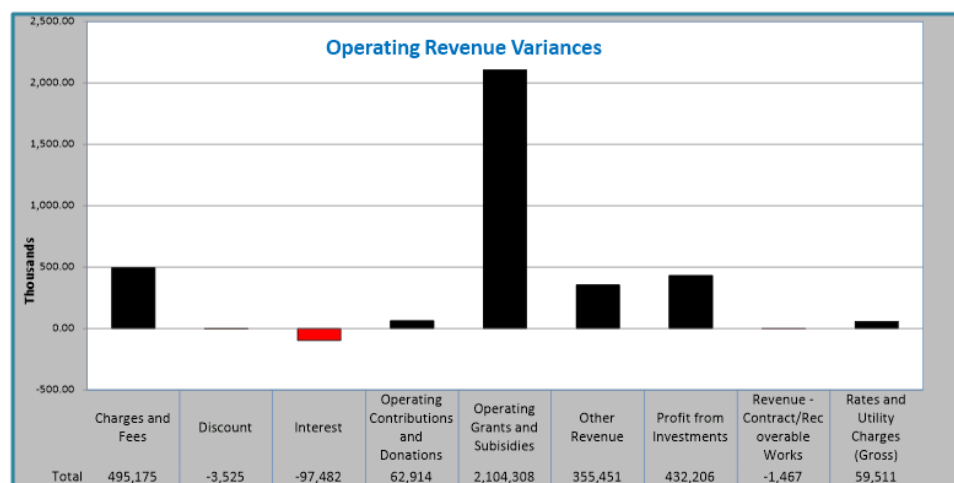
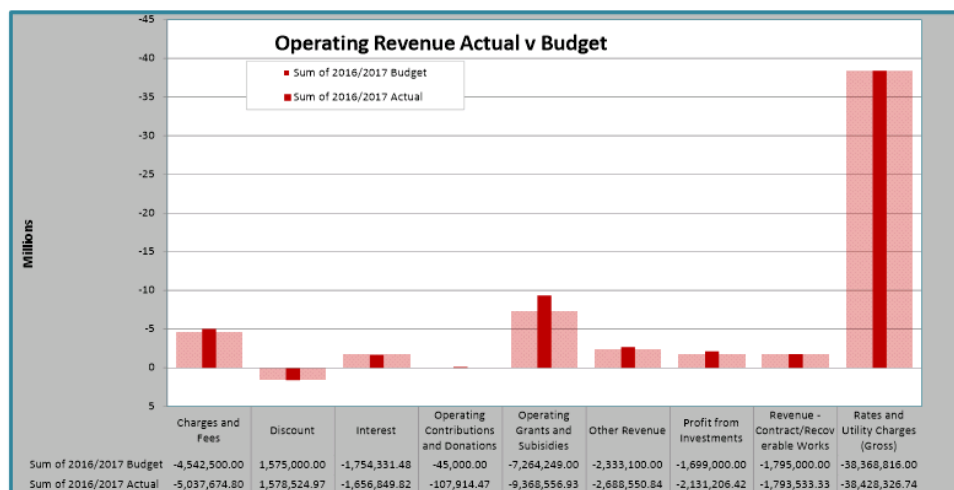
Total Council Operating Revenue and Expenses
For the Period Ended 30th June, 2017



LOCKYER VALLEY REGIONAL COUNCIL

Operating Revenue

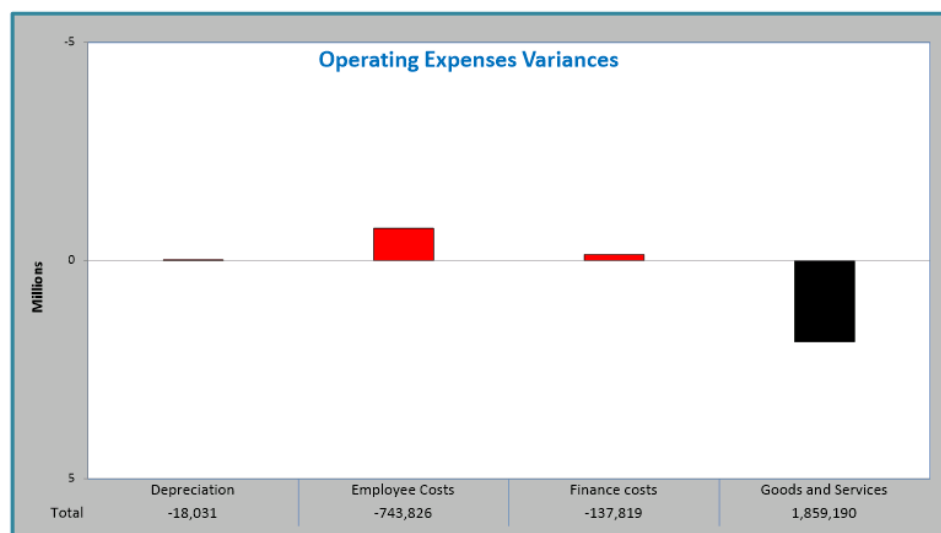
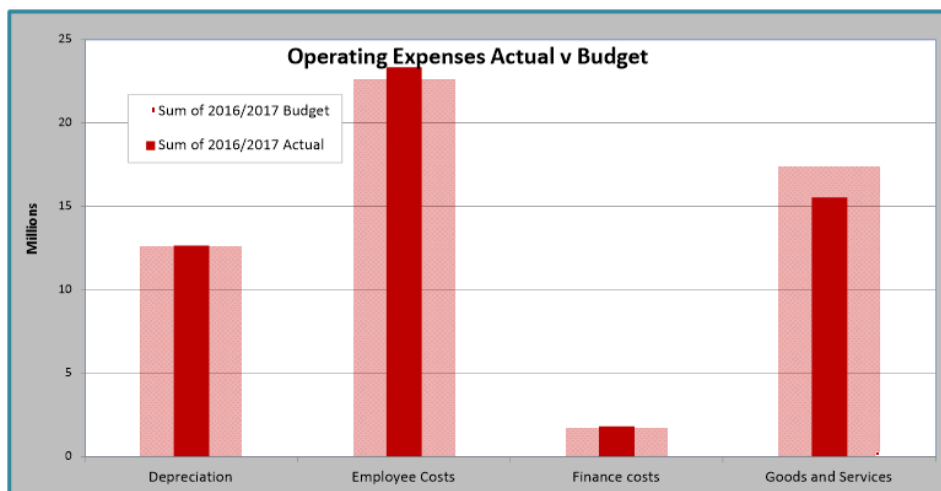
For the Period Ended 30th June, 2017



LOCKYER VALLEY REGIONAL COUNCIL

Operating Expenses

For the Period Ended 30th June, 2017



Lockyer Valley Regional Council (Whole Council)
Statement of Income and Expenditure
For Period Ending June 2017

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	38,368,816	38,428,327	38,368,816	(59,511)	(0.16)
Discount	(1,575,000)	(1,578,525)	(1,575,000)	3,525	(0.22)
Charges and Fees	4,542,500	5,037,675	4,542,500	(495,175)	(10.90)
Interest	1,754,331	1,656,850	1,754,331	97,482	5.56
Operating Grants and Subsidies	7,264,249	9,368,557	7,264,249	(2,104,308)	(28.97)
Operating Contributions and Donations	45,000	107,914	45,000	(62,914)	(139.81)
Revenue - Contract/Recoverable Works	1,795,000	1,793,533	1,795,000	1,467	0.08
Other Revenue	2,333,100	2,688,551	2,333,100	(355,451)	(15.24)
Profit from Investments	1,699,000	2,131,206	1,699,000	(432,206)	(25.44)
Total Operating Revenue	56,226,996	59,634,088	56,226,996	(3,407,092)	(6.06)
<u>Operating Expenses:</u>					
Employee Costs	22,603,154	23,346,980	22,603,154	(743,826)	(3.29)
Goods and Services	17,421,522	15,562,333	17,421,522	1,859,190	10.67
Finance costs	1,691,400	1,829,219	1,691,400	(137,819)	(8.15)
Depreciation	12,648,000	12,666,031	12,648,000	(18,031)	(0.14)
Total Operating Expenses	54,364,076	53,404,563	54,364,076	959,514	1.76
Operating Surplus/(Deficit)	1,862,920	6,229,526	1,862,920	(4,366,606)	(234.40)
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	6,657,246	7,696,079	6,657,246	(1,038,833)	(15.60)
Profit (Loss) on Disposal of Non Current Assets	1,004,000	(2,807,078)	1,004,000	3,811,078	379.59
Other Capital Items	0	0	0	0	0.00
Total Capital Revenue	7,661,246	4,889,001	7,661,246	2,772,245	36.19
Operating Surplus/(Deficit) After Capital Items	9,524,166	11,118,527	9,524,166	(1,594,361)	(16.74)

Lockyer Valley Regional Council (Rest of Council)
Statement of Income and Expenditure
For Period Ending June 2017

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	31,838,054	31,953,546	31,838,054	(115,492)	(0.36)
Discount	(1,415,000)	(1,410,858)	(1,415,000)	(4,142)	0.29
Charges and Fees	3,692,500	4,180,691	3,692,500	(488,191)	(13.22)
Interest	1,718,331	1,614,777	1,718,331	103,555	6.03
Operating Grants and Subsidies	6,649,249	8,768,656	6,649,249	(2,119,407)	(31.87)
Operating Contributions and Donations	0	62,730	0	(62,730)	0.00
Revenue - Contract/Recoverable Works	835,000	760,857	835,000	74,143	8.88
Other Revenue	2,263,100	2,616,786	2,263,100	(353,686)	(15.63)
Profit from Investments	1,699,000	2,131,206	1,699,000	(432,206)	(25.44)
Total Operating Revenue	47,280,234	50,678,391	47,280,234	(3,398,157)	(7.19)
<u>Operating Expenses:</u>					
Employee Costs	20,835,599	21,510,878	20,835,599	(675,279)	(3.24)
Goods and Services	12,541,936	10,840,950	12,541,936	1,700,986	13.56
Finance costs	1,524,900	1,663,460	1,524,900	(138,560)	(9.09)
Depreciation	12,259,000	12,296,888	12,259,000	(37,888)	(0.31)
Total Operating Expenses	47,161,435	46,312,176	47,161,435	849,258	1.80
Operating Surplus/(Deficit)	118,800	4,366,215	118,800	(4,247,415)	(3,575.28)
<u>Capital Revenue:</u>					
Capital Grants, Subsidies and Contributions	6,657,246	7,696,079	6,657,246	(1,038,833)	(15.60)
Profit (Loss) on Disposal of Non Current Assets	1,004,000	(2,807,078)	1,004,000	3,811,078	379.59
Other Capital Items	0	0	0	0	0.00
Total Capital Revenue	7,661,246	4,889,001	7,661,246	2,772,245	36.19
Operating Surplus/(Deficit) After Capital Items	7,780,046	9,255,216	7,780,046	(1,475,170)	(18.96)

Lockyer Valley Regional Council (Business Units)
Statement of Income and Expenditure
For Period Ending June 2017

	Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<u>Operating Revenue:</u>					
Rates and Utility Charges (Gross)	6,530,762	6,474,780	6,530,762	55,982	0.86
Discount	(160,000)	(167,667)	(160,000)	7,667	(4.79)
Charges and Fees	850,000	856,984	850,000	(6,984)	(0.82)
Interest	36,000	42,073	36,000	(6,073)	(16.87)
Operating Grants and Subsidies	615,000	599,901	615,000	15,099	2.46
Operating Contributions and Donations	45,000	45,184	45,000	(184)	(0.41)
Revenue - Contract/Recoverable Works	960,000	1,032,676	960,000	(72,676)	(7.57)
Other Revenue	70,000	71,765	70,000	(1,765)	(2.52)
Total Operating Revenue	8,946,762	8,955,697	8,946,762	(8,935)	(0.10)
<u>Operating Expenses:</u>					
Employee Costs	1,767,555	1,836,102	1,767,555	(68,547)	(3.88)
Goods and Services	4,879,586	4,721,382	4,879,586	158,204	3.24
Finance costs	166,500	165,759	166,500	741	0.44
Depreciation	389,000	369,143	389,000	19,857	5.10
Total Operating Expenses	7,202,641	7,092,386	7,202,641	110,255	1.53
Operating Surplus/(Deficit) before Capital	1,744,121	1,863,311	1,744,121	(119,190)	(6.83)
<u>Capital Revenue and Expenses:</u>					
	0	0	0	0	0.00
Total Capital Revenue	0	0	0	0	0.00
Operating Surplus/(Deficit) After Capital Items	1,744,121	1,863,311	1,744,121	(119,190)	(6.83)

LOCKYER VALLEY REGIONAL COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 30 June, 2017

	2016-2017 Full Year Budget	2016-2017 YTD Actual
<u>Current Assets</u>		
Cash assets and cash equivalents	19,060,000	9,740,768
Cash investments	-	17,500,000
Trade and other receivables	3,360,000	4,519,640
Inventories	3,490,000	348,086
Non-current assets classified as held for sale	-	3,636,602
Total Current Assets	25,910,000	35,745,096
<u>Non Current Assets</u>		
Trade and other receivables	14,740,000	14,734,969
Equity investments	29,350,000	29,414,488
Investment properties	1,000,000	1,005,502
Property, plant and equipment	551,030,000	570,055,981
Intangible assets	5,070,000	4,753,108
Total Non Current Assets	601,180,000	619,964,049
TOTAL ASSETS	627,090,000	655,709,145
<u>Current Liabilities</u>		
Trade and other payables	3,770,000	5,920,445
Provisions	4,000,000	4,361,483
Borrowings	1,670,000	90
Other	-	35,500
Total Current Liabilities	9,440,000	10,317,518
<u>Non Current Liabilities</u>		
Provisions	21,820,000	21,857,043
Borrowings	30,580,000	32,384,930
Total Non Current Liabilities	52,390,000	54,241,973
TOTAL LIABILITIES	61,830,000	64,559,492
NET COMMUNITY ASSETS	565,260,000	591,149,653
<u>Community Equity</u>		
Retained surplus (deficiency)	354,010,000	346,000,843
Asset revaluation surplus	201,710,000	226,463,832
Reserves	-	7,566,452
Current Surplus/(Deficit)	9,540,000	11,118,527
TOTAL COMMUNITY EQUITY	565,260,000	591,149,653

LOCKYER VALLEY REGIONAL COUNCIL
Statement of Cash Flows
For the period ended 30 June, 2017

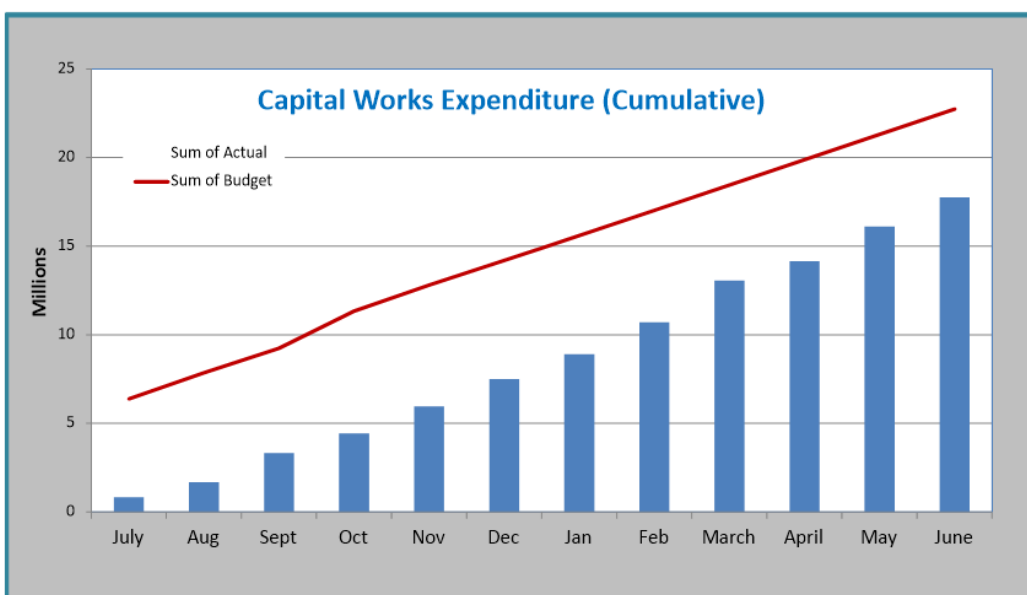
	2016-2017 Full Year Budget	2016-2017 YTD Actuals
<u>Cash flows from operating activities:</u>		
<u>Receipts</u>		
Receipts from customers	54,440,000	56,174,835
Dividend received	-	722,988
Interest received	1,750,000	1,656,850
<u>Payments</u>		
Payments to suppliers and employees	(42,560,000)	(39,027,910)
Interest expense	(1,570,000)	(1,727,960)
Net cash inflow (outflow) from operating activities	12,060,000	17,798,804
<u>Cash flows from investing activities:</u>		
Capital grants, subsidies and contributions	6,380,000	3,760,931
Payments for property, plant and equipment	(22,480,000)	(16,975,445)
Payments for investment property	-	-
Net transfer (to) from cash investments	730,000	-
Proceeds from sale of property plant and equipment	1,930,000	2,077,319
Net cash inflow (outflow) from investing activities	(13,440,000)	(11,137,195)
<u>Cash flows from financing activities:</u>		
Repayment of borrowings	(2,260,000)	(2,123,002)
Proceeds from borrowings	-	-
Net cash inflow (outflow) from financing activities	(2,260,000)	(2,123,002)
Net increase (decrease) in cash and cash equivalents held	(3,640,000)	4,538,607
Cash and cash equivalents at beginning of the financial year	22,700,000	22,702,161
Cash and cash equivalents at end of the financial year	19,060,000	27,240,768

LOCKYER VALLEY REGIONAL COUNCIL

CAPITAL WORKS BY GROUP

For the Period Ended 30th June, 2017

Group	Budget	YTD Expenditure	Percent Spent
Corporate & Community Services	7,087,200	5,729,780	80.85%
Executive Office	1,424,000	1,054,625	74.06%
Infrastructure Works & Services	14,004,016	10,953,045	78.21%
Organisational Development & Planning	235,500	27,950	11.87%
Grand Total	22,750,716	17,765,401	78.09%



LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORK SUMMARY
30 June 17

	2016-2017 Amended Budget	2016-2017 Expenditure	Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
Corporate & Community Services					
Community Facilities Management	255,000	167,313	0	167,313	87,687
Disaster Management	268,000	212,158	25,410	237,568	30,432
Facilities	3,170,200	2,718,769	85,883	2,804,651	365,549
Information Management	220,000	137,961	8,974	146,935	73,065
Information Technology	1,220,000	886,166	224,210	1,110,375	109,625
Public Order & Safety	185,000	173,576	0	173,576	11,424
SES	12,000	11,585	0	11,585	415
Transfer Stations	1,677,000	1,402,129	65,399	1,467,528	209,472
Gatton Child Care Centre	45,000	20,124	4,155	24,279	20,721
Waste Collection	0	0	0	0	0
Kensington Grove Community Childcare	0	0	0	0	0
Health and Regulatory Services	0	0	0	0	0
Corporate & Community Services Total	7,052,200	5,729,780	414,031	6,143,811	908,389
Executive Office					
Executive Office	0	0	0	0	0
Major Projects	0	0	0	0	0
Regional Development Management	1,172,000	1,076,233	35,427	1,111,660	60,340
Legal Services	72,000	-81,224	0	-81,224	153,224
Corporate Communications	0	0	0	0	0
Advocacy	180,000	59,616	94,784	154,400	25,600
Executive Office Total	1,424,000	1,054,625	130,211	1,184,835	239,165
Infrastructure Works & Services					
Capital Program Delivery	11,717,516	8,794,726	514,174	9,308,900	2,408,616
Depot	20,000	34,306	0	34,306	-14,306
Fleet	1,500,000	1,386,298	132,823	1,519,121	-19,121
Parks & Open Spaces	600,500	547,089	18,178	565,266	35,234
Roads & Drainage	65,000	44,580	0	44,580	20,420
Infrastructure Planning	0	0	0	0	0
Cemetery	136,000	138,254	0	138,254	-2,254
NDRRA Program - Infrastructure Recovery	0	7,792	21,749	29,541	-29,541
Infrastructure Works & Services Total	14,039,016	10,953,045	686,924	11,639,969	2,399,047
Organisational Development & Planning					
Staging Post Café	34,500	5,470	0	5,470	29,030
Planning & Environmental Management	1,000	1,375	0	1,375	-375
Planning Scheme	200,000	19,320	180,625	199,945	55
Environmental Planning	0	0	0	0	0
Sport Recreation and Community Grants	0	1,785	6,330	8,115	-8,115
Organisational Development & Planning Total	235,500	27,950	186,955	214,906	20,594
Grand Total	22,750,716	17,765,401	1,418,120	19,183,521	3,567,195

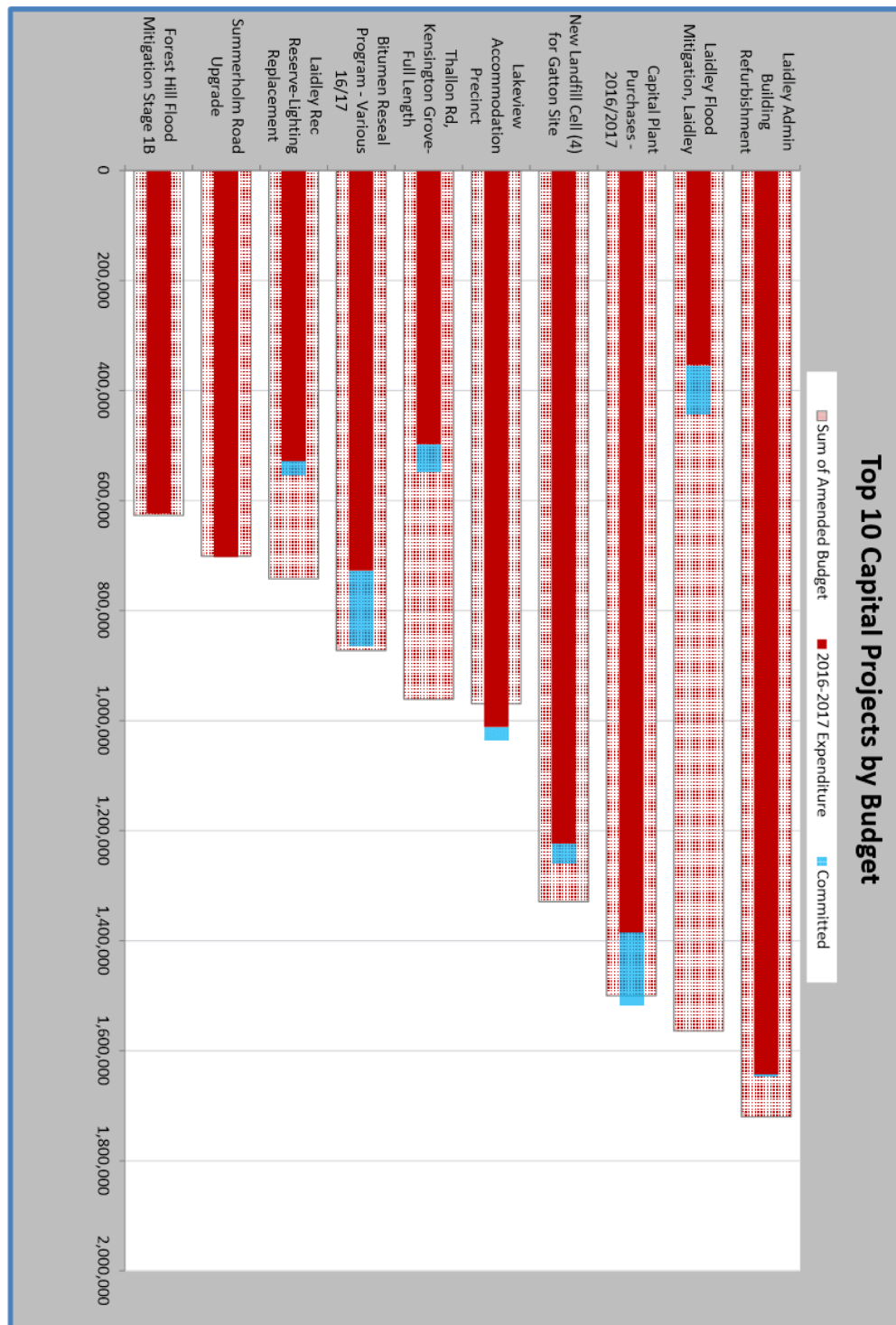
LOCKYER VALLEY REGIONAL COUNCIL
CAPITAL WORKS DETAIL
30 June 17

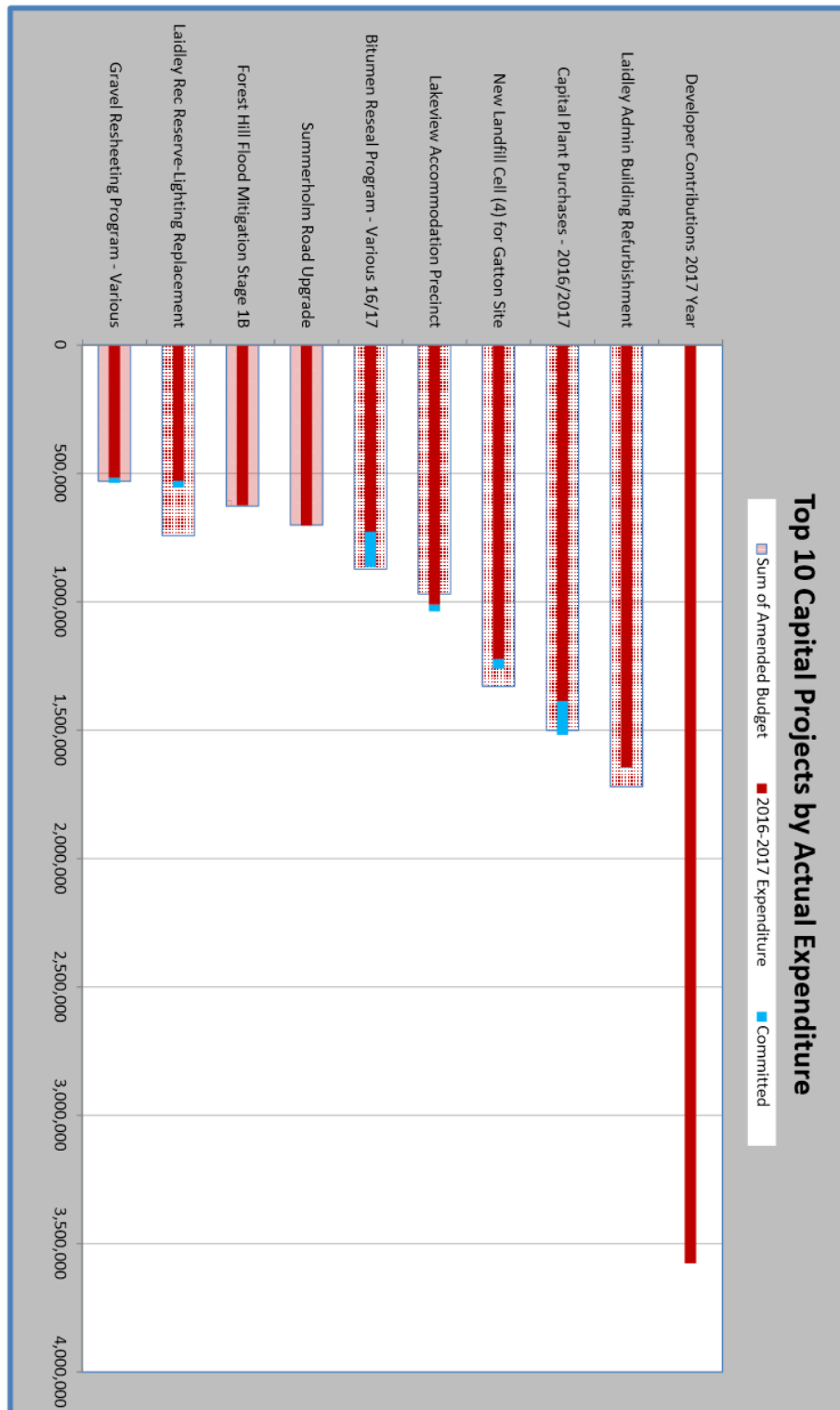
Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
Corporate & Community Services					
Community Facilities Management					
Buildings & Facilities Asset Replacement	215,000	157,741	0	157,741	57,260
Laidley Swimming Pool refurbishment	40,000	9,573	0	9,573	30,427
Community Facilities Management Total	255,000	167,313	0	167,313	87,687
Disaster Management					
Emergency Shed Security	2,000	0	0	0	2,000
Flood Information System Upgrade	98,000	98,750	0	98,750	-750
Glenore Grove Camera System	29,850	31,883	0	31,883	-2,033
Mount Sylvia Warning System	0	-2,033	0	-2,033	2,033
Portable Communications Kit	22,000	19,950	0	19,950	2,050
Water Ride System	46,000	0	0	0	46,000
Waterride Flood Intelligence	70,150	63,608	25,410	89,018	-18,868
Disaster Management Total	268,000	212,158	25,410	237,568	30,432
Facilities					
Administration Buildings	21,200	18,183	0	18,183	3,017
Construct Disabled Toilet - Laidley Pool	40,000	3,705	20,210	23,915	16,085
Decommission Old Gatton Pool	110,000	88,830	0	88,830	21,170
Donga Sales & Relocation	3,000	11,434	0	11,434	-8,434
Gatton Aquatic Centre Complex	69,000	0	0	0	69,000
Gatton RV Park	70,000	123,492	6,710	130,202	-60,202
Gatton Squash Courts Refurbishment	20,000	17,980	0	17,980	2,020
Implementation of Sport & Rec Report	25,000	9,432	0	9,432	15,568
Laidley Admin Building Refurbishment	1,720,000	1,643,392	3,057	1,646,449	73,551
Laidley Mall	40,000	9,704	0	9,704	30,296
Laidley Rec Reserve-Lighting Replacement	742,000	528,791	26,472	555,263	186,737
Laidley Saleyards	70,000	64,219	0	64,219	5,781
Lockyer Valley Cultural Centre	115,000	101,730	0	101,730	13,270
LVSAC - Splash Pad	80,000	4,668	13,514	18,182	61,818
New Temporary Laidley Library	0	82,925	0	82,925	-82,925
Replace Shade Shelters-Laidley Pool	20,000	10,283	0	10,283	9,717
Static Safety Lines- Various Facilities	25,000	0	15,920	15,920	9,080
Facilities Total	3,170,200	2,718,769	85,883	2,804,651	365,549
Information Management					
Physical Records Relocation Project	220,000	137,961	8,974	146,935	73,065
Information Management Total	220,000	137,961	8,974	146,935	73,065
Information Technology					
Aerial Photography	60,000	58,945	0	58,945	1,055
Data Centre Monitoring	80,000	67,222	0	67,222	12,778
GIS Enhancement	70,000	55,308	52,173	107,481	-37,481
Laidley Cultural Centre Access Control	15,000	67	0	67	14,933
LVCC Audio Visual	80,000	65,999	0	65,999	14,001
Network Security	50,000	0	0	0	50,000
Network Upgrades & Replacements	20,000	0	0	0	20,000
Rates Modelling Software	0	17,468	0	17,468	-17,468
Skype for Business	92,000	94,883	2,989	97,872	-5,872
Technology One 'ECM Upgrade'	184,000	99,262	27,518	126,779	57,221
Technology One 'One Council' Project	533,000	417,012	141,531	558,543	-25,543
Upgrade Desktop Operating System	20,000	10,000	0	10,000	10,000
Upgrade Sharepoint to 2013	10,000	0	0	0	10,000
Wireless Network Secured	6,000	0	0	0	6,000
Information Technology Total	1,220,000	886,166	224,210	1,110,375	109,625
Public Order & Safety					
Body Cameras	25,000	0	0	0	25,000
Depot CCTV	0	9,807	0	9,807	-9,807
Gatton CCTV Project	77,000	60,238	0	60,238	16,762
Laidley CCTV Project	41,000	35,044	0	35,044	5,956
Laidley Library CCTV	0	12,080	0	12,080	-12,080
Lake Apex Car Park CCTV Installation	0	18,722	0	18,722	-18,722
Lockyer Valley Cultural Centre CCTV	42,000	37,684	0	37,684	4,316
Public Order & Safety Total	185,000	173,576	0	173,576	11,424

Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
SES					
Laidley SES Building	7,000	6,956	0	6,956	44
Technology & Communications Improvements	5,000	4,628	0	4,628	372
SES Total	12,000	11,585	0	11,585	415
Transfer Stations					
30 Cubic Metre Transfer Station Bins	13,000	12,997	0	12,997	3
Bunded Sheds & Units Hazardous Material	40,000	33,386	0	33,386	6,614
Digital Camera Replacement for 3 sites	30,000	26,400	3,335	29,735	265
Electricity to Withcott Transfer Station	75,000	966	8,835	9,801	65,199
Gatton Landfill Capping - Western End	110,000	21,811	13,392	35,203	74,797
Laidley Transfer Station Improvement	2,000	2,444	80	2,524	-524
Lockrose Transfer Station	20,000	4,322	2,880	7,202	12,798
New Landfill Cell (4) for Gatton Site	1,329,000	1,223,305	36,878	1,260,183	68,817
Waste Disposal Sites Survey and Fencing	58,000	76,498	0	76,498	-18,498
Transfer Stations Total	1,677,000	1,402,129	65,399	1,467,528	209,472
Gatton Child Care Centre					
Child Care Centres	35,000	20,124	0	20,124	14,876
Gatton Child Care Centre Pavement Replace	10,000	0	4,155	4,155	5,845
Gatton Child Care Centre Total	45,000	20,124	4,155	24,279	20,721
Corporate & Community Services Total	7,052,200	5,729,780	414,031	6,143,811	908,389
Executive Office					
Regional Development Management					
GWIZ	128,000	41,011	1,625	42,636	85,364
Lakeview Accommodation Precinct	969,000	1,011,332	25,650	1,036,982	-67,982
Presale Activities-Grantham Wests	75,000	23,891	8,151	32,042	42,958
Regional Development Management Total	1,172,000	1,076,233	35,427	1,111,660	60,340
Legal Services					
Sale of Council Owned Land	72,000	-81,224	0	-81,224	153,224
Legal Services Total	72,000	-81,224	0	-81,224	153,224
Advocacy					
Lockyer Valley Pre-Feasibility Study	180,000	59,616	94,784	154,400	25,600
Advocacy Total	180,000	59,616	94,784	154,400	25,600
Executive Office Total	1,424,000	1,054,625	130,211	1,184,835	239,165
Infrastructure Works & Services					
Capital Program Delivery					
13 Wilson Court, Laidley	0	-147	0	-147	147
Advance Court, Kensington Grove	62,000	71,587	0	71,587	-9,587
Airforce Road, Helidon	300,000	298,472	0	298,472	1,528
Amos Road, Withcott - CH 0-840	50,000	3,500	0	3,500	46,500
Australia II Drive, Kensington Grove	620,500	480,495	34,387	514,882	105,618
Beavan Street, Gatton	30,000	29,608	0	29,608	392
Bitumen Reseal Program - Various 16/17	872,424	727,062	137,529	864,590	7,834
Bitumen Reseal Program- Various 17/18	0	517	25,961	26,479	-26,479
Bridge strengthening investigation and w	72,600	33,232	0	33,232	39,368
Crescent Street, Gatton - CH 640-690	40,000	44,882	0	44,882	-4,882
Crowley Vale Road Culvert Replacement	200	-793	0	-793	993
Crowley Vale Road, Crowley Vale	510,000	503,025	0	503,025	6,975
Crowley Vale Road, Crowley Vale - CH5000	100,000	84,233	0	84,233	15,767
East St / Crescent St, Gatton	177,200	22,562	2,736	25,298	151,902
Fairway Drive	30,000	19,961	7,629	27,590	2,410
Forest Hill Flood Mitigation Stage 1B	627,000	623,633	0	623,633	3,367
Gehrke Road Culvert Replacement	0	-805	0	-805	805
Gehrke Road, Regency Downs	375,000	240,242	0	240,242	134,758
Grantham Scrub Road and Carpendale Road,	98,000	101,959	0	101,959	-3,959
Gravel Resheeting Program - Various	530,000	517,127	19,631	536,759	-6,759
Gravel Resheeting Program 17/18	0	0	84,764	84,764	-84,764
Harm Drive, Crowley Vale - CH510	90,000	93,754	0	93,754	-3,754
Hatton Vale State School, Hatton Vale	50,000	44,080	0	44,080	5,920
Herbert Street, Laidley	36,000	35,368	0	35,368	632
Jones Road Footpath	800	779	0	779	21
Jordan Street, Laidley	17,200	17,129	0	17,129	71
Kentville Road, Kentville - CH 520	100,000	84,688	0	84,688	15,312
Krenskes Road Floodway	74,851	74,157	0	74,157	694
Laidley Crk West Rd Culvert Replacement	0	-483	0	-483	483
Laidley Flood Mitigation, Laidley	1,564,000	353,414	90,470	443,884	1,120,116
Lake Apex Car Park, Gatton	350,000	347,579	0	347,579	2,421

Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
Lake Clarendon Rd (LCS School), Lake Cla	75,000	102,923	2,448	105,371	-30,371
Lake Clarendon Way	220,000	198,833	0	198,833	21,168
Lake Clarendon Way / Main Greenswamp Rd	516,000	290,267	42,163	332,430	183,570
Lawlers Road, Grantham - CH 3730 - 6140	5,000	0	0	0	5,000
Lowe Street, Laidley	12,500	12,439	0	12,439	61
Markai Rd / Nangara Rd, Lockyer Waters	71,000	69,741	0	69,741	1,259
Middleton's Bridge Rehabilitation	446,249	442,520	0	442,520	3,729
Mountain Road Upgrade	27,000	26,174	0	26,174	826
North St / William St, Gatton	258,500	29,529	15,850	45,378	213,122
Old College Road	19,500	19,354	0	19,354	146
Old College Road / Allan Street	4,000	3,791	0	3,791	209
Old Laidley-Forest Hill Rd, Laidley North	370,892	362,326	0	362,326	8,566
Princess Street, Gatton	86,000	86,436	0	86,436	-436
Railway Street, Laidley	105,700	22,339	0	22,339	83,361
Sandpiper Drive, Regency Downs	57,000	59,717	0	59,717	-2,717
Spencer Street, Gatton	0	0	409	409	-409
Strong Street, Gatton	11,300	11,290	0	11,290	10
Summerholm Road Upgrade	701,000	702,557	0	702,557	-1,557
Tenthill Crk / Ingoldsby / Krenskes Rd	460,100	457,585	0	457,585	2,515
Tenthill Crk Rd / Winwill Connection Rd	151,500	166,755	0	166,755	-15,255
Thallon Rd, Kensington Grove-Full Length	961,000	497,233	50,198	547,431	413,569
Unsealed Road Gravel Trial	12,500	12,605	0	12,605	-105
William St / Orton St, Laidley	77,500	71,511	0	71,511	5,989
William Street/Spencer Street, Gatton	15,500	10,606	0	10,606	4,894
Woodlands Road	275,000	287,381	0	287,381	-12,381
Capital Program Delivery Total	11,717,516	8,794,726	514,174	9,308,900	2,408,616
Depot					
Gatton Depot Supervisors Office Fit out	20,000	34,306	0	34,306	-14,306
Depot Total	20,000	34,306	0	34,306	-14,306
Fleet					
Capital Plant Purchases	0	794	0	794	-794
Capital Plant Purchases - 2016/2017	1,500,000	1,385,505	132,823	1,518,328	-18,328
Fleet Total	1,500,000	1,386,298	132,823	1,519,121	-19,121
Parks & Open Spaces					
Cunningham Crest Lookout, Laidley	135,000	128,396	0	128,396	6,604
Forest Hill Recreational Reserve, Forest	9,000	8,586	0	8,586	414
Gatton CBD Revitalisation	110,000	73,278	12,853	86,131	23,869
Grantham Shade Sail	17,000	16,892	0	16,892	108
Koala Park, Gatton	21,000	6,930	0	6,930	14,070
Laidley Recreation Reserve, Anzac Park	2,700	2,062	0	2,062	638
Lake Apex Park, Gatton	55,000	54,963	0	54,963	37
Land Clearing, Grantham	32,329	29,782	0	29,782	2,547
McNulty Park Laidley Refurbishment	45,000	59,544	5,325	64,869	-19,869
McNulty Park, Laidley	7,000	6,560	0	6,560	440
Narda Lagoon Levee - Irrigation	6,200	5,756	0	5,756	444
North Street Flow Pave Project	13,000	12,962	0	12,962	38
Parks Infrastructure Replacement Program	38,567	34,990	0	34,990	3,577
Walter Brunner Park	96,233	96,223	0	96,223	10
William Kemp Park - Replace existing bol	12,471	10,165	0	10,165	2,306
Parks & Open Spaces Total	600,500	547,089	18,178	565,266	35,234
Roads & Drainage					
Mount Berryman Road - Rehabilitation	25,000	18,141	0	18,141	6,859
Western Drive Shared Path	40,000	26,439	0	26,439	13,561
Roads & Drainage Total	65,000	44,580	0	44,580	20,420
Cemetery					
Gatton Cemetery Extension	136,000	138,254	0	138,254	-2,254
Cemetery Total	136,000	138,254	0	138,254	-2,254
NDRRA Program - Infrastructure Recovery					
NDRRAProgram Management 2017 Flood Event	0	7,792	21,749	29,541	-29,541
NDRRA Program - Infrastructure Recovery Total	0	7,792	21,749	29,541	-29,541
Infrastructure Works & Services Total	14,039,016	10,953,045	686,924	11,639,969	2,399,047
Organisational Development & Planning					
Staging Post Café					
Mini Re-Model	32,000	5,470	0	5,470	26,530
WIFI	2,500	0	0	0	2,500
Staging Post Café Total	34,500	5,470	0	5,470	29,030

Row Labels	Amounts		Committed	2016-2017 Expenditure (including Committed)	Remaining Budget (including Committed)
	2016-2017 Budget	2016-2017 Expenditure			
Planning & Environmental Management					
Laidley Futures - Main Steet works	1,000	1,375	0	1,375	-375
Planning & Environmental Management Total	1,000	1,375	0	1,375	-375
Planning Scheme					
Planning Scheme	200,000	19,320	180,625	199,945	55
Planning Scheme Total	200,000	19,320	180,625	199,945	55
Sport Recreation and Community Grants					
Master Plans	0	1,785	6,330	8,115	-8,115
Sport Recreation and Community Grants Total	0	1,785	6,330	8,115	-8,115
Organisational Development & Planning Total	235,500	27,950	186,955	214,906	20,594
Grand Total	22,750,716	17,765,401	1,418,120	19,183,521	3,567,195





**ORDINARY MEETING OF
COUNCIL AGENDA
26 JULY 2017**

12.2 Exemptions from Obtaining Competitive Offers for the June 2017 Quarter

Date: 14 July 2017
Author: Sarah Lees, Procurement Coordinator
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

To comply with existing legislative requirements, Council is required to make a resolution in relation to Section 235 of the *Local Government Regulation 2012* in relation to certain contractual obligations.

Officer's Recommendation:

That Council resolve to:

- A. Enter into medium-sized contracts under Section 235 (a) of the *Local Government Regulation 2012* without first inviting written quotes or tenders, as it is satisfied that there is only 1 supplier who is reasonably available for:**
- a. Royal National Agricultural & Industrial Association of QLD annual subscription; and**
 - b. Michelle Brown Marketing Consulting engagement; and**
 - c. Quik Corp Pty Ltd for spray units; and**
 - d. Gravel Consulting Pty Ltd for a review of Council gravel pits.**
- B. Enter into medium-sized contracts under Section 235 (b) of the *Local Government Regulation 2012* without first inviting written quotes or tenders, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for:**
- a. Instrada Pty Ltd for bridge inspections; and**
 - b. RMW Engineers for flood modelling; and**
 - c. Sargent Consulting to extend flood modelling in the WaterRIDE System.**

Report

1. Introduction

Under the *Local Government Act 2009* (the Act) and the *Local Government Regulation 2012* (the Regulation), Council has specific legislative responsibilities in relation to procurement. However, also contained within this legislation are exemptions from these requirements.

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2. Background

Under Section 235 of the Regulation a local government may enter into a medium-sized or large-sized contractual arrangement without first inviting written quotes or tenders if –

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with, a government agency.

Under the Regulation, a medium-sized contract is between \$15,000 and \$200,000 (exclusive of GST) and a large-sized contract being of greater value than \$200,000 (exclusive GST).

3. Report

Over recent months, Council has entered into contracts with a number of suppliers under the approval of the Chief Executive Officer. These contracts exclude contracts under alternative legislative procurement exceptions under Sections 231 to 234 of the Regulation.

To comply with the requirements of the Regulation, Council is now required to make a resolution in relation to Section 235 of the Regulation in relation to these contractual obligations.

Tabled below is the group, type of contract, supplier and reasons for not applying competitive procurement:

Section 235	Unit	Supplier	Service(s)	GST Inclusive	Comments
a	Marketing, Communication & Engagement	Royal National Agricultural & Industrial Association of QLD	annual registration for the Brisbane EKKA Show	\$16,600	Continuation of Councils presence at the Brisbane Show in August 2017.
a	Regional Development	Michelle Brown Marketing Consultant	Undertake the successful deliver of Council events within the local areas	\$15,000	Engagement required for delivery of immediate events pending recruitment of vacant position.
a	Infrastructure Support Services	Quik Corp Pty Ltd	Supply of two spray units with tank frame kits for pest management	\$32,112	Quik Corp equipment is industry leader, built trailer in-house.
a	Infrastructure	Gravel	Delivery of	\$20,000	Council's

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Section 235	Unit	Supplier	Service(s)	GST Inclusive	Comments
	Works and Services	Consulting Pty Ltd	report and plan for Council gravel pits		requirement to meet Dept. of Environment, Health and Protection standards.

Section 235	Unit	Supplier	Service(s)	GST Inclusive	Comments
b	Infrastructure Support Services	Instrada Pty Ltd	Provide bridge inspections and reporting	\$21,707	Previous experience in Council's bridge inspections and reporting requirements.
b	Infrastructure Planning and Design	RMA Engineers	Engagement for flood modelling for Forest Hill	\$25,000	Delivered concept flood modelling at previous stage, RMA have skill and experience to deliver a consistent report with other modelling provided.
b	Disaster Management	Sargent Consulting	Extension of flood modelling for Tenthill and Ma Ma Creek	\$20,680	Extension of original scope for integrated WaterRIDE system.

4. Policy and Legal Implications

Under Section 235 of the Local Government Regulation 2012 (the Regulation), a local government may enter into a medium-sized or large-sized contractual arrangement without first inviting written quotes or tenders if –

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- (c) a genuine emergency exists; or
- (d) the contract is for the purchase of goods and is made by auction; or
- (e) the contract is for the purchase of second-hand goods; or
- (f) the contract is made with, or under an arrangement with, a government agency.

5. Financial and Resource Implications

Budget and resource implications will continue to be addressed through existing budget allocations.

**ORDINARY MEETING OF
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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 matters arising from this report that require further communication will be addressed through existing communication channels.

8. Conclusion

To comply with the requirements of the Regulation, Council is now required to make a resolution in relation to Section 235 of the Regulation in relation to the above mentioned contractual obligations.

9. Action/s

No further actions are required in relation to this report.

**ORDINARY MEETING OF
COUNCIL AGENDA
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12.3 Expressions of Interest - Lights and Light Poles and Attached Lights

Date: 11 July 2017
Author: Mike Lisle, Manager Community Facilities and Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The purpose of this report is to outline expressions of interest received from community groups for the lights and light poles and attached lights removed as part of the project to upgrade lighting at the Laidley Recreation Reserve Whites Road, Laidley and to seek Council endorsement for the disposal of the lights and light poles and attached lights.

Officer's Recommendation:

THAT Council resolve to accept the Expression of Interest from the Gatton Junior Rugby League for the two light poles and attached lights removed as part of the project to upgrade lighting at the Laidley Recreation Reserve Whites Road, Laidley.

Report

1. Introduction

The Laidley Recreation Reserve (the Reserve) has undergone a major works project to upgrade metal halide lighting to LED sports lighting while also increasing the number of fields under lighting.

Following the commencement of this project, an expression of interest was called for the disposal of redundant lights and light poles and attached lights. Two local community groups carried out site inspections of the remaining lights poles and subsequently submitted their interest.

2. Background

The Lockyer Valley Regional Council was successful in obtaining grant funding under the Department of National Parks, Sport and Racing, Get Playing Plus Program (the Program). Grant funding of \$492,000 was approved under the Program, which represented approximately 66% of the estimated overall project cost of \$742,000 to replace the metal halide lighting with LED lighting and to install ten (10) new light poles to the soccer field and the newly created modified fields.

3. Report

An expression of interest for the donation of remaining lights and light poles and attached lights to local community groups has been completed. The expression of interest was advertised in the Gatton Star, with inspections of the items carried out between the 1 and 7 June 2017. Two community groups have provided a written submission on their interest in the two light poles only.



- 48 - 50 Metal Halide lights (+ cross arms)
- 2 Lights poles with lights.

- Laidley Agricultural & Industrial Society
- Gatton Junior Rugby League Club.

As no expressions of interest were received for the metal halide lights, it is recommended that some of these lights be retained for “spares” for netball lighting, with the balance offered to surrounding Councils.

While the two community groups which expressed an interest in the two poles and attached lights both provide valuable services to our community, it is really not practical to split the lights; as such, it is recommended that the poles and attached lights be allocated to the Gatton Junior Rugby league to provide the maximum possible benefit to our wider community.

Policy and legal implications will be addressed in future on matters that arise before Council.

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

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COUNCIL AGENDA
26 JULY 2017**

6. Delegations/Authorisations

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

7. Communication and Engagement

Council's resolution will be communicated to both the Laidley Agricultural and Industrial Society and the Gatton Junior Rugby League Club.

8. Conclusion

The upgrade of lighting at the Laidley Recreation Reserve Whites Road, Laidley provides Council with an opportunity to dispose of redundant assets to local community groups.

While the two community groups which expressed an interest in the two poles and attached lights both provide valuable services to our community, it is really not practical to split the lights; as such, it is recommended that the poles and attached lights be allocated to the Gatton Junior Rugby league to provide the maximum possible benefit to our wider community.

9. Action/s

1. Community Facilities liaise with the relevant Community Group to advise on the following:
 - Approved Items for and collection.
 - A nominated time to have the items removed
 - Site contact for access
 - Roles and responsibilities for removing the items.
 -

Attachments

- | | | |
|------------------------|---|---------|
| 1 View | Laidley Show Society - Expression of Interest | 1 Page |
| 2 View | Gatton JRL EOI Submission - Lights - LVRC | 8 Pages |



LAIDLEY AGRICULTURAL & INDUSTRIAL SOCIETY

ABN NO 63 775 032 252

PO Box 192 Laidley, Qld 4341 Showground Ph. (07) 5465 1284 Secretary: 0435929383
E-Mail: laidleyshow@bigpond.com Website: www.laidleyshow.com.au

12/6/17

To whom it may concern,

We are writing to you in regards to the 2 light poles that were removed from the Laidley rec grounds recently to make way for an up dated lighting system.

We are currently looking at doing the same at the Show grounds. As such we have received a grant to do help us with this endeavor.

At the moment we only have the 1 light, but our aim is to provide enough lighting so that the other groups that come here can make better use of the main ring.

Several of the clubs, (pony clubs, polocrosse, Clydesdales etc) find it too hot during summer for their events and have voiced to us that if we were able to have lighting they would be only too happy to change over to night classes/ events to keep the children out of the midday sun.

Also, we have country music concerts as well as other events where we are in need of solid poles for good lighting.

We will await your reply as to whom you wish the poles to go to.

Kind regards

Dalray McCarthy

Laidley Show Society Secretary



GATTON JUNIOR RUGBY LEAGUE CLUB

P.O BOX 471 GATTON QLD 4343

c/- secretarygjr@hotmail.com



PRESIDENT
Glen Pavey
0417 804 532

VICE PRESIDENT
HOBIE WILLMETT
0431 269 949

SECRETARY
Anne Cunningham
0408 298 819

TREASURER
Melissa Dunn
0499 400 533

7th June, 2017

Chris Goddard
Lockyer Valley Regional Council
PO BOX 82
GATTON QLD 4343

cgoddard@lvrc.qld.gov.au

Dear Mr Goddard,

RE: Expression of Interest - Light Poles (20.0m H top of cross arm), three lights attached to each pole
(Qty: 2).

This letter is a response to your public notice published on the Lockyer Valley Regional Council's website
inviting community groups to express an interest for two light poles at the Laidley Recreation Reserve.

The Gatton Junior Rugby League Football Club operates from Cahill Park Sports Complex, 64 Buaraba
Street, Gatton. As at 7 June 2017, we have 242 registered participants.

To accommodate our growing numbers, a project was undertaken in the last 12-18 months to convert
the old Cahill Park carpark into a playing field. This project was completed to provide another area to
train and play on the weekends. This extra area is well-known as the 'junior field', which has the
potential to field our Under 7 – Under 9 training sessions, twice a week, as well as their home games on
Saturdays throughout the season.

Given that our training times are from 5 pm – 6 pm each Tuesday and Thursday, our younger grades
(Under 7 – 9) which would train on this junior field, have had to move over on the main fields during the
winter months as they are lit. It is extremely difficult to ensure adequate room for all teams to train in
this one area and the high intensity of traffic also has a major impact on the condition of the turf for
competiton games.

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We would like to rectify this by using the two lights to light up our 'junior field' to enable these teams to train in their usual place over the winter months. There are 78 registered participants in Under 7 – Under 9 and the ability to have them continually training on a separate field would be a significant improvement.

Having this field lit also lends the possibility to Gatton Touch to have more fields for their competitions which are held on Wednesday nights.

In recent times, we have spoken to some individuals who have had experience with erecting lights, and they have quoted that to get these two poles operating fully would cost no more than \$20,000. This is a figure that the Gatton Junior Rugby League Football Club Inc. can work with, in conjunction with funding from our Gatton Senior Rugby League counterparts as well as the possibility of financing arrangements through the Queensland Rugby League – Central Division.

This is a project that we would love to see come to fruition with the support of Lockyer Valley Regional Council.

In the event of the lights being granted to us, we would be pleased to mount a sign near the lights which indicate that the lights were donated to us by the Lockyer Valley Regional Council.

Please find attached a site map as well as letters of support from Gatton Touch and Cahill Park Sports Complex.

If you have any further queries please do not hesitate to contact me on 0417 804 532.

Kind Regards,



Glen Pavey
President
Gatton J.R.L.F.C. Inc

The image below is a satellite image of Cahill Park Sports Complex. The field outlined in blue is the junior field which we seek to have under lights:



Page 3 of 3



64 Buaraba Street
PO Box 255
GATTON QLD 4343

PH: 07 – 5462 2708
FAX: 07-5462 8166
EMAIL: capark@bigpond.net.au

7th June 2017

Chris Goddard
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343

Dear Sir,

RE: Expression of Interest - Light Poles (20.0m H top of cross arm), three lights attached to each pole (Qty: 2).

Cahill Park Sport Complex fully supports the Gatton Junior Rugby League Football Club in its endeavour to obtain the above light poles for use on the junior field.

The main football fields are used by both junior and senior league as well as touch football and cricket. The high volume of use has a major impact on the turf which in turn increases our costs to maintain the field at optimum playing standard.

The success of the Expression of Interest from Gatton Junior Rugby League would have a beneficial impact on not only all clubs involved but also the wider community who use our facilities.

Sincerely,

A handwritten signature in black ink that reads "A Sippel." The signature is written in a cursive, flowing style.

Amanda Sippel
Secretary

Gatton Rugby League Football Club Inc.



Web Address: <http://gattonhawks.leaguenet.com.au/> E: gattonhawks@hotmail.com

PO Box 156
Gatton Q 4343

Buaraba Street
Gatton Q 4343

PRESIDENT
Doug Beahan
Mob:0407672741

SECRETARY
Deb Harrison
040957743

TREASURER
Judy Schmidt
Mob : 0438583926

07/06/17

To: Chris Goddard, Lockyer Valley Regional Council, cgoddard@lvrc.qld.gov.au

RE: Expression of Interest - Light Poles (20.0m H top of cross arm), three lights attached to
each pole (Qty: 2).

Dear Mr Goddard,

This letter is a response to your public notice published on the Lockyer Valley Regional Council's website inviting community groups to express an interest for two light poles at the Laidley Recreation Reserve.

I am writing on behalf of the Gatton Rugby League Football Club (Seniors) which operates from Cahill Park Sports Complex, 64 Buaraba Street, Gatton QLD 4343. We have 120 participants as of the 7th June 2017.

The Senior Club, GRLFC, share the facility with several other sporting groups, the Gatton Junior Rugby league, Gatton Touch and Gatton Cricket Clubs, who along with ourselves seek to utilise the available playing surface while at the same time incorporating playing surface sustainably, integrity and maintenance.

The culmination of this endeavour has seen the conversion and upgrade of the former carpark area to a suitable playing and training area. Quality turf has been laid and underground water system installed.

The GRLFC, utilise the field for performance work, 2nd Division Training , preparation area before games. We undertake this to elevate wear and tear on the Main and number two fields, which as stated, is used extensively by other sporting bodies throughout the year. To further this, we are seeking to install light poles/ towers on this field as a means to ensure safety and allow for the increase of usage by all participants.

Gatton Rugby League Football Club Inc.



Our research into the experiences of others who install and or erect lights has indicated that, the quote to get these two poles operating fully would cost no more than \$20,000. This is a figure that the Gatton Rugby League Football Club Inc. can work with, in conjunction with funding and support from our Gatton Junior Rugby League counterparts as well as the possibility of financing arrangements through the Queensland Rugby League – Central Division.

This is a project that we would love to see come to fruition with the support of Lockyer Valley Regional Council.

In the event of the lights being granted to us, we would be accommodating to mount a sign near the lights which indicate that the lights were donated to us by the Lockyer Valley Regional Council.

I have marked the field out using a blue rectangle on the next page.

Please do not hesitate to contact me if I can of an further assistance.

Highest Regards ,
Reverend Douglas Beahan

President Gatton RLFC

Gatton Rugby League Football Club Inc.



GATTON TOUCH FOOTBALL ASSOCIATION Inc.

Cahill Park Sporting Complex
64 Buaraba St,
Gatton

11th June, 2017

Chris Goddard
Lockyer Valley Regional Council
PO Box 82
GATTON QLD 4343

RE: Expression of Interest - Light Poles (20.0m H top of cross arm), three lights attached to each pole (Qty 2)

As an affiliated sporting association of Cahill Park Sporting Complex, Gatton Touch Football Association (Inc.) fully supports the Gatton Junior Rugby League Club in their efforts to secure the above mentioned lights for the junior fields at Cahill Park.

Utilisation of all of the fields at Cahill Park is always in high demand as the popularity of rugby league (senior and junior), cricket and touch football increases. The ability to provide lighting to the junior fields will help to alleviate the pressure placed on the main fields especially during peak season and, across the cusp of the various codes' seasons.

Success in obtaining these lights will afford significant benefits to all sporting associations within the Cahill Park Complex, as well as those from the wider community who frequent the facilities.

Sincerely,



Rebekah Scotney
Secretary
Gatton Touch Football Association Inc.



ORDINARY MEETING OF COUNCIL AGENDA 26 JULY 2017

12.4 Operational Plan 2016/2017 Quarterly Report, June 2017

Date: 18 July 2017

Author: Madonna Brennan, Governance and Strategy Officer

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

Summary:

This report provides a summary of performance against the Operational Plan 2016/17 for the period to 30 June 2017.

Officer's Recommendation:

THAT Council resolve to receive the Quarterly Performance Report on the Operational Plan 2016/17 for the period to 30 June 2017.

Report

1. Introduction

Council adopted its Operational Plan 2016/17 with its Annual Budget for the 2016/17 financial year on 25 July 2016 and has a statutory obligation to report on the implementation of the Operational Plan on at least a quarterly basis. This Operational Plan is based on the current Corporate Plan and its key strategies are in line with Council's Community Plan.

2. Background

The Community and Corporate Plans provide the basis on which the annual Operational Plan has been adopted and reflect the outcomes to be achieved during the 2016/17 financial year. This report outlines activities that have been completed or progressed during the financial year to 30 June 2017.

3. Report

The attachment to the report details the achievements of key strategies and progress made to 30 June 2017.

The 2016/17 Operational Plan has been developed to focus on the identification and delivery of key strategies that support and enhance Council's service provision to the community.

As part of Council's drive for continuous improvement, reporting on the delivery of initiatives has been expanded to provide an understanding of project delivery performance against the following criteria.

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	Timing of Delivery	Budget Performance	Scope Delivery	Risk Management
Target Performance	Ongoing Strategy/ Completed	Within 5%	Benefits to be Achieved	No Concerns
Acceptable Performance	Rescheduling Expected/ Carried over	Within 5-10%	Benefits at Risk	Concerns being addressed
Successful Delivery at Risk	At Risk of Deferral/ To Be Deferred	Outside 10%	Benefits in Doubt	Significant Risk Experienced

A summary of performance to 30 June 2017 against key Operational Plan themes follows.

	Lockyer Community	Lockyer Leadership	Lockyer Farming	Lockyer Livelihood	Lockyer Business	Lockyer Nature	Lockyer Planned	Lockyer Council
Total Initiatives for 2016/17	23	6	4	2	14	9	13	31
Timing of Delivery								
On Time	20	6	4	2	14	7	11	21
Re-scheduling Expected	2	0	0	0	0	2	2	6
At Risk of Deferral	0	0	0	0	0	0	0	1
To Be Deferred	1	0	0	0	0	0	0	3
Scope of work								
Benefits to be achieved	21	6	4	2	14	9	11	28
Benefits @ Risk	0	0	0	0	0	0	2	1
Benefits in Doubt	2	0	0	0	0	0	0	2
Risk Management								
No Concerns	19	6	4	2	13	7	11	20
Concerns being addressed	4	0	0	0	1	2	2	11
Significant Risk Experienced	0	0	0	0	0	0	0	0

4. Policy and Legal Implications

Section 122(2) of the *Local Government Regulation 2012* requires the Chief Executive Officer to present a written assessment of local government's progress towards implementing the annual Operational Plan at meetings of the local government. These reports are required to be at regular intervals of not more than three months.

5. Financial and Resource Implications

The financial performance of each key Operational Plan Theme provides an indication on the progress of initiatives or of constraints in delivering outcomes for the Operational Plan. Overall, financial performance is within budget tolerances and aligns to the delivery of

ORDINARY MEETING OF COUNCIL AGENDA 26 JULY 2017

outcomes. A summary of financial performance against key Operational Plan themes is set out in the following tables.

Theme	Operating Revenue		Operating Expense		Capital Revenue		Capital Expense	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<i>Lockyer Livelihood</i>	250	45	73,407	85,455	36,000	36,043		
<i>Lockyer Farming</i>	250	45	73,407	85,455	36,000	36,043		
<i>Lockyer Business</i>	1,939,000	1,848,061	3,648,349	3,729,467			79,500	25,595
<i>Lockyer Community</i>	1,020,325	1,058,167	4,075,584	3,727,007	12,500	12,500	165,000	175,361
<i>Lockyer Council</i>	37,015,675	38,930,837	16,718,111	16,843,732	1,580,000	-57,060	4,975,200	3,721,287
<i>Lockyer Leadership</i>	1,251,000	1,628,166	2,331,740	2,405,676	72,000	1,860,189	1,173,000	1,077,608
<i>Lockyer Nature</i>	247,000	240,124	1,059,794	956,411				
<i>Lockyer Planned</i>	14,753,496	15,928,644	26,383,684	25,785,207	5,924,746	3,001,287	16,158,016	12,746,229

	Lockyer Community	Lockyer Leadership	Lockyer Farming	Lockyer Livelihood	Lockyer Business	Lockyer Nature	Lockyer Planned	Lockyer Council
Total Initiatives for 2016/17	23	6	4	2	14	9	13	31
Budget Performance								
Budget Underspent	3	0	0	0	0	5	0	5
Within 5%	20	6	4	2	14	4	12	23
Within 5-10%	1	0	0	0	0	0	1	2
Outside 10%	0	0	0	0	0	0	0	1

6. Delegations/Authorisations

No delegations are required for this report and existing authorities are appropriate for the delivery of Operational Plan outcomes.

7. Communication and Engagement

The significant achievements of the Operational Plan are regularly reported through Corporate Communications and media channels. Overall achievements from all quarterly reporting will be included in the 2016/17 Annual Report.



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8. Conclusion

Quarterly reporting on the Operational Plan is a statutory requirement and informs Council and the community on the performance of Council against yearly programs and activities.

9. Action/s

1. Refer to a Council Workshop for further discussion on key initiatives as required.
2. Publish on Council's website.

Please note: A hard copy of the 4th Quarter Report is available on request (loaded onto iPads separately).

Attachments

1 [View](#) Performance Report 18 Pages

[illegible]

Table 17: Operational Plan Output Performance - Further Comments

PM100018 (Continued)																		
Initiative Number	Key Initiative Description and Outcome	Key Strategic Objectives	Key Performance Indicators	Target Date	On Track	At Risk	Off Track	Not Started	Completed	Key Initiative Description and Outcome	Key Strategic Objectives	Key Performance Indicators	Target Date	On Track	At Risk	Off Track	Not Started	Completed
CO00000100	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000101	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000102	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000103	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000104	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000105	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000106	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000107	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000108	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000109	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000110	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000111	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000112	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000113	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000114	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000115	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000116	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000117	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000118	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000119	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000120	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000121	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000122	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000123	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000124	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000125	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000126	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000127	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000128	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000129	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000130	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000131	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000132	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000133	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000134	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000135	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000136	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000137	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000138	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000139	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000140	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000141	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000142	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000143	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000144	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000145	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000146	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000147	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000148	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000149	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000150	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000151	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000152	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000153	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000154	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000155	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000156	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000157	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000158	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	2017-06-30	On Track	At Risk	Off Track	Not Started	Completed
CO00000159	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future of the organization	Develop a strategic plan for the future															

1016-17 Questioned Paper from the Dargah, August 1, 1854; Cambridge

[illegible]

1015-17 *Quaternary Time Scale (Quaternary Period) - 1015-17* *Continuity*[illegible]

1016-17 Operational Plan Summary (Appendix 1 – to the per seader file)

[illegible]

2006-17 Operational Plan Fiscal Quarter Report - Laidlaw Worldwide

[illegible]

TABLE 27 Significant Non-Fourth Quarter Report - Jackson Burrows

PROJECTS												
Project Number	The Customer Problem we're...	How we sought to achieve this aim...	Responsibility	Performance measures	Timeline	Project milestones			First Quarter Progress Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
						Design	Delivery	Support				
00000001	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000002	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000003	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000004	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000005	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000006	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000007	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000008	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000009	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	
00000010	Design a report that captures the key data...	How we sought to achieve this aim...	Business Analyst	Report generated by 15th January 2023	Design	Delivery	Support	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	Report generated by 15th January 2023	

Table 1: Operational Plan Quarterly Report - (October 2016)

REGISTRATION													
Initiative Number	The Initiative Plan goals are to...	The strategies to achieve this are...	Responsibility	Performance measures	Timeline	Target	Actual	Notes	Risk	First Quarter Progress Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Year 10 Quarter Progress Comments
REG001	Improve the registration process for new students	Implement a new online registration system	Registrar	Number of new students registered	2017/18	100%	100%	100%	100%	First Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of new students registered.	Second Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of new students registered.	Third Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of new students registered.	Year 10 Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of new students registered.
REG002	Improve the registration process for existing students	Implement a new online registration system	Registrar	Number of existing students registered	2017/18	100%	100%	100%	100%	First Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of existing students registered.	Second Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of existing students registered.	Third Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of existing students registered.	Year 10 Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of existing students registered.
REG003	Improve the registration process for international students	Implement a new online registration system	Registrar	Number of international students registered	2017/18	100%	100%	100%	100%	First Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of international students registered.	Second Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of international students registered.	Third Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of international students registered.	Year 10 Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of international students registered.
REG004	Improve the registration process for students with disabilities	Implement a new online registration system	Registrar	Number of students with disabilities registered	2017/18	100%	100%	100%	100%	First Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students with disabilities registered.	Second Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students with disabilities registered.	Third Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students with disabilities registered.	Year 10 Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students with disabilities registered.
REG005	Improve the registration process for students from low-income backgrounds	Implement a new online registration system	Registrar	Number of students from low-income backgrounds registered	2017/18	100%	100%	100%	100%	First Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students from low-income backgrounds registered.	Second Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students from low-income backgrounds registered.	Third Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students from low-income backgrounds registered.	Year 10 Quarter Progress Comments: The new online registration system was implemented successfully, resulting in a 100% increase in the number of students from low-income backgrounds registered.

TABLE 27 Significant Non-Fourth Quarter Report - Jackson Burrows

[illegible]

Table 1.1: Operational Plan Quarterly Report - (October 2016)

Outcome Identifier	Key Outcome Being pursued are...	Key messages to achieve this are...	Responsibility	Performance measures	Timeline	Progress Indicators				First Quarter Progress Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
						Target	Actual	Target	Actual				
000001-1	The following things are to be...	Key messages to achieve this are...	Responsibility	Performance measures	Timeline	Target	Actual	Target	Actual	First Quarter Progress Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
000001-2				Performance measures	Timeline	Target	Actual	Target	Actual				
000001-3	The following things are to be...	Key messages to achieve this are...	Responsibility	Performance measures	Timeline	Target	Actual	Target	Actual	First Quarter Progress Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
000001-4				Performance measures	Timeline	Target	Actual	Target	Actual				

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2016-17 Open House and Open House Summary Report - Confidential Document

FACE LIFT													
Project Number	Our Corporate Philosophy	Our strategies to achieve the vision	Responsibility	Performance measures	Timeline	Project measures				First Quarter Progress Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
						Design	Supplier	Material	Big				
Project 1	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 2	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 3	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 4	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 5	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 6	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 7	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 8	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 9	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 10	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 11	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 12	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 13	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 14	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 15	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 16	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 17	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 18	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 19	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 20	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 21	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 22	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 23	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 24	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 25	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 26	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 27	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 28	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 29	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 30	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 31	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 32	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 33	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 34	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 35	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 36	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 37	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 38	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 39	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 40	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 41	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 42	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 43	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 44	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 45	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 46	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 47	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 48	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 49	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 50	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 51	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 52	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 53	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 54	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 55	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 56	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 57	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 58	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 59	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 60	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 61	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 62	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 63	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 64	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 65	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 66	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 67	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 68	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 69	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 70	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 71	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 72	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 73	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 74	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material	Big	First Quarter Progress Comments...	Second Quarter Progress Comments...	Third Quarter Progress Comments...	Fourth Quarter Progress Comments...
Project 75	Our Corporate Philosophy is to...	Our strategies to achieve the vision...	Responsibility...	Performance measures...	Timeline...	Design	Supplier	Material					

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PROJECTS												
Project Name	Project Description	Project Location	Project Status	Project Schedule				Project Budget	Project Risk	Project Impact	Project Outcome	Project Conclusion
				Start Date	End Date	Duration	Frequency					
Project A	Project A Description	Project A Location	Project A Status	Project A Start Date	Project A End Date	Project A Duration	Project A Frequency	Project A Budget	Project A Risk	Project A Impact	Project A Outcome	Project A Conclusion
Project B	Project B Description	Project B Location	Project B Status	Project B Start Date	Project B End Date	Project B Duration	Project B Frequency	Project B Budget	Project B Risk	Project B Impact	Project B Outcome	Project B Conclusion
Project C	Project C Description	Project C Location	Project C Status	Project C Start Date	Project C End Date	Project C Duration	Project C Frequency	Project C Budget	Project C Risk	Project C Impact	Project C Outcome	Project C Conclusion
Project D	Project D Description	Project D Location	Project D Status	Project D Start Date	Project D End Date	Project D Duration	Project D Frequency	Project D Budget	Project D Risk	Project D Impact	Project D Outcome	Project D Conclusion
Project E	Project E Description	Project E Location	Project E Status	Project E Start Date	Project E End Date	Project E Duration	Project E Frequency	Project E Budget	Project E Risk	Project E Impact	Project E Outcome	Project E Conclusion
Project F	Project F Description	Project F Location	Project F Status	Project F Start Date	Project F End Date	Project F Duration	Project F Frequency	Project F Budget	Project F Risk	Project F Impact	Project F Outcome	Project F Conclusion
Project G	Project G Description	Project G Location	Project G Status	Project G Start Date	Project G End Date	Project G Duration	Project G Frequency	Project G Budget	Project G Risk	Project G Impact	Project G Outcome	Project G Conclusion
Project H	Project H Description	Project H Location	Project H Status	Project H Start Date	Project H End Date	Project H Duration	Project H Frequency	Project H Budget	Project H Risk	Project H Impact	Project H Outcome	Project H Conclusion
Project I	Project I Description	Project I Location	Project I Status	Project I Start Date	Project I End Date	Project I Duration	Project I Frequency	Project I Budget	Project I Risk	Project I Impact	Project I Outcome	Project I Conclusion
Project J	Project J Description	Project J Location	Project J Status	Project J Start Date	Project J End Date	Project J Duration	Project J Frequency	Project J Budget	Project J Risk	Project J Impact	Project J Outcome	Project J Conclusion
Project K	Project K Description	Project K Location	Project K Status	Project K Start Date	Project K End Date	Project K Duration	Project K Frequency	Project K Budget	Project K Risk	Project K Impact	Project K Outcome	Project K Conclusion
Project L	Project L Description	Project L Location	Project L Status	Project L Start Date	Project L End Date	Project L Duration	Project L Frequency	Project L Budget	Project L Risk	Project L Impact	Project L Outcome	Project L Conclusion
Project M	Project M Description	Project M Location	Project M Status	Project M Start Date	Project M End Date	Project M Duration	Project M Frequency	Project M Budget	Project M Risk	Project M Impact	Project M Outcome	Project M Conclusion
Project N	Project N Description	Project N Location	Project N Status	Project N Start Date	Project N End Date	Project N Duration	Project N Frequency	Project N Budget	Project N Risk	Project N Impact	Project N Outcome	Project N Conclusion
Project O	Project O Description	Project O Location	Project O Status	Project O Start Date	Project O End Date	Project O Duration	Project O Frequency	Project O Budget	Project O Risk	Project O Impact	Project O Outcome	Project O Conclusion
Project P	Project P Description	Project P Location	Project P Status	Project P Start Date	Project P End Date	Project P Duration	Project P Frequency	Project P Budget	Project P Risk	Project P Impact	Project P Outcome	Project P Conclusion
Project Q	Project Q Description	Project Q Location	Project Q Status	Project Q Start Date	Project Q End Date	Project Q Duration	Project Q Frequency	Project Q Budget	Project Q Risk	Project Q Impact	Project Q Outcome	Project Q Conclusion
Project R	Project R Description	Project R Location	Project R Status	Project R Start Date	Project R End Date	Project R Duration	Project R Frequency	Project R Budget	Project R Risk	Project R Impact	Project R Outcome	Project R Conclusion
Project S	Project S Description	Project S Location	Project S Status	Project S Start Date	Project S End Date	Project S Duration	Project S Frequency	Project S Budget	Project S Risk	Project S Impact	Project S Outcome	Project S Conclusion
Project T	Project T Description	Project T Location	Project T Status	Project T Start Date	Project T End Date	Project T Duration	Project T Frequency	Project T Budget	Project T Risk	Project T Impact	Project T Outcome	Project T Conclusion
Project U	Project U Description	Project U Location	Project U Status	Project U Start Date	Project U End Date	Project U Duration	Project U Frequency	Project U Budget	Project U Risk	Project U Impact	Project U Outcome	Project U Conclusion
Project V	Project V Description	Project V Location	Project V Status	Project V Start Date	Project V End Date	Project V Duration	Project V Frequency	Project V Budget	Project V Risk	Project V Impact	Project V Outcome	Project V Conclusion
Project W	Project W Description	Project W Location	Project W Status	Project W Start Date	Project W End Date	Project W Duration	Project W Frequency	Project W Budget	Project W Risk	Project W Impact	Project W Outcome	Project W Conclusion
Project X	Project X Description	Project X Location	Project X Status	Project X Start Date	Project X End Date	Project X Duration	Project X Frequency	Project X Budget	Project X Risk	Project X Impact	Project X Outcome	Project X Conclusion
Project Y	Project Y Description	Project Y Location	Project Y Status	Project Y Start Date	Project Y End Date	Project Y Duration	Project Y Frequency	Project Y Budget	Project Y Risk	Project Y Impact	Project Y Outcome	Project Y Conclusion
Project Z	Project Z Description	Project Z Location	Project Z Status	Project Z Start Date	Project Z End Date	Project Z Duration	Project Z Frequency	Project Z Budget	Project Z Risk	Project Z Impact	Project Z Outcome	Project Z Conclusion

2016-17 Operational Plan: South Dakota Request - Critical Element

KIDDEKATIDE												
Project Number	Project Name	Project Description	Project Location	Project Status	Project Type	Project Size	Project Budget	Project Start Date	Project End Date	Project Manager	Project Sponsor	Project Owner
001	Project A	Project A Description	Project A Location	Project A Status	Project A Type	Project A Size	Project A Budget	Project A Start Date	Project A End Date	Project A Manager	Project A Sponsor	Project A Owner
002	Project B	Project B Description	Project B Location	Project B Status	Project B Type	Project B Size	Project B Budget	Project B Start Date	Project B End Date	Project B Manager	Project B Sponsor	Project B Owner
003	Project C	Project C Description	Project C Location	Project C Status	Project C Type	Project C Size	Project C Budget	Project C Start Date	Project C End Date	Project C Manager	Project C Sponsor	Project C Owner
004	Project D	Project D Description	Project D Location	Project D Status	Project D Type	Project D Size	Project D Budget	Project D Start Date	Project D End Date	Project D Manager	Project D Sponsor	Project D Owner
005	Project E	Project E Description	Project E Location	Project E Status	Project E Type	Project E Size	Project E Budget	Project E Start Date	Project E End Date	Project E Manager	Project E Sponsor	Project E Owner
006	Project F	Project F Description	Project F Location	Project F Status	Project F Type	Project F Size	Project F Budget	Project F Start Date	Project F End Date	Project F Manager	Project F Sponsor	Project F Owner
007	Project G	Project G Description	Project G Location	Project G Status	Project G Type	Project G Size	Project G Budget	Project G Start Date	Project G End Date	Project G Manager	Project G Sponsor	Project G Owner
008	Project H	Project H Description	Project H Location	Project H Status	Project H Type	Project H Size	Project H Budget	Project H Start Date	Project H End Date	Project H Manager	Project H Sponsor	Project H Owner
009	Project I	Project I Description	Project I Location	Project I Status	Project I Type	Project I Size	Project I Budget	Project I Start Date	Project I End Date	Project I Manager	Project I Sponsor	Project I Owner
010	Project J	Project J Description	Project J Location	Project J Status	Project J Type	Project J Size	Project J Budget	Project J Start Date	Project J End Date	Project J Manager	Project J Sponsor	Project J Owner
011	Project K	Project K Description	Project K Location	Project K Status	Project K Type	Project K Size	Project K Budget	Project K Start Date	Project K End Date	Project K Manager	Project K Sponsor	Project K Owner
012	Project L	Project L Description	Project L Location	Project L Status	Project L Type	Project L Size	Project L Budget	Project L Start Date	Project L End Date	Project L Manager	Project L Sponsor	Project L Owner
013	Project M	Project M Description	Project M Location	Project M Status	Project M Type	Project M Size	Project M Budget	Project M Start Date	Project M End Date	Project M Manager	Project M Sponsor	Project M Owner
014	Project N	Project N Description	Project N Location	Project N Status	Project N Type	Project N Size	Project N Budget	Project N Start Date	Project N End Date	Project N Manager	Project N Sponsor	Project N Owner
015	Project O	Project O Description	Project O Location	Project O Status	Project O Type	Project O Size	Project O Budget	Project O Start Date	Project O End Date	Project O Manager	Project O Sponsor	Project O Owner
016	Project P	Project P Description	Project P Location	Project P Status	Project P Type	Project P Size	Project P Budget	Project P Start Date	Project P End Date	Project P Manager	Project P Sponsor	Project P Owner
017	Project Q	Project Q Description	Project Q Location	Project Q Status	Project Q Type	Project Q Size	Project Q Budget	Project Q Start Date	Project Q End Date	Project Q Manager	Project Q Sponsor	Project Q Owner
018	Project R	Project R Description	Project R Location	Project R Status	Project R Type	Project R Size	Project R Budget	Project R Start Date	Project R End Date	Project R Manager	Project R Sponsor	Project R Owner
019	Project S	Project S Description	Project S Location	Project S Status	Project S Type	Project S Size	Project S Budget	Project S Start Date	Project S End Date	Project S Manager	Project S Sponsor	Project S Owner
020	Project T	Project T Description	Project T Location	Project T Status	Project T Type	Project T Size	Project T Budget	Project T Start Date	Project T End Date	Project T Manager	Project T Sponsor	Project T Owner
021	Project U	Project U Description	Project U Location	Project U Status	Project U Type	Project U Size	Project U Budget	Project U Start Date	Project U End Date	Project U Manager	Project U Sponsor	Project U Owner
022	Project V	Project V Description	Project V Location	Project V Status	Project V Type	Project V Size	Project V Budget	Project V Start Date	Project V End Date	Project V Manager	Project V Sponsor	Project V Owner
023	Project W	Project W Description	Project W Location	Project W Status	Project W Type	Project W Size	Project W Budget	Project W Start Date	Project W End Date	Project W Manager	Project W Sponsor	Project W Owner
024	Project X	Project X Description	Project X Location	Project X Status	Project X Type	Project X Size	Project X Budget	Project X Start Date	Project X End Date	Project X Manager	Project X Sponsor	Project X Owner
025	Project Y	Project Y Description	Project Y Location	Project Y Status	Project Y Type	Project Y Size	Project Y Budget	Project Y Start Date	Project Y End Date	Project Y Manager	Project Y Sponsor	Project Y Owner
026	Project Z	Project Z Description	Project Z Location	Project Z Status	Project Z Type	Project Z Size	Project Z Budget	Project Z Start Date	Project Z End Date	Project Z Manager	Project Z Sponsor	Project Z Owner
027	Project AA	Project AA Description	Project AA Location	Project AA Status	Project AA Type	Project AA Size	Project AA Budget	Project AA Start Date	Project AA End Date	Project AA Manager	Project AA Sponsor	Project AA Owner
028	Project AB	Project AB Description	Project AB Location	Project AB Status	Project AB Type	Project AB Size	Project AB Budget	Project AB Start Date	Project AB End Date	Project AB Manager	Project AB Sponsor	Project AB Owner
029	Project AC	Project AC Description	Project AC Location	Project AC Status	Project AC Type	Project AC Size	Project AC Budget	Project AC Start Date	Project AC End Date	Project AC Manager	Project AC Sponsor	Project AC Owner
030	Project AD	Project AD Description	Project AD Location	Project AD Status	Project AD Type	Project AD Size	Project AD Budget	Project AD Start Date	Project AD End Date	Project AD Manager	Project AD Sponsor	Project AD Owner
031	Project AE	Project AE Description	Project AE Location	Project AE Status	Project AE Type	Project AE Size	Project AE Budget	Project AE Start Date	Project AE End Date	Project AE Manager	Project AE Sponsor	Project AE Owner
032	Project AF	Project AF Description	Project AF Location	Project AF Status	Project AF Type	Project AF Size	Project AF Budget	Project AF Start Date	Project AF End Date	Project AF Manager	Project AF Sponsor	Project AF Owner
033	Project AG	Project AG Description	Project AG Location	Project AG Status	Project AG Type	Project AG Size	Project AG Budget	Project AG Start Date	Project AG End Date	Project AG Manager	Project AG Sponsor	Project AG Owner
034	Project AH	Project AH Description	Project AH Location	Project AH Status	Project AH Type	Project AH Size	Project AH Budget	Project AH Start Date	Project AH End Date	Project AH Manager	Project AH Sponsor	Project AH Owner
035	Project AI	Project AI Description	Project AI Location	Project AI Status	Project AI Type	Project AI Size	Project AI Budget	Project AI Start Date	Project AI End Date	Project AI Manager	Project AI Sponsor	Project AI Owner
036	Project AJ	Project AJ Description	Project AJ Location	Project AJ Status	Project AJ Type	Project AJ Size	Project AJ Budget	Project AJ Start Date	Project AJ End Date	Project AJ Manager	Project AJ Sponsor	Project AJ Owner
037	Project AK	Project AK Description	Project AK Location	Project AK Status	Project AK Type	Project AK Size	Project AK Budget	Project AK Start Date	Project AK End Date	Project AK Manager	Project AK Sponsor	Project AK Owner
038	Project AL	Project AL Description	Project AL Location	Project AL Status	Project AL Type	Project AL Size	Project AL Budget	Project AL Start Date	Project AL End Date	Project AL Manager	Project AL Sponsor	Project AL Owner
039	Project AM	Project AM Description	Project AM Location	Project AM Status	Project AM Type	Project AM Size	Project AM Budget	Project AM Start Date	Project AM End Date	Project AM Manager	Project AM Sponsor	Project AM Owner
040	Project AN	Project AN Description	Project AN Location	Project AN Status	Project AN Type	Project AN Size	Project AN Budget	Project AN Start Date	Project AN End Date	Project AN Manager	Project AN Sponsor	Project AN Owner
041	Project AO	Project AO Description	Project AO Location	Project AO Status	Project AO Type	Project AO Size	Project AO Budget	Project AO Start Date	Project AO End Date	Project AO Manager	Project AO Sponsor	Project AO Owner
042	Project AP	Project AP Description	Project AP Location	Project AP Status	Project AP Type	Project AP Size	Project AP Budget	Project AP Start Date	Project AP End Date	Project AP Manager	Project AP Sponsor	Project AP Owner
043	Project AQ	Project AQ Description	Project AQ Location	Project AQ Status	Project AQ Type	Project AQ Size	Project AQ Budget	Project AQ Start Date	Project AQ End Date	Project AQ Manager	Project AQ Sponsor	Project AQ Owner
044	Project AR	Project AR Description	Project AR Location	Project AR Status	Project AR Type	Project AR Size	Project AR Budget	Project AR Start Date	Project AR End Date	Project AR Manager	Project AR Sponsor	Project AR Owner
045	Project AS	Project AS Description	Project AS Location	Project AS Status	Project AS Type	Project AS Size	Project AS Budget	Project AS Start Date	Project AS End Date	Project AS Manager	Project AS Sponsor	Project AS Owner
046	Project AT	Project AT Description	Project AT Location	Project AT Status	Project AT Type	Project AT Size	Project AT Budget	Project AT Start Date	Project AT End Date	Project AT Manager	Project AT Sponsor	Project AT Owner
047	Project AU	Project AU Description	Project AU Location	Project AU Status	Project AU Type	Project AU Size	Project AU Budget	Project AU Start Date	Project AU End Date	Project AU Manager	Project AU Sponsor	Project AU Owner
048	Project AV	Project AV Description	Project AV Location	Project AV Status	Project AV Type	Project AV Size	Project AV Budget	Project AV Start Date	Project AV End Date	Project AV Manager	Project AV Sponsor	Project AV Owner
049	Project AW	Project AW Description	Project AW Location	Project AW Status	Project AW Type	Project AW Size	Project AW Budget	Project AW Start Date	Project AW End Date	Project AW Manager	Project AW Sponsor	Project AW Owner
050	Project AX	Project AX Description	Project AX Location	Project AX Status	Project AX Type	Project AX Size	Project AX Budget	Project AX Start Date	Project AX End Date	Project AX Manager	Project AX Sponsor	Project AX Owner
051	Project AY	Project AY Description	Project AY Location	Project AY Status	Project AY Type	Project AY Size	Project AY Budget	Project AY Start Date	Project AY End Date	Project AY Manager	Project AY Sponsor	Project AY Owner
052	Project AZ	Project AZ Description	Project AZ Location	Project AZ Status	Project AZ Type	Project AZ Size	Project AZ Budget	Project AZ Start Date	Project AZ End Date	Project AZ Manager	Project AZ Sponsor	Project AZ Owner
053	Project BA	Project BA Description	Project BA Location	Project BA Status	Project BA Type	Project BA Size	Project BA Budget	Project BA Start Date	Project BA End Date	Project BA Manager	Project BA Sponsor	Project BA Owner
054	Project BB	Project BB Description	Project BB Location	Project BB Status	Project BB Type	Project BB Size	Project BB Budget	Project BB Start Date	Project BB End Date	Project BB Manager	Project BB Sponsor	Project BB Owner
055	Project BC	Project BC Description	Project BC Location	Project BC Status	Project BC Type	Project BC Size	Project BC Budget	Project BC Start Date	Project BC End Date	Project BC Manager	Project BC Sponsor	Project BC Owner
056	Project BD	Project BD Description	Project BD Location	Project BD Status	Project BD Type	Project BD Size	Project BD Budget	Project BD Start Date	Project BD End Date	Project BD Manager	Project BD Sponsor	Project BD Owner
057	Project BE	Project BE Description	Project BE Location	Project BE Status	Project BE Type	Project BE Size	Project BE Budget	Project BE Start Date	Project BE End Date	Project BE Manager	Project BE Sponsor	Project BE Owner
058	Project BF	Project BF Description	Project BF Location	Project BF Status	Project BF Type	Project BF Size	Project BF Budget	Project BF Start Date	Project BF End Date	Project BF Manager	Project BF Sponsor	Project BF Owner
059	Project BG	Project BG Description	Project BG Location	Project BG Status	Project BG Type	Project BG Size	Project BG Budget	Project BG Start Date	Project BG End Date	Project BG Manager	Project BG Sponsor	Project BG Owner
060	Project BH	Project BH Description	Project BH Location	Project BH Status	Project BH Type	Project BH Size	Project BH Budget	Project BH Start Date	Project BH End Date	Project BH Manager	Project BH Sponsor	Project BH Owner
061	Project BI	Project BI Description	Project BI Location	Project BI Status	Project BI Type	Project BI Size	Project BI Budget	Project BI Start Date	Project BI End Date	Project BI Manager	Project BI Sponsor	Project BI Owner
062	Project BJ	Project BJ Description	Project BJ Location	Project BJ Status	Project BJ Type	Project BJ Size	Project BJ Budget	Project BJ Start Date	Project BJ End Date	Project BJ Manager	Project BJ Sponsor	Project BJ Owner
063	Project BK	Project BK Description	Project BK Location	Project BK Status	Project BK Type	Project BK Size	Project BK Budget	Project BK Start Date	Project BK End Date	Project BK Manager	Project BK Sponsor	Project BK Owner
064	Project BL	Project BL Description	Project BL Location	Project BL Status	Project BL Type	Project BL Size	Project BL Budget	Project BL Start Date	Project BL End Date	Project BL Manager	Project BL Sponsor	Project BL Owner
065	Project BM	Project BM Description	Project BM Location	Project BM Status	Project BM Type	Project BM Size	Project BM Budget	Project BM Start Date	Project BM End Date	Project BM Manager	Project BM Sponsor	Project BM Owner
066	Project BN	Project BN Description	Project BN Location	Project BN Status	Project BN Type	Project BN Size	Project BN Budget	Project BN Start Date	Project BN End Date	Project BN Manager	Project BN Sponsor	Project BN Owner
067	Project BO	Project BO Description	Project BO Location	Project BO Status	Project BO Type	Project BO Size	Project BO Budget	Project BO Start Date	Project BO End Date	Project BO Manager	Project BO Sponsor	Project BO Owner
068	Project BP	Project BP Description	Project BP Location	Project BP Status	Project BP Type	Project BP Size	Project BP Budget	Project BP Start Date	Project BP End Date	Project BP Manager	Project BP Sponsor	Project BP Owner
069	Project BQ	Project BQ Description	Project BQ Location	Project BQ Status	Project BQ Type	Project BQ Size	Project BQ Budget	Project BQ Start Date	Project BQ End Date	Project BQ Manager	Project BQ Sponsor	Project BQ Owner
070	Project BR	Project BR Description	Project BR Location	Project BR Status	Project BR Type	Project BR Size	Project BR Budget	Project BR Start Date	Project BR End Date	Project BR Manager	Project BR Sponsor	Project BR Owner
071	Project BS	Project BS Description	Project BS Location	Project BS Status	Project BS Type	Project BS Size	Project BS Budget	Project BS Start Date	Project BS End Date	Project BS Manager	Project BS Sponsor	Project BS Owner
072	Project BT	Project BT Description	Project BT Location	Project BT Status	Project BT Type	Project BT Size	Project BT Budget	Project BT Start Date	Project BT End Date	Project BT Manager	Project BT Sponsor	Project BT Owner
073	Project BU	Project BU Description	Project BU Location	Project BU Status	Project BU Type	Project BU Size	Project BU Budget	Project BU Start Date	Project BU End Date	Project BU Manager	Project BU Sponsor	Project BU Owner
074	Project BV	Project BV Description	Project BV Location	Project BV Status	Project BV Type	Project BV Size	Project BV Budget	Project BV Start Date	Project BV End Date	Project BV Manager	Project BV Sponsor	Project BV Owner
075	Project BW	Project BW Description	Project BW Location	Project BW Status	Project BW Type	Project BW Size	Project BW Budget	Project BW Start Date	Project BW End Date	Project BW Manager	Project BW Sponsor	Project BW Owner
076	Project BX	Project BX Description	Project BX Location	Project BX Status	Project BX Type	Project BX Size	Project BX Budget	Project BX Start Date	Project BX End Date	Project BX Manager	Project BX Sponsor	Project BX Owner
077	Project BY	Project BY Description	Project BY Location	Project BY Status	Project BY Type	Project BY Size	Project BY Budget	Project BY Start Date	Project BY End Date	Project BY Manager	Project BY Sponsor	Project BY Owner
078	Project BZ	Project BZ Description	Project BZ Location	Project BZ Status	Project BZ Type	Project BZ Size	Project BZ Budget	Project BZ Start Date	Project BZ End Date	Project BZ Manager	Project BZ Sponsor	Project BZ Owner
079	Project CA	Project CA Description	Project CA Location	Project CA Status	Project CA Type	Project CA Size	Project CA Budget	Project CA Start Date	Project CA End Date	Project CA Manager	Project CA Sponsor	Project CA Owner
080	Project CB	Project CB Description	Project CB Location	Project CB Status	Project CB Type	Project CB Size	Project CB Budget	Project CB Start Date	Project CB End Date	Project CB Manager	Project CB Sponsor	Project CB Owner
081	Project CC	Project CC Description	Project CC Location	Project CC Status	Project CC Type	Project CC Size	Project CC Budget	Project CC Start Date	Project CC End Date	Project CC Manager	Project CC Sponsor	Project CC Owner
082	Project CD	Project CD Description	Project CD Location	Project CD Status	Project CD Type	Project CD Size	Project CD Budget	Project CD Start Date	Project CD End Date	Project CD Manager	Project CD Sponsor	Project CD Owner
083	Project CE	Project CE Description	Project CE Location	Project CE Status	Project CE Type	Project CE Size	Project CE Budget	Project CE Start Date	Project CE End Date	Project CE Manager	Project CE Sponsor	Project CE Owner
084	Project CF	Project CF Description	Project CF Location	Project CF Status	Project CF Type	Project CF Size	Project CF Budget	Project CF Start Date	Project CF End Date	Project CF Manager	Project CF Sponsor	Project CF Owner
085	Project CG	Project CG Description	Project CG Location	Project CG Status	Project CG Type	Project CG Size	Project CG Budget	Project CG Start Date	Project CG End Date	Project CG Manager	Project CG Sponsor	Project CG Owner
086	Project CH	Project CH Description	Project CH Location	Project CH Status	Project CH Type	Project CH Size	Project CH Budget	Project CH Start Date	Project CH End Date	Project CH Manager	Project CH Sponsor	Project CH Owner
087	Project CI	Project CI Description	Project CI Location	Project CI Status	Project CI Type	Project CI Size	Project CI Budget	Project CI Start Date	Project CI End Date	Project CI Manager	Project CI Sponsor	Project CI Owner
088	Project CJ	Project CJ Description	Project CJ Location	Project CJ Status	Project CJ Type	Project CJ Size	Project CJ Budget	Project CJ Start Date	Project CJ End Date	Project CJ Manager	Project CJ Sponsor	Project CJ Owner
089	Project CK	Project CK Description	Project CK Location	Project CK Status	Project CK Type	Project CK Size	Project CK Budget	Project CK Start Date	Project CK End Date	Project CK Manager	Project CK Sponsor	Project CK Owner
090	Project CL	Project CL Description	Project CL Location	Project CL Status	Project CL Type	Project CL Size	Project CL Budget	Project CL Start Date	Project CL End Date	Project CL Manager	Project CL Sponsor	Project CL Owner
091	Project CM	Project CM Description	Project CM Location	Project CM Status	Project CM Type	Project CM Size	Project CM Budget	Project CM Start Date	Project CM End Date	Project CM Manager	Project CM Sponsor	Project CM Owner
092	Project CN	Project CN Description	Project CN Location	Project CN Status	Project CN Type	Project CN Size	Project CN Budget	Project CN Start Date	Project CN End Date	Project CN Manager	Project CN Sponsor	Project CN Owner
093	Project CO	Project CO Description	Project CO Location	Project CO Status	Project CO Type	Project CO Size	Project CO Budget	Project CO Start Date	Project CO End Date	Project CO Manager	Project CO Sponsor	Project CO Owner
094	Project CP	Project CP Description	Project CP Location	Project CP Status	Project CP Type	Project CP Size	Project CP Budget	Project CP Start Date	Project CP End Date	Project CP Manager	Project CP Sponsor	Project CP Owner
095	Project CQ	Project CQ Description	Project CQ Location	Project CQ Status	Project CQ Type	Project CQ Size	Project CQ Budget	Project CQ Start Date	Project CQ End Date	Project CQ Manager	Project CQ Sponsor	Project CQ Owner
096	Project CR	Project CR Description	Project CR Location	Project CR Status	Project CR Type	Project CR Size	Project CR Budget	Project CR Start Date	Project CR End Date	Project CR Manager	Project CR Sponsor	Project CR Owner
097	Project CS	Project CS Description	Project CS Location	Project CS Status	Project CS Type	Project CS Size	Project CS Budget	Project CS Start Date	Project CS End Date	Project CS Manager	Project CS Sponsor	Project CS Owner
098	Project CT	Project CT Description	Project CT Location	Project CT Status	Project CT Type	Project CT Size	Project CT Budget	Project CT Start Date	Project CT End Date	Project CT Manager	Project CT Sponsor	Project CT Owner
099	Project CU	Project CU Description	Project CU Location	Project CU Status	Project CU Type	Project CU Size	Project CU Budget	Project CU Start Date	Project CU End Date	Project CU Manager	Project CU Sponsor	Project CU Owner
100	Project CV	Project CV Description	Project CV Location	Project CV Status	Project CV Type	Project CV Size	Project CV Budget	Project CV Start Date	Project CV End Date	Project CV Manager	Project CV Sponsor	Project CV Owner

Table 17: Operational Plan - Output - Output Summary - Output Summary

Initiative Number	The Component Program and its...	The strategies to achieve this...	Responsibility	Performance measures	Initiative	Progress Indicators				Key Risks/Program Comments	Strategic Output Comments	Other Risks/Program Comments	Key Risks/Program Comments
						Target	Actual	Score	RA				
2016/17-01	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-02	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-03	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-04	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-05	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-06	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-07	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-08	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-09	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-10	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-11	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output
2016/17-12	The first output is to provide a...	The first output is to provide a...	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output	Strategic Output

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Table 17: Operational Plan 2016/2017 - Labour Costs

Indicator Number	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Progress Indicators					Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
						Target	Actual	Target	Actual	Target				
2016/2017-1	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-2	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-3	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-4	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-5	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-6	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-7	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-8	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-9	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-10	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-11	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments
2016/2017-12	Key Objective/Target	Key Indicator/Measure	Responsibility	Performance measures	Target	Actual	Actual	Actual	Actual	Actual	Key Risks/Impacts/Comments	Second Quarter Progress Comments	Third Quarter Progress Comments	Fourth Quarter Progress Comments

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[illegible]

**ORDINARY MEETING OF
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12.5 Executive Manager Corporate and Community Services Monthly Update – June 2017

Date: 18 July 2017
Author: David Lewis, Executive Manager Corporate & Community Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

This report provides Council with a brief summary of key operational activities undertaken by Corporate and Community Services during June 2017.

Officer's Recommendation:

THAT the Executive Manager Corporate and Community Services Monthly Update be received and noted.

Report

1. Introduction

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

2. Background

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

3. Report

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

FINANCE AND CUSTOMER SERVICES

Finance

The adopted rates model has been set up in the system and testing commenced for the first levy of the 2018 rates which is expected to be sent out in mid-August. The updated Revenue Statement and rating categories have been added to the website and provided to Council's printers in preparation for the rates issue. The Revenue Team remain proactive in their preparations for issuing the rates notices within the expected timeframes. At the end of June 95.70% of the rates levied for 2016/17 had been collected which is on par with previous years.

The budget has been adopted and loaded into Council's financial system for the 2017/18 financial year. The end of year system rollover processes went smoothly and the time taken was one hour less than previous years. The external auditors completed their second field visit with no significant issues identified and will return in August to finalise the audit.

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Free training for suppliers on the “Top 10 Tips for Tendering with Government” was held on 8 June with the presentation by state government procurement officers and information on LVRC processes. The event was a success and it is hoped that there will be further sessions arranged later in the year on topics of interest.

Customer Services

This section of the report breaks down June 2017 activity within the Customer Services Branch by service type.

Service Requests

Details of June customer service requests and recent trends in relation to same are detailed in the two attachments to this report.

Councillor requests

During June there were 21 new Councillor requests with 44 Councillor requests remaining open at 30 June 2017.

Telephones

2,961 telephone calls attempted to connect with Council’s telephone exchange in June 2017. During the month, due to resourcing constraints, Council’s service level dropped to 76.16%.

During the month Council’s “call back” function increased, with 63 calls logged in June; there were also 63 live chats performed during the month which is a significant increase from May.

QGAP

There were 562 QGAP transactions processed by Council during June.

COMMUNITY FACILITIES AND SERVICES

Facilities

Laidley Recreation Reserve Lighting Replacement

- Light aiming / adjusting of all LED lights were completed and approved by four (4) lighting engineers on 22 June.
- Lighting control panel / switching installation and commissioning was completed by 28 June.
- Energex have advised they will supply and install the larger pole transformer to upgrade the electricity supply to this site at minimal cost to Council. Council is now awaiting the cost from Council’s electricity retailer for connection.

Laidley Library and Customer Service Centre

- Library and Customer Service staff relocated into the building between 5 and 9 June.
- Open Green Space turf and landscaping completed.
- Library and Customer Service staff began operations on 12 June.

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- External signage to the building installed on 14 June.
- Flagpoles installed on 15 June.
- Grand opening held on 17 June.

RV Park

- Installation of the dump point and sewer connection on hold and awaiting further response from QUU for the Trade Waste approval condition – “dump point must be supervised when open and securely closed when not in use”.
- IWS completed roadworks and seal on 23 June
- Facilities poured BBQ slab on 28 June.

Laidley Pool Disabled Toilet & Shade Structures

- LVRC staff to remove old shade shelters and concrete slabs by the 31st May.
- Plans and certificates submitted to Building Certifier for building approval.
- Facilities site preparation of slab area completed on 23 June.

Gatton Admin Smoke Detector System

- Ferm Engineering submitted a brief report and concept design for Council review on 21 June.
- Ferm Engineering to complete a site measure of the building layout on 28 June.

Gatton Shire Hall Basement Exit

- Ferm Engineering submitted a brief report and concept design for LVRC review 21 June.

Libraries

During June, 212 new members joined our service with 9,417 items being issued.

Child Care

Average occupancy rates for the month of June were Gatton 76% and Kensington Grove 59.5%.

HEALTH, WASTE & REGULATORY SERVICES

Local Laws

A total of 440 Health, Waste and Regulatory Services CRMs were received by Council during Jun 2017, of these 127 remained open at month end.

There were twelve (12) dog attacks during June with 5 of these attacks on a person.

Within the period there were 28 warning Notices issued to animal owners.

Within the period here have been 14 x Infringement Notices issued to animal owners / others by Local Laws Compliance Officers (plus Dog Survey Officer Infringements)

Details of the warning notices compared to prior months are outlined in the following table.

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Infringements	Period 23 Mar - 22 Apr 2017	Period 23 April - 31 May 2017	Period 1 – 30 June 2017
Registration	5	5	5
Wandering / Straying	1	6	4
Fence/enclosure		2	4
Non-Compliance with a Notice	1	1	4
Illegal Littering / Dumping	1		4
Warning Notices			
LLO	25	20	28

Further activities in the Local Laws space included:

- 6,495 Dog Registration Renewals for the 2017-2018 Period were issued,
- PetPEP Presentation undertaken at Forest Hill State School,
- Staff attended Fire Ant Training,

Environmental Health

- In excess of 160 Annual Food Licence Inspections were completed for the 2016 – 2017 period,
- Both EHO's attended Fire Ant Training,

Waste

- EHP conducted audit inspections of Council Landfill sites
- QLD Police advised that they had apprehended the person/s responsible for a series of recent break and enters to LVRC Waste Sites.

INFORMATION SERVICES

Laidley Records Relocation Project

- Relocation has been completed.

CCTV

- It has been discovered that the Forest Hill CCTV is not retaining footage for a minimum of 30 days as per our policy. This is being rectified – Council is waiting on an appropriate HDD to be installed by Secure Solutions.
- McDonald's corner PTZ camera has been replaced with three fixed cameras providing coverage of the intersection, William Street approach (from Gatton State School) and traffic west of the intersection.

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- Request has been made by Gatton Police to view Lake Apex carpark and skate park cameras. Work has been carried out our end to enable Secure Solutions to provide access. Access expected to be provided by 30 June.

Skype For Business (SFB)

- Reconfiguration of groups due to identified requirements as part of the Phone Fox project is ongoing.

Gatton Server Room

- LVRC server equipment has been moved to new racks.
- Cabling previously strung above ground between the Depot Store and Workshop has been moved to the new underground conduit.

Technology One

- Focus has been predominantly on implementing new configuration required to adhere to the new Planning Act. Effective 3 July. This configuration affects both the Planning & Building units. This work is on-track.
- CRM Review – On hold due to higher priorities. Continuing work required on minor workflows. Animals CRMs are still overstated as Enforcement & Permits for these are not yet configured. Review required of existing reports to determine if we can move to Dashboard reporting rather than emailed reports.
- CiA BI Analytics – CRM & Capital Works Budget Dashboards deployed down to Supervisor/Coordinator level. Further distribution awaiting new release of software for better administrative functionality.

ECM Upgrade

- Go Live date has been pushed back to September.
- Test Environment refresh planned for 15 June.

Security

- All door reader upgrades have taken place, with the exception of Lockyer Valley Sports & Aquatic Centre.
- All identified IT locks have been re-keyed to a new master key system. Relevant officers and contractors have received copies of required keys.

Security Awareness Training

- Decision has been made to go with Schoolkeep as our LMS solution and Symantec for security awareness training content.

Develop ICT BCP/Disaster Recovery Plan

- ICT BC&DRP was adopted by Council on 22 April 2017.

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Digital Signatures

- Investigating options on way forward.

Internet Service & Data Links

- Service through UQSchooolsNet is scheduled to be terminated at the end of July
- NBN Link not available at this time.
- New Telstra fibre link has been installed.
- Telstra fibre link installed. AusIT to commission next week. Cut over expected by the end of July.
- A decision has been made to hold off on any major additional links until the current Telstra Whole Of Business contract expires in May 2018.

GIS Application Replacement

- Soft launch of Intramaps went ahead on schedule. Testing has been successful.
- Go Live date is expected to be 3 July.

Records storage and record digitisation

- The IM Team has been advised to focus on the ECM Upgrade as a priority over the records relocation project.

Intranet Upgrade

- No change due to Steering Committee meetings pushed back due to higher priorities.

TechOne Property & Rating

- Meeting with TechOne on the 18 April was very productive and answered a lot of questions around timing and functionality of Property and Rating. Aiming to commence the project in the second half of 2017 and work towards a Go Live in the second or third quarter of 2018.

DISASTER MANAGEMENT

Disaster Management Coordinator & Local Disaster Coordinator met with Mayor to discuss proposal by Toowoomba District Disaster Coordinator an additional and more senior QPS/DDC presence in the LOCAL Disaster Coordinator Centre during events. After discussion it was decided to remain with the current arrangements and not to accept the proposal. Disaster Management Coordinator has informed the Distract Disaster Coordinator of the meeting outcome and that the Mayor has indicated that she is willing to meet to discuss further if required.

Disaster Management Regional Capability Building Project

DILGP has approved the requested project scope change as submitted by DM. The project will now consist of:

1. Commissioning of portable communications kit
2. Building of hydrology models to support the waterride system

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3. Installation of rain events prior to 2012 into the waterride system
4. Development of an intelligence overlay for Grantham and Gatton to Glenore Grove areas.

Disaster Management Coordinator attended Toowoomba DDMG meeting 20/06/17. Meeting included a session on local risks and hazards and how these will form part of the State Risk & Hazard Plan.

Disaster Management Coordinator attended QRA Floodplain Community Resilience workshop in Brisbane 23 June. Workshop included brainstorming of agencies' input into building resilience in the community. Disaster Management Coordinator presented the Backpacker BBQ oversight and how this vulnerable sector of the community benefits.

Disaster Management Coordinator met with RSPCE Emergency Manager 23 June regarding animal welfare during disasters.

Disaster Management Coordinator & Disaster Management Program Officer met with community members from Scenic Drive Silver Ridge on 27 June. The meeting was also attended by RFSQ Regional Director, the Deputy Brigade leader of the brigade and Cr Holstein. The meeting was arranged to address safety issues for the local community relating to an easement in their estate that was originally designed for fire egress and mitigation purposes.

Meeting with Forest Hill Local Disaster Community Coordination Committee took place Wednesday 31 May. A further meeting is planned for July 3.

BUSINESS IMPROVEMENTS

Strategic Planning (including Operational Plan)

- Operational Plan adopted by Council with the 2017/18 Budget

Audit and Risk

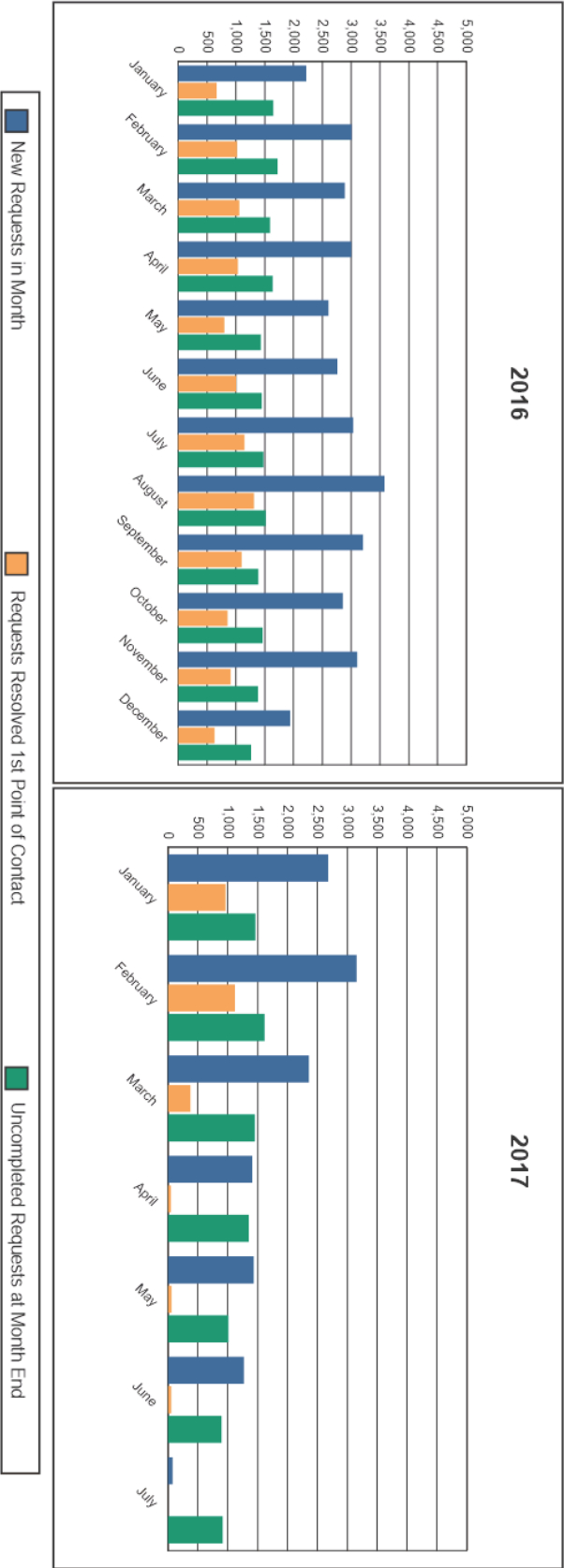
- Audit and Risk Committee meeting held on 21 June 2017

Attachments

1View	Statistics - Whole of Council - 201706	1 Page
2View	Statistics - CCS Workgroup - 201706	1 Page
3View	Statistics - CCS - Top Ten - 201706	1 Page

Customer Requests Whole of Council
Month Ending : July 2017

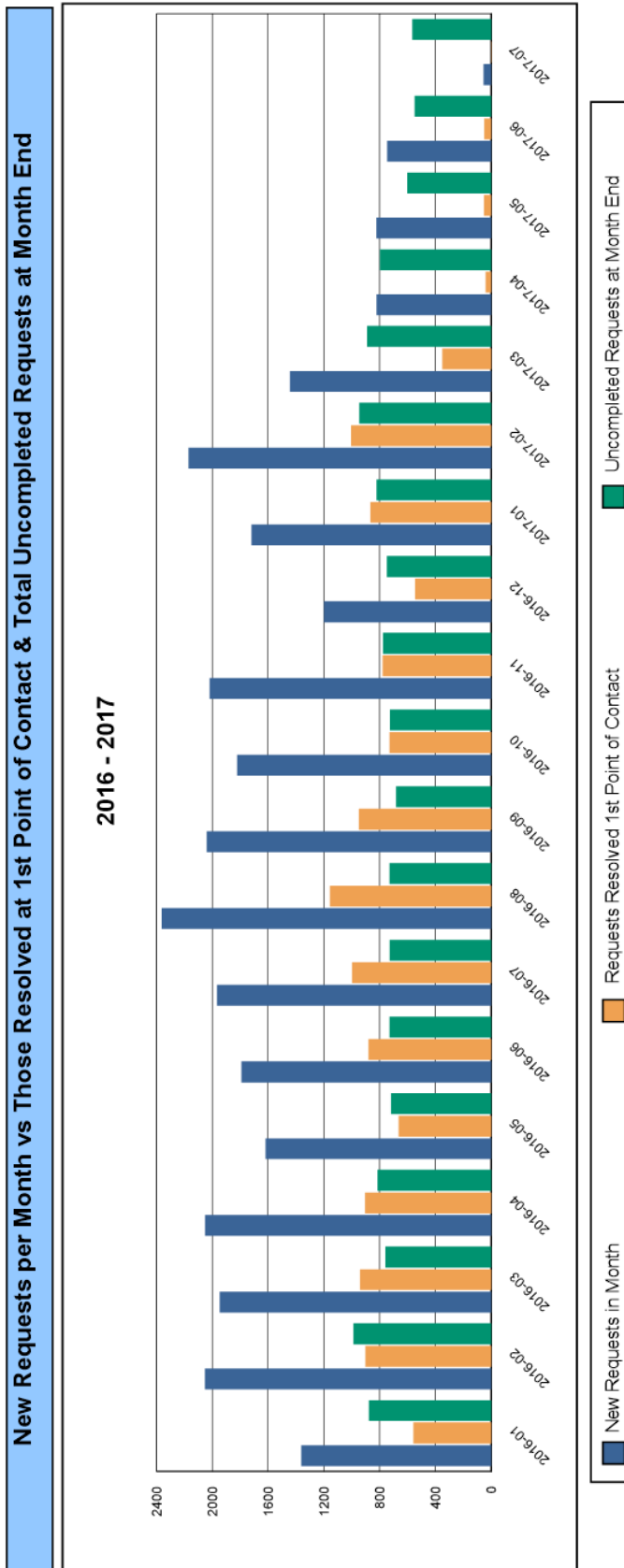
New Requests per Month vs Those Resolved at 1st Point of Contact & Total Uncompleted Requests at Month End



Customer Requests Statistics - Whole of Council

Month Ending : 04/07/2017

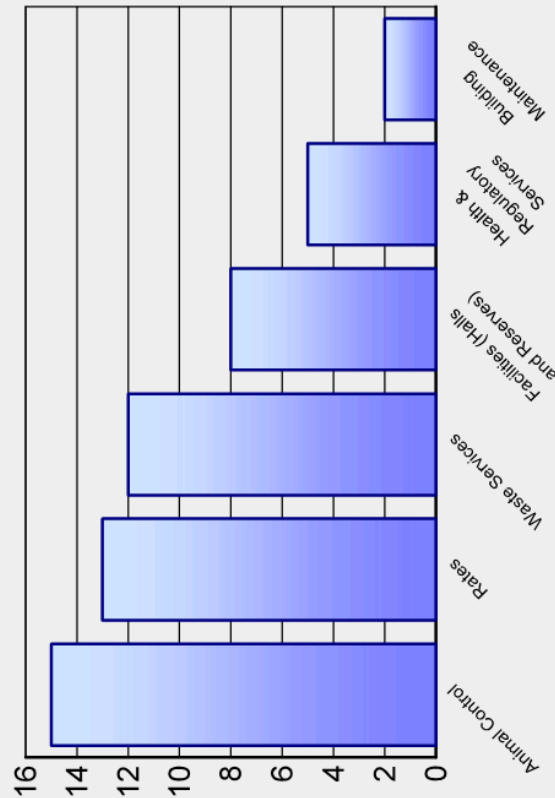
Customer Requests For Executive Group - Corporate & Community Services
Month Ending : July 2017



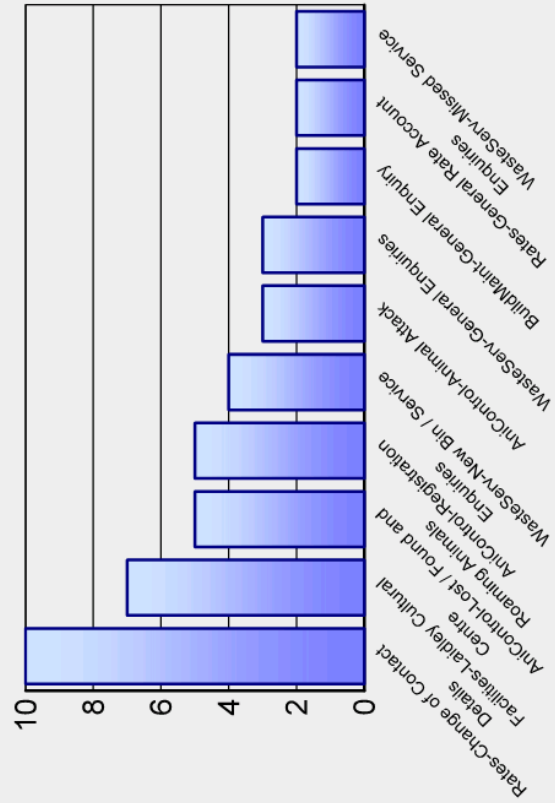
Customer Requests For Executive Group - Corporate & Community Services
Month Ending : July 2017

Top 10 Requests

Top 10 Request Groups in Month



Top 10 Request Categories in Month



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13. INFRASTRUCTURE WORKS AND SERVICES REPORTS

13.1 Executive Manager Infrastructure Works and Services Monthly Update

Date: 04 July 2017

Author: Myles Fairbairn, Executive Manager Infrastructure Works & Services

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

Summary:

This report is to update Council on the emerging matters arising since Council last met in regards to the Infrastructure Works and Services Group.

Officer's Recommendation:

THAT Council receive and note the Executive Manager Infrastructure Works and Services Monthly update.

Report

1. Introduction

This report is to provide an update to Council on activities and issues for the Infrastructure Works and Services Group since Council's meeting of 14 June 2017.

2. Background

The previous Infrastructure Works and Services report to Council as described above. Activities undertaken and issues arising are described in the body of this report.

3. Report

2017 NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS

As a result of the damage caused by ex-Tropical Cyclone Debbie, the Queensland Minister for Police, Fire and Emergency Services activated the Commonwealth/State Natural Disaster Relief and Recovery Arrangements (NDRRA) on 01 April 2017.

This activation applies to the impacts arising from the rainfall and flooding between 28 and 31 March 2017.

Immediately after the flood event, Council crews undertook debris removal (playgrounds, parks, roads, bridges) and did temporary road repairs to enable access. This work was done as part what is described as Counter Disaster Operations and/or Emergent works. The permanent Restoration of Essential Public Assets (REPA) may take some time due to the need to accurately scope the damage (at each relevant location), then design and construct the works in an appropriate fashion in accordance with the NDRRA guidelines. The REPA inspections have commenced with damage assessments undertaken. The team will continue to inspect Council's road and drainage assets in impacted areas over the next month in order

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to prepare the form 4 for submission to QRA. Initial inspections show limited damage to structures constructed post 2013 with the majority of restoration work identified thus far being to fully restore capacity and reinstate protection of roads and floodways.

Note that costs associated with cleaning and restoring playgrounds, parks, memorials, sporting assets, etc., are NDRRA ineligible, i.e., costs are fully borne by Council.

Estimate of REPA damage repair as at 30 June 2017 is approximately \$700K, excluding a potential landslip site identified on East Egypt Road.

BLACK SPOT PROGRAM

Australian Government's Black Spot Road Safety Programme 2016-17

In April 2016, Lockyer Valley Regional Council was awarded funding for eleven (11) projects through the Federal Government's Black Spot Road Safety programme for 2016-17. The status of the projects is as follows.

100% complete

- Gehrke Road, 1.5km section near Carol Anne Court, REGENCY DOWNS – Shoulder widening. Installation of new traffic signs \$470,000
- Old Laidley-Forest Hill Road, between Harvey Road and Forest Hill-Fernvale Road, LAIDLEY NORTH – Road widening and shoulder installation. Installation of signage and drainage works \$552,000
- William Street / Orton Street intersection, LAIDLEY – Intersection upgrade. Traffic island, signage and marking improvements \$77,500

>95% complete (operating, but minor works to be completed)

- Australia II Drive, between Thallon Road and Bond Court, KENSINGTON GROVE – Shoulder widening, guardrails and hazard markers \$615,500
- Tenthill Creek Road / Winwill Connection Road, LOWER TENTHILL – Intersection upgrade. Improvements to shoulders, street lighting and advance warning signs, line marking, guideposts \$149,500
- Markai Road / Nangara Road intersection, LOCKYER WATERS – Intersection upgrade. Shoulder widening, delineation improvements, signage and lighting \$71,000

Under construction

- Lake Clarendon Way / Main Greenswamp Road intersection, LAKE CLARENDON – Intersection upgrade. Upgrade existing line marking, signs and implementation of further varied warning signs \$414,000
- Thallon Road, between Funk Road and Niemeyer Road, KENSINGTON GROVE – Shoulder widening and signage improvements at bends/curve and intersection. Review speed limit and associated signage \$954,000

Design phase – construction soon to commence

- East Street / Crescent Street, GATTON – Intersection upgrade \$140,200
- North Street / William Street intersection, GATTON – Intersection upgrade \$178,500
- Railway Street intersection, near Winston Street, LAIDLEY – Delineation, signage and intersection improvements \$91,000

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Several of the above-mentioned projects are under construction or soon to commence; Council has been granted extensions through until September 2017 on the projects that are under construction and soon to commence.

Australian Government's Black Spot Road Safety Programme 2017-18

The funded projects for 2017-18 are:

- (a) Harm Drive / Lake Clarendon Road intersection upgrade, CROWLEY VALE
 - Change intersection priority in favour of Harm Drive, upgrade intersection delineation, install street lighting to improve visibility and upgrade pavement on Lake Clarendon Road \$56,500
- (b) Litfin Bridge (Robinsons Road crossing of Tenthill Creek), GATTON
 - Improve signage and delineation on approaches to bridge and replace damaged guardrail \$41,500
- (c) Summerholm Road (Warrego Highway to Knopkes Crossing (south of Harch Road)) safety improvements, SUMMERHOLM
 - Review and install signage for roads and bridges, upgrade line marking, raised reflective pavement markers, chevron alignment markers and guideposts and resurface sections of pavement \$66,000

The funding for 2017-18 by the Australian Government for Queensland is around 35% of that set aside for 2016-17. For both the 2015-16 and 2016-17 programmes, there was greater support in the programme for projects in regional councils and those focused on proactive crash prevention (rather than simply historic crash numbers). Proactive interventions are now less favoured in the current system (as was formerly the case in 2014-15 and beforehand).

TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME (TIDS)

The following table provides an update on TIDS Program for 2016-17:

Project Description	Total Project Costs	% of Works completed to date	Comments
Hatton Vale State School – crossing and footpath road safety works	\$60,000	100%	Project completed
Airforce Road – widen shoulders and sealing	\$280,000	100%	Project completed
Crowley Vale Road – road rehabilitation and culvert replacement	\$500,892	100%	Project completed
Lake Clarendon State School parking upgrades	\$75,000	100%	Project completed
Woodlands Road – widen shoulders and sealing	\$273,836	100%	Project completed
Lake Clarendon Way – road rehabilitation	\$220,000	100%	Project completed

FUNDING APPLICATIONS

An update on funding applications is provided below:

- *Building Better Regions* (Australian Govt) application for Amos Road Upgrade, Withcott was submitted on 28th February 2017. This would upgrade the eastern road access into Jubilee Park. Awaiting funding decision.
- *Building Our Regions* (State Govt) for Forest Hill Stage 2 flood mitigation works. RMA progressing with concept design flood modelling. Detailed funding application submitted 07 April 2017. Awaiting funding decision.
- 2017-18 *Cycle Network Local Government Grants Program*. Two applications were submitted 27 January 2017.
 - Not funded. Construction of Spencer Street upgrade of shared pathway, Gatton
 - Funded. Planning and design for Lake Apex Drive (Denis Minson Drive to Hawck Street) on-road cycle facility, Gatton
- *Black Spot* road safety submissions for design and construction in 2017-18
 - 18 projects were submitted June 2016. Three projects funded (as described elsewhere in this report).
- Laidley Flood Mitigation Project (*Community Resilience Fund* (State Government, DILGP)).
 - Community consultation took place on 17 January 2017 as well as further stakeholder meetings with Department of Transport and Main Roads and Queensland Rail.
 - Operational Works application has been submitted – currently responding to information request.
 - Contract documents for construction being finalised
 - Construction now forecast to commence in August/September 2017
- Department of Infrastructure, Local Government and Planning 2016-17 Grants and Subsidies Programs
 - Stormwater Catchment Modelling, Planning and Design for Gatton Sub-catchments.
 - 60% DILGP subsidy of \$150,000 approved to complement \$100,000 from LVRC
 - Initial payment of \$45,000 for the project received
 - Tenders have been received, with negotiations on scoping and price pending.
- UQ to Gatton CBD Active Transport Link (*Queensland Tourism Demand Driver Infrastructure Fund 2017-18*)
 - Application submitted on 05 December 2016 seeking \$300,000 funding from Australian Government for the \$900,000 project. Awaiting funding decision.
- Bridges Renewal Programme (Australian Govt) – two applications were submitted
 - Mahon Bridge, Grantham for works on the pile-to-headstock connection \$70,000
 - Steinkes Bridge strengthening \$490,000
- Department of Communities, Child Safety and Disability Services
 - An age-friendly community grants program
 - Funding application to be submitted early June 2017 for Allan St (Princess St to Old College Rd) footpath, Gatton

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PARKS, GARDENS AND CEMETERIES (PGC) UNIT

The Parks, Gardens and Cemeteries Unit has undertaken the following activities during June 2017:

Capital Works

Strategy / Activity / Project / Program	Update	Next step
Koala Park Drainage	Continue watering of turf and monitoring of other eroded areas	Completed
Gatton Cemetery expansion	Land clearing of extra land completed, master planning of the Gatton cemetery continuing	Continue planning of the cemetery ready for the financial contributions
William Kemp Bollards	Replacement of existing bollards. Bollards ordered	Installation of bollards to occur when bollards arrive
Laidley Library green space	Washing of foot paths and continued watering of turf and plants completed	Completed
Laidley Recreation Reserve	Removal of old damaged seats, new aluminium seats ordered	Installation of new seats completed 28/6/17

Maintenance Works

- Mowing
 - Gatton and Laidley parks and streets
 - Laidley Recreation Reserve
 - Forest Hill Rec Reserve mowing
 - Gatton Showgrounds for Athletic Carnival
- Playgrounds
 - Quarterly playground audit completed
 - Repairs continuing
- Furniture Maintenance
 - Painting of decks at Cunningham Crest Lookout
 - Painting of bollards at Koala Park to preserve asset
- Landscaping
 - Welcome to Gatton Eastern Drive Landscaping
 - Grantham gardens weeding and mulching
 - Pruning of hedges at Centenary Park and Gatton Squash Court
 - McNulty Park irrigation upgrade
 - Screening hedge at Merryfields
 - Plant a tree day preparation Gatton Lake Apex Park
- Event Assistance
 - Event equipment delivered for Chrome and Clutter at Laidley
 - Art Project at Gatton Squash Courts
- Cemeteries maintenance
 - Funeral at Laidley 26/6/17, 23/6/17

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- General Maintenance/Business
 - CRM resolution across the region
 - Rubbish run continuing across the region

ROADS AND DRAINAGE UNIT

Capital Works

In addition to the Black Spot and TIDS projects listed previously, the Roads and Drainage Unit has undertaken the following activities during June 2017:

Strategy / Activity / Project / Program	Update	Next step
Lakeview Accommodation	Minor works pending due to sewer works still in progress	On-going. Waiting on Sewer works to be completed
Reseals	Asphalt repairs programmed for the Main St in Gatton CBD	On-going. Availability of asphalt contractors is an issue and probably be in July
Gatton Rv Park	Sealed access Road and invert crossing	Works Completed

Maintenance Works

- Gravel road grading works being done at:
 - Laidley
 - Laidley Ck West
 - Laidley Heights
 - Laidley South
 - Mulgowie
 - Upper Lockyer
 - Hatton Vale
 - Preston
 - Upper Flagstone
- Roadside spraying
 - Nil
- Road pavement repairs
 - Gatton
 - Regency Downs
- Vegetation control and slashing
 - Ringwood
- Drainage works
 - Hatton Vale
- Road patching works
 - Ingoldsby
 - Plainland
 - Lockyer Waters

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- Vinegar Hill
- Woodlands
- Traffic signs and linemarking work
 - Adare
 - Blenheim

Road and drainage defects

The graph provided as Attachment A shows the status of the roads and drainage defects from 30 June 2016 until 15 June 2017.

There are approximately 270 less defects currently than 12 months ago. The maintenance priority level (MPL) has reduced to below 300,000 and remained fairly constant over the past 6 months. As expected, the normalisation of the MPL shows that Council is committing an appropriate amount of resources both physical and financial to manage risk attributed to roads and drainage assets and the public's interaction with these assets across the region.

There is still work to be done to understand if the MPL value of 300,000 is an appropriate level of service and whether or not further efficiencies can be gained to reduce the MPL without committing extra funding.



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PLANNING AND DESIGN UNIT

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

Strategy / Activity / Project / Program	Update	Next step
Toowoomba second range crossing	Ongoing meeting with various teams from Nexus. Monitoring impact on local roads and community. Nexus have commenced condition survey of roads. Jones Road works approved. Morleys/McNamaras Roads IFA Stage 6 Council report endorsed, with 2 outstanding items to go back to Council.	Postmans Ridge Road Returned Works – Engineering Consultants reviewing Stage 6 design, as well reviewing existing road and providing recommendations for improved signage/speed to match in with Returned Works.
Buaraba St outfall	Outfall works on hold and monitoring levels monthly. Also monitoring internal drain for further movement. Considering alternative design for outfall which doesn't involve removing gabions and is easier to construct. Original design sourced, which is in line with alternative proposed design.	Latest survey results show some movement over time, detailed analysis of results to be undertaken.
Footpath Projects on TMR roads	Spencer St	Funding application unsuccessful.
Gatton Revitalisation	Footpath colour trial – Brick n Pave CBD street lighting – GHD Treescape rubber bases trial complete	Report on Streetlighting project has been submitted to Council. Proceeding to detail design.
Stormwater Catchment Modelling, Planning and Design for Gatton Sub-catchments	Funding of \$150,000 received for project, (60/40 funding), to be complete by November 2017. Initial payment of \$45,000 for the project received.	Negotiating the scope of works and price prior to entering into a contract with Water Modelling Solutions.
Laidley Flood Mitigation	Application submitted for Community Resilience Fund – Laidley Flood Mitigation Works – drainage channel and associated levee construction. Community consultation has been undertaken, good feedback received. Further projects identified from this consultation, and downstream bat area and creek has been checked as tree clearing and tidying up requested here.	Response to information request pending. Tender documents ready to be released for tender once operation works approval is received.

PLANT AND FLEET UNIT

Below is a summary of the Plant and Fleet Unit activities:

- General
 - Internal plant hire recoveries for 2016/2017 will be slightly ahead of budget for the financial year.

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- Overall fleet maintenance budget for 2016/2017 is on budget for the financial year.
 - Depot budget for 2016/2017 is on budget for financial year.
 - Awaiting insurance advice on motor vehicle damaged in traffic accident (FL000555 Toyota Hilux – Plumbing and Building)
 - Renewal of cleaners van out for quotation.
 - Doosan Loader sent for disposal. Replacement loader has been delivered and commissioned.
- The following invitation for quotations has been sent out through Vendor Panel to the local suppliers.
 - LVRC17-33 Supply and delivery of two (2) only new Diesel Dual Cab 4x4 Tray Back Utilities. – Orders for these vehicles has been placed with Lockyer Valley Toyota with delivery due end of July 2017.
- Recent purchases include:
 - VP75303 – Zero Turn Ride-on Mower. An order has been placed with Lockyer Farm Machinery for the purchase of a Hustler Fastrak 54” cut Zero Turn mower. This unit will be used at the Laidley Recreational Reserve. Delivery is expected week ending 30/06/2017.
 - LVRC 17-26 Single Cab Tray Back 4x4 utility. An order has been raised to purchase a Toyota Hilux SR single cab tray back utility. This unit will be used by pest management. Delivery due end of July 2017.
 - 2 X Quipcorp dual hose reel spray units. Exemptions from competitive quotes being finalized and order will be raised for purchase of these units for Pest Management. These units have been delivered
 - 8 X 5 Tandem Axle Box Trailer. Workshop will fabricate this trailer which will be used by pest management. Fabrication has commenced.

ASSET MANAGEMENT UNIT

Below is a summary of the Asset Management Unit:

- General
 - Strategic Service Management Plan for LVRC completed and adopted by Council at the budget meeting 27 June 2017
 - The following service management plans have been adopted at the budget meeting 27 June 2017.
 - Transport
 - Fleet
 - Parks and Gardens
 - Buildings and Facilities
 - Disaster Management
 - Information and Communication Technology
 - Budget formally adopted 27 June 2017 including \$2.06m for plant and fleet renewal.
 - REPA damage assessment should be completed in approximately 3 weeks. Damage to date (27/6/2017) identified has an estimated value of \$700K.

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INFRASTRUCTURE SUPPORT SERVICES (WORKSHOP, ASSET MANAGEMENT AND ADMINISTRATION)

Below is a summary of the Infrastructure Support Services (Workshop, Asset Management and Administration)

- General
 - Developed mobility solution for flood damage assessment. On ground pick up commenced Monday 15th May, approximately 30% of damage collected.
 - Service Management Strategy and Service Management Plans adopted at Council budget meeting 27 June 2017
 - Capitalization of works is continuing for end of year financial processes

EXECUTIVE MANAGER ACTIVITIES

The Executive Manager was on annual leave from 21 June to 7 July 2017, however during the month of June 2017, the Executive Manager or the Acting Executive Manager has attended:

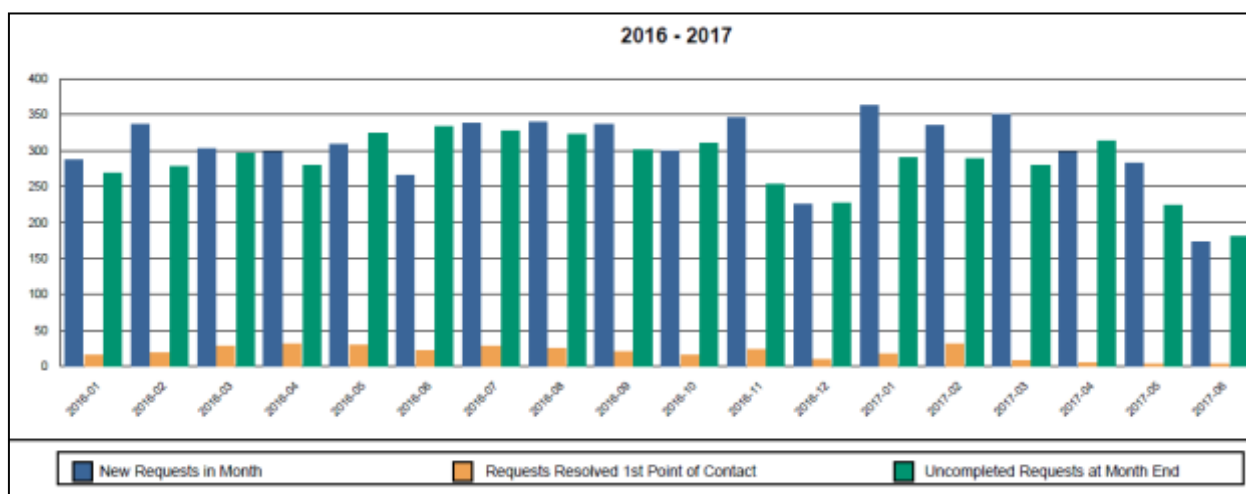
- Council Workshops, Council meetings and Councillor Tours
- Regular meeting with IWS Managers and Management Groups
- Budget discussion meetings with IWS Managers
- Asset Management meeting
- Lockyer Valley Traffic Safety Working Group meeting
- Lake Apex Community Advisory Committee meeting
- IWS Portfolio meeting with Cr Holstein
- Meetings with the Mayor, Cr Holstein and resident
 - Napier Street, Laidley regarding the levee bank
 - Flagstone Creek Road, Helidon regarding a creek
- Meeting with Cr Holstein and resident
 - Dry Gully Road, Mount Whitestone regarding road issues
- Gatton Heavy Horse Field Day debrief
- Site inspection at Balaam Hill and Otto Road quarries
- RMPC 2017/18 Management meeting with TMR
- LVRC Leadership Forum
- Fire Ant Training
- Safety Induction with high school students
- New staff induction - introductions
- Hazard inspections of construction sites including Thallon Road
- Workplace / IWS site visits at:
 - Thallon Road, Hatton Vale
 - Van de Weyer Road, Forest Hill
 - Lake Clarendon Way, Lake Clarendon

The Executive Manager's office has also supported the Lake Apex Community Advisory Committee meeting held on 20 June 2017 and the Lockyer Valley Traffic Safety Working Group held on 21 June 2017.

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CUSTOMER SERVICE REQUESTS – MONTHLY MONITORING

The table below provides a summary of customer service request activity. In the past two months there have been improvements in completed requests following a spike in CSR from the weather event in March 2017.





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14. ITEMS FOR INFORMATION

14.1 Inward Correspondence for Noting

Date: 19 July 2017
Author: Stephen Hart, Coordinator Council Business
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

Attached to this report is correspondence received by Council since the last Council Meeting. This correspondence is provided for Councillor's information.

This document is for Council's information only.

Report

1. Introduction

A key strategy in Council's Operational Plan 17-18 is to enhance decision making through informative reporting. To improve the flow of information to decision makers it is important that documents of a strategic nature are provided to Councillors for their information.

2. Background

The Lockyer Valley Regional Council receives a considerable amount of correspondence. While much of this correspondence is of a routine and operational nature, there are also Reports, Reviews and correspondence of a more strategic nature that is likely to be relevant for Councillor's information and consideration. Recent correspondence of this nature is attached to this report.

3. Report

Relevant correspondence received since the last Council Meeting is attached to this report for Councillor's information. This correspondence includes:

1. **West Moreton Hospital and Health Service** forwarding the West Moreton Hospital and Health Service Strategic Plan 2017-21.
2. **Australian Local Government Association** advising of the outcome of the debate on the motions submitted by Lockyer Valley Regional Council.
3. **Queensland Competition Authority** providing notice of the Review of Seqwater Bulk Water Prices 2018-21.

Attachments



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1View	Letter	1 Page
2View	WMHHS Strategic Plan	2 Pages
3View	Email - 2017 ALGA Motions	1 Page
4View	Letter - Qld Competition Authority	2 Pages



Enquiries to: West Moreton Shaping Our Future
Telephone: (07) 3413 7491
Email: WM_ShapingOurFuture@health.qld.gov.au
Date: 10 July 2017

Dear Ian

Partnering with you to shape our future: West Moreton HHS Strategic Plan 2017-21

On behalf of the West Moreton Hospital and Health Board, it is our pleasure to share with you the [*West Moreton Hospital and Health Service Strategic Plan 2017-21*](#). After many months of consultation with staff, partners, consumers and the community, we are excited to share a plan that not only outlines a path forward for our health service, but also our aspirations for how we can work together to meet the needs of our community in the coming years.

As many of you know, the West Moreton community will continue to face significant challenges over the next decade. We will have the fastest population growth in the state, as well as levels of obesity and heart-related hospital admissions that are unacceptable by national standards. This strategic plan is an important part in our shared response, and we look forward to working with you to achieve the best in health and wellbeing for West Moreton, now and into the future.

This is the just the start of our journey. We appreciate your support for this plan so far and look forward to working with you as we start the next steps of bringing it to life. Should you have any queries or want to find out how you can partner with us further, please send us an email WM_ShapingOurFuture@health.qld.gov.au.

With thanks and kind regards

Michael Willis
Board Chair, West Moreton Hospital and Health Board

Dr Kerrie Freeman
Chief Executive, West Moreton Hospital and Health Service

Address

Ipswich Hospital
Chelmsford Av,
Ipswich QLD 4305

Postal address

PO Box 73,
Ipswich QLD 4305

Phone

07 3810 1111

Website

www.westmoreton.health.qld.gov.au

West Moreton Hospital and Health Service Strategic Plan 2017 – 2021

June 2017

West Moreton Hospital and Health Service Strategic Plan 2017 – 2021

Susan Boland

From: Abby Carey <Abby.Carey@alga.asn.au>
Sent: Monday, 10 July 2017 11:44 AM
To: Stephen Hart
Subject: National General Assembly 2017 Motions

Dear Mr Hart

Earlier this year your council submitted motions to be debated at the National General Assembly (NGA) 2017. We would like to thank you and your council for the important contribution you made to the NGA. I am writing to inform you of the outcome of the debate on your motions and the process that will now ensue.

Lockyer Valley Regional Council submitted 2 motions outlined below:

Motion Number: 27

That the National General Assembly approach the Australian Bureau of Statistics to make public available data and statistics on agricultural commodity production by local government area. This data needs to be provided in both dollar values and in actual tonnage (volume) terms.

This motion was carried by the NGA and will now be considered by the ALGA Board at a Special Board meeting convened to deal with all NGA Resolutions.

Motion Number: 78

That the National General Assembly lobby the Commonwealth Government to develop and implement a National Flying-Fox Management Framework to coordinate and harmonise flying-fox management across jurisdictions.

Motion 78 was carried by the NGA and the Resolution will now be considered by the ALGA Board at its Special meeting.

Thank you once again for your support for the NGA and for taking the time to submit motions. We will write to you again after the ALGA Board has considered these motions.

Kind regards

Clare Sullivan
Director of Government Relations and National Events
Australian Local Government Association



National General Assembly, 18 - 21 June 2017, Canberra ACT
Regional Cooperation and Development Forum, 18 June 2017, Canberra ACT
Roads Congress, 7-9 November 2017, Albany WA

**Queensland
Competition
Authority**

File Ref: 1246822

20 June 2017

Mr Ian Church
Chief Executive Officer
Lockyer Valley Regional Council
PO Box 82
Gatton QLD 4343



Dear Mr Church

Notice of Investigation: Review of Seqwater Bulk Water Prices 2018–21

The Treasurer and Minister for Trade and Investment has asked the Queensland Competition Authority to investigate pricing practices relating to the monopoly business activity of bulk water supply by Seqwater. The objective of the review is to recommend bulk water prices for the period 1 July 2018 to 30 June 2021.

The QCA will shortly publish the **attached** notice of investigation. We invite you to make a submission by **15 September 2017**.

Please direct any queries on this matter to Jennie Cooper on (07) 3222 0565 or jennie.cooper@qca.org.au.

Yours sincerely

Charles Millstead
Chief Executive Officer

cc: Mr Tony Brett, Manager of Finance, Lockyer Valley Regional Council

Level 27, 145 Ann Street, Brisbane Q 4000
GPO Box 2257, Brisbane Q 4001
Tel (07) 3222 0555
www.qca.org.au

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Notice of Investigation: Review of Seqwater Bulk Water Prices 2018–21

Attachment 1: Notice of investigation

**Queensland
Competition
Authority****HAVE YOUR SAY****Notice of Investigation: Seqwater Bulk Water Prices 2018–21**

At the request of the Treasurer and Minister for Trade and Investment, the Queensland Competition Authority will conduct an investigation into the pricing practices relating to the monopoly business activity of bulk water supply by Seqwater. The objective of the investigation is to recommend bulk water prices for the period 1 July 2018 to 30 June 2021.

Public involvement is a key part of our decision-making process and we invite submissions from all interested parties. We have published a guidance note on our website to assist stakeholders with their submissions.

Submissions are due by 15 September 2017 and can be made online:
www.qca.org.au/Submissions or by post:

Queensland Competition Authority
GPO Box 2257
Brisbane QLD 4001

A draft report will be submitted to the Queensland Government by 30 November 2017, with a final report submitted by 31 March 2018.

For more information, visit our website www.qca.org.au/water or contact Jennie Cooper (07 3222 0555).

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14.2 External Funding Update April - June 2017

Date: 19 July 2017
Author: Corrin Bischoff, Coordinator Governance & Strategy
Responsible Officer: Ian Church, Chief Executive Officer

Summary:

The purpose of this report is to provide an update on the status of external funding applications submitted by Lockyer Valley Regional Council for the period April to June 2017.

This document is for Council's information only.

Report

1. Introduction

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

Council's External Funding Policy supports the Lockyer Valley Community Plan 2012 - 2022 strategic priority to "uphold principles of good governance and transparency in decision making".

2. Background

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

3. Report

Since the beginning of April 2017, five (5) external funding applications have been submitted. In this period, Council has been advised that four applications were not successful and two applications were successful.

Below is the status of Council's external funding applications as at 18 July 2017:

STATUS as at: 18 July 2017	Source	Funding Program	Project Name	Total Cost of Project	Amount Applied For	LVRC cash contribution	LVRC In-kind contribution
Pending	Department of Infrastructure and Regional Development	Bridges Renewal Programme - Round 3	Steinkes Bridge	\$490,000	\$245,000	\$0	\$0
Pending	Department of Infrastructure and Regional	Bridges Renewal Programme - Round 3	Mahon Bridge	\$70,000	\$35,000	\$0	\$0



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STATUS as at: 18 July 2017	Source	Funding Program	Project Name	Total Cost of Project	Amount Applied For	LVRC cash contribution	LVRC In-kind contribution
	Development						
Pending	Department of Industry, Innovation and Science	Building Better Regions - Community Investment Stream	Horticultural Production in the Lockyer Valley - Research Project	\$22,000	\$15,000	\$5,000	\$2,000
Successful	State Libraries Queensland	Tech Savvy Seniors	Tech Savvy Seniors	\$12,375	\$12,375	\$0	\$0
Pending	Department of Industry, Innovation and Science	Building Better Regions - Infrastructure Projects Stream	Amos Road Upgrade, Withcott	\$848,000	\$424,000	\$424,000	\$36,000
Unsuccessful	Department of State Development	Building Our Regions	Forest Hill Flood Mitigation - Stage 2	\$540,000	\$270,000	\$ 270,000	0
Unsuccessful	Department of State Development	Building Our Regions	Lockyer Valley Animal Management Facility	\$582,624	\$291,312	\$291,312	0
Unsuccessful	Department of National Parks, Sport and Racing	Sport and Recreation Planning Program	Regional Sports Facility Plan	\$110,000	\$75,000	\$20,000	0
Successful	Department of Transport and Main Roads (DTMR)	Cycle Network - Local Government Grants Program	Lake Apex Drive (Denis Minson Drive to Hawick Street) on-road cycle facility	\$50,600	\$25,300 \$35,000 received for 2017/18 and balance to be funded in 2018/19 - Design only project valued at \$46k 100% funded by DTMR	\$25,300	0
Unsuccessful	Department of Transport and Main Roads	Cycle Network - Local Government Grants Program	Spencer Street Upgrade of Shared Pathway	\$195,800	\$97,900	\$97,900	0
Unsuccessful	Department of Tourism, Major Events, Small Business and the Commonwealth Games	Queensland Tourism Demand Driver Infrastructure (TDDI) Fund 2017-18	UQ to Gatton Active Transport Link	\$900,114	\$300 000	\$300 114	0



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14.3 Investment Report – June Quarter 2017

Date: 11 July 2017
Author: Tony Brett, Manager Finance and Customer Service
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

As outlined in Council's 2016/2017 Investment Policy, a quarterly report is required to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of the *Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As at 30 June 2017, Council had a total investment holding of \$26.4 million.

Overall our investments continued to perform well in comparison with targeted benchmarks with current Council's investments exceeding these benchmarks. Despite this, interest revenue was below the target for the year.

This document is for Council's information only.

Report

1. Introduction

In accordance with the policy statement in Council's 2016/2017 Investment Policy, a quarterly report is required to be submitted, updating Council on the performance of its investment portfolio.

2. Background

As at 30 June 2017, Council had a total investment holding of \$26.4 million.

3. Report

Council's 2016/2017 Investment Policy sets out Council's investment guidelines including the time horizon, maximum exposure, credit risk guidelines and performance benchmarks of its investments.

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The two following tables show the product type, investment institution, and credit rating of our investment portfolio at 30 June 2017:

Table 1			
Product Type	Amount \$	Percentage Holding	
Cash Fund - QTC	8,900,244	33.71%	
Term Deposit	17,500,000	66.29%	
Total	\$26,400,244	100.00%	
Table 2			
Institution	Amount \$	Percentage Holding	Credit Rating
QTC	8,900,244	33.71%	AA
NAB	1,000,000	3.79%	AA-
Commonwealth Bank	1,000,000	3.79%	AA-
AMP Bank	4,500,000	17.05%	A
Suncorp-Metway	2,500,000	9.47%	A+
Bank of Qld	2,000,000	7.59%	BBB+
Bendigo Bank	1,000,000	3.79%	BBB+
Beyond Bank	500,000	1.89%	BBB+
Rural Bank	500,000	1.89%	BBB+
Credit Union Australia	1,500,000	5.68%	BBB
ME Bank	1,500,000	5.68%	BBB
MyState Bank	500,000	1.89%	BBB
IMB Bank	500,000	1.89%	BBB
Auswide Bank	500,000	1.89%	BBB-
Total	26,400,244	100.00%	

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The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND).

The tables compare the rate of return on Council's investments at 30 June 2017, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a decrease in the interest rates for term deposits with new investments now well below the 3.0% mark.

Table 3			
Cash Fund Performance Against RBA Cash Rate & UBS Bank Bill Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	2.49%	1.50%	2.37%

Table 4			
Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	2.72%	1.615%	2.37%

While interest rates have remained relatively steady, the QTC cash fund rate is now slightly lower than most term deposit rates making term deposits a more attractive investment option. The best regular rates on offer at present are around the 2.60% to 2.85% mark for investment periods from six to twelve months.

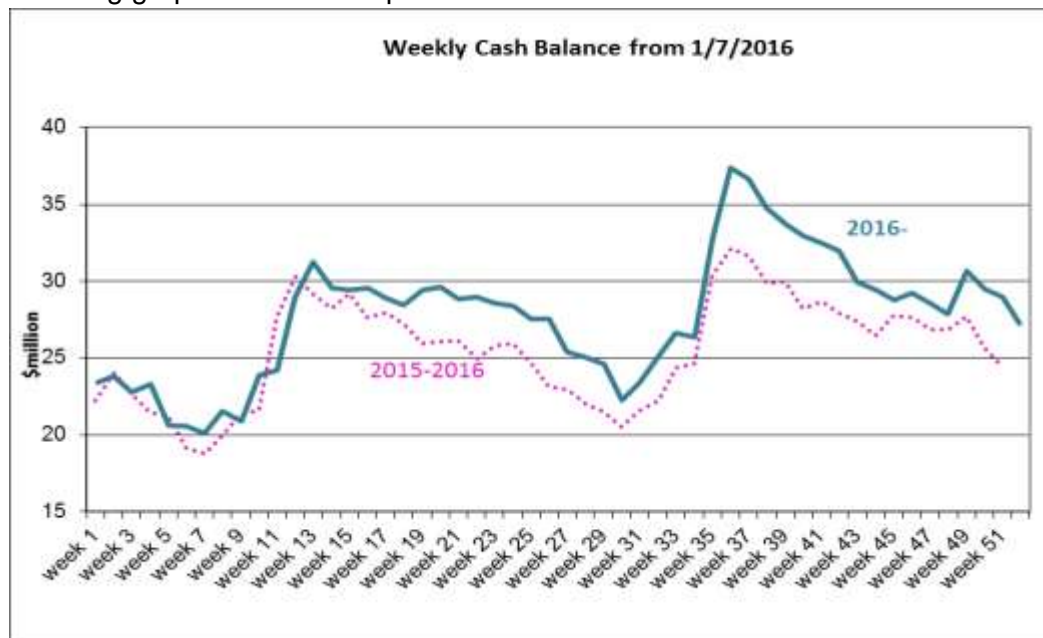
TABLE 5			
Interest Income vs Budget	Actual YTD	Original YTD Budget	% Annual YTD Budget
Interest Income on investments	\$756,865	\$817,000	93%

As reflected in table 5, interest revenue is below the target for the year. The budget was based on an estimated interest rate of 2.90% and, while the average return on our QTC account and current term deposits are relatively close to this rate, the rates on new investments are lower as the anticipated increase in the underlying cash rate by the Reserve Bank did not occur. The budget was amended as part of the second quarter budget review and a further reduction in budgeted interest revenue has been applied to the newly adopted 2017/2018 budget.

During the fourth quarter, cash at bank has decreased as usual between the collection of the bi-annual rates issue. Only minimal cash remains in Council's general funds each day with

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any excess being invested as term deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of total cash balances.



The following table shows that Council's investments at 30 June 2017 complied with the 2016/2017 Investment Policy.

TABLE 6			
Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
Cash Funds			
QTC Cash Funds	33.71%	100%	66.29%
Term Deposits			
AAA to A+	17.05%	80%	62.95%
A to BBB+	32.20%	35%	2.80%
BBB to BBB	17.05%	25%	17.95%

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14.4 Information Services Update for the 2016/17 Financial Year

Date: 18 July 2017
Author: Graham Cray, Manager Information Services
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

The use and reach of technology and the ability to interact with information has been rapidly increasing due to continued development of portable technologies and information systems. It is essential for Council to leverage the use of technology to improve staff efficiency, productivity, and making informed decisions, as well as providing customers the ability to interact with Council at any time, from anywhere on any device.

This report is to provide information on the achievements and challenges of the IS team for the period of July 2016 through to June 2017 inclusive.

This document is for Council's information only.

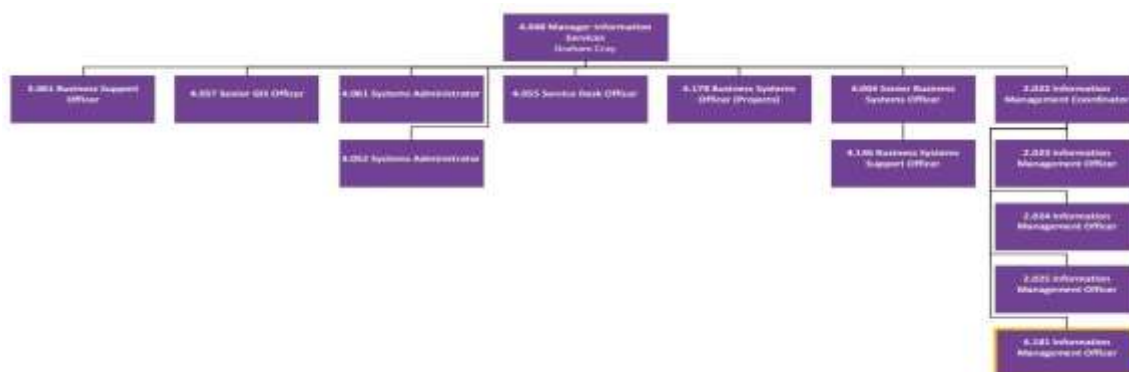
Report

1. Introduction

The Information Services business unit provides key services mostly internally to Council to enable the delivery of externally facing services to our customers. The Information Services (IS) team includes the Information Communication Technologies (ICT) team, the Business Systems Team, the Information Management (IM) team, and the Geographical Information Systems (GIS) team.

2. Background

The IS Structure is as follows:



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The Information Services Team operates on a very lean human resource allocation, when compared with the risks and opportunities they are responsible for managing.

3. Report

Taking the time to reflect on the previous 12 months has allowed the team to appreciate and celebrate the outcomes they have achieved in that timeframe.

Throughout the financial year, the team has achieved a great deal including the implementation of business systems that have improved functionality, mobilised staff and reduced paperwork, replaced telephone systems and call centre software and implemented new hardware systems that improved efficiencies and customer satisfaction.

In contrast though there are many challenges we face, including the ever increasing cyber security risks and not being able to keep up with demand when it comes to implementing new functionality and technologies that will enable improvement of Council services, staff safety, efficiency and therefore productivity, as well as improving customer interaction in an online world.

We have collaborated with other council teams to ensure major projects ran smoothly and on time. The biggest example of this in the past 12 months is the refurbishment of the Laidley Library and Customer Service Centre. The IS Team was involved in removing the majority of Council's records from the old building and moving these to an offsite facility. The CCTV, IT, and Telstra networks all had to be relocated to allow the Customer Service team to operate out of Neilsen's Place and the Library team to operate out of the temporary library. All services were subsequently relocated to allow for the opening of the refurbished building.

Other significant outcomes achieved in the last 12 months by the IS team include:

- Development of a high level ICT Business Continuity and Disaster Recovery Plan;
- Development of a Service Management Plan for ICT assets;
- Replacement of Projectors and control system at Lockyer Valley Cultural Centre;
- Implementation of Skype For Business and Enghouse Call Centre Software to replace an aging and costly telephone system;
- Implementation of Intramaps, a web based mapping system to replace a desktop based system;
- Redevelopment of CCTV Policy and Procedure to improve the focus and management of Council's CCTV program;
- Development of Memorandum of Understanding between LVRC and Queensland Police Service (QPS) to allow QPS to directly access Council's CCTV systems;
- Implementation of CCTV technologies to enable QPS direct access to Council's CCTV systems;
- Implementation of online applications for QPS to request CCTV footage to improve service levels and staff efficiencies;
- Upgraded CCTV infrastructure to improve security, public safety, and crime prevention;
- Implementation of functionality within our Technology One systems, including;
 - Implementation of the Enforcement module for multiple business units to allow improved staff efficiencies;
 - Implementation of the Licencing/Permits module for multiple business units to improve staff efficiencies;

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- Implementation of CiA Work Requests to manage Facilities works requests;
- Implementation of Customer Requests Review system requirements to improve Council's customer focus and accountability;
- Implementation of CiA BI Analytics Dashboards for Customer Requests & Capital Works to improve accountability and customer focus;
- Implementation of CiA Talent Management (including Employee Appraisal process & Employee Accreditations) to improve staff productivity and performance; and
- System Reconfigurations to cater for new Planning Act legislation requirements;
- Presentation of regular Business Systems Information Sessions to improve staff understanding, knowledge, skills, and maximising Council's investment in these systems;
- Communication of regular user tips in the form of short videos included in staff newsletters to improve staff understanding, knowledge, skills, and maximising Council's investment in these systems;
- Council's Senior Business Systems Officer presented on LVRC's introduction and use of CiA at Technology One's International Conference, Evolve;
- Developed an ongoing reputation with Technology One as a successful & progressive Queensland site, resulting in a number of requests to partner with them in early adoption of new CiA functionality which will improve staff efficiencies and service levels;
- Upgrade of multiple virtual servers to Server 2016, improving functionality, performance and security;
- Upgraded electronic building access control systems to improve usability and security;
- Implemented Dark Trace a cyber-security focussed solution that monitors our networks for unusual activities to detect threats, breaches and vulnerabilities;
- Welcomed a Cyber Resilience internal audit to review Council's ICT cyber security resilience capability across its operations;
- Implemented a Visitor Management system at the Gatton Administration system and Depot to improve safety;
- Re-implementation of WaterRide, water flow and level modelling software, to improve public safety and inform decisions during flood events;
- Reconfiguration of Skype For Business as part of PhoneFox implementation to improve Council's customer focus;
- Implementation of the ability for staff to bring their own mobile devices to access Council Email and Calendar application;
- Assisted in the standing up of the Local Disaster Coordination Centre for Ex Tropical Cyclone Debbie;
- Implementation of the most recent topographical (LiDAR) contour data to improve the quality of information and inform decisions;
- Implementation of the most recent aerial photography data to improve staff efficiencies, quality of information, and inform decisions;
- Successfully protected Council against malware, ransomware and other cyber security attacks;
- Relocated significant numbers of records boxes from the Laidley Administration Building to an offsite facility to ensure the appropriate storage of Council information;
- Commenced sentencing of records relocated to an offsite facility to ensure appropriate management and retention of Council information; and
- Conducted standard operational activities including keeping IT systems patched, replacing hardware due for replacement, investigating and rectifying issues, managing network, systems and building access, managing data, producing mapping products, and, assessing, registering and tasking incoming information.

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Challenges experienced by the IS Team over the past 12 months include:

- Cyber Security. It is not a case of 'if' but 'when'. We are being attacked every day. We do what we can to reduce the opportunity and impact; however, at some point we will be compromised. The impact may be very high if the attack leverages unknown vulnerabilities;
- Balancing the implementation of successful projects and continuing to provide effective operational services (keeping the lights on) with the resources that we have. The majority of every review, audit, and recommendation throughout Council results in a change to existing or the implementation of new technologies;
- Managing staff expectations and general relationship management. Ideally a team member would meet with key staff to discuss issues and plan future requirements. Unfortunately when staff numbers in the teams were reduced in the last few years, this was an engagement activity that couldn't be continued. As a result there is a lack of understanding in the time and effort required to implement new hardware, processes and systems. Some internal customers get frustrated with processes that are in place to maintain security and reduce risk; and
- Upgrading our Electronic Document Records Management System, "Enterprise Content Management (ECM)" to the latest version. Due to internal resourcing issues, technical issues, and supplier resourcing issues this project has been delayed a number of times with a current Go Live date in September 2017.

Overall the IS Team has achieved some great outcomes in the last 12 months. Our challenges are no different to every other team as a result of 'doing more with less'. However with the increasing reliance on technology and information to improve services, efficiencies, safety and productivity, the pressure on my team continues to grow. Cyber security in itself could be a full time role if we are to implement best practise. Add to that an increasing number of projects and we carry a high level of risk in our internal resourcing capacity to continue to deliver timely outcomes. A review into the resourcing of the IS Team will be carried out shortly to determine if we have the right level of capacity and risk appetite. Obviously the dilemma will be that any increase in resourcing will result in an increase in costs. Irrespective of the outcome of this review, the team will continue to strive to deliver the best outcomes in a cost effective manner for Council.



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14.5 Waste Management Site Break-Ins

Date: 19 July 2017
Author: Melissa McNamara , Recycling and Waste Coordinator
Responsible Officer: David Lewis, Executive Manager Corporate & Community Services

Summary:

Councils Waste Management Sites situated at Laidley, Lockrose, Lockyer Waters, Grantham and Helidon were accessed by forced entry in the months of May through to and including July 2017. All sites were subject to theft of property with varying degrees of property damage sustained. Damage and losses totalling approximately \$8,000 (excluding officer time) were sustained.

This document is for Council's information only.

Report

1. Introduction

During the months of May, June and July 2017 some of Council's waste management were subject to a series of break ins, which have resulted in the theft of property and damage to buildings.

2. Background

Council operates 8 waste management sites for the receipt of domestic/commercial recyclable materials and waste across the region. These sites are supervised by Anuha and cash/card payment options are provided for residents to enable payment for waste disposal, when necessary, in accordance with Council's fees and charges. These arrangements were introduced on 1 July 2013.

Each Waste facility is provided with a safe (bolted to wall/floor) to secure cash, CCTV monitoring and security fencing where possible. Signage onsite includes 'no authorised persons permitted' and also refers to CCTV surveillance.

In accordance with current procedures, Council officers are notified of any incidents or break-ins as soon as is practicable by Anuha's personnel. Council's first point of call in these matters is the Waste Collection and Recycling Coordinator.

All break ins are also reported to Police Link at the time of the incident notification and a police reference number is recorded/provided for Council. Council officers also attend to assist with the investigation and to access potential video footage of each incident.

Onsite investigations are followed up with written incident reports provided by Anuha to Council via email.

3. Report

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Commencing on 25 May 2017, a series of break-ins occurred at various Council waste management sites.

Details of each of the break-ins follow.

Lockrose Transfer Station – Village Road, Lockrose

- Police report - QP1700906320
- Written incident report – ECM # 3159504
- Date 25 May 2017
- Break & Enter
- Takings (Money) - \$640.00
- Float (Money) - \$200.00
- Padlock - \$33.00.

Lockyer Waters Transfer Station – Main Greenswamp Road, Spring Creek

- Police report - QP1700926491
- Written incident report – ECM # 3168979
- Date – 27 May 2017
- Break & Enter
- Damage to Door & Internal wall, site office – approximate. repair cost \$3,388.

Helidon Transfer Station – Seventeen Mile Road, Helidon

- Police report - QP1701025980
- Written incident report – ECM # 3178275
- Date – 12 June 2017
- Break & Enter
- Dell Latitude E5550 laptop (Serial Number JP2TR32) supplied as part of lease agreement number 0002030599 in June 2015, \$1,750.00
- Takings (Money) - \$137.00
- Float (Money)- \$200.00
- Damage – Door/Lock \$200.00
- Safe Key - \$100.00.

Grantham Transfer Station - Back Ma Ma Road, Winwill

- Police report - QP1701021215
- Written incident report – ECM # 3178275
- Date – 12 June 2017
- Break & Enter
- Minor Damage – Door/Lock \$250.00

Helidon Transfer Station – Seventeen Mile Road, Helidon

- Police report - QP170118689
- Written incident report – ECM # 3189957
- Date – 09/07/2017
- Break & Enter
- Minor Damage – security window grill
- Hikvision 8ch PoE NVR, 80Mbps, H.264+, 8 PnP ports, 4K, VGA/HDMI, 1 RU, 2 HDD Bay + 3TB (CCTV hard drive) \$797.05

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Force was used to gain entry at each site with offenders carrying their own tools. All sites sustained damage to entrance doors/locks as well as internal walls, where force was used in an attempt to dislodge installed safes.

CCTV footage confirms offenders were onsite for some 1 to 2 hours and in most cases site entry took between 45 minutes to 1 hour. CCTV footage identified two young male offenders, one who has since been arrested with the other offender said to be known to police. No persons (contractor personnel or members of the general public) were at risk as the break-ins occurred overnight.

In all instances, post police attendance, temporary and permanent repairs were undertaken to secure all facilities.

At the time of the incidents, safe keys were held in a said to be secure location at each site, thus allowing transition of site operators. Personal computers also remained onsite again in a said to be secure location out of sight.

Officers have acted swiftly to reassess all risks and security with a view to increasing measures to further reduce loss and bolster security for each site hut. Sites are currently being fitted with deadlocks and secured keys, new larger safes (with digital key pads) are being installed (to house personal computer as well as limited cash holdings) and additional CCTV cameras are also being installed.

In the court proceedings that will follow, costs associated with the property damage and stolen property from each site will be mentioned in court proceedings and the Court should (as it has done in the past for similar incidents), require the offender to pay restitution to Council.

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15. CONFIDENTIAL ITEMS

15.1 Legal Update

Date: 19 July 2017

Author: Caitlan Natalier, Solicitor & Legal Services Coordinator

Responsible Officer: Ian Church, Chief Executive Officer

That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 275 (1) (f) of the Local Government Regulation, 2012, as the matter involves starting or defending legal proceedings involving it.

Summary:

The purpose of this Report is to provide an update, and seek Council direction, in relation to a number of confidential legal matters.

16. MEETING CLOSED